



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL

REGULAR MEETING

City of Crystal Lake

100 West Woodstock Street, Crystal Lake, IL

City Council Chambers

October 2, 2018

7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes – September 18, 2018 Regular City Council Meeting
5. Accounts Payable
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. Mayor's Report
8. City Council Reports
9. Consent Agenda
 - a. Crystal Lake Car Express Car Wash, 5902 N. Route 31 – Annexation Petition Referral.
 - b. Copley Annexation Agreement Reconsideration – Request to be continued to the December 18, 2018 regular City Council Meeting.
 - c. Referral of a Text Amendment to the Unified Development Ordinance, Impact Fees, to the Planning and Zoning Commission for review and recommendation.
10. Sign Variation Request – Raue Center for the Arts/Home State Bank, 26 N. Williams Street.
11. Forge Fitness, 137/141 N. Main Street – Variation from Off-Street Parking and Loading Standards.
12. Resolution Authorizing Execution of an Intergovernmental Agreement for Police Services with the Crystal Lake Park District.
13. Discussion/Information Only – Stormwater Solutions – Crystal Vista East, Thornwood Lane.
14. Bid Award – Mary Lane Drainage Improvements.
15. Bid Award - Lift Station #22 Pumps Replacement.

16. Bid Award – Sanitary Sewer Lining Services.
17. Purchase of Desktops and Monitors through the Midwestern Higher Education Compact Cooperative Purchasing Program.
18. Resolution Authorizing Execution of the Customer Release for the ComEd Smart LED Street Light Upgrade Program.
19. Council Inquiries and Requests.
20. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.
21. Reconvene to Regular Session.
22. Confirmation of Appointment to the Planning and Zoning Commission.
23. Adjourn.

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Melanie Nebel, Executive Assistant, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: October 2, 2018

Item: Crystal Lake Express Car Wash – Annexation Referral
5902 N. Route 31

Recommendation: Motion to refer the petitioner's request to the October 17, 2018 Planning & Zoning Commission meeting for zoning consideration and to the November 6, 2018, City Council meeting for the annexation public hearing.

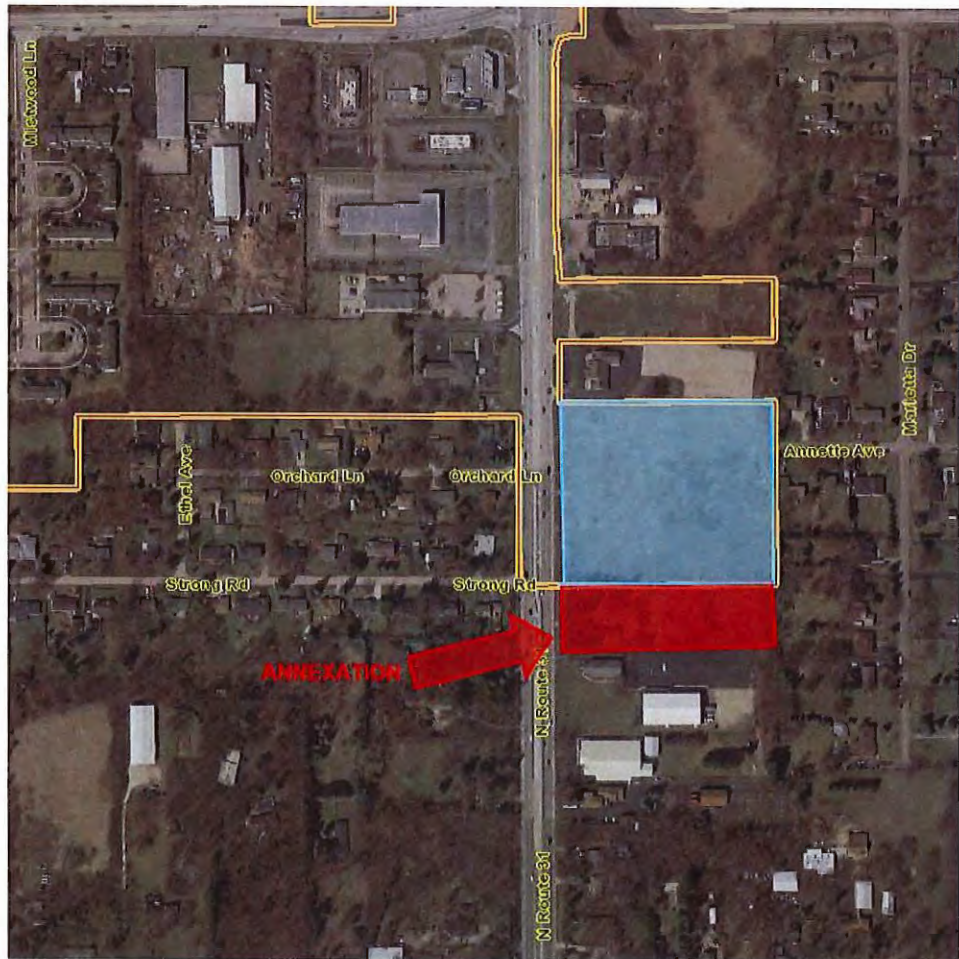
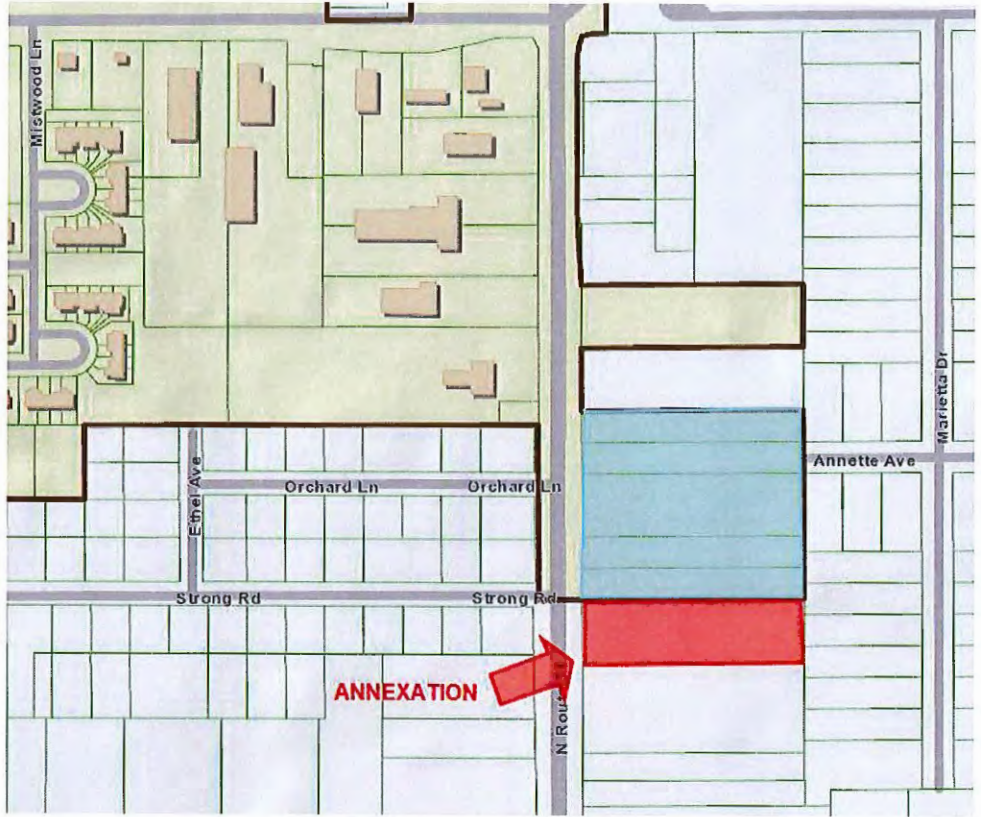
Staff Contact: Michelle Rentzsch, Director of Community Development

Background: The petitioner is requesting annexation of a parcel that totals approximately 2.09 acres, located on Route 31. The parcel is improved with a vacant residential home. The property was grouped in the sale of the vacant land located north of the property, which is located in city limits. The petitioner has applied for the annexation of the subject property, as well as Preliminary/Final Planned Unit Development for a car wash. The car wash is being proposed on the northernmost parcel. There are no current development plans for the remainder of the site.

The petitioner respectfully requests that this matter be referred to the October 17, 2018, Planning & Zoning Commission meeting for zoning consideration and the November 6, 2018, City Council meeting for the annexation public hearing.

Votes Required to Pass: A simple majority vote.

PLN-2018-00101 CRYSTAL LAKE EXPRESS CAR WASH – EAST RT 31 ACROSS FROM ORCHARD LN.





Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date: October 2, 2018

Item: Motion to Reconsider – Continuation of Annexation Agreement
Reconsideration Request

Recommendation: Motion to continue the Copley Annexation Agreement
reconsideration request to the December 18, 2018 City Council
meeting.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

At the September 20, 2016 regular City Council meeting, there was a motion to reconsider the Copley Annexation Agreement. That motion was tabled and continued to the October 18, 2016 regular City Council meeting and was subsequently continued to the October 2, 2018 City Council meeting.

It is requested that this item be continued to the December 18, 2018 City Council meeting to allow both parties time to review the Annexation Agreement.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9c

**City Council
Agenda Supplement**

Meeting Date:

October 2, 2018

Item:

Referral of a text amendment for Impact Fees, Section A-1400 and A-1500 of the Unified Development Ordinance to the Planning and Zoning Commission.

PZC Recommendation:

Motion to refer the text amendments to the Unified Development Ordinance to the October 17, 2018, Planning and Zoning Commission for review and recommendations.

Staff Contact:

Michelle Rentzsch, Director of Community Development
Elizabeth Maxwell, City Planner

Background:

- When the City Council adopted the Unified Development Ordinance (UDO) in 2009, it was intended to be a dynamic document that would be updated periodically.
- The proposed text amendments would address the outdated impact fees and adopt new formulas that better reflect the correlation between the impact to the service provider and the fee being collected.
- Appendix Sections A-1400 and A-1500 are being amended.
- The table below outlines the proposed changes.

Proposed provisions of the UDO to be amended

ARTICLE/SECTION	PROVISION TO BE AMENDED
A-1400 Criteria for requirement park, recreation land and school site dedications	<ul style="list-style-type: none">• Updated Fair Market Value• Revised Park Fee due to new Fair Market Value, but the formula remains the same.• Revised School formulas due to new enrollment figures and new acreage numbers from the school districts and the new Fair Market Value.
A-1500 Fire Rescue Capital Facilities Fees	<ul style="list-style-type: none">• New formulas based on operating budget and population for Fire Rescue, Police, Library.• The addition of a fee for Public Works.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: October 2, 2018

Item: Raue Center for the Arts – Sign Variation to allow 85.14 square feet of additional wall signage at 26 N. Williams Street.

Recommendation: City Council Discretion:
A. Motion to adopt an Ordinance with the recommended conditions for the variation as requested.
B. Motion to deny the variation request.

Staff Contact: Michelle Rentzsch, Director of Community Development
Kathryn Cowlin, Assistant City Planner

Background:

- In 1999, a variation to the Sign Ordinance was granted for the 120 square-foot marquee located on the east elevation.
- In 2011/12, a sign variation to the Unified Development Ordinance (UDO) was granted for the 284 square-foot wall sign located on the west elevation.
- In 2013, the property was granted historic landmark status for the front (east elevation) of the building.
- The petitioner, Home State Bank, received approval from the Crystal Lake Civic Center Authority to apply for the proposed sign variation.

Analysis:

- The Raue Center for the Arts is permitted 120 square feet of wall signage per the UDO and the property was granted two previous sign variations.
- The proposed wall sign would be located under the existing 284 square-foot wall sign on the west elevation. Therefore, the sign would be considered one wall sign and would not meet the UDO standard for the size of a single sign and the total allowable square footage of wall signage.

- Below is a summary of the existing and proposed wall signs:

Sign	Location	Size (square feet)
Existing marquee	East elevation (Williams St)	120
Existing wall sign	West elevation (Grant St)	284
Proposed addition to the wall sign	West elevation (Grant St)	85.14
Total		489.14

Review Criteria:

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

1. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
2. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
3. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Crystal Lake Civic Center Authority, received 09/10/18
 - B. Sign Details, Hughes Signs, received 09/14/18
2. The sign must match the color of the existing wall sign.

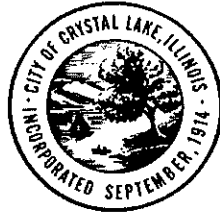
Votes Required to Pass: Simple majority vote

PLN-2018-00112 HOME STATE BANK – 26 N WILLIAMS ST (RAUE CENTER) – SIGN VARIATION



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIGN VARIATION FOR
RAUE CENTER FOR THE ARTS, 26 N. WILLIAMS STREET**

WHEREAS, pursuant to the terms of the request (File #PLN-2018-00112) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow 85.14 square feet of additional wall signage for the western elevation of the Raue Center for the Arts; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION I: That a sign variation be granted to allow 85.14 square feet of additional wall signage on the western elevation of the Raue Center for the Arts located at 26 N. Williams Street (PIN 14-32-482-028), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Crystal Lake Civic Center Authority, received 09/10/18
 - B. Sign Details, Hughes Signs, received 09/14/18
2. The sign must match the color of the existing wall sign.

SECTION II: That the City Clerk be and is hereby directed to amend all pertinent records of the

DRAFT

City of Crystal Lake to show the granting of Variations in accordance with the provisions of this Ordinance, as provided by law.

SECTION III: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATED at Crystal Lake, Illinois, this 2nd day of October, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: October 2, 2018

Approved: October 2, 2018



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 2, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION
<u>Request:</u>	Variation from Article 4-200(D) Off-Street Parking and Loading Standards to provide zero onsite parking spaces for the use of a portion of the second floor, a variation of 15 parking spaces.
<u>Petitioner:</u>	Michael Kelly, Forge Fitness Don Crotty, property owner 137/141 N. Main Street
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an Ordinance for a variation to provide zero additional parking spaces for the use of the second floor at 137/141 N. Main Street.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Assistant City Planner

Background:

- Existing Use: The subject property is improved with a physical fitness facility.
- The property was granted a variation in 2012, when the business was only located at 141 N. Main Street, and in 2014, when the business expanded into 137 N. Main Street. The variations were for 16 parking spaces and 15 parking spaces, respectively.
- The total parking spaces provided onsite is 25 spaces.

PARKING

- Per the UDO, 6.4 spaces per 1,000 square feet of gross floor area are required. A 30% reduction from the required number of spaces is allowed for the properties in the Downtown District.
- The expansion would require an additional 15 parking spaces.
- The City has received complaints regarding patrons parking along Prairie Street. To address the complaints the City created a parking flyer for Forge Fitness to distribute to their patrons (attached). In addition, the property added signage directing users to the Beardsley Street public parking lot.

- From September 1, 2017 through September 18, 2018 (just over a year) the Police Department has received two citizen complaints and issued approximately 92 parking tickets.
- The intersection of Main Street and Prairie Street will be improved with the Main Street capital project, which is anticipated to commence in 2020. This improvement will shift the stop bar farther to the west to improve sight-line clearances for motorists turning southbound onto Main Street from Prairie Street.

PZC Highlights:

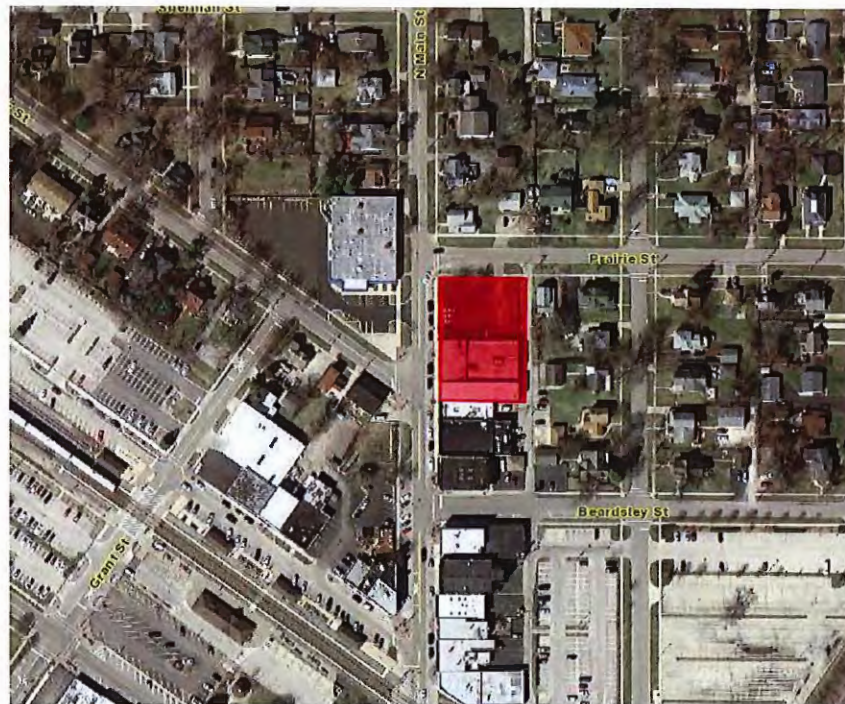
- The PZC asked about parking along Prairie Street. The petitioner stated that he shows new members the Beardsley Street parking lot when they sign up. He also reminds his customers about the parking lot through social media and he recently added a sign to the onsite parking lot describing how to get to the Beardsley Street lot.
- The PZC stated that the petition met the Findings of Fact.

The PZC recommended **approval (5-0)** of the petitioner’s request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Crotty, dated 08/03/18, received 08/16/18)
 - B. Plat of Survey (received 08/16/18)
 - C. Floor Plan (received 08/16/18)
2. All employees must park in designated Z-Lots.
3. If the facility is expanded in size or intensity at any time, the petitioner must consult with staff to determine if a further variation is necessary.
4. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue Departments.

Votes Required to Pass: A simple majority vote.

PLN-2018-00089 FORGE FITNESS – 137 N MAIN ST



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A VARIATION
AT 137/141 N. MAIN STREET

WHEREAS, pursuant to the terms of a Petition (File #PLN-2018-89) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Variation from Article 4-200(D) Off-Street Parking and Loading Standards to provide zero onsite parking spaces for the use of a portion of the second floor, a variation of 15 parking spaces; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on August 31, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on September 19, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed variation; and

WHEREAS, on September 19, 2018, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed variation(s) be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-89, dated as of September 20, 2018; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variation be granted as requested in said Petition.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

Section I: That a Variation be granted from Article 4-200(D) Off-Street Parking and Loading Standards to provide zero onsite parking spaces for the use of a portion of the second floor, a variation of 15 parking spaces at the property commonly known as 137/141 N. Main Street (14-33-309-007), City of Crystal Lake,.

Section II: That the Variation be granted with the following conditions:

DRAFT

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Crotty, dated 08/03/18, received 08/16/18)
 - B. Plat of Survey (received 08/16/18)
 - C. Floor Plan (received 08/16/18)
2. All employees must park in designated Z-Lots.
3. If the facility is expanded in size or intensity at any time, the petitioner must consult with staff to determine if a further variation is necessary.
4. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue Departments.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the granting of a Variation in accordance with the provisions of this Ordinance, as provided by law.

Section IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 2nd day of October, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: October 2, 2018

Approved: October 2, 2018



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 2, 2018
<u>Item:</u>	Police Services Agreement with the Crystal Lake Park District
<u>Recommendation:</u>	Motion to adopt a Resolution authorizing the City Manager to execute an Intergovernmental Agreement with the Crystal Lake Park District regarding police services.
<u>Staff Contact:</u>	James R. Black, Chief of Police

Background:

Historically, the Crystal Lake Police Department (“City Police”) and the Crystal Lake Park District Police (“Park Police”) have worked collaboratively to ensure effective police services were available for the patrons visiting any of the Park District’s properties located within the corporate boundaries of Crystal Lake. This partnership, essentially a decades old oral agreement between both agencies, ensured mutual aid would be rendered when requested and that the City Police would respond to Park District properties, in Crystal Lake, during such times when Park Police are not on duty.

The Crystal Lake Park District initiated discussions with the City with the expressed intent to formally memorialize the unwritten agreement between both police agencies. The draft Agreement attached represents the culmination of the discussions. Both parties mutually found the proposed Agreement to satisfactorily address our expectations regarding police services within the City corporate boundaries. Highlights of the Agreement include:

- Section 3: The Crystal Lake Police Department will be the primary investigating agency for all major crimes that occur within Park District property that lies within the City’s corporate boundaries.
- Section 7: State law places significant jurisdictional restrictions on all park district police agencies, limiting their ability to take enforcement action or render aid outside of their park boundaries. State law allows park districts to enter into agreements, such as the one presented, to grant police powers outside of their jurisdiction (see the *Park District Police*

Act, 70 ILCS 1235/1 et al). Our proposed agreement would provide the Park Police with limited police powers outside of their boundaries under the following conditions:

1. When Park Police receive a request for assistance from the City police;
2. When Park Police reasonably believe a police action will prevent injury or prevent crime, thus allowing Park Police to render aid to victims or apprehend those committing crimes in their presence; or
3. While in transit between parks, Park Police may enforce violations of the Illinois Vehicle Code.

The proposed Agreement requires that Park Police notify the City Police of any actions taken outside of Park District properties but within the City's corporate boundaries, except for the enforcement of petty traffic laws. The Agreement does not allow the Park Police to enforce violations of City ordinances, nor does it allow Park Police to enforce parking violations outside of their jurisdiction.

The proposed Agreement was presented to the Crystal Lake Park District's governing board and it was approved on September 20, 2018.

City Police staff believe the proposed Agreement sufficiently formalizes, in writing, our existing professional relationship with Park Police, as well as appropriately defines Park Police's limited authority outside of their jurisdiction. Legal staff and IRMA (the city's liability insurance provider) have reviewed the Agreement.

Votes Required to Pass: A simple majority of the City Council is required for approval.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager is hereby authorized and directed to execute an intergovernmental agreement with the Crystal Lake Park District relating to police services.

DATED:

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 13

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 2, 2018
<u>Item:</u>	Stormwater Solutions: Crystal Vista East Update Thornwood Lane Projects
<u>Staff Recommendation:</u>	For Information Only
<u>Staff Contact:</u>	Michael Magnuson, Director of Public Works Abigail Wilgreen, City Engineer

Background:

As part of the Stormwater Solutions initiative, a number of projects were identified and funded in the FY 18/19 budget. These projects were selected based on:

- Priority (initiate projects where flooding impacts are the greatest) and;
- Required sequence of projects (some projects need to be built first to handle stormwater from subsequent projects).

For the Crystal Vista East Study Area, one project was included in the FY 18/19 budget. This project is the Honeysuckle Storm Sewer improvement. This project has been engineered, bid and awarded for construction at the September 18, 2018 City Council meeting. The project has a completion date of this November.

Honeysuckle Storm Sewer Project

The Honeysuckle Storm Sewer improvement will provide significant benefit to the area:

- Improve the flow out of the Lippold wetland complex (functions as a large stormwater storage area)
- Create storage faster between subsequent storms.

One of the contributing factors to the 2017 summer flooding was frequent heavy rainfalls that overwhelmed area detention/storage areas. The lack of storage between storms in the Lippold wetlands in 2017 resulted in flooding to the rear yards of the houses along Thornwood Lane as the water from the wetlands overtopped the bike path and inundated these rear yards.

Additional Project (Park District): Rear Yard Storm Sewer - Thornwood Lane (Park District)

In addition to the budgeted projects for FY 18/19, the need for a storm sewer along the rear yards on Thornwood Lane was identified as part of the overall Stormwater Solutions effort for this area. In the event the wetlands are overwhelmed again in the future, this storm sewer would allow the water to drain from the rear yards after the storm. The project has the additional benefit of allowing residents with low backyards to connect to this sewer to drain these low areas. This project is being proposed by the Crystal Lake Park District and will connect to the Honeysuckle storm sewer that is being improved this year.

- The Honeysuckle Storm Sewer project and the Park District storm sewer project offer the most relief from high flow rain events.

Thornwood Lane Roadside Ditch/Storm Sewer (Public ROW)

An additional project that was identified by the residents during the stakeholder outreach was installing a ditch along the north side of Thornwood Lane to capture roadside drainage. This project would capture runoff from the pavement and drain it to the east. A small detention area (on Park District property) may be required and a connection to the Honeysuckle storm sewer is required.

The current roadway drainage generally flows between each house and into the rear yards. Changing the drainage pattern from flowing through the yards to all flowing to the east will place all of the runoff at the corner of Thornwood Lane and Honeysuckle Lane where it does not currently flow. **This change needs to be engineered properly to ensure we are not creating a new problem down the street at the last house.**

Staff has previously committed to the residents that a public meeting would be held when the engineering is complete to present the details of the proposed ditch/storm sewer and any impacts to properties (tree and landscaping removal that will be necessary). It should also be noted that a City watermain is in the same area where the ditch/storm sewer will be provided. Staff needs to ensure that a ditch (removal of a foot of soil) will not adversely affect the watermain (freeze in winter).

At the September 18, 2018 City Council meeting, a petition was presented (copy attached) from all but two of the residents that would be affected by the Thornwood Lane ditch/storm sewer project. This petition stated that the residents want the roadside ditch/storm sewer before the Park District storm sewer improvement.

Thornwood Lane Roadside Ditch Anticipated Schedule:

The proposed schedule for the storm sewer/ditching project is as follows:

- Engineering (in-house and consultant): Current – December 2018
- Public Meeting with Affected Residents: January 2019
- Refine Project based on Resident feedback and Resolve Utility Conflicts
- In-house Construction (Public Works staff): Spring 2019



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: October 2, 2018

Item: Mary Lane Drainage Improvement Bid Award

Staff Recommendation: Motion to award the Mary Lane Drainage Improvement bid to the lowest responsive and responsible bidder, Mauro Sewer Construction, Inc., in the bid amount of \$124,830.00, and adopt a Resolution authorizing the City Manager to execute a contract with Mauro Sewer Construction, Inc., allowing for a 10 percent contingency.

Staff Contact: Michael Magnuson, Director of Public Works
Abigail Wilgreen, City Engineer

Background:

As part of the Stormwater Solutions initiative, staff has been working with residents in the Mary Lane area to improve drainage and mitigate flooding. During heavy rain events, the intersection of Mary Lane and Union Street floods as this is a low area with no storm sewer and relies solely on the use of drywells. The proposed improvement will construct a storm sewer from this low area in the street through a permanent easement between 413 Mary Lane and 415 Mary Lane. The storm sewer will outlet into the existing detention basin behind Hobby Lobby that is now owned by the City.

On September 12, 2018, the City opened and publicly read the bids received for the Mary Lane Drainage Improvement. The City received three bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Mauro Sewer Construction, Inc. ¹ Des Plaines, IL	\$124,830.00
Copenhaver Construction Gilberts, IL	\$128,526.00
Berger Excavating Wauconda, IL	\$182,318.25

¹ Indicates Recommended Lowest Responsive and Responsible Bidder.

Mauro Sewer Construction was also the low bidder for the recently bid Honeysuckle Storm Sewer Improvements. References were contacted and they reported satisfaction with the

contractor's work. Specifications were sent to various contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2018-2019 budget.

Votes Required to Pass:

Simple majority vote



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Mauro Sewer Construction, Inc., for the Mary Lane Drainage Improvement in the amount of \$124,830.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 2nd day of October, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: October 2, 2018

APPROVED: October 2, 2018



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: October 2, 2018

Item: Lift Station #22 Pumps Replacement Purchase

Staff Recommendation: Motion to award the contract for Lift Station #22 Pumps Replacement Purchase to the lowest responsive and responsible bidder, Xylem Water Solutions, and to adopt a Resolution authorizing the City Manager to execute a contract with Xylem Water Solutions in the submitted bid amount.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

On June 19, 2018, the City Council approved an agreement with the Fountains and the Springs for cost sharing in the replacement of pumps at Lift Station #22. The fixed cost sharing agreement with the Fountains and Springs will fund \$53,177 (60%) of the total cost, with the City funding the remaining \$35,827.50 (40%).

In response, City staff submitted a public bid for the purchase of Flygt pumps. The bid opening was on September 25, 2018 and resulted in the following:

Vendor	Total Cost
Xylem Water Solutions	\$ 89,004.50
Payment Breakdown	
City of Crystal Lake	\$35,827.50
The Fountains	\$26,588.50
The Springs	\$26,588.50

Xylem Water Solutions is the sole manufacturer of Flygt pumps. City staff sought these specific pumps to ensure the City's lift stations are operating efficiently and maintain operational continuity. Public Works staff have purchased and used non-Flygt pumps in lift stations previously with unsatisfactory results. The non-Flygt pumps experienced plugging issues, causing staff to pull the pump out of the lift station and resolve the issue. These plugging issues occurred numerous times. As a result, staff strongly prefers to use Flygt pumps in the lift stations to ensure they are operational not just for normal flow, but during high flow events as well.

Flygt pumps are in operation throughout the City's 28 lift stations. They operate with great efficiency and have minimal overhead or repair costs considering the frequency of operation. Purchasing Flygt pumps will provide consistency for staff to maintain critical repairs in-house, which reduces down time in the event of a pump failure. In addition, operational continuity allows Wastewater staff the flexibility to move pumps from one station to another in the event of an emergency.

The City's sanitary Lift Station #22 is located on IL Route 31 north of Brighton Lane and services the Fountains, the Springs and will service the new Woodlore subdivision.

Over the past several years, Lift Station #22 has experienced repeated pump clogs from wipes/towelettes/rags/latex gloves, etc. To remove these clogs, staff has to be dispatched to the lift station, pull the pumps with a truck crane, and then manually remove the clog mass from the pump impellers. The City's Sewer Use Ordinance prohibits users from depositing non-waste items into the sewers. The Ordinance provides for fines up to \$1,000 per day for violation of the Ordinance.

Staff has been working proactively with the facilities over the past several years to reduce the volume and occurrences of these Sewer Use Ordinance violations. In discussions with both facilities, it was determined that it would be beneficial to replace the pumps with a type that can "chop" the rags/wipes similar to a household garbage disposal. In discussions with both facilities, the parties have agreed to pay \$26,588.50 each with the final amount of \$35,827.50 being paid by the City. Installation of these pumps does not relieve either facility from training their staff and working with the City to eliminate wipes/rags/gloves from entering the wastewater system.

Recommendation:

The Public Works Department has reviewed bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that the contract for the Lift Station #22 Pumps Purchase be awarded to the lowest responsive and responsible bidder, Xylem Water Solutions. Sufficient funds are available for this project in the FY2018/2019 budget.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to award the contract for Lift Station #22 pump replacement to the lowest responsive and responsible bidder, Xylem Water Solutions, and adopt a resolution authorizing the City Manager to execute a contract with Xylem Water Solutions in the submitted bid amount.

DATED this 2nd day of October, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: October 2, 2018
APPROVED: October 2, 2018



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: October 2, 2018

Item: Sanitary Sewer Lining Services Bid

Staff Recommendation: Motion to award the contract for sanitary sewer pipe lining services to the lowest responsive and responsible bidder, Visu-Sewer of Illinois, and to adopt a Resolution authorizing the City Manager to execute a contract with Visu-Sewer of Illinois in the submitted bid amounts with a 10% contingency for unforeseen expenses.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

On September 25, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for the sanitary sewer lining at various locations throughout the City. The following is a breakdown of the base bids received:

BIDDER	BASE BID TOTAL
✓ Visu-Sewer of IL, LLC Pewaukee, WI	\$360,098.75
Insituform Technologies LLC Chesterfield, MO	\$ 362,045.00
Hoerr Construction Inc. Goodfield, IL	\$ 405,448.50
Kenny Construction Company Northbrook, IL	\$ 412,690.00

✓ Indicates lowest responsive and responsible bidder

Sanitary Sewer lining is an annual program in the Public Works Department. This program addresses structural deficiencies (broken or cracked pipe) and infiltration that has been detected by Public Works crews as part of our sewer assessment operations. Public Works staff utilized a closed circuit television camera to identify over one mile of sanitary sewer mains that require lining for defects and infiltration.

Infiltration is the flow of groundwater into the sanitary sewer system through cracks or other defects that are caused by age, tree routes, etc. Infiltration can overload the sanitary sewer system

(cause backups) and result in operational issues at the wastewater treatment facilities. Lining is significantly less expensive and more efficient than traditional open cut excavation and pipe replacement methods. The lining is normally installed with minimal surface disruption.

This lining project includes installing a cured in place pipe inside of the existing pipe without the need of excavation. This is a structural pipe that includes seals at the end of each pipe and seals at specific service connections. This type of installation is designed to reduce the infiltration of groundwater within these new pipes.

Public Works anticipates lining the following sewers under this contract:

Sanitary Sewers

STREET	FOOTAGE FT
Sussex 763 to 735	310
Brook Dr 500 to 474	245
Esther Dr 70 to Bike Path	230
Pierson 491 to Florence	395
Pierson @ Florence to King St	390
Pierson 506 to Lake Shore Dr	165
Lill Ave 165 to Wallace	305
Prairie St from Main to Ellsworth	345
Essex 471 to Broadway	510
Caroline St 115 to Center	560
Eastview 184 to Wallace	400
College @ University to 123 College	250
Francis Ave Crystal Lake Ave to Fairview Park	325
S. Oriole Tr 116 to 95	180
S. Oriole Tr 140 to 116	270
S. Oriole Tr 151 to 140	110
Suffolk Dr (Cambridge to Yorkshire)	310
Ellsworth & Beardsley to Ellsworth & RR Tracks	495

Recommendation

The Public Works Department has reviewed bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that the contract for Sanitary Sewer Lining Services be awarded to the lowest responsive and responsible bidder, Visu-Sewer of Illinois, in the amount of \$360,098.75. Sufficient funds are available for this project in the FY2018/2019 operating budget.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to award the contract for sanitary sewer lining services to the lowest responsive and responsible bidder, Visu-Sewer of Illinois, and adopt a resolution authorizing the City Manager to execute a contract with Visu-Sewer of Illinois in the submitted bid amount with a 10% contingency for unforeseen expenses.

DATED this 2nd day of October 2018

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: October 2, 2018
APPROVED: October 2, 2018



Agenda Item No: 17

City Council Agenda Supplement

Meeting Date:

October 2, 2018

Item:

Midwestern Higher Education Compact Cooperative Purchasing Program for Desktop Computers

Staff Recommendation:

Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Dell, Inc., for the purchase of forty-five (45) computer desktops and monitors in the amount of \$39,090.22 through the Midwestern Higher Education Compact Cooperative Purchasing Program.

Staff Contact:

Greg Fettes, Director of Information Technology

Background:

As the City Council may recall, City Staff has annually recommended the replacement of a certain number of employee desktop computers based on the unit's age and performance. Every year, as a part of the budget preparation process, Information Technology staff review the City's inventory of data processing equipment, in concert with long-term planning for equipment replacement, to determine the necessity for replacements during the next Fiscal Year. As a part of this review, age of the equipment, what role the equipment plays in the organization, and the types of repair orders received over the course of the unit's lifetime are all taken into consideration.

The typical replacement cycle for corporate desktop machines that are in continuous use is generally every four (4) to five (5) years. As a computer ages, particularly machines that are in continuous use, their electronic components deteriorate. The most noticeable result of this deterioration is a marked increase in component failures and a significant slowdown in the performance of the machine. As machines become slower and must be taken out of service more often for repairs, a significant impact on employee productivity can result. In addition, after several years of service, computer monitors begin to lose their clarity and brightness, which results in difficulty for employees viewing the information on their screens.

The City's Capital Improvement Plan (CIP), as presented at the 2018-2019 Budget Workshop, outlines the gradual replacement of the City's approximately 165 desktop computers. The CIP

recommends that the City annually replace between 39 - 45 computers over the next five years. As a part of the FY2018-2019 budget, a total of forty-five (45) new and replacement desktop machines were identified. Most of the machines identified for replacement have already reached or will reach an age of at least five (5) years by the time they are replaced.

The Midwestern Higher Education Compact Cooperative Purchasing program has awarded a competitive RFP to Dell, Inc. for desktop computers. This Cooperative has been used in previous years and has provided competitive pricing. The price offered through this contract of approximately \$875.00 per unit is well below the retail price (approximately 44% off the retail price) and is below the approximately \$1,000.00 price of machines purchased through the State Joint Purchase program for the past several years.

The City has had significant experience with Dell hardware, both through desktop purchases in the past, as well as higher end server purchases for many years. We have been satisfied with the quality of the hardware Dell produces.

Sufficient funding is available in the FY2018-2019 budget for this project.

Recommendation:

It is the recommendation of Information Technology to purchase forty-five (45) computer desktops and monitors from Dell, Inc., in the amount of \$39,090.22 through the Midwestern Higher Education Compact Cooperative Purchasing Program.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is authorized to participate in the Midwestern Higher Education Compact Cooperative Purchasing Program and that the City Manager is authorized to execute a contract with Dell, Inc., for the purchase of forty-five (45) computer desktops and monitors in the amount of \$39,090.22, from the Midwestern Higher Education Compact Cooperative Purchasing Program.

DATED this 2nd day of October, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: October 2, 2018

APPROVED: October 2, 2018



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

October 2, 2018

Item:

ComEd Smart LED Streetlight Upgrade Program

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute the Customer Release for the ComEd Smart LED Street Light Upgrade Program.

Staff Contact:

George Koczvara, Director of Finance
Abigail Wilgreen, City Engineer

Background:

ComEd owns and maintains most of the streetlights along public streets in the City, with notable exceptions being the decorative streetlights in downtown Crystal Lake and a section of streetlights along U.S. Route 14, which are both owned and maintained by the City. The City is responsible for paying the electricity charges for all of the streetlights through a lease arrangement with ComEd.

ComEd recently sent notice to the City that it was going to begin upgrading its streetlights in the City. The upgrade will replace the existing high pressure sodium or mercury vapor bulbs with more energy efficient Smart LED bulbs. Because the Smart LED bulbs are much more energy efficient, ComEd estimates that the City will save \$5,730.41 per month, or \$68,764.88 per year, in electricity charges.

In order to start the program, ComEd is asking the City to complete and sign the attached Customer Release form. ComEd is asking for assistance and support for the program, and is not asking for any kind of monetary reimbursement.

Votes Required to Pass:

Simple majority vote



DRAFT

The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the Customer Release for the ComEd Smart LED Streetlight Upgrade Program.

DATED this 2nd day of October, 2018.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: October 2, 2018

APPROVED: October 2, 2018



Agenda Item No. 22

City Council Agenda Supplement

<u>Meeting Date:</u>	October 2, 2018
<u>Item:</u>	Planning and Zoning Commission Appointment
<u>Recommendation:</u>	Motion to confirm the appointment of Ian Philpot to the Planning and Zoning Commission
<u>Contact:</u>	Aaron T. Shepley, Mayor

Background:

Jim Batastini recently resigned from the Planning and Zoning Commission. His term would have expired January 31, 2020. Ian Philpot has expressed an interest in filling the vacancy. Mr. Philpot's resume is attached for your information.

Planning and Zoning Commission appointments/reappointments are made by Mayor Shepley and confirmed by the City Council.

Background:

Simple Majority