



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
November 3, 2020
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – October 20, 2020 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. **Acting Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a. **Approved Financial Institutions and Signatories**
10. **Liquor Code Changes and Class 20 Temporary Liquor License Request from St. Elizabeth Ann Seton Catholic Church**
11. **Talcott Glen Conversion of Yield Signs to Stop Signs**
12. **Ashton Pointe Subdivision Speed Limit Reduction**
13. **State of Illinois Joint Purchase Contract for Public Safety Vehicle Mobile Data Computers**
14. **Midwestern Higher Education Compact Cooperative Purchasing Program for Desktop and Laptop Computers**
15. **Bid Award – Clear Southern Rock Salt**
16. **Bid Award – Tree Pruning Services Contract**
17. **Bid Award - Municipal Complex Indoor Air Quality (IAQ) Improvements Project Contract**
18. **Bid Award – Lift Station #22 Generator Replacement Project Contract**
19. **Impacted Business Relief Program and Business Transition Grant Program Budget Amendment**
20. **Council Inquiries and Requests**

- 21. 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**
- 22. Reconvene to Regular Session**
- 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:

November 3, 2020

Item:

Approved Financial Institutions and Signatories

Staff Recommendation:

Adopt a resolution authorizing the annual list of approved financial institutions

Staff Contact:

Jodie Hartman, Director of Finance

Background:

Adoption of this resolution is merely an annual procedural requirement. This annual disclosure is presented to provide information relating to individuals who have been designated as official signatories on the City's accounts, designated financial institutions and general functions that will be performed. In response to the appointment of Adam Orton to the Assistant Director of Finance position, Adam has been added as an authorized signer and former Assistant Director of Finance Laura Herrig has been removed.

This information was last reviewed by City Council in December 2019.

Attached is a resolution that discloses the banks and brokerage firms along with the designated signatories.

Votes Required to Pass:

Simple Majority

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RESOLUTION NO.

DESIGNATION OF FINANCIAL INSTITUTIONS AND SIGNATORIES

WHEREAS, the City Council of the City of Crystal Lake, McHenry County, Illinois has previously adopted a Resolution which designated certain financial institutions as depositories for City Funds and designated signatories; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS, that City Manager Gary J. Mayerhofer, City Clerk Nick Kachiroubas, Director of Finance Jodie Hartman, and Assistant Director of Finance Adam Orton of the City of Crystal Lake are hereby designated as official signatories.

BE IT FURTHER RESOLVED that these signatories can conduct business at the following institutions conducting business with the City of Crystal Lake:

- Amalgamated Bank of Chicago
- BB&T Bank
- BMO Harris Bank
- BNY Mellon
- Charles Schwab
- Citizens Bank
- Crystal Lake Bank and Trust Company
- First Midwest Bank
- Home State Bank
- Illinois Funds
- Illinois Metropolitan Investment Fund
- Sawyer Falduto Asset Management, LLC
- US Bank
- Wintrust Financial

BE IT FURTHER RESOLVED that one of the aforementioned persons will initiate the transaction and a second person will confirm deposits and withdrawals of funds from any of the said bank accounts.

BE IT FURTHER RESOLVED that the City of Crystal Lake reserves the right to conduct business with the above-mentioned institutions as determined necessary. This includes a depository account, wire transfer agreements, third party surety agreements, safekeeping agreements, collateral agreements and lockbox agreements. For the purpose of transaction clearing and safekeeping or the purchase of insured certificates of deposit, the above are authorized to act on behalf of this entity as its agent with respect to such accounts and

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agreements. The intent is to earn the highest returns on its investments at the lowest cost and risk.

DATED at Crystal Lake, Illinois, this 3rd day of November, 2020.

APPROVED:

Haig Haleblian, ACTING MAYOR

SEAL:
ATTEST:

Nick Kachiroubas, CITY CLERK

PASSED: November 3, 2020
APPROVED: November 3, 2020



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

November 3, 2020

Item:

Liquor Code Changes and Class 20 Temporary Liquor License Request from St. Elizabeth Ann Seton Catholic Church

Staff Recommendation:

1. Motion to adopt an Ordinance amending Chapter 329-5 of the City Code, regarding Liquor.
2. Motion to approve issuance of a Class 20 Temporary Liquor License to St. Elizabeth Ann Seton Catholic Church.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City received a request from St. Elizabeth Ann Seton Catholic Church for the issuance of a Temporary Liquor License in order to offer wine, in the package only, as a raffle prize for a fundraiser. While raffle licenses are approved administratively per the City Code, the issuance of a temporary liquor license requires consideration by the City Council.

The Church will need a temporary liquor license as the awarding of alcoholic liquor as a raffle prize is considered the sale of alcohol by the State Liquor Control Act. The City's existing Class 20 temporary liquor license allows not-for-profit organizations to sell beer in the original package, but not wine. In order to provide a temporary liquor license to the St. Elizabeth Ann Seton Church for the sale of wine in the package, it is proposed that the Class 20 Temporary Liquor License be amended to allow for the sale of beer **and wine** in the original package.

Pending the Council's approval of the amendment to Section 329-5 of the City Code, a Class 20 Temporary Liquor License would need to be approved for the Church. This class of license is only issued to not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license. The wine raffle prizes will be awarded at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, November 21, 2020 and must be picked up by Monday, November 23, 2020.

Attached for City Council review is the proposed Ordinance and a copy of the petitioner's liquor license application.

Votes Required to Pass:

Simple majority

DRAFT



AN ORDINANCE AMENDING CHAPTER 329-5 OF THE CODE OF THE CITY OF CRYSTAL LAKE PERTAINING TO LIQUOR

WHEREAS, the City of Crystal Lake, (the “City”) is a home rule municipality as contemplated under Article VII Section 6 of the Constitution of the State of Illinois and the passage of this Ordinance constitutes an exercise of the City’s home rule powers; and

WHEREAS, it is in the best interest of the City of Crystal Lake to allow not-for-profit corporations or organizations to sell wine on the premises in packages only but not for consumption on the premises specified in a temporary liquor license request as part of a Class 20 temporary liquor license; and

WHEREAS, the Mayor and City Council have found and determined that it is in the best interest of the City and its residents to amend the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE:

SECTION I: Recitals. The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II: Amendments to Chapter 329-5. The following sections of Chapter 329-5 are hereby amended to provide as follows:

- (Additions are denoted in bold and underlined, deletions are denoted by strikethroughs)

§ 329-5. License classifications; fees.

T. Class 20 license which shall authorize the retail sale of beer **and wine** on the premises in packages only but not for consumption on the premises specified in the license where sold. The license shall be issued to not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license. No Class 20 license shall be issued until the local Liquor Control Commissioner and the Mayor and City Council have established a) the location upon the premises where beer **or wine** is to be sold; b) the hours of operation which shall not be extended beyond those provided in § 329-3 of this chapter; c) proof of insurance as required by this chapter or the laws of the State of Illinois; d) a list of members of the corporation who will be selling beer **or wine** at the location pursuant to the license; e) proof of permission from the owner of the premises authorizing the sale of beer **or wine** during the time requested in the permit and such other requirements as the Mayor and City

DRAFT

Council or Liquor Control Commissioner deem appropriate in the case of each particular permit. The license fee for each Class 20 license permit as hereinbefore set forth shall be the sum of \$20. The Mayor and City Council may approve such other fees or deposits as they deem appropriate to ensure compliance with the terms and provisions of the permit.

SECTION III: Effective Date. This ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION IV: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 3rd day of November, 2020

APPROVED:

Haig Haleblian, ACTING MAYOR

ATTEST:

CITY CLERK

PASSED: November 3, 2020

APPROVED: November 3, 2020

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	November 3, 2020
<u>Item:</u>	Talcott Glen Conversion of Yield Signs to Stop Signs
<u>Staff Recommendation:</u>	Motion to adopt an Ordinance implementing stop control at the intersection of Talcott Avenue at Talcott Avenue and Primrose Lane at Talcott Avenue.
<u>Staff Contact:</u>	Michael Magnuson, P.E., Director of Public Works and Engineering

Background:

A concern was brought to the City's Traffic Safety Committee (TSC) regarding yield signs in the Talcott Glen subdivision. A member of the Home Owner's Association contacted the City and requested that the yield sign at Primrose Lane at Talcott Avenue be changed to a stop sign. The resident stated that he had observed several near misses due to cars not fully observing the yield sign. The TSC reviewed the request and found that it was acceptable. Also, the City TSC determined it was prudent to convert the yield sign for southbound traffic on Talcott Avenue at the intersection with itself.

The Committee sent a letter to residents in the Talcott Glen subdivision to ask them for their feedback. The City received 11 responses from the residents. Nine of the responses were supportive of the plan. One response questioned the need for this change. One response raised other concerns. A summary of the responses is attached.

Given that most of the responses supported the change from yield signs to stop signs, the TSC recommends proceeding with converting the two yield signs in the Talcott Glen subdivision to stop signs.

Votes Required to Pass:

Simple majority

DRAFT



AN ORDINANCE ESTABLISHING
STOP CONTROL IN THE
TALCOTT GLEN SUBDIVISION

BE IT ORDAINED BY THE ACTING MAYOR AND THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows:

SECTION I: All traffic proceeding in a south-westerly direction on Talcott Avenue shall stop at the intersection of Talcott Avenue and Talcott Avenue before continuing.

SECTION II: All traffic proceeding in a southerly direction on Primrose Lane shall stop at the intersection of Primrose Lane and Talcott Avenue before continuing.

SECTION III: That suitable signs and markers shall be erected.

SECTION IV: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

SECTION VI: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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DATED at Crystal Lake, Illinois, this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST:

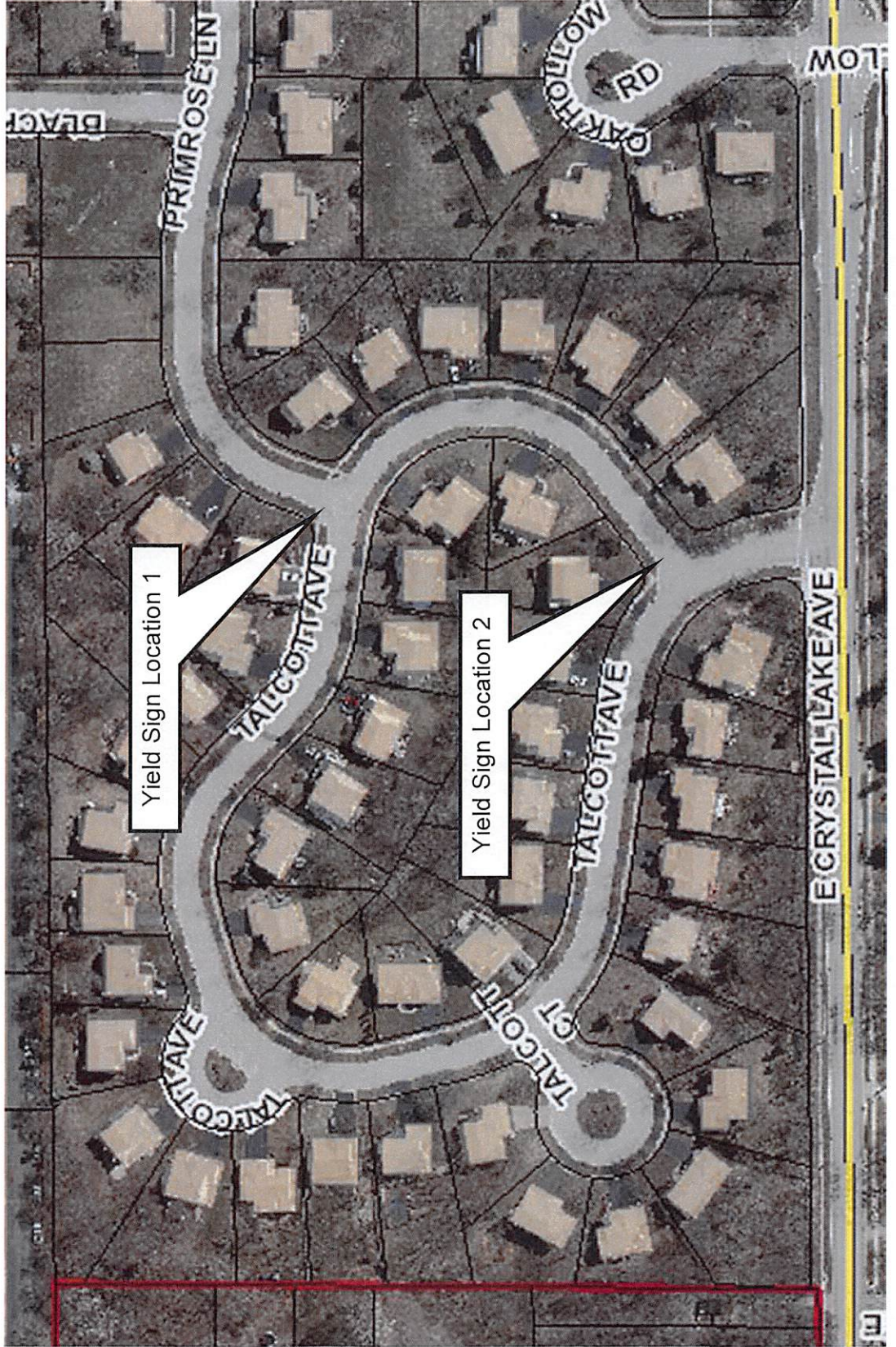
CITY CLERK

PASSED: November 3, 2020

APPROVED: November 3, 2020

Published in pamphlet form by the authority of the Acting Mayor and City Council of the City of Crystal Lake.

Talcott Glen Yield Sign Locations





Agenda Item No: 12

City Council Agenda Supplement

Meeting Date:

November 3, 2020

Item:

Ashton Pointe Subdivision Speed Limit Reduction

Staff Recommendation:

Motion to adopt an Ordinance to lower the speed limit on streets in the Ashton Pointe subdivision to 25 miles per hour.

Staff Contact:

Michael Magnuson, P.E., Director of Public Works and Engineering

Background:

A resident in the Ashton Pointe subdivision expressed concern with people speeding throughout the subdivision and requested that the speed limit be lowered from 30 miles per hour (mph) to 25 mph. The default speed limit for local streets in the City is 30 mph. This concern was referred to the City's Traffic Safety Committee, which includes representatives from different City departments.

As part of the Committee's investigation, a speed study was conducted. The City set out its speed data collectors between June 11 and June 18, 2019. The City studied speeds on both Regal Drive and Ashton Lane. The data showed the eighty-fifth percentile speed on Ashton Lane was 22.8 mph and 23.7 mph on Regal Drive. The attached maps show the locations of the speed collection sites.

The eighty-fifth percentile speed is generally used as a good basis for setting speed limits because most drivers behave in a safe and reasonable manner. They do not drive at excessive speeds for the surrounding conditions and do not want to get into crashes. The eighty-fifth percentile speed is usually slightly slower than the upper limit of speed that includes these generally prudent drivers. Research has shown that vehicles traveling between the fiftieth and ninetieth percentile speed have a lower risk of crashing due to speed. Drivers who exceed the ninetieth percentile have a significantly higher risk of crashing. Thus, the eighty-fifth percentile speed is a reasonable basis for the speed limit. Additionally, the Illinois Compiled Statutes state that the local authority may reduce the speed limit within a residential district, but not to less than 25 mph (see 625 ILCS 5/11-604 (b) (4)).

The Traffic Safety Committee analyzed the data collected, reviewed the Illinois Compiled Statutes, and based on the eighty-fifth percentile speed, 25 mph for all streets in the subdivision is recommended.

Votes Required to Pass:

Simple Majority of City Council Present

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**AN ORDINANCE ESTABLISHING THE
SPEED LIMIT IN THE
ASHTON POINTE SUBDIVISION**

WHEREAS, a speeding concern in the Ashton Pointe Subdivision was referred to the Crystal Lake Traffic Safety Committee; and

WHEREAS, the speed limit on all the streets in the Ashton Pointe Subdivision is 30 miles per hour, and

WHEREAS, the speed data was collected on Ashton Lane and Regal Drive and reviewed by the Crystal Lake Traffic Safety Committee; and

WHEREAS, as a result of said data review, the Crystal Lake Traffic Safety Committee recommended that a reduction of the speed limit to 25 miles per hour is appropriate and in conformance with the 85th percentile of driver speed based on data collected between June 11 and June 18, 2019 and the Illinois Compiled Statutes.

NOW, THEREFORE, BE IT ORDAINED BY THE ACTING MAYOR AND THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows,

SECTION I: That the maximum speed limit for all vehicles traveling on Regal Drive shall be 25 miles per hour.

SECTION II: That the maximum speed limit for all vehicles traveling on Ashton Lane shall be 25 miles per hour.

SECTION III: That the maximum speed limit for all vehicles traveling on Valerie Drive between Pingree Road and Regal Drive shall be 25 miles per hour.

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SECTION IV: That the maximum speed limit for all vehicles traveling on Oak Hollow Road between Pingree Road and the western terminus (approximately 187 feet west of Oak Hollow Court) shall be 25 miles per hour.

SECTION V: That the maximum speed limit for all vehicles traveling on Oak Hollow Court shall be 25 miles per hour.

SECTION VI: That suitable signs and markers shall be erected.

SECTION VII: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

SECTION VIII: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION IX: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: November 3, 2020

APPROVED: November 3, 2020

Published in pamphlet form by the authority of the Acting Mayor and City Council of the City of Crystal Lake.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

November 3, 2020

Item:

State of Illinois Joint Purchase Contract for Public Safety Vehicle Mobile Data Computers

Staff Recommendation:

Motion to adopt a Resolution authorizing the City Manager to execute an agreement with CDS Office Technologies for the purchase of nine (9) mobile data computers in the amount of \$25,965.00 through the State of Illinois Joint Purchasing Program.

Staff Contact:

Greg Fettes, Director of Information Technology

Background:

Every year, as a part of the budget preparation process, Information Technology staff reviews the City's inventory of Mobile Data Computers with the Public Safety Departments, 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 and the types of repair orders received over the course of the unit's lifetime are all taken into consideration.

Mobile Data Computers are utilized in both Police and Fire Rescue Department vehicles to provide computer aided dispatching, communications and geographic information system information in the vehicles, as well as access to ambulance and hospital reporting software in Fire Department vehicles. In addition, the Mobile Data Computers provide the ability for report writing and computer aided citation issuance as well as the operation and control of the in-car camera and microphone systems in Police Department vehicles.

The typical replacement cycle for Mobile Data Computers 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. This component deterioration is hastened and made worse through the challenging conditions encountered by Public Safety vehicles, namely the extremes of heat and cold experienced throughout the year and the constant vibration

experienced as the vehicle is driven. The most noticeable result of electronic component deterioration is a marked increase in component failures and a significant slowdown in the performance of the machines. Mobile Data Computers that are experiencing component failures and must be removed from the vehicle for service, may also result in the need to take a vehicle out of service until the repairs are completed, particularly in the Police Department. Toughbooks that have been retired from use in the Police and Fire Departments are repurposed for use in the City's Emergency Operations Center and also for the provision of temporary loaner laptops for the various City Departments.

The current Fiscal Year budget provides for the replacement of six Mobile Data Computers in the Police Department and three Mobile Data Computers in the Fire Rescue Department. The Panasonic FZ-55 Toughbook laptop (14" screen) has been evaluated and determined to meet the needs of the departments, at a lower cost than the previously utilized laptops.

State Joint Purchasing contracts which have been publicly procured by the State of Illinois, have been awarded to CDS Office Technologies for Mobile Data Computer Technology. The hardware in the State Joint Purchase contracts is Panasonic Toughbook branded hardware. The City has utilized Panasonic hardware in public safety vehicles for many years with excellent results.

Sufficient funding is available in the FY2020-2021 budget for this project.

Recommendation:

It is the recommendation of Information Technology to purchase nine (9) mobile data computers from CDS Office Technologies in the amount of \$25,965.00 through the State of Illinois Joint Purchasing Program.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is authorized to participate in the State of Illinois Joint Purchasing Program and that the City Manager is authorized to execute a contract with CDS Office Technologies for the purchase of nine (9) mobile data computers in the amount of \$25,965.00 from the State of Illinois Joint Purchasing Program.

DATED this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
HAIG HALEBLIAN, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 3, 2020
APPROVED: November 3, 2020



Agenda Item No: 14

City Council Agenda Supplement

Meeting Date:

November 3, 2020

Item:

Midwestern Higher Education Compact Cooperative Purchasing Program for Desktop and Laptop Computers

Staff Recommendation:

Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Dell, Inc., for the purchase of forty (40) computer desktops, laptops and monitors in the amount of \$39,393.60 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. Monitor replacement is recommended, in addition to the computer, because of the loss of clarity and brightness due to heavy daily usage, which often results in difficulty for employees viewing the information on their screens. The advent of computer aided design, plan review and GIS mapping, as well as the higher screen resolutions required by modern programs and websites, supports the maintenance of monitors with good clarity and brightness. The City does maintain many monitors after

replacement to utilize in replacing monitors that have failed or to provide for computers in some locations that may need a second monitor attached or to replace a failed monitor that is no longer covered by warranty.

The City's Capital Improvement Plan (CIP), as presented as part of the 2020-2021 Budget, 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 FY2020-2021 budget, a total of forty (40) 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 and laptop computers. This Cooperative has been used in previous years and has provided very competitive pricing. The average price offered through this contract of approximately \$984.84 per desktop unit (this includes the desktop unit and monitor) is well below the retail price (approximately 39% off the retail price) and is below the approximately \$1,000.00 price of desktop 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 and laptop 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 FY2020-2021 budget for this project.

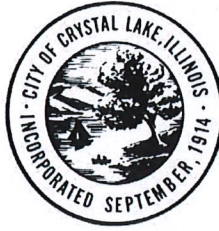
Recommendation:

It is the recommendation of Information Technology to purchase forty (40) computer desktops, laptops and monitors from Dell, Inc., in the amount of \$39,393.60 through the Midwestern Higher Education Compact Cooperative Purchasing Program.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE ACTING 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 (40) computer desktops, laptops and monitors in the amount of \$39,393.60, from the Midwestern Higher Education Compact Cooperative Purchasing Program.

DATED this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Haig Haleblian, Acting Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: November 3, 2020
APPROVED: November 3, 2020



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

November 3, 2020

Item:

Clear Southern Rock Salt Bid Award

Staff Recommendation:

Motion to award the contract for the purchase and delivery of clear southern rock salt to the lowest responsive, responsible bidder, Compass Minerals America Inc., and to adopt a Resolution authorizing the City Manager to execute a one-year contract with Compass Minerals America Inc. for clear southern rock salt in the amount of \$104.95 per ton.

Staff Contact:

Michael Magnuson, P.E., Director of Public Works and Engineering

Background:

On October 22, 2020, the City of Crystal Lake publicly opened and read aloud the bids received for a one-year contract for the purchase and delivery of clear southern rock salt. Bidders were afforded the option to bid on an additional year. Clear southern rock salt is used daily at the City's water treatment plants to meet Illinois Environmental Protection Agency (IEPA) drinking water standards through the water softening process.

The following is a breakdown of the bids received:

Bidder	Base Year 2021 (per ton)	Optional Year 2022 (per ton)
√ Compass Minerals America Inc. Overland Park, KS	\$104.95	No Bid
Midwest Salt West Chicago, IL	\$105.00	No Bid

√ Indicates recommended lowest responsive and responsible bidder

Discussion:

Compass Minerals America, Inc. submitted the lowest bid price for clear southern rock salt. The delivery of this product will begin in 2021. The City's current contract price is \$106.00 per ton. The amount of salt used by the City varies based on water demand and the efficiency of our ion

exchange softeners. Public Works anticipates utilizing approximately 3,500 tons of salt (\$367,325 at the low bid cost) and has budgeted \$375,000 for salt.

Recommendation:

The Public Works Department has reviewed the bid received for completeness and accuracy. Compass Minerals America Inc. has provided salt to the City of Crystal Lake in past years. It is staff's recommendation to award a one-year contract for clear southern rock salt to the lowest responsive and responsible bidder, Compass Minerals America Inc., in the amount of \$104.95 per ton.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for Clear Southern Rock Salt on October 22, 2020; and

WHEREAS the lowest responsive and responsible bidder is Compass Minerals America Inc., Overland Park, KS.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Compass Minerals America, Inc. for Clear Southern Rock Salt in the amount of \$104.95 per ton.

DATED this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 3, 2020
APPROVED: November 3, 2020



Agenda Item No: 16

City Council Agenda Supplement

Meeting Date:

November 3, 2020

Item:

Tree Pruning Services Contract Bid Award

Staff Recommendation:

Motion to award the contract for tree pruning services to the lowest responsive and responsible bidder, Winkler's Tree and Landscaping, and to adopt a Resolution authorizing the City Manager to execute a contract with Winkler's Tree and Landscaping in the amount bid.

Staff Contact:

Michael Magnuson, P.E., Director of Public Works and Engineering

Background:

On October 23, 2020, staff publicly opened and read aloud bids received for tree pruning for the 2020/2021 season.

The breakdown of bids is as follows:

Bidder	Bid Price per Tree
√ Winkler's Tree and Landscaping La Grange, IL	\$59.78
Clean Cut Tree Services Grayslake, IL	\$165.00

√ Indicates the lowest responsive and responsible bidder

Project Need:

There are over 18,000 trees in the City's parkways. The Public Works Department Urban Forest Management Plan strives to achieve a healthy, sustainable urban forest and improve the natural resource management within the City. The program covers only trees that require routine arboriculture pruning to correct structural problems or growth patterns which would eventually obstruct traffic or interfere with sightlines or signage. One of the main objectives of this pruning is to raise the crown of the trees to stay consistent with City standards. More mature areas of the City (central) require less trimming than areas to the north and south.

During the 2019/2020 season, the bid price per tree was \$58.89. The 2020/2021 program will trim approximately 1,670 trees with the current budget of \$100,000.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid documents. It is the recommendation of staff to award the Tree Pruning Services contract to the lowest responsive and responsible bidder, Winkler's Tree and Landscaping. Winkler's Tree and Landscaping has performed these services for the City in the past with favorable results.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for Tree Pruning Services on October 23, 2020; and

WHEREAS the lowest responsive and responsible bidder is Winkler's Tree and Landscaping, La Grange, IL.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Winkler's Tree and Landscaping, Inc. for Tree Pruning Services in the amount of \$59.78 per tree.

DATED this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 3, 2020
APPROVED: November 3, 2020



Agenda Item No: 17

City Council Agenda Supplement

Meeting Date: November 3, 2020

Item: Municipal Complex Indoor Air Quality (IAQ)
Improvements Project Contract Bid Award

Staff Recommendation: Motion to award the contract for the Municipal Complex IAQ Improvements Project to the lowest responsive and responsible bidder, Jensen's Plumbing and Heating Inc., and to adopt a Resolution authorizing the City Manager to execute a contract with Jensen's Plumbing and Heating Inc. in the amount bid, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract.

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

Background:

On October 27, 2020, staff publicly opened and read aloud bids received for the Municipal Complex Indoor Air Quality (IAQ) Improvements Project.

The project requested bidding for improvements to the heating, ventilation and air conditioning (HVAC) system through increased filtration and ultraviolet (UV) light disinfection. The project also includes in-room UV disinfection for high-occupancy areas. The breakdown of total combined alternate bids are as follows:

Bidder	Total Alternative Bid Cost
√ Jensen's Plumbing and Heating Inc. Woodstock, IL	\$215,500.00
AMS Mechanical Systems, Inc. Woodridge, IL	\$224,000.00
FE Moran Mechanical Services Northbrook, IL	\$248,307.00

√ Indicates the lowest responsive and responsible bidder

Project Need:

Due to the recent COVID-19 pandemic, staff sought bids for improving IAQ within the Municipal Complex through mechanisms to reduce air borne disease transmission. This project will improve indoor air quality through improved filtration (upgrade to MERV-13 filtration) and disinfection (UV light) of the air both “in duct” and in high occupancy areas (upper air UV room disinfection). The UV fixtures will be located throughout the Municipal Complex in high occupancy areas such as meeting/conference rooms, day rooms, etc., where a greater number of staff are likely to commingle. The improvements were designed utilizing the expertise of Wold Architects and Engineers.

Recommendation:

The Public Works Department and Wold Architects and Engineers has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid documents. It is the recommendation of staff to award the Municipal Complex IAQ Improvements Project contract to the lowest responsive and responsible bidder, Jensen’s Plumbing and Heating Inc. Jensen’s Plumbing and Heating Inc. has performed similar services for the City in the past with favorable results.

Staff is seeking reimbursement from the State of Illinois Local Coronavirus Urgent Remediation Emergency (Local CURE) Support Program for this project. The Local CURE program is federally funded from the Coronavirus Relief Fund dollars allocated to Illinois. To qualify, expenses must meet several criteria, such as be connected to the COVID-19 emergency, be an unbudgeted item as of March 2020, and not reimbursed through another agency. Local CURE funds cannot be used for revenue replacement and must be expended before they can be requested from the program. All eligible expenses must be completed prior to December 30, 2020.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for Municipal Complex Indoor Air Quality Improvements Project on October 27, 2020; and

WHEREAS the lowest responsive and responsible bidder is Jensen's Plumbing and Heating Inc., Woodstock, IL.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Jensen's Plumbing and Heating Inc. for the Municipal Complex IAQ Improvements Project in the amount of \$215,500.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DATED this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblan, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 3, 2020
APPROVED: November 3, 2020



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

November 3, 2020

Item:

Lift Station #22 Generator Replacement Project Contract Bid Award

Staff Recommendation:

Motion to award the contract for the Lift Station #22 Generator Replacement Project to the lowest responsive, responsible bidder, Newcastle Electric, and adopt a Resolution authorizing the City Manager to execute a contract with Newcastle Electric in the submitted bid amount with a 10% contingency for unforeseen expenses and to approve warranted completion date extensions.

Staff Contact:

Michael Magnuson, P.E., Director of Public Works & Engineering

Background:

On October 22, 2020, the City of Crystal Lake publicly opened and read aloud the bids received for the Lift Station #22 Generator Replacement Project. The following are the bid results:

Bidder	Base Bid Total
√ Newcastle Electric, Itasca, IL	\$292,000.00
Associated Electrical, Woodstock, IL	\$297,400.00
Laub Construction, Aurora IL	\$297,800.00
Keno & Sons, Lake Bluff, IL	\$314,900.00
Ron Jones Electric, South Elgin, IL	\$341,850.00

√ Indicates the lowest responsive and responsible bidder

Project Need:

This project replaces the existing emergency diesel generator at Lift Station #22 (located at 1051 North Route 31) which was installed in 1987 (33 years old.) The existing generator is located inside of the building and has a "day tank" with a 50 gallon diesel capacity which does not allow for 24-hours of continuous operation in an extended emergency event. The new generator, to be located outside, will be natural gas and will therefore have a continuous fuel supply to run without

the need for refueling operations. The project includes minor building modifications to re-purpose the existing inside space for storing of emergency equipment. This will allow Wastewater staff to remotely store emergency equipment at Lift Station #22 and thereby reduce deployment time during future emergency events.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Newcastle Electric has performed several projects for the City in the past. It is the recommendation of staff to award the contract to the lowest responsive, responsible bidder, Newcastle Electric, for the Lift Station #22 Generator Replacement Project. The FY 2020/2021 Budget for this project is \$350,000.

Votes Required to Pass:

Simple majority.

DRAFT



RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for the replacement of the Lift Station #22 Generator Replacement Project on October 22, 2020; and

WHEREAS the lowest responsive and responsible bidder is Newcastle Electric, Itasca, Illinois.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Newcastle Electric for the Lift Station #22 Generator Replacement Project in the amount of \$292,000.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DATED this 3rd day of November, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 3, 2020
APPROVED: November 3, 2020



Agenda Item No: 19

City Council Agenda Supplement

Meeting Date: November 3, 2020

Item: Budget Amendment for Impacted Business Relief Grant Program and Amendment to the Business Transition Grant Program to allow for additional qualifying expenditures.

Staff recommendation: Motion to amend the 2020/2021 Annual City Budget in the amount of \$750,000 and to adopt Ordinances amending the budget, creating the Impacted Business Relief Grant Program and amending the Business Transition Grant Program for expanded reimbursable expenses.

Staff Contact: Jodie Hartman, Director of Finance
Michelle Rentzsch, Director of Community Development
Heather Maieritsch, Economic Development Manager

Background:

Impacted Business Relief Grant

The City has applied for the Local Coronavirus Urgent Remediation Emergency (CURE) & Economic Support Payments Grants (ESPG) Program provided by the State of Illinois through the Department of Commerce and Economic Opportunity (DCEO). The City has applied for \$600,000 in funds through the ESGP Program that would be administered by the City to businesses that have been severely affected by the pandemic. The City would contribute \$150,000 to this Program. In total, the proposed Impacted Business Relief Grant would offer up to \$750,000 to qualifying Crystal Lake businesses.

Grant award parameters:

- ✓ Must be a tax generating business with sales up to \$4 million.
- ✓ Business must generate walk-in traffic.
- ✓ Franchise businesses, home-based businesses, home occupation businesses and businesses with more than 3 business units do not qualify.
- ✓ Any prior recipients of the State's Business Interruption Grant (BIG) are ineligible.

Program details

The City will be selecting business participants on a first-come, first-serve basis within an application period and determining award amounts by need, based on the percentage of revenue-loss experienced from March 1 through October 1, 2020, as compared to the same time period in 2019. Any newly established business that opened this year, that would otherwise qualify, would be allowed to submit

for the lower tier if no other comparable data is available. Businesses that qualify would be awarded a one-time grant.

Grant funds would be distributed based on the following formula:

*Businesses that experienced a less than a 50% loss would be awarded \$5,000,
Businesses that experienced a 50%-75% loss would be awarded \$10,000, and
Businesses that experienced greater than a 75% loss would be eligible to receive \$15,000*

Business Transition Grant Program Amendment

On May 4, 2010, the City Council approved an Ordinance establishing a Retailer Façade and Commercial Tenant Improvement and a Manufacturer Building Improvement and Equipment matching grant program that has been utilized since its adoption to help starting retailers and manufacturers cover their costs for establishing a business in the community.

The City budgeted \$80,000 for the grant programs for the 2020-2021 fiscal year. After one \$10,000 manufacturing grant was awarded to Autotrol earlier in the year, on May 27, 2020, the City Council approved to retool the remaining \$70,000 available funds into a COVID-19 Business Transition Grant Program for sales tax generating businesses to help them transition their businesses to meet the physical distancing and sanitation standards for reopening. Under this current program, 17 businesses have applied and received up to a \$1,000 grant. Currently, these businesses have been awarded \$15,794 to date but the businesses can submit additional receipts until they reach the \$1,000 maximum per business. \$54,206 unallocated funds remain in this Grant Program.

The City of Crystal Lake is home to approximately 2,000 industrial, commercial, and office businesses, including:

- 45 small retail businesses
- 14 salons
- 21 fitness and healthcare businesses
- 82 locally owned restaurants (non-franchise or chain)

COVID-19 has negatively impacted our business community and those hardest hit by the impacts of the pandemic have been small retail and particularly restaurant businesses. Local businesses help create jobs, boost the economy and enhance the community; these grant funds help offset the costs of adapting businesses to meet the unexpected needs of the COVID 19 pandemic.

This proposed program enhancement would further enable the City to provide its financial assistance to restaurants which have been the most negatively impacted by COVID-19 by helping them with the unexpected expenses of altering their business to meet the new required guidelines of only outdoor dining, by now allowing reimbursement for outdoor dining accommodations, given the current restrictions on indoor dining.

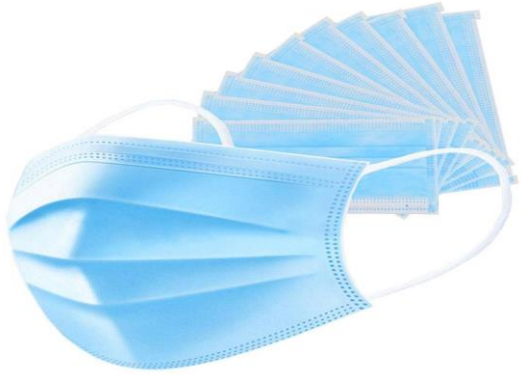

Program Parameters

- ✓ Must be a tax generating business with sales up to \$4 million.
- ✓ Business must generate walk-in traffic.

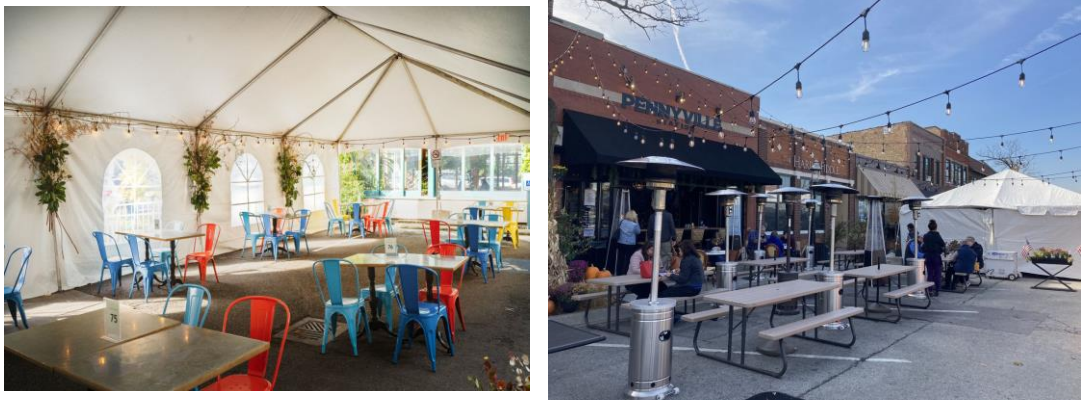
- ✓ Reimbursement for capital improvements for physical distancing and sanitation due to COVID-19 up to \$1,000 per applicant.
- ✓ Franchise businesses, home-based businesses, home occupation businesses and businesses with more than 3 business units do not qualify.

Examples of Protective Enhancements Include:

<p>Plexiglass Enhancements</p>	
<p>Sanitation stations</p>	
<p>Walk-up Windows</p>	
<p>Separations for Entrance/Exits</p>	

<p>Face Coverings</p>	
<p>Signage for Traffic Flow or Distance Dots</p>	

New Additional Restaurant Qualifying Expenses:

<p>Outdoor dining furniture</p>	
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Tents/Domes



Outdoor Heaters and electrical upgrades to allow for the addition/installation of outdoor heaters



Votes Required to Pass: A simple majority vote.