



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
June 1, 2021  
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – May 18, 2021 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 Water Ski Association Tournaments Special Events and Waiver of No-Wake Restrictions – July 11, August 8, and August 29, 2021**
  - b. **Downtown Crystal Lake/Main Street Special Event for the Johnny Appleseed Festival and Great Ball Race – September 25, 2021**
  - c. **164 Center Street, Maguire – Variation to allow a 5-foot fence to encroach 25 feet into the front yard setback along Dole Avenue**
10. **Liquor License Ordinance Amendments**
11. **Bid Award – HVAC Duct Cleaning Contract**
12. **Bid Award – Fire Stations 3 and 4 Indoor Air Quality (IAQ) Improvements Project Contract**
13. **Proposal Award – Crystal Lake Wireless Alarm Network (CLWAN) Maintenance and Inspections**
14. **Bid Award – Rehabilitation of Water Treatment Plant 2 Contract**
15. **Council Inquiries and Requests**
16. **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**
17. **Reconvene to Regular Session**

**18. 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**

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**Meeting Date:**

June 1, 2021

**Item:**

Crystal Lake Water Ski Association Tournaments Special Event and No-wake Restriction Waiver

**Staff Recommendation:**

Motion to approve the Crystal Lake Water Ski Association's Special Event request for the 2021 Tournaments to be held on July 11, August 8 and August 29 pursuant to the conditions recommended in this agenda supplement, and a waiver of no-wake restrictions on *Crystal Lake*.

**Staff Contact:**

Michelle Rentzsch, Director of Community Development  
Laurrie Fitzgerald, Support Services Coordinator

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**Background:**

The Crystal Lake Water Ski Association (CLWSA) is requesting approval of its schedule for three tournaments for the summer of 2021. This includes a waiver of the no-wake restrictions on *Crystal Lake*. The dates and times of the tournaments are:

1. Slalom Tournament – Sunday, July 11, 2021 from 2:00 p.m. to 6:00 p.m.
2. Slalom Tournament – Sunday, August 8, 2021 from 2:00 p.m. to 6:00 p.m.
3. Barefoot Tournament – Sunday, August 29, 2021 from 2:00 p.m. to 6:00 p.m.

As the events would occur during no-wake hours, the CLWSA is requesting a waiver from the no-wake restrictions for event participants. No-wake restrictions would be back in effect at the end of the events. The City Council has lifted the no-wake restrictions for these events in the past.

Ski areas will be clearly marked and adequate personnel would be provided to ensure a safe event. The organizers are not requesting any further assistance of the City. The CLWSA has also received approval for a no-wake restrictions waiver from the Crystal Lake Park District and the Village of Lakewood.

City staff has reviewed the request and does not have any concerns in waiving the no-wake restrictions, providing the following conditions are met:

- 1) All debris created by the event must be cleaned up during and after the event.
- 2) This event must meet the Governor's Restore Illinois guidelines for this type of event. The plan for compliance must be submitted to the City before the first event date.
- 3) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
- 4) In the case of inclement weather, alternate dates can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the June 1, 2021 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote.



**Agenda Item No: 9b**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	June 1, 2021
<b><u>Item:</u></b>	Downtown Crystal Lake/Main Street Special Event for the Johnny Appleseed Festival and Great Ball Race
<b><u>Recommendation:</u></b>	Motion to approve the 2021 Johnny Appleseed Festival and Great Ball Race events, pursuant to the recommendations conditions in the agenda supplement.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development Laurie Fitzgerald, Support Services Coordinator

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**Background:** The applicant has applied for a Special Event for the 28<sup>th</sup> annual Johnny Appleseed Festival on Saturday, September 25, 2021, from 9:00 a.m. to 4:00 p.m. City Council approval is required because the applicant is requesting permission to close off Brink Street between Williams and Main Streets from 2:00 p.m. to 3:30 p.m. for the 19<sup>th</sup> annual Great Ball Race and close the Brink Street Market parking lot until 5:00 p.m. (please see the attached site plans). The event also includes a Craft Fair as well as a Food Court/Entertainment area at Depot Park and the adjacent parking lot.

This year's event would be very similar to previous years' events and would include apple-themed demonstrations and entertainment, food vendors, crafts, pony rides, a pumpkin train, pumpkin bowling, an apple ride, a giant slide, mini Ferris wheel, climbing tower, and a petting zoo. Horse-drawn wagon rides would be given that would circle the block that includes the Brink Street Market. One change this year is the relocation of the Craft Fair to the Depot parking lot. For the Great Ball Race, brightly colored and numbered plastic balls would be rolled down Brink Street from their starting point at Williams Street to their ending point before Main Street. Also, the Farmers' Market, which is held every Saturday in the Depot Park, will be relocated to the parking lot at Brink and Grant Streets for this day only.

If the request is approved, staff recommends the following conditions:

1. Per the State of Illinois, this event must comply with the Governor's Restore Illinois Plan. Submit to the City the plan for compliance before the event date.
2. The approval is valid on Saturday, September 25, 2021. The closure of Brink Street from Williams Street to Main Street is permitted from 2:00 p.m. to 3:30 p.m. The closure of the Brink Street Market parking lot is permitted from 9:00 a.m. until 5:00 p.m.

3. The event must be in accordance with the attached site plan, with the exception of both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Begin temporary closure of Williams Street east of the alley entrances and end the closure WEST of the gas station driveways. Any additional changes to the site plan must be provided prior to the inspection by the Fire Prevention Bureau.
4. The Farmers' Market at the Grant Street parking lot must keep displays, tables, tents, etc. off the bioswale along Brink Street. Please keep all foot traffic off the bioswale area and ensure that all trash is picked up from the parking lot, as rainwater will cause debris to flow from the pavement surface into the bioswale.
5. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
6. A standard Hold Harmless agreement between Downtown Crystal Lake/Main Street and the City, including insurance coverage covering these events, is required.
7. The applicant must contact the Crystal Lake Police Department to coordinate parking and traffic procedures.
8. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
9. No liquor service is allowed at the event.
10. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
11. All outside vendors must be approved by Downtown Crystal Lake Main Street at least 7 days prior to the event (September 18, 2021).
12. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans must be provided for waste.)
13. The event organizer must schedule a meeting with the Fire Prevention Bureau at least one week prior to the event by calling 815-356-3640 regarding cooking and other requirements for tents and canopies. Canopies/tents must be adequately anchored using sand, water, concrete, or guide lines. No drilling stakes into the concrete or asphalt. Cooking tents/canopies must be of a flame-resistant material, or treated as such. No smoking is allowed in or under any tents/canopies. A portable fire extinguisher(s) must be present under tents/canopies.
14. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This must include a minimum 20-foot access in the parking areas serving the alley to the rear of Williams Street and the Brink Street lot near the Raue Center. Access to both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Any barricades used must be easily moveable for emergency access.
15. If the sidewalks cannot accommodate the pedestrian traffic sufficiently and people are using the streets, consideration to close the roadway to traffic should be made. The decision to close the roadway would be made by the on-duty police patrol supervisor and the event organizers.
16. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.

17. The petitioner must erect approved barricades and advance-warning signs for the temporary closure of Brink Street during the hours of 2:00 and 3:30 p.m. only. These signs and barricades must only be in place during the approved time for the road closure.
18. Restrict parking in the three Brink Street Z-lots until after 3:30 p.m. or provide temporary signs at these spaces noting that vehicles cannot be moved out of this area between the hours of 2:00 p.m. and 3:30 p.m.
19. Temporary pedestrian crossing warning signs at the intersection of Brink Street and Grant Street must be provided. Contact the Public Works Department for these signs.
20. Any vendors must be located off all roadways and parking areas that are not approved for closure.

This year, as in previous years, the Police Department will have a presence at the event but only as community liaisons. They will also have a squad car there. In the past, there has been no police assistance for this event.

The applicant has been made aware of these recommended conditions and advised to attend the June 1, 2021 City Council meeting to answer any questions.

**Votes Required to Pass:** A simple majority vote.



**Agenda Item No: 9c**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	June 1, 2021
<b><u>Item:</u></b>	REPORT OF THE PLANNING & ZONING COMMISSION
<b><u>Request:</u></b>	Variation to allow a 5-foot fence to encroach 25 feet into the front yard setback along Dole Avenue.  Andrew Maguire, petitioner 164 Center Street
<b><u>PZC Recommendation:</u></b>	To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting a variation for a fence at 164 Center Street.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, City Planner

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**Background:**

- The property is a single-family home on double-frontage curved lot. This creates two front yards.
- The subdivision developer installed a 5-foot wrought-iron style fence along Dole Avenue.
- Fences along the street side of a property are permitted at 3 feet in height. The petitioner is requesting a 5-foot-high wooden fence 5 feet from the property line along Dole Avenue, up to the 5-foot landscape easement.

**PZC Highlights:**

The following discussion took place during the Planning and Zoning Commission hearing:

- The PZC saw the hardship as unusual lot configuration with the curved front and two street fronts. There was no place to locate a fence for a “backyard”.
- The PZC noted that the fence would not be within the sight triangle so there was no public safety concerns.
- The PZC found that the petition met the Findings of Facts.

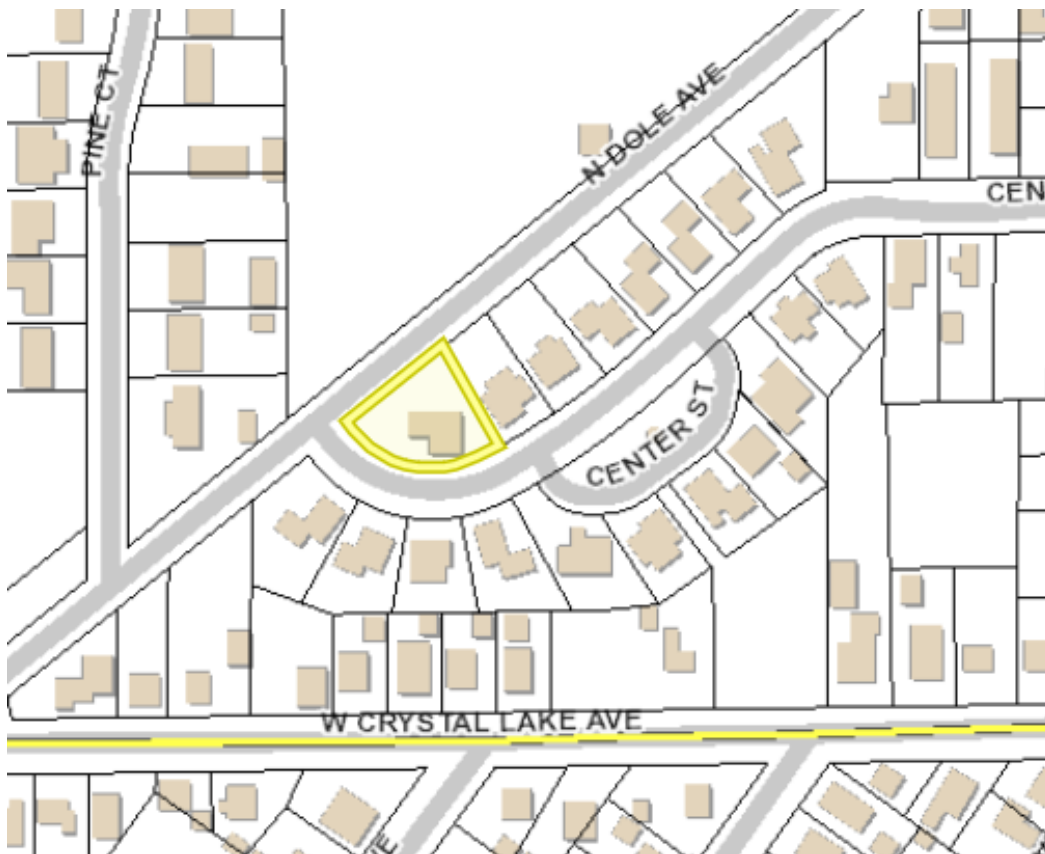


The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Maguire, received 04/29/21)
  - B. Fence Plans (Aronson Fence, dated 10/24/20, received 04/29/21)
  - C. Site Plan (Maguire, undated, received 04/21/29)
2. The petitioner shall address all of the review comments and requirements of Community Development Department.

**Votes Required to Pass:**            A simple majority vote

PIQ Map  
164 Center Street



**DRAFT**

Ord. No.  
File No.



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION  
AT 164 CENTER STREET**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2021-69) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Variation from Article 4 Section 4-700 3. a. and b. allowing a 5-foot fence 5 feet from the property line in the front yard along Dole Avenue, a variation of 25 feet at 164 Center Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 1, 2021 in the Northwest Herald, held a public hearing at 7:00 p.m., on May 19, 2021 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed fence setback variation; and

WHEREAS, on May 19, 2021, 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 be approved, as documented in the minutes, and

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

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

Section I: That a Variation Article 4 Section 4-700 3. a. and b. allowing a 5-foot fence 5 feet from the property line in the front yard along Dole Avenue, a variation of 25 feet for the property commonly known as 164 Center Street (14-32-379-008), Crystal Lake, Illinois.

Section II: Said Variation is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Maguire, received 04/29/21)
  - B. Fence Plans (Aronson Fence, dated 10/24/20, received 04/29/21)
  - C. Site Plan (Maguire, undated, received 04/21/29)

**DRAFT**

Ord. No.  
File No.

- 2. The petitioner shall address all of the review comments and requirements of Community Development Department.

Section III: That the City Clerk be and is hereby directed that all pertinent records of the City of Crystal Lake to show the issuance 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 1<sup>st</sup> day of June, 2021.

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Haig Haleblian, MAYOR

SEAL

ATTEST:

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Nick Kachiroubas, CITY CLERK

Passed: June 1, 2021  
Approved: June 1, 2021



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:**

June 1, 2021

**Item:**

Liquor License Ordinance Amendments

**Staff Recommendation:**

Motion to:

1. Adopt an Ordinance allowing for the temporary expansion or creation of outdoor seating areas for the sale and consumption of alcoholic liquor, through December 31, 2021.
2. Adopt an Ordinance allowing for all retail liquor License holders to temporarily make carry-out, curbside delivery and/or home residential deliveries in the original package, of such alcoholic liquor, beer or wine as they may be otherwise authorized to sell in accordance with the license issued to such licensees, until December 31, 2021.
3. Adopt an Ordinance temporarily authorizing license holders authorized to sell mixed drinks/cocktails for consumption on the licensed premises to temporarily make carry-out, curbside delivery and/or home residential deliveries in approved containers through December 31, 2021, provided that such activities are authorized by the Illinois Liquor Control Act.

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

This agenda supplement concerns the temporary authorizations made by the Illinois Legislature, the State Liquor Control Commission and the City's Liquor Control Commissioner related to the service of alcohol by restaurants and bars. In response to the hardships faced by restaurants and bars as a result of the COVID-19 pandemic, the City Council and the City's Liquor Control Commissioner have approved certain temporary authorizations to allow for the expansion of the authority for delivery of alcoholic liquor as well as the expansion of outdoor seating areas.

These authorizations are tied to the Governor's Disaster Proclamations and Emergency Executive Orders stemming from the COVID 19 pandemic. If the State enters Phase 5 of the Restore Illinois plan in the middle of June, the actions taken by the State Liquor Control Commission and the City may expire. In order to prevent any adverse impact on the City's restaurant and bar establishments, it is proposed that the City take the action noted in this supplement.

#### Expansion or Creation of Outdoor Seating Areas for the Sale and Consumption of Alcoholic Liquor.

The City Code allows liquor license holders within certain license classifications to serve alcohol in an outdoor seating area adjacent to the licensed premises. In order to address the reduced seating capacity imposed by the COVID-19 restrictions and the burden that those restrictions imposed upon bar and restaurant owners, the City adopted an ordinance expanding outdoor liquor service to *all on-premises liquor license holders*. This expansion authority, however, is scheduled to expire upon "the termination of any requirement/recommendation of the Governor pertaining to social distancing or further Executive Orders from the Governor that may impact indoor/outdoor dining and bar service".

In order to continue to provide assistance to City restaurants and bars, it is proposed that the City Council adopt the attached Ordinance, which will extend the expansion or creation of outdoor seating areas for all on-premises liquor license holders until December 31, 2021, regardless of the Governor's Executive Orders impacting restaurants and bars.

#### Carry-out, Curb-side Delivery and/or Residential Deliveries of Alcoholic Liquor in Original Package

The City Code currently does not prohibit the delivery or carryout of alcohol for liquor license holders possessing a license to sell alcoholic liquor in the original package. In early 2020, the Illinois Liquor Control Commission issued guidance which authorized *all restaurant and bar liquor license holders*, regardless of the type of license they possess, to deliver alcoholic liquor in the original package, subject to local approval. On March 21, 2020, the City's Liquor Control Commissioner issued an authorization which adopted the position taken by the Illinois Liquor Control Commission and allowed delivery and take-out of packaged alcoholic liquor for all license holders, notwithstanding any license restriction which only allowed for on-premises consumption. The authorizations issued by both the City and the Illinois Liquor Control Commission are scheduled to terminate upon the expiration of the Governor's Disaster Proclamation and/or the expiration of the COVID-19 emergency restrictions imposed by the Governor's Executive Orders.

It is unclear at this time whether the Illinois Liquor Control Commission will extend its authorization for the sale of packaged liquor for off-premises consumption beyond the expiration of the COVID-19 restrictions or if the Illinois Legislature will possibly provide for such sales in one of the bills which are pending in the Legislature. The attached Ordinance extends this authority, at a local level, until December 31, 2021, in order address these possibilities. In the event that neither the Liquor Control Commission nor the State Legislature extend this authority, Crystal Lake businesses which hold liquor licenses for on-premises consumption only would need to modify their current liquor licenses with the Illinois Liquor Control Commission to a combined on/off premises consumption license.

### Carry-out, Curb-side Delivery and/or Residential Deliveries of “To Go” Mixed Drinks/Cocktails

Prior to the restrictions related to the COVID 19 pandemic, restaurants and bars were not allowed to deliver or provide for carry-out of mixed drinks/cocktails. The rationale for this prohibition is that it is difficult to seal mixed drinks in a tamperproof container. Last year, the Illinois Liquor Control Commission issued guidance authorizing delivery and take-out of mixed drinks/cocktails, subject to restrictions regarding the sealing of the approved containers that held the mixed drinks/cocktails and further subject to local approval. Additionally, the Illinois Legislature codified the language in the Liquor Control Commissioner’s authorization and established an expiration date of June 2, 2021. On June 10, 2020, the City’s Liquor Control Commissioner issued an authorization which similarly allowed, on a local level, for the delivery and carryout of mixed drink/cocktails. Counsel for the Illinois Liquor Control Commission has advised the City that there are a number of pending bills which may modify the rules pertaining to carry-out mixed drinks and/or extend the expiration date of the current legislation.

In order to continue to provide assistance to City restaurants and bars, and to be prepared for a further extension of the legislation allowing for “to go” mixed drinks, the attached ordinance has been prepared which will authorize the extension of the period for “to go” mixed drinks/cocktails through December 31, 2021, provided that such sales are authorized by the Illinois Legislature.

#### **Votes Required to Pass:**

Simple majority

**DRAFT**

Ordinance #:

File #:



**ORDINANCE ALLOWING FOR THE  
TEMPORARY EXPANSION OR CREATION OF OUTDOOR SEATING AREAS FOR  
THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUOR**

**WHEREAS**, Chapter 329 of the City Code sets forth classifications for the licensing of establishments for the sale of alcoholic liquor; and

**WHEREAS**, certain license classifications which allow for on premises consumption of alcoholic liquor provide that the premises upon which such alcoholic liquor may be sold and consumed may include outdoor seating within "open unroofed areas", subject to certain conditions set forth within each license classification, and

**WHEREAS**, approval of each of the outstanding liquor licenses issued within such classifications was premised upon information submitted and reviewed by the City Council and the Liquor Control Commissioner detailing the patron seating area, including the location and dimensions of outdoor seating areas for patrons; and

**WHEREAS**, in response to the COVID-19 pandemic, Governor Pritzker issued a proclamation, on March 9, 2020, and each month thereafter, declaring all counties within the State of Illinois as disaster areas; and

**WHEREAS**, as in further response to the COVID-19 pandemic, Governor Pritzker issued Executive Orders 2020-07 and 2020-10 which prohibited on-premises consumption of food and beverages at restaurants and bars throughout the State of Illinois; and

**WHEREAS**, Governor Pritzker subsequently announced a five-phase plan to re-open businesses in Illinois; and

**WHEREAS**, on June 25, 2020, Governor Pritzker issued Executive Order 2020-43 which allowed restaurants and bars to resume service for on-premises consumption, as permitted by



Department of Commerce and Economic Opportunity (DCEO) guidance with respect to both indoor and outdoor dining; and

**WHEREAS**, Executive Order 2020-43 further clarified that such on-premises consumption must ensure that patrons maintain adequate social distancing, as further outlined in the DCEO guidance; and

**WHEREAS**, Executive Order 2020-43 was reissued on a monthly basis thereafter until the adoption by the Governor of Executive Order 73, on November 18, 2021, establishing a Tier 3 mitigation level throughout the State which, among other things, provided for the prohibition of in-person indoor dining in restaurants and bars; and

**WHEREAS**, Executive Order 73 was subsequently reissued on a monthly basis thereafter until the adoption of Executive Order 2021-03 on January 19, 2021 which provided for qualifying regions, throughout the State, to transition from the most restrictive standards of Tier 3 to the less restrictive standards of Tier 2 and Tier 1 or the general Phase 4 Restrictions. The transition between stages is to be accomplished when a region achieves certain benchmarks, including, lowered Covid-19 positivity rates, ICU bed capacity exceeding 20 percent and no sustained increase in the number of people hospitalized with Covid-19 within the relevant region; and

**WHEREAS**, in light of the ongoing disaster proclamations issued by Governor Pritzker, and the restrictions imposed by the Governor's Executive Orders and in order to assist local licensed establishments to remain in compliance with such restrictions while addressing the impact which such restrictions have had upon the business of such establishments, the Mayor and City Council adopted ordinances, 7627, 7651 and 7677 on May 27, 2020, September 15, 2020 and December 15, 2020, respectively (hereinafter the "Ordinances"). The Ordinances provided that during a limited period of time (the "Expanded Time Period") certain liquor licenses could be temporarily amended to allow for the expansion of previously approved unroofed outdoor seating areas or the creation of new unroofed

outdoor seating areas (hereinafter collectively referred to as the “Expanded Outdoor Seating Area”) in order to accommodate patrons, while remaining in compliance with the Governor’s Executive Orders and relevant social distancing requirements; and

**WHEREAS**, pursuant to the Ordinances, the Expanded Outdoor Seating Areas are required to be removed upon the earlier to occur of 1) the termination of the Expansion Time Period or any Renewal Period as set forth in that Ordinance; 2) the termination of any requirements/recommendations of the Governor pertaining to social distancing or further Executive Orders of the Governor that may impact indoor/outdoor dining and bar service; 3) the order of the Liquor Commissioner; or 4) October 31, 2021; and

**WHEREAS**, the measures taken by the Mayor and City Council through the enactment of the Ordinances have proven to be highly successful in allowing local licensed establishments to continue to operate during the difficult times created by the Covid-19 pandemic and have demonstrated the viability and success of allowing for the Expanded Outdoor Seating Areas; and

**WHEREAS**, the Mayor and City Council have found and determined that it is in the best interests of the City and its business and residential citizens to explore options for permanent amendments to the City Code, which would provide flexibility to allow greater utilization of outdoor seating areas in order to enhance the vitality of the Crystal Lake restaurant and/or bar community while respecting the rights of residential members of the community; and

**WHEREAS**, during such time as proposed amendments to the City Code are being considered, the Mayor and City Council have found and determined that it is the best interest of the City and its business and residential citizens to allow for the extension of the Authority of the Liquor Control Commissioner to issue temporary amendments to valid liquor licenses to allow for the temporary expansion or creation of open unroofed seating areas for consumption of alcoholic liquor within Expanded Outdoor Seating Areas, notwithstanding the possible movement of the State of

Illinois into Phase 5 or the removal of restrictions previously imposed by the Executive Orders of the Governor of the State of Illinois.

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

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO. Authorization to Allow Temporary Amendment to Liquor Licenses. The Liquor Control Commissioner is hereby authorized to review, and if deemed appropriate, amend any currently valid liquor license which permits the sale of alcoholic liquor for consumption upon the licensed premises in order to allow for the temporary expansion or creation of open unroofed seating areas for consumption of such alcoholic liquor within such Expanded Outdoor Seating Area, subject to the conditions set forth herein. Upon the amendment of such licenses, the sale and consumption of such alcoholic liquor shall be temporarily permitted within the Expanded Outdoor Seating Area, notwithstanding the fact that the classification under which the license is issued does not otherwise expressly allow for such sale and consumption within an open unroofed area. The following conditions shall apply to all amended licenses which temporarily authorize the creation of an Expanded Outdoor Seating Area pursuant to this ordinance.

1. The total open unroofed area located upon the licensed premises (inclusive of the Expanded Outdoor Seating Area) shall not exceed the approved area specified in the amended liquor license and shall comply with all plans submitted to and approved by the City.
2. The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City or other governmental authority.
3. The open unroofed area shall have a maximum capacity as defined by the Building Commissioner which shall be separately posted at the entrance to the open unroofed area.
4. Any part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Building Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.
5. All electrical wiring shall comply with the codes of the City.

6. All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.
7. The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.
8. The license holder shall be responsible for preventing violations of this ordinance.
9. The Expanded Outdoor Seating Area shall be temporarily permitted for a thirty-day period (the "Expansion Time Period"). The Extension Time Period shall be automatically extended for additional thirty-day periods ("Renewal Periods") expiring no later than December 31, 2021, unless the City Council, in its sole discretion determines that no Renewal Period shall be allowed beyond the then current thirty-day period. Unless otherwise allowed by further amendment to Chapter 329 of the City Code, the Expanded Outdoor Seating Area shall be removed within fourteen days of the earlier to occur of: 1) the termination of the Expansion Time Period (including any Renewal Periods) or 2) the order of the Liquor Commissioner requiring such removal.
10. Due to the potential impact upon neighboring residential uses, no portion of the open unroofed area, including the Expanded Outdoor Seating Area, if immediately proximate to residential uses, may be used by patrons after 11:00 p.m.
11. No amplified music shall be permitted in the Expanded Outdoor Seating Area, unless approved in connection with a Special Event permit.
12. Reflective striping shall be installed on fencing material that blocks any existing entry drives and exiting/safety requirements must be implemented per City Code.

SECTION THREE Effective Date. This Ordinance shall be in full force and effect after

its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED this 1<sup>st</sup> day of June, 2021

APPROVED:

\_\_\_\_\_  
Haig Haleblian, MAYOR

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, CITY CLERK

PASSED: June 1, 2021

APPROVED: June 1, 2021

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

**DRAFT**

Ordinance #:  
File #:



**ORDINANCE TO ALLOW FOR ALL LIQUOR LICENSE HOLDERS TO TEMPORARILY MAKE CARRY-OUT, CURBSIDE DELIVERY AND/OR OR HOME RESIDENTIAL DELIVERIES IN THE ORIGINAL PACKAGE, OF SUCH ALCOHOLIC LIQUOR, BEER OR WINE AS THEY MAY BE OTHERWISE AUTHORIZED TO SELL IN ACCORDANCE WITH THE LICENSES ISSUED TO SUCH LICENSEES**

**WHEREAS**, pursuant to Executive Order 20-03, Illinois Governor JB Pritzker issued an Executive Order declaring all counties within the State of Illinois a disaster area in order to address the spread of COVID-19; and

**WHEREAS**, subsequent Executive Orders of the Governor have placed restrictions upon businesses that offer on-premises consumption of food or beverages but encouraged such businesses to serve food and beverages for consumption off-premises through curb-side pick-up or delivery; and

**WHEREAS**, in conjunction with the Executive Orders of the Governor and in recognition of the difficulties experienced by the restaurants and bars and other retail sellers of alcoholic liquor throughout the State, the Illinois Liquor Control Commission (“ILCC”), on March 19, 2020, issued its Guidance authorizing all retail licensees, including on-premises only licensees, to make curb-side and home residential deliveries, of alcoholic liquor in the original packages, subject to the approval of local liquor commissions; and

**WHEREAS**, on March 21, 2020, an “Authorization by the Liquor Commissioner of the City of Crystal Lake Allowing for the Delivery of Alcoholic Liquor in the Original Package” was issued

**WHEREAS**, the Mayor and City Council desire to enact an ordinance in conformity with the March 21, 2020 authorization and extend such authorization through December 31, 2021.

**DRAFT**

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

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO. Temporary Authorization for Delivery of Alcoholic Liquor in the Original Package

- 1) Holders of retail alcoholic liquor licenses issued by the City of Crystal Lake are temporarily authorized to make carry-out, curb-side delivery and/or home residential deliveries, in the original package, of such alcoholic liquor, beer or wine as they may be otherwise authorized to sell in accordance with the license issued to such licensee. Such sales and deliveries shall only be made to persons who are at least twenty-one (21) years of age and shall comply with Illinois law as well as the guidelines and/or restrictions set forth in the updated Guidance on Temporary Delivery of Alcoholic Liquor dated October 26, 2020 issued by the Illinois Liquor Control Commission.
- 2) This authorization provided by this Section 2 shall apply to all retail licensees, notwithstanding any limitation within such license restricting sale to on-premises consumption only.
- 3) This temporary delivery authorization shall expire on December 31, 2021.

SECTION THREE Effective Date. This Ordinance shall be in full force and effect after

Its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED this 1<sup>st</sup> day of June, 2021

APPROVED:

\_\_\_\_\_  
Haig Haleblian, MAYOR

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, CITY CLERK

PASSED: June 1, 2021

APPROVED: June 1, 2021

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

**DRAFT**

Ordinance #:

File #:



**ORDINANCE TEMPORARILY AUTHORIZING LICENSE HOLDERS AUTHORIZED TO SELL MIXED DRINKS/COCKTAILS FOR CONSUMPTION ON THE LICENSED PREMISES TO TEMPORARILY MAKE CARRY-OUT, CURBSIDE DELIVERY AND/OR HOME DELIVERIES IN APPROVED CONTAINERS**

**WHEREAS**, pursuant to Executive Order 20-03, Illinois Governor JB Pritzker issued an Executive Order declaring all counties within the State of Illinois a disaster area in order to address the spread of COVID-19; and

**WHEREAS**, subsequent Executive Orders of the Governor have placed restrictions upon businesses that offer on-premises consumption of food or beverages but encouraged such businesses to serve food and beverages for consumption off-premises through curb-side pick-up or delivery; and

**WHEREAS**, in conjunction with the Executive Orders of the Governor and in recognition of the difficulties experienced by the restaurants and bars and other retail sellers of alcoholic liquor throughout the State, the Illinois Liquor Control Commission (“ILCC”), on March 19, 2020, issued its Guidance authorizing all retail licensees, including on-premises only licensees, to make curb-side and home residential deliveries, of alcoholic liquor in the original packages, subject to the approval of local liquor commissions; and

**WHEREAS**, on March 21, 2020, an “Authorization by the Liquor Commissioner of the City of Crystal Lake Allowing for the Delivery of Alcoholic Liquor in the Original Package” was issued; and

**WHEREAS**, on June 2, 2020 the Illinois Public Act 101-0631 was enacted, approving a temporary amendment to the Illinois Liquor Control Act (the “Act”) by adding Sec 28.8 to the Act (235 ILCS 5/6-28.8). Section 28.8 provides that it will be repealed one year after its effective date; and

**WHEREAS**, on June 2, 2020, the ILCC issued an updated Guidance on Temporary Delivery of Alcoholic Liquor which further refined the requirements for the delivery of alcoholic liquor as well

as a bulletin on the “Sales and Delivery of ‘To Go’ Mixed Drinks/Cocktails”, subject to the approval, prohibition or further restriction by local liquor commissions.

**WHEREAS**, on June 10, 2020, the City of Crystal Lake Local Liquor Commissioner, issued an Authorization allowing for the delivery of “To Go Mixed Cocktails”.

**WHEREAS**, the Mayor and City Council desire to enact an ordinance in conformity with the June 10, 2020 authorization and extend such authorization through December 31, 2021, subject to the delivery of mixed drinks/cocktails being authorized by the Illinois Liquor Control Act.

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

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO. Temporary Authorization for Delivery of “To Go” Mixed Drinks/Cocktails.

- 1) Holders of retail liquor licenses issued by the City of Crystal Lake, which licenses authorize the sale of mixed drinks/cocktails for consumption on the licensed premises, are temporarily authorized to make carry-out, curb-side delivery and/or home residential deliveries of mixed drinks/cocktails. Such sales and deliveries shall only be made in compliance with Illinois law and only to persons who are at least twenty (21) years of age. Such sales and deliveries shall further comply with the guidelines and/or restrictions set forth in the Illinois Liquor Control Act, including but not limited to 235 ILCS 5/6-28.8 and the Guidance on Temporary Delivery of Alcoholic Liquor dated June 2, 2020 issued by the Illinois Liquor Control Commission and the ILCC bulletin dated June 2, 2020, entitled “Sales and delivery of ‘To Go’ Mixed Drinks/Cocktails” and any updates thereto.
- 2) This authorization shall apply to the categories of licenses described in paragraph one (1), herein, notwithstanding any limitation of such licenses restricting sales to on-premises consumption only.
- 3) This temporary delivery authorization shall expire on December 31, 2021.

SECTION THREE. Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED this 1<sup>st</sup> day of June, 2021

APPROVED:

\_\_\_\_\_  
Haig Haleblan, MAYOR



**DRAFT**

ATTEST:

Nick Kachiroubas, CITY CLERK

PASSED: June 1, 2021

APPROVED: June 1, 2021

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**

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**Meeting Date:**

June 1, 2021

**Item:**

Bid Award - HVAC Duct Cleaning Contract

**Staff Recommendation:**

1. Motion to reject the HVAC Duct Cleaning bids from the bid opening on March 17, 2020; and
2. Motion to adopt a Resolution awarding the contract for the HVAC Duct Cleaning to the lowest responsive and responsible bidder, Phoenix Industrial Cleaning, in the amounts 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

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**Background:**

Last year, the City received bids for cleaning a portion of the heating, ventilation and air conditioning (HVAC) ducts at the Municipal Complex. Shortly after the bids were received, the pandemic and mandated stay at home orders resulted in the City not proceeding with the project. Funds were re-budgeted for the current fiscal year and the project was re-bid when it was evident that the work could take place.

On March 23, 2021, the City of Crystal Lake publicly opened and read aloud the bids received for HVAC Duct Cleaning. The following is a breakdown of the bids received:

	Mr. Duct Inc. Aurora, IL	√ Phoenix Industrial Cleaning Berkeley, IL	Air Care Services Lisle, IL	Hughes Environmental Louisville, KY
<b>Base Bid</b>	<b>Bid Withdrawn</b>			
Central Addition #1		\$40,000	\$45,800	\$31,545
Central Addition #2		\$22,000	\$4,760	\$10,865
Central Addition #3		\$28,000	\$19,600	\$15,740
East Addition #4		\$70,000	\$106,100	\$114,410
East Addition #5		\$3,600	\$4,600	\$7,360
East Addition #6		\$4,800	\$4,600	\$16,015
Public Works Garage #7		\$19,000	\$47,125	\$23,115
Public Works Garage #8		\$19,000	\$18,400	\$38,080
<b>East Additions #4-#6 Total</b>		\$78,400	\$115,300	\$137,785
<b>Grand Total</b>		<b>\$206,400</b>	<b>\$250,985</b>	<b>\$257,130</b>

√Indicates lowest responsive and responsible bidder

Recommended locations for cleaning in 2021

### **Project Need:**

In 2019, the City initiated a program to clean sections of the HVAC ducts in the Municipal Complex. This work consists of the inspection and cleaning of all HVAC ductwork and accessories. The 2019 program cleaned the oldest sections of the Municipal Complex (staff offices).

In 2021, the City developed the bid documents on an “a la carte” basis, allowing the City to decide which areas to have cleaned based on the bid prices and budgetary constraints. Based on the bid results, staff is recommending that the next areas of the HVAC ductwork to be cleaned consist of the Police Department (East Additions #4 through #6). East Addition #4 is the largest remaining area for duct cleaning. In addition to the cleaning costs, approximately \$8,240 will be expended by the City for an independent outside environmental consultant to perform before and after air sampling and testing of the areas that will be cleaned.

The remaining Municipal Complex areas (City Council Chambers, Fire Department and Public Works) will be requested in future budget years.

### **Recommendation**

The Public Works Department has reviewed bids received for completeness and accuracy in accordance with the invitation to bid document. Staff recommends that the contract for HVAC Duct Cleaning be awarded to the lowest responsive and responsible bidder, Phoenix Industrial Cleaning, in the amounts bid. Funding is available in the FY2021/2022 Capital Budget.

### **Votes Required to Pass:**

Simple majority

**DRAFT**



## **RESOLUTION**

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for Municipal Complex HVAC Duct Cleaning Project on March 17, 2020; and

WHEREAS the bids were not awarded because of the onset of the COVID-19 pandemic; and

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for Municipal Complex HVAC Duct Cleaning Project on March 23, 2021; and

WHEREAS the lowest responsive and responsible bidder is Phoenix Industrial Cleaning, Berkeley, IL.

NOW THEREFORE BE IT RESOLVED BY THE 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 FURTHER RESOLVED that the bids of March 17, 2020 are hereby rejected; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Phoenix Industrial Cleaning for the Municipal Complex HVAC Duct Cleaning Project in the amounts bid; 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 1<sup>st</sup> day of June, 2021.

**DRAFT**

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
Haig Haleblian, MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: June 1, 2021  
APPROVED: June 1, 2021



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

**Meeting Date:** June 1, 2021

**Item:** Bid Award - Fire Stations 3 and 4 Indoor Air Quality (IAQ) Improvements Project Contract

**Staff Recommendation:** Motion to award the contract for the Fire Stations 3 and 4 IAQ Improvements Project to the lowest responsive and responsible bidder, Ron Jones Electric, and to adopt a Resolution authorizing the City Manager to execute a contract with Ron Jones Electric. 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  
Paul DeRaedt, Fire Rescue Chief

**Background:**

On May 17, 2021, staff publicly opened and read aloud bids received for the Fire Stations 3 and 4 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 breakdown of bids are as follows:

<b>Bidder</b>	<b>Total Alternative Bid Cost</b>
√ Ron Jones Electric South Elgin, IL	\$29,250.00
Associated Electrical Contractors Woodstock, IL	\$32,750.00
Engineer's Estimate	\$35,000.00

√ Indicates the lowest responsive and responsible bidder

**Project Need:**

Last fall staff completed engineering and contracted work to complete IAQ improvements in the Municipal Complex. Due to the success of this project, and the continued need to reduce the risk of COVID-19 and other air borne diseases at other City facilities, staff worked with a consultant to prepare design plans and bid specifications to install IAQ improvements within Fire Stations 3 and 4. This project will improve indoor air quality through improved filtration and disinfection (UV light). The UV fixtures will be located throughout the Fire Stations in higher occupancy areas 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 have 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 Fire Stations 3 and 4 IAQ Improvements Project contract to the lowest responsive and responsible bidder, Ron Jones Electric. Ron Jones Electric has performed services for the City in the past with satisfactory results.

There are sufficient FY2021/2022 budget funds for this project.

**Votes Required to Pass:**

Simple Majority

**DRAFT**



**RESOLUTION**

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for Fire Stations 3 and 4 Indoor Air Quality Improvements Project on May 17, 2021; and

WHEREAS the lowest responsive and responsible bidder is Ron Jones Electric, South Elgin, IL.

NOW THEREFORE BE IT RESOLVED BY THE 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 FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Ron Jones Electric for the Fire Stations 3 and 4 IAQ Improvements Project in the amount of \$29,500.00; 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 1<sup>st</sup> day of June, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
Haig Haleblian, MAYOR

SEAL

ATTEST



**DRAFT**

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CITY CLERK

PASSED: June 1, 2021  
APPROVED: June 1, 2021



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:**

June 1, 2021

**Item:**

Proposal Award - Crystal Lake Wireless Alarm Network (CLWAN) Maintenance and Inspections

**Staff Recommendation:**

Move to award the proposal for the CLWAN Maintenance and Inspections to the lowest responsive and responsible proposer Fox Valley Fire & Safety in the submitted proposal amounts and to adopt a Resolution authorizing the City Manager to execute an agreement with Fox Valley Fire & Safety for the regular installation, maintenance, and inspection of the Crystal Lake Wireless Alarm Network for a period of one (1) year with up to four (4) successive one-year terms.

**Staff Contact:**

Paul DeRaedt, Fire Rescue Chief

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**Background:**

On October 5, 2010, the City entered into an agreement to purchase fire alarm radios and the associated monitoring equipment from Fox Valley Fire & Safety ("Fox Valley") to construct the Crystal Lake Wireless Alarm Network (CLWAN). The radios are owned by the City and installed at commercial sites throughout the City (as required by ordinance), allowing fire alarms from these commercial sites to be transmitted immediately, via CLWAN, to the SEECOM dispatch center.

In January of 2021, the City issued a Request for Proposal (RFP) for the annual installation, maintenance, and inspection of the CLWAN as the current agreement is expiring. Two proposals were received, one from Fox Valley Fire and Safety, and the other from Johnson Controls.

While this proposal includes purchase and installation of wireless radios and other system equipment, which during the term of the agreement will be purchased, the primary purpose of this contract is to maintain and service each subscriber radio and head-end equipment. That cost is accounted for in each year's operating budget and is calculated per month, on a per radio basis. There are approximately 450 wireless radios currently on the network. A cost comparison for this is shown below.

Monthly Maintenance Charges	Fox Valley Fire & Safety ✓	Johnson Controls
Head-End Equip. (per radio)	\$1.25	\$2.00
Subscriber Radios (per radio) (444 total)	\$4.50	\$6.00
Municipal Radios (per radio) (6 total)	\$0	\$6.00*
Redundant System Head End Radio Equip. (per radio)	\$0.75	\$0
<b>Total Monthly Costs (per radio)</b>	<b>\$6.50</b>	<b>\$8.00</b>

\*Not included in total monthly costs, as there are only 6 municipal radios.

As part of CLWAN system maintenance and required code compliance, each subscriber radio is inspected annually to ensure proper operation of radio signals being sent to the head-end equipment. The annual inspection cost per radio, along with radio battery replacement, is shown below.

Annual Inspection of Subscriber Radios and Battery Change	Fox Valley Fire & Safety ✓	Johnson Controls
Subscriber and Municipal Radios (per radio) (450 total)	\$95.00	\$116.00

The purchase and installation price for new subscriber radios installed on the CLWAN system are listed below.

Item	Fox Valley Fire & Safety ✓	Johnson Controls
UL Listed Transceiver	\$850.00	\$760.00
Antenna, standby battery, transformer, and misc. equip.	\$95.00	Included
Installation	\$275.00	\$466.00
<b>Total Radio Cost</b>	<b>\$1,220.00</b>	<b>\$1,226.00</b>

Occasionally, repairs are required for the CLWAN equipment outside of normal maintenance and is charged on an hourly basis. The chart below captures the hourly rate for the one (1) year contract and up to four (4) successive terms.

Term	Fox Valley Fire & Safety ✓	Johnson Controls
Year One	\$130.00/hr.	\$150.00/hour
Year Two	\$132.00/hr.	\$150.00/hour
Year Three	\$134.00/hr.	\$150.00/hour
Year Four	\$136.00/hr.	\$150.00/hour
Year Five	\$138.00/hr.	\$150.00/hour

✓Indicates recommended lowest responsive and responsible bidder.

**Recommendation:**

The Fire Rescue Department has been pleased with the maintenance and support Fox Valley Fire & Safety has provided in installing, maintaining and repairing the radio equipment of the CLWAN system for the past ten years. The Department recommends the City Council award the proposal for the CLWAN Maintenance and Inspections to the lowest responsive and responsible proposer Fox Valley Fire & Safety and adopt a Resolution to authorize the City Manager to execute an agreement for one (1) year with up to four (4) successive one-year terms.

**Votes Required to Pass:**

A simple majority vote.

**DRAFT**



## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest to the agreement with Fox Valley Fire & Safety for the installation, maintenance, and inspection of the Crystal Lake Wireless Alarm Network for a period of one (1) year with up to four (4) successive one-year terms.

Dated this 1st day of June, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

By: \_\_\_\_\_  
Mayor

SEAL  
ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: June 1, 2021  
APPROVED: June 1, 2021



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

**Meeting Date:**

June 1, 2021

**Item:**

Bid Award - Rehabilitation of Water Treatment Plant 2 Contract

**Staff Recommendation:**

Motion to adopt a Resolution awarding the contract for Water Treatment Plant 2 Rehabilitation to the lowest responsive and responsible bidder, Manusos General Contracting, in the amount bid and authorize the Mayor to execute the Notice of Intent to Award. Authorize the City Manager to execute the contract and any necessary Illinois Environmental Protection Agency (IEPA) loan and contractual documents, 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 March 6, 2018, City Council approved Baxter & Woodman for design and engineering services for the rehabilitation of Water Treatment Plant 2. Once designs and plans were complete, City staff publicly posted the invitation to bid. Bids were opened on May 27, 2021, with the following results:

<b>Bidder</b>	<b>Total Bid Cost</b>
√ Manusos General Contracting Fox Lake, IL	\$7,179,000.00
IHC Construction Elgin, IL	\$7,237,000.00
JJ Henderson Gurnee, IL	\$7,377,000.00
Boller Construction Waukegan, IL	\$7,618,700.00

*√ Indicates lowest responsive and responsible bidder*

**Project Need:**

Water Treatment Plant 2, located at 530 Highland Avenue, was constructed in 1963 (58 years old). This facility requires significant upgrades and equipment replacements including electrical, mechanical, water treatment equipment, as well as structural repairs. The well head is also located inside of the water plant adjacent to a high volt electrical panel. This new water treatment plant is one of several major improvements required to ensure the City can provide safe and reliable drinking water that meets current and future regulatory requirements.

**Funding:**

The City has secured a commitment for a loan through the State Revolving Fund program administered by the Illinois Environmental Protection Agency (IEPA) for \$7,409,500. The City recently used the State Revolving Loan Fund program for Wastewater Plants 2 and 3 improvements. This project is included in the Fiscal Year 2021/2022 budget.

On November 19, 2019, City Council approved an ordinance authorizing the borrowing of funds from the IEPA. The loan will be repaid from revenues (user fees) of the system over a twenty-year period. The loan is not a general obligation of the City. The advantage of the IEPA loan program versus traditional bonds is a lower interest rate.

**Recommendation:**

The Public Works Department and Baxter & Woodman have reviewed bids received for completeness and accuracy in accordance with the invitation to bid document. Staff recommends that the contract for Water Treatment Plant 2 Improvements Project be awarded to the lowest responsive and responsible bidder, Manusos General Contracting, in the amount bid and that the Mayor execute the Notice of Intent to Award.

**Votes Required to Pass:**

Simple majority of the City Council

**DRAFT**



## **RESOLUTION**

WHEREAS the CITY OF CRYSTAL LAKE has established the need to rehabilitate Water Treatment Plant Number 2; and

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for Water Treatment Plant No. 2 Project on May 27, 2021; and

WHEREAS the lowest responsive and responsible bidder is Manusos General Contracting, Fox Lake, IL.

NOW THEREFORE BE IT RESOLVED BY THE 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 FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Manusos General Contracting for the Water Treatment Plant 2 Project in the amount bid; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount, approve warranted completion date change orders relating to the contract and execute documents associated with the Illinois Environmental Protection Agency loan program; and

BE IT FURTHER RESOLVED that the Mayor is authorized to execute the Notice of Intent to Award with Manusos General Contracting, contingent upon Illinois Environmental Protection Agency approval, and in compliance with Illinois Environmental Protection Agency Loan provisions.

DATED this 1<sup>st</sup> day of June, 2021.



**DRAFT**

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
Haig Haleblian, MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: June 1, 2021  
APPROVED: June 1, 2021

**DRAFT**

(04/09)

00 51 05

NOTICE OF INTENT TO AWARD

To: Manusos General Contracting, Inc.

91 Christopher Way

Fox Lake, IL 60020

The proposed construction consists of construction of a new water treatment plant (WTP) on the site of the existing WTP No. 2, including Well No. 6 modifications, construction of WTP structure, Aerator, Pre-Settling Tank, Equalization Tank, Low Service Pumps, Ion Exchange Softeners, Clearwell, High Service Pumps, demolition of existing WTP No. 2, Well No. 9 abandonment, grading, pavement, civil, structural, mechanical, electrical, and other miscellaneous items of work.

The OWNER has considered the BID dated May 27, 2021 submitted by you for the above described WORK, in response to its Advertisement for Bids and Bidder Instructions.

You are hereby notified that your BID will be accepted, contingent upon Illinois Environmental Protection Agency (IEPA) approval, for items in the amount of \$7,179,000.00.

You will be required by the Bidder Instructions to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of the final Notice to be sent upon IEPA approval, to you.

Dated this June, day of 1, 2021.

CITY OF CRYSTAL LAKE, ILLINOIS  
OWNER

By: \_\_\_\_\_

Title: Mayor