



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 21, 2021
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – September 7, 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. **St. Thomas the Apostle School Outdoor Movie Night Special Event Request and Street Closures - Friday, September 24, 2021**
10. **Resolution to support the Application for the Illinois Safe Routes to School Program (SRTS) funding for the Oak Street Pedestrian Path Improvement Project**
11. **Bid Award – 2021 Pavement Rejuvenation Program**
12. **Bid Rejections – Crack Sealing and Pavement Marking**
13. **Purchase of Rotary Vehicle Lift**
14. **Ambulance Purchase**
15. **Ambulance Power Load System Purchase**
16. **Proposal Award – Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing**
17. **Proposal Award – Fitch and Associates**
18. **Board and Commission Appointment – Planning and Zoning Commission**
19. **Council Inquiries and Requests**

- 20. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining and personnel**
- 21. Reconvene to Regular Session**
- 22. 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: September 21, 2021

Item: St. Thomas the Apostle School Outdoor Movie Night Special Event and Street Closures

Staff Recommendation: Motion to approve the Special Event and street closures for the St. Thomas the Apostle School's Outdoor Movie Night to be held on September 24, 2021 pursuant to the recommended conditions.

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurie Fitzgerald, Support Services Coordinator

Background:

St. Thomas the Apostle School is requesting to hold an Outdoor Movie Night Special Event. This request includes the closure of Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property, and Washington Street between Lake Street and Pierson Street, on Friday, September 24, 2021, from 6:30 p.m. until 9:00 p.m. for the St. Thomas School Outdoor Movie Night.

The movie screen and viewing area will be set up on the grass area next to Little Christopher's Resale Shop at 469 Lake Street. St. Thomas School will be using the parking lot on Washington Street for vehicle parking and are requesting the closure of Lake Street to Washington Street, and Washington Street between Lake Street and Pierson Street to make it safer for the families to cross from the parking lot to the movie area.

City staff has reviewed the petitioner's request and does not have any concerns regarding the closure of Lake Street, providing the following conditions are met:

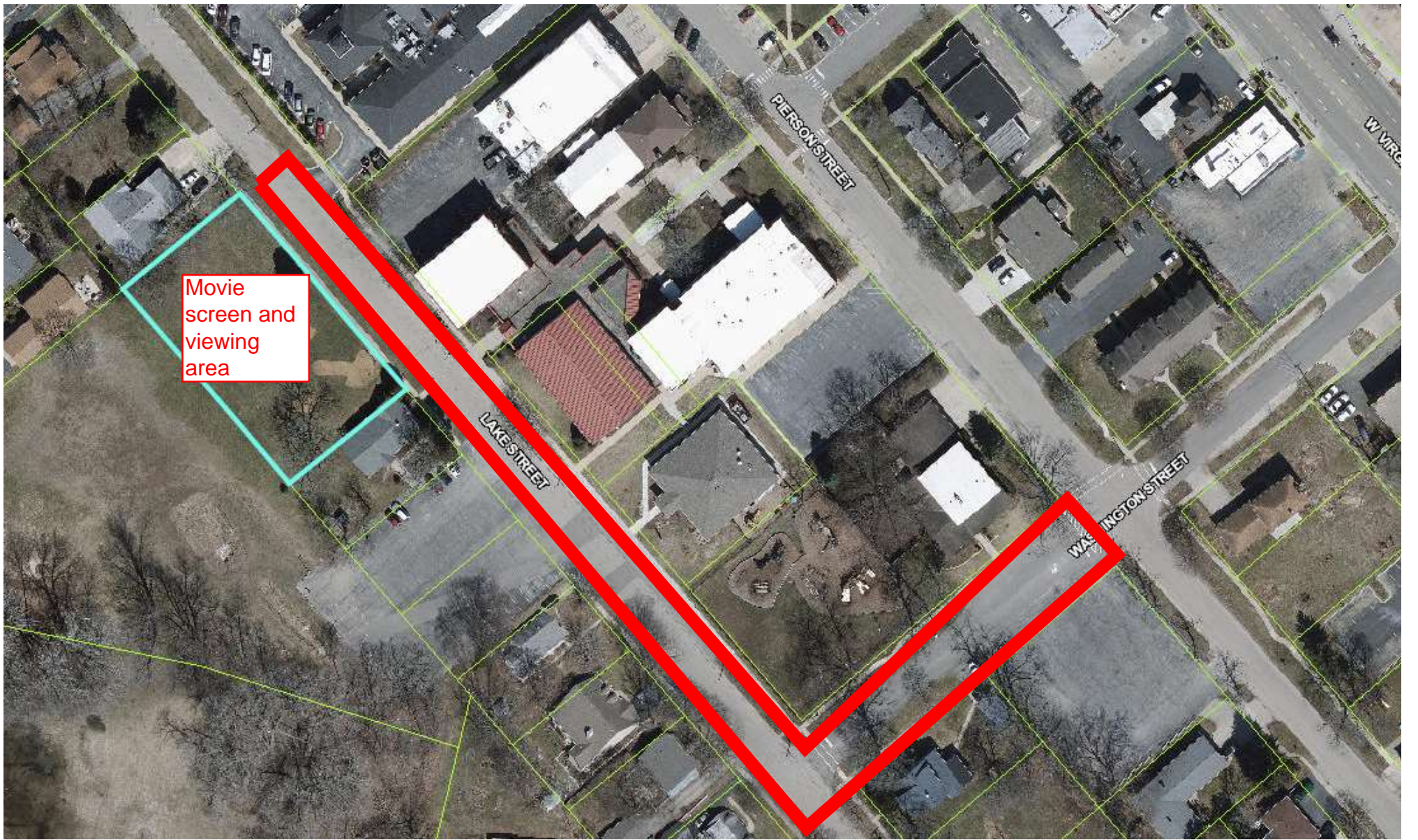
- 1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. The petitioner has submitted a Barricade Borrowing Application.
- 2) The petitioner must send a notice to all affected property owners along Lake Street.

- 3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 4) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 5) All debris created by the event shall be cleaned up during and after the event.
- 6) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 7) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department at (815) 356-3640 for further review.
- 8) 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.
- 9) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the September 21, 2021 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote

Movie
screen and
viewing
area





Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: September 21, 2021

Item: Resolution to support the Application for the Illinois Safe Routes to School Program (SRTS) funding for the Oak Street Pedestrian Path Improvement Project.

Staff Recommendation: Motion to adopt a Resolution supporting the application for Illinois Safe Routes to School Program (SRTS) funding for the Oak Street Pedestrian Path Improvement Project.

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

Background:

The Illinois Safe Routes to School Program (SRTS) provides funding that promotes walking and bicycling to schools through infrastructure improvements, enforcement, tools, safety education, and incentives to encourage walking and bicycling to school. The program is administered by the Illinois Department of Transportation (IDOT), and applications for projects to fund through SRTS are currently being accepted. The City successfully utilized a SRTS grant to implement the Country Club Road multi-use path.

Staff reviewed a variety of potential projects that would meet the requirements of the grant and benefit other projects identified in the City's budget. The installation of a multi-use path along Oak Street between Illinois Route 176 (IL 176) and the Union Pacific Railroad tracks is being proposed as a candidate for the grant program. This project includes upgrading the existing sidewalk on the west side of Oak Street to a multi-use path (8-foot wide) and installing a new multi-use path in the township section which has no pedestrian accommodations. The new multi-use path will provide a critical link between the various subdivisions and Bernotas Middle School and North Elementary School as well as provide a direct connection to the east-west Ridgefield Trace Trail that extends to McHenry County College (and Woodstock) to the west and Veterans Acres to the east. The City's current budget includes engineering for a project at IL 176 and Oak Street consisting of the installation of left turn lanes and modernizing the traffic signals. A location map is attached for reference.

The portion of the improvement that includes construction of a new multi-use path (no existing sidewalk) is located within Nunda Township. City staff discussed with Nunda Township Road

District the potential of a financial partnership for the cost of the local agency share for the portion within the Township. Township staff agreed this is a project they would be interested in partnering and financially participating in with the City. A breakdown of the engineer’s estimate of cost, should the City be awarded the grant, is as follows:

Item	Estimated Total Cost	Anticipated Grant Award	City Estimated Share	Township Estimated Share
Construction Engineering	\$26,555	\$21,244	\$5,311	--
Construction Total	\$265,546	\$212,437	\$26,097	\$27,013
Estimate Project Total	\$292,101	\$233,681	\$31,408	\$27,013

Should the project be awarded the SRTS grant funds, the design engineering would be funded by the City with construction and construction oversight being funded 80% with federal SRTS funds and 20% by the local agency. The proposed grant application will be submitted by the City as the lead agency. Should the project be awarded, a formal intergovernmental agreement would be completed with the township.

A resolution is a requirement of the grant application submittal. Therefore, the Council is requested to adopt the attached resolution so that it may be included in the SRTS application.

The City’s local share portion would be paid for using MFT funds. If successful, the City anticipates receiving the SRTS funds in 2022 and construction of the path could begin in 2023/2024.

Votes Required to Pass:

Simple Majority of the Council

LOCATION MAP



DRAFT



RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE desires to participate in the construction of the Oak Street Pedestrian Path Improvement Project to provide a missing critical connection to the regional network; and

WHEREAS, an Illinois Safe Routes to School (SRTS) Grant will fund 80% of the construction and construction engineering for the project with 20% to be paid for with local funds; and

WHEREAS, the Nunda Township Road District has agreed to financially participate in the project.

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

BE IT FURTHER RESOLVED that the Mayor and City Council support the Oak Street Pedestrian Path Improvement Project and fully support all efforts in including this project in the Safe Routes to School Program; and

BE IT FURTHER RESOLVED that the City will secure and provide the necessary local match required for the SRTS funding so long as the project is awarded SRTS funding; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute any required documents associated with the grant application process.

DRAFT

DATED this 21st day of September 2021.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

Nick Kachiroubas, CITY CLERK

PASSED: September 21, 2021
APPROVED: September 21, 2021



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: September 21, 2021

Item: Bid Award – 2021 Pavement Rejuvenation Program

Staff Recommendation: Motion to adopt a Resolution awarding the contract for the 2021 Pavement Rejuvenation Program to the lowest responsive and responsible bidder, Denler, 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:

Pavement rejuvenation is the process of restoring chemical properties that begin deteriorating once the asphalt is placed. The rejuvenation process penetrates below the surface to protect the asphalt binding. Rejuvenation is typically applied to residential streets (low speed, low volume) within two to three years after the asphalt surface construction (recently paved roads). This is an annual program which extends the life of the asphalt.

On September 15, 2021, the City of Crystal Lake publicly opened and read aloud the bids received for the Pavement Rejuvenation Program. The following is a breakdown of the bids received:

	Cost/Square Yard	Quantity/Sq. yds.	Total Cost
√ Denler, Inc	\$0.7934	135,000	\$107,107.17
Corrective Asphalt Materials, LLC	\$0.91	135,000	\$122,850.00
SKC Construction	\$3.00	135,000	\$405,000.00

√Indicates lowest responsive and responsible bidder

Recommendation

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the “lowest responsive and responsible bidder.” The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and

(iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award. 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 2021 Pavement Rejuvenation Program be awarded to the lowest responsive and responsible bidder, Denler, Inc., in the amounts bid.

Funding is available in the FY2021/2022 Capital Budget (\$200,000).

Votes Required to Pass:

Simple majority

DRAFT



RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for 2021 Pavement Rejuvenation Program on September 15, 2021; and

WHEREAS the lowest responsive and responsible bidder is Denler, Inc., Joliet, 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 Denler, Inc. for the 2021 Pavement Rejuvenation Program 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 and to approve warranted completion date change orders relating to the contract.

DATED this 21st day of September, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

DRAFT

Nick Kachiroubas, CITY CLERK

PASSED: September 21, 2021

APPROVED: September 21, 2021



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: September 21, 2021

Item: Bid Rejections – Crack Sealing and Pavement Marking

Staff Recommendation:

1. Motion to reject the Crack Sealing bid from the bid opening on September 9, 2021; and
2. Motion to reject the Pavement Marking bid from the bid opening on September 9, 2021

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

Background:

Public Works staff recently requested public bids for crack sealing and pavement marking. The crack sealing bid only resulted in one bid from SKC Construction (\$0.59/LF). Unless due to unique circumstances, the City prefers awarding a contract after receiving multiple bids.

The pavement marking bid resulted in two bids, but were significantly higher than what has been seen in the region. Staff estimated \$115,000 for the project, and the low bid was Marking Specialists at \$192,478 (67% higher than historical prices), and the next bid was Roadsafe at \$394,964 (343% higher). Based on a review of recent and historical prices for similar contracts, staff is recommending not awarding the contract and rebidding the project next spring. Current construction industry economic conditions (heavy workloads and supply delays) may be contributing to the high bid prices. Staff is hopeful these conditions will change by next spring.

Recommendation

After reviewing both the crack sealing and pavement marking bids and due to the aforementioned reasons stated, City staff recommends rejecting both bids. These projects will be re-bid next spring. These programs are funded through Motor Fuel Tax.

Votes Required to Pass:

Simple majority

DRAFT



RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for crack sealing and pavement marking on September 9, 2021; and

WHEREAS the crack sealing bid did not result in multiple bidders; and

WHEREAS the pavement marking bid greatly exceeded the City’s cost estimate; and

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 crack sealing and pavement marking bids opened on September 9, 2021, are hereby rejected.

DATED this 21st day of September, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

Nick Kachiroubas, CITY CLERK

PASSED: September 21, 2021
APPROVED: September 21, 2021



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: September 21, 2021

Item: Purchase of Rotary Vehicle Lift

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Vehicle Service Group, LLC for the purchase of a Rotary Lift through Sourcewell, contract #061015-RRL in the amount of \$39,205.47, 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:

The primary role of public procurement is to obtain quality goods and services to support effective and efficient government while ensuring the prudent use of public funds. Effective public procurement adds value to government purchasing by:

- Providing efficient delivery of products and services;
- Obtaining best value through competition;
- Offering fair and equitable competitive contracting opportunities for suppliers; and
- Maintaining public confidence through ethical and transparent procurement practices.

Cooperative contracts are becoming increasingly popular at the federal, state, and local levels. Cooperative purchasing is popular because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation. In simple terms, cooperative purchasing involves sharing procurement contracts between governments.

The City's purchasing policy allows procurement through cooperative contracts. One such cooperative that the City of Crystal Lake is a member of, is Sourcewell, formerly NJPA. Sourcewell leverages buying power of over 50,000 government, education, and nonprofit organizations. Sourcewell follows competitive procurement procedures. As part of the City's due diligence process for cooperative purchases, staff verifies that the price offered by a Cooperative is in fact a cost advantage and represents a benefit to the City.

As part of the FY2021/2022 Budget for the Public Works Department, staff requested to purchase a vehicle lift for the Fleet and Facilities Division. The current unit has a leaking hydraulic cylinder. In addition, the newer ambulances being purchased by the City require a larger (more lifting capacity) unit. The new lift will be more versatile with a larger lifting capacity and will be able to service public works service and crane trucks.

The Sourcewell contract price is \$39,205.47 (see attached). Staff also solicited quotes outside of Sourcewell and received a quote of \$50,683.50.

Recommendation:

Public Works staff recommends purchasing a vehicle lift through Sourcewell Contract #061015-RR, in the amount of \$39,205.47 with a 10% contingency.

\$47,000 is budgeted for this project in the FY2021/2022 Capital Budget.

Votes Required to Pass:

Simple majority

DRAFT



RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to replace an existing vehicle lift in the Public Works Department and has budgeted funds accordingly; and

WHEREAS the CITY currently partners with a number of cooperative purchasing agreements, including Sourcewell; and

WHEREAS the lowest responsive and responsible bidder through Sourcewell for a Rotary Vehicle Lift is Vehicle Service Group, LLC., Madison, IN.

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 Vehicle Service Group, LLC. for the Vehicle Rotary Lift purchase 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 and to approve warranted completion date change orders relating to the contract.

DATED this 21st day of September, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

DRAFT

SEAL

ATTEST

Nick Kachiroubas, CITY CLERK

PASSED: September 21, 2021

APPROVED: September 21, 2021



Agenda Item No: 14

City Council Agenda Supplement

Meeting Date: September 21, 2021

Item: Ambulance Purchase

Staff Recommendation:

- 1) Motion to adopt a Resolution designating Fire Rescue Ambulance 355 (2017 Ford E450) as surplus equipment and authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc., for the trade-in of Fire Rescue Ambulance 355.
- 2) Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc., for the purchase of one (1) Type I 4x4 ambulance, through the Suburban Purchasing Cooperative, in the total amount of \$192,415.00, including trade-in, with a 5% contingency for unforeseen circumstances.

Staff Contact:

Paul DeRaedt, Fire Rescue Chief
Jodie Hartman, Director of Finance
Don Christenson, Fleet & Facility Superintendent

Background

The Crystal Lake Fire Rescue Department has a fleet of 6 ambulances. Of these, four ambulances are considered primary front line units and two are reserve units that are used to back-up the four primary units. Of the six ambulances, five have a pickup style chassis with a 4x4 powertrain (called Type I), and one has a van style chassis with a 4x2 powertrain (called Type III). In this agenda supplement, City staff recommends the purchase of one new Type I ambulance. Following the purchase of this new vehicle, it will be placed into front line service, with one existing front line unit moved to reserve status.

Type I ambulances are recommended for purchase since they are more effective than Type III ambulances in inclement weather. This is especially true when they are responding to emergency medical services (EMS) calls prior to roads being plowed during snow events. Due to this fact, it is staff's recommendation that all future ambulance purchases continue to be Type I vehicles. The Type I ambulance performance in inclement weather justifies the approximately \$10,000.00 cost differential when compared with Type III ambulances.

Ambulance Replacement Cycle

A reliable fleet of apparatus designed to fulfill the mission of the Fire Rescue Department is key to providing consistent service delivery at an affordable cost. Nearly sixty-seven percent of the Fire Rescue service delivery involves emergency medical care. Maintaining a functional, safe, and reliable ambulance fleet is especially important for the Crystal Lake Fire Rescue Department because of its call volumes. Over the past few decades, fire rescue departments throughout the country have found that their call volumes have become dominated by emergency medical services (EMS) calls as opposed to actual fire calls. In calendar year 2020, the Fire Rescue

Department responded to 6,283 calls for service of which 4,171 were EMS related and 29 were structure fire related. Proper life cycle replacement of ambulances will continue to provide for a safe, reliable and functional ambulance fleet at an economical cost so that the Fire Rescue Department can continue to effectively respond to EMS calls.

Ambulances are kept in the City's fleet for generally 4-5 years. During this time, the vehicle will spend 3-4 years in front line service and 1-2 years in reserve service. The reserve units are eventually cycled out of the City fleet based on a lifecycle analysis. This lifecycle analysis focuses on vehicle age, repair cost and mileage to determine when the ownership of the vehicle is no longer financially feasible. Lifecycle costing analysis considers the point in the vehicle's life when the sum of all ownership and operating costs necessitate replacement. Using the lifecycle analysis, the vehicles depicted in the below table will leave the City fleet.

<i>Lifecycle Analysis Criteria</i>	Reserve Ambulance 355
Vehicle Age at Time of Replacement	5 years
Mileage	51,259
Life-to-Date Maintenance Costs	\$22,030.43
Trade-in Value	\$40,000.00

Based on this analysis, City staff recommends that reserve ambulance 355 be traded in. The trade in value will then be used to offset the purchase price of the one new vehicle recommended in this agenda supplement. The trade in value is shown in the table on page 3.

Suburban Purchasing Cooperative

For many years, the City has been using the Suburban Purchasing Cooperative (SPC) Program for the purchase of vehicles. The SPC is organized by the Northwest Municipal Conference, which is an intergovernmental organization that leverages the buying power of many Chicago area communities to receive advantageous bid pricing. As members of the SPC, the City is able to take advantage of the cooperative members' leveraged contract. This program allows members to combine purchasing power, which enables significant cost reductions.

All items that are bid through the SPC follow the same State public procurement statutes that the City follows for a competitive, sealed bidding process. A SPC committee created the specifications for the ambulance. Once the sealed bids were opened, the SPC Purchasing Advisory Committee, made up of municipal purchasing agents, reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The SPC awarded the bid for a Type I Horton Ambulance to Foster Coach Sales, Inc. All previous ambulances have been purchased through the SPC contract for Horton ambulances.

In 2019, the City realized cost savings of approximately \$12,000 when two ambulances were purchased after re-designing certain features such as lighting, engine type, and paint scheme. The cost savings resulted from switching the vehicles from diesel to gas and changing the paint scheme from two colors to one color. The design of the proposed ambulance for 2021 mirrors those purchased in 2020 and 2019.

Foster Coach Sales, Inc. has offered trade-in allowances that are similar to the allowances offered in 2020 to the City. The trade-in allowance for the current 2017 Ford E450 ambulance is \$40,000.00. The total cost of the new Type I 4x4 ambulance, with trade-in and pre-payment discount, is \$192,415.00. Below is a breakdown of these costs.

	Foster Coach Sales, Inc.
Ambulance	
Model	2022 Ford F550 (Gas)
Ambulance Type	Type I, 4x4
Module Brand	Horton
Ambulance Cost	\$235,658.00
Trade-In	(\$40,000)
Performance Bond	\$825
Pre-payment Discount	(\$4,068)
Total	\$192,415.00

Recommendation

It is staff's recommendation to authorize the City Manager to execute an agreement with Foster Coach Sales, Inc., for the purchase of one (1) Type I 4x4 ambulance, through the Suburban Purchasing Cooperative, in the total amount of \$192,415.00, including trade-in and pre-payment discount, with a 5% contingency for unforeseen circumstances.

Votes Required to Pass

Simple majority

DRAFT



RESOLUTION

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

Section 1. Designation of Surplus Equipment

That Fire Rescue Ambulance 355 (2017 Ford E450) is declared as surplus equipment and authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc., for the trade-in of Fire Rescue Ambulance 355.

Section 2. Purchase of Fire Rescue Ambulance

That the City Manager is authorized to execute an agreement with Foster Coach Sales, Inc., for the purchase of one (1) Type I 4x4 ambulance, through the Suburban Purchasing Cooperative in the total amount of \$192,415.00, including trade-in, with a 5% contingency for unforeseen circumstances.

DATED this 21st day of September, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 21, 2021

APPROVED: September 21, 2021



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

September 21, 2021

Item:

Ambulance Power Load System Purchase

Staff Recommendation:

Motion to adopt a Resolution waiving bidding requirements and authorizing the City Manager to execute an agreement with Stryker Corporation for the purchase of one (1) Stryker Power Load system through the Intergovernmental Risk Management Agency's negotiated contract pricing, in the total amount of \$24,601.76, with a 5% contingency for unforeseen circumstances.

Staff Contact:

Paul DeRaedt, Fire Rescue Chief
Jodie Hartman, Director of Finance
Don Christenson, Fleet & Facility Superintendent

Stryker Power Load System

In 2020, the Fire Rescue Department purchased two lift systems for two new ambulances. It is proposed that the City continue to support this initiative where all new ambulances have installed a Stryker Power Load system along with the associated patient stretcher. The Stryker Power Load system effectively eliminates situations where personnel would manually lift a loaded or unloaded stretcher.

The Power Load component is installed in the ambulance and automatically supports the loaded or unloaded stretcher while removing it or loading the stretcher into the ambulance. The Power Load system operates in conjunction with the Stryker Power Pro Stretcher and the system charges the battery for the stretcher while it is loaded in the ambulance. The Stryker Power Load system will only work with the Stryker stretchers. Each of the six (6) City ambulances has a Stryker Power Pro Stretcher.

It is not feasible to procure this item through a bid, since there is only one authorized Stryker dealer in our region and the City must use a Stryker power load system with its existing Stryker stretchers. Even though bidding is not an option, the City is receiving the benefit of discounted pricing through the City's insurance carrier, the Intergovernmental Risk Management Agency (IRMA). Since the power cots can help reduce injuries, IRMA has negotiated a discount based on bulk purchasing from its members.

The negotiated IRMA price for each Power Load system, including an upgrade kit for the current stretcher is \$24,601.76, which is \$4,651.52 less than the Stryker MSRP price for the Power Load System of \$29,253.28. Since IRMA negotiated the price, and did not bid it outright, the City must waive bidding requirements in order to acquire the Stryker Power Load systems at the discounted price. Below is a breakdown of these prices.

	Stryker Corporation
Ambulance	
Power Load System	\$22,754.94
Stretcher Upgrade Kit w/ Install.	\$1,846.82
Total	\$24,601.76

Because of the potential for reducing lifting injuries, IRMA also offers its members grant opportunities for the purchase of power stretchers and/or load systems. If awarded, the IRMA grant will reimburse a maximum of \$1,500.00 no matter how many systems we purchase.

Recommendation

It is staff's recommendation to waive bidding requirements and authorize the City Manager to execute an agreement with Stryker Corporation for the purchase of one (1) Stryker Power Load system, through IRMA's negotiated contract pricing, in the total amount of \$24,601.76, with a 5% contingency for unforeseen circumstances. Funds are budgeted for this purchase.

Votes Required to Pass

Super majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that bidding requirements for one (1) Stryker Power Load system are hereby waived and that the City Manager is authorized to execute an agreement with Stryker Corporation for the purchase of one (1) Stryker Power Load system, through IRMA's negotiated contract pricing, in the total amount of \$24,601.76, with a 5% contingency for unforeseen circumstances.

DATED this 21st day of September, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 21, 2021
APPROVED: September 21, 2021



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

September 21, 2021

Item:

Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing

Staff Recommendation:

Motion to award the proposal for Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing to the lowest responsive, responsible proposer, Northwestern Medicine, including the selection of alternate services for Fire Rescue Pre-Employment Examinations and Police and Public Works Audiograms, and to adopt a Resolution authorizing the City Manager to execute a two-year agreement (with an option for a third year) for Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness and Flu Shots, and CDL Drug/Alcohol Testing to Northwestern Medicine.

Staff Contact:

Julie Meyer, Director of Human Resources

Background:

The City of Crystal Lake conducts Pre-Employment and annual Fire Rescue Department physical examinations on approximately 60 to 80 prospective full-time, part-time and seasonal employees and as many as 70 Fire Rescue Department personnel each year; Immunizations, Respirator Fit Testing, Audiograms and CDL Drug and Alcohol Testing for Safety Sensitive positions affect over 50 Public Works employees each year; and Annual on-site Wellness screenings and flu shots (program based on voluntary participation) involves over 100 employees each year.

On July 9, 2021, a Request for Proposals for Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness and Flu Shots, and CDL Drug and Alcohol Testing services was placed on Bid Sync, and a legal notice was published in the *Northwest Herald*. Bids were received and opened on the deadline of August 5, 2021. The City received four proposals in total, however, two proposals were deemed invalid. One proposal did not have complete costs included in the submittal, and one proposal arrived after the RFP opening date and time. Staff reviewed the two valid proposals for completeness and accuracy in accordance with the request for proposal document, firm organizational capacity, references, firm experience, and cost.

The RFP required that the providers bid on the following test components: Police pre-employment exam, general (non-sworn) pre-employment exam, Public Works DOT (Department of Transportation) pre-employment, Hepatitis series, respirator fit tests, spirometry exams, Commercial Driver's License random testing (as required by the Department of Transportation), Substance Screening tests, and Wellness Screenings to include a Health Risk Assessment, flu shots, Thyroid, PSA, C-Reactive Protein, Vitamin D tests, and vascular screenings. The cost for each exam is shown on the following pages of this supplement.

The RFP requested alternate pricing for the following test components: annual fire exam for those over 40 (with Prostate Specific Antigen-PSA for males), annual fire exam for those under 40 (please note, both the over 40 and under 40 annual exams are in response to the requirements of the NFPA 1582), fire hazardous materials exam, fire pre-employment exam, and audiograms. Northwestern Medicine also submitted pricing for Covid-19 testing. The response totals are below:

COST OF TESTS

<u>TYPE OF EXAM</u>	<u>Northwestern</u> ✓	<u>Advocate</u>	<u>Physicians Immediate Care</u> *	<u>SiteMed</u> **
Base Proposal Pricing				
Police Pre-Employment	\$267	\$502	\$313	N/A
Public Works DOT Pre-Employment	\$392	\$488	\$444	N/A
Non-Sworn Pre-Employment	\$205	\$282	\$218	N/A
Hepatitis Vaccination	\$132	\$99	\$95	N/A
Respirator Fit Test	\$70	\$57	\$115	N/A
PW Spirometry Exam	\$125	\$120	\$125	N/A
Substance Screen and BAT				
Breath Alcohol	\$45	\$35	\$35	N/A
NIDA 5 with MRO Fee	\$85	\$62	\$58	N/A
Non-DOT Rapid 10-panel with opioids	\$42	\$58	\$45	N/A
Non-DOT 10-panel comprehensive with opioids	\$45	\$56	\$45	N/A
On-Site Wellness Screenings:				
Health Risk Assessment	\$135	\$80 - \$100	N/A	N/A
Flu Shot	\$35	\$35 - \$70	N/A	N/A
PSA	\$40	\$13	N/A	N/A
Thyroid	\$40	\$18	N/A	N/A
C-Reactive Protein	\$39	\$12	N/A	N/A
Vitamin D	\$40	\$12	N/A	N/A
Vascular/ECHO Screening	\$179	\$658	N/A	N/A
Alternate Pricing				
Fire Rescue Annual Exam	\$617	\$1,018	\$1,175	\$612
Fire Rescue Hazmat Exam	\$772	\$1,129	\$1,475	\$762
Fire Rescue Pre-Employment	\$992	\$1,126	\$1,254	\$614
Police and Public Works Audiogram	\$40	\$53	\$35	N/A
Wellness Screening Alternate Pricing:				
Resting Metabolic Rate Test	\$40	N/A	N/A	N/A
Body Composition	\$60 / hour	N/A	N/A	N/A
Covid-19 Testing	\$195	N/A	N/A	N/A
Testing Location	On site/ McHenry/ Huntley	Crystal Lake	Algonquin / Elgin	On-site

* Proposal is invalid due to incomplete pricing submitted before RFP opening.

** Proposal was received by the City after RFP opening and pricing was incomplete.

COST COMPARISON (based on FY 2020/2021 actual number of specific exams)

<u>TYPE & NUMBER OF EXAMS</u>	<u>Northwestern[✓] (20/21 Totals)</u>	<u>Advocate (20/21 Totals)</u>	<u>Physicians Immediate Care* (20/21 Totals)</u>	<u>SiteMed* (20/21 Totals)</u>
Base Proposal Pricing				
Police Pre-Employment (3)	\$801	\$1,506	\$939	N/A
Public Works DOT Pre-Employment (2)	\$784	\$976	\$888	N/A
Non-Sworn Pre-Employment (69)	\$14,145	\$19,458	\$15,042	N/A
Hepatitis Vaccination (6)	\$792	\$594	\$570	N/A
Respirator Fit Test (0)	\$0	\$0	\$0	N/A
PW Spirometry Exam (0)	\$0	\$0	\$0	N/A
Substance Screen and BAT:				
Breath Alcohol (8)	\$2,465	\$280	\$280	N/A
NIDA 5 with MRO Fee (29)	\$210	\$1,798	\$1,682	N/A
Non-DOT Rapid 10-panel with opioids (5)	\$225	\$290	\$225	N/A
Non-DOT 10-panel comprehensive with opioids (5)	\$2,465	\$280	\$225	N/A
On-Site Wellness Screenings:				
Health Risk Assessment (103)	\$13,905	\$5,150	N/A	N/A
Flu Shot (79)	\$2,765	\$2,765	N/A	N/A
PSA (42)	\$1,680	\$546	N/A	N/A
Thyroid (42)	\$1,680	\$756	N/A	N/A
C-Reactive Protein (0)	\$0	\$0	N/A	N/A
Vitamin D (0)	\$0	\$0	N/A	N/A
Vascular/ECHO Screening (38)	\$6,802	\$25,004	N/A	N/A
Alternate Pricing				
Fire Rescue Annual Exam (58)	\$35,786	\$59,044	\$68,150	\$35,496
Fire Rescue Hazmat Exam (4)	\$3,088	\$4,516	\$5,900	\$3,048
Fire Rescue Pre-Employment (0)	\$0	\$0	\$0	\$0
Police and Public Works Audiogram (103)	\$4,120	\$5,459	\$3,605	N/A
Total	\$89,608	\$128,422	\$97,506*	\$38,544*

✓ Indicates lowest responsible and responsive proposer.

* Indicates an invalid proposal.

There is no guarantee from one year to the next that the same number of examinations will be completed. The realities of our current economic environment can negatively impact hiring and the regular scheduling of exams may be altered or the need for pre-employment type physicals may possibly decrease over the time period of the contract award. To determine a benchmark in which to compare costs, and in using examination numbers from Fiscal Year 2020/21 to do so, the responders' totals above provide a clear picture of the costs that might be expected in the coming year.

Recommendation:

Based on the submitted proposal information, the fees, organizational capacity and references, it is recommended that the City award the two-year contract (with an option for a third year) to Northwestern Medicine who would be able to provide various examinations and annual physicals to the Fire Rescue Department, Police and Non-Sworn personnel, audiograms, wellness screenings and flu shots, and CDL/Random testing in a more cost-effective manner as shown by the table above. Northwestern Medicine has extensive experience in providing similar services for municipalities in Illinois and has provided these services for the City of Crystal Lake. Northwestern Medicine will be able to provide a team of occupational health professionals, who can meet the criteria necessary for our physical examination and testing needs, wellness screenings and CDL testing processes that are required by the City of Crystal Lake.

Votes Required to Pass: Simple Majority.

DRAFT

Res. 21R-__



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized and directed to execute a two-year agreement, with an option for a third year, with Northwestern Medicine, for Various Physical Examinations, Immunizations, Substance Screening, Annual On-site Wellness Screenings and Flu Shots, and CDL Drug/Alcohol Testing in the submitted proposal amounts, including the alternate services for Fire Rescue Pre-Employment Exams and Police and Public Works Audiograms.

DATED this 21st day of September, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
HAIG HALEBLIAN, MAYOR

SEAL

ATTEST

NICK KACHIROUBAS, CITY CLERK

PASSES: September 21, 2021
APPROVED: September 21, 2021



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

September 21, 2021

Item:

Proposal Award – Fitch and Associates

Staff Recommendation:

Motion to award the contract for a Fire Rescue Operations and Utilization Study to the most qualified, responsible and responsive proposer, Fitch and Associates, and adopt a Resolution authorizing the City Manager to execute an agreement with Fitch and Associates for a Fire Rescue Operations and Utilization Study in the amount of \$44,995, with 10% contingency for unforeseen expenses.

Staff Contact:

Paul DeRaedt, Fire Rescue Chief
Eric T. Helm, Deputy City Manager

Background:

City staff recommends conducting a Fire Rescue Department Operations and Utilization Study to plan for future Fire Rescue Department needs. Performing this study is congruent with the City's philosophy of proactively anticipating future infrastructure, equipment purchases, and staffing levels.

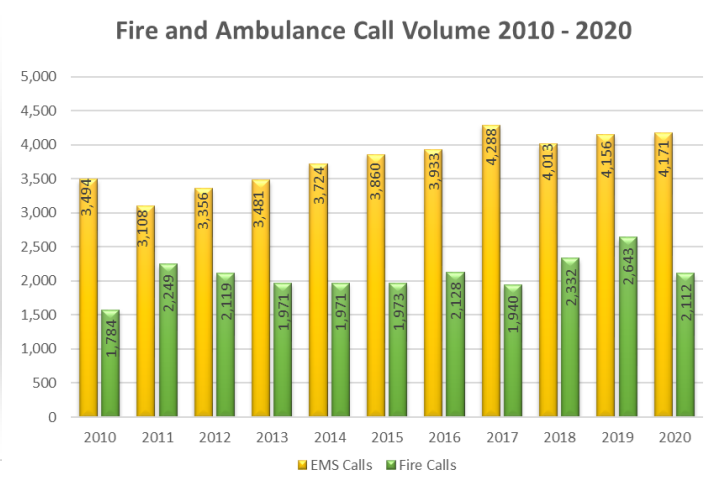
Call Volume

Table 1 and Table 2 on the next page show call volumes observed over the last 10 years. The number of calls does not necessarily justify an adjustment to staffing and equipment levels, but they show, at the very least, the need for further investigation as to the impact of call volume on Department staff and equipment utilization rates.

Table 1



Table 2



Commercial and Residential Development

Commercial and residential development is another reason to review Fire Rescue Department staffing, equipment and stations. In the last ten years, the City has experienced residential and commercial development growth, and increased interest in future development. Since 2010, the following development occurred, is in progress, or contemplated. The location and type of development can impact response times, resource requests and station locations.

Development (Completed or In Progress)

- Woodlore Estates (68 townhomes, 310 single family homes & 86 age restricted single family homes)
- Gable Point Congress Parkway Senior Housing (60 units)
- Congress Parkway Apartments (60 units)
- The Residences Congress Parkway Independent Living (60 units)
- The Springs Luxury Apartments, Route 31 (280 units)

Probable Future Development

- Fairfield Inn Hotel (construction anticipated Fall 2021/Spring 2022 of 88 room hotel)
- Redwood of Crystal Lake Rental Townhomes (305 units)
- Mixed Use Crystal Court redevelopment (approximately 60,000 square feet of commercial space and 271 units of residential)
- Main Street and Crystal Lake Avenue residential development (97 units of multi-family residential)

Contemplated Future Development

- Woodstock Street and Minnie Street (multi-family residential)
- Main Street Crossing Development (mixed use development or industrial use)
- Three Oaks Road and Sands Road (multi-family residential)

Study Scope of Work

The City created a request for proposal (RFP) for a consultant to perform the proposed Fire Rescue Operations and Utilization Study. A consultant is recommended for this project in order to leverage the expertise of individuals that have broad knowledge of the fire rescue service and trends in the fire service. Consultant firms are also able to perform detailed quantitative analysis and provide recommendations based on this analysis. The consultant's work will provide the City an objective and data focused foundation for proposed future Department investments.

The RFP scope of work requests the consultant to evaluate the following areas:

- *Fire Rescue Station Locations.* Study will help determine whether future stations are warranted and how the existing stations can be optimized to best serve the public.
- *Fire/EMS Delivery Service.* Study will assess and analyze calls for service, shift workload and response times. The study will also calculate ambulance and equipment utilization rates and compare these to acceptable standards.
- *Fire Rescue Department Organizational Structure.* Study will review the organizational structure and the chain of command in order to optimize service delivery.

Data analysis will be an important element of the consultant's scope of work. The proposed study will use Records Management System (RMS) data to thoroughly investigate call volume including: call types, length of each call, response times, equipment utilized for the call, the number of simultaneous calls, and requests for mutual/automatic aid. In addition to RMS data, the consultant will compare local trends to national standards in order to identify gaps in current and future service delivery. This analysis will help determine whether additional investment is needed in Department staff, equipment and stations.

Also, the proposed study will investigate the type and location of existing and future commercial and residential development and identify whether these may trigger modifications to Department staff, equipment, and stations.

Finally, the consultant will assist the City in identifying a short-term (1-5 yrs.), mid-term (6-9 yrs.) and long-term (10-20 yrs.) implementation plan. Due to the potential financial implications of the recommendations, it is important that recommendations are prioritized and staged. These recommendations can then be placed in the City's Capital Improvement Plan and funding sources can be identified for future City Council consideration.

The RFP also requested pricing for two alternates: the development of a strategic plan and an analysis of training facilities. At this time, it is recommended that these alternates not be selected. The necessity of these services may need further consideration based on the results of the initial operations and utilization study.

Proposal Evaluation

The City followed its procurement practices by publically advertising the Request for Proposal. On Friday, May 12, 2021, the City received proposals from six consultant firms.

The City compared the proposals and submittals based on the evaluation criteria as set forth in the City's Request for Proposal document. The evaluation criteria considered during the review were:

- Comprehensiveness of the proposal in addressing the proposal specifications.
- Experience and Qualifications
- Professional knowledge and comprehensiveness of data gathering methodology and analysis
- References
- Fees

A summary of the submittal review is represented in *Table 3*.

Table 3: Summary of Evaluation Criteria

Evaluation Criteria	√ Fitch and Associates	McGrath Consulting	AP Triton	CPSM	Matrix	Citygate
Comprehensiveness of the proposal	Provided required elements	Provided required elements	Provided required elements	Provided required elements	Provided required elements	Provided required elements
Experience and Qualifications	Consulting for 35 years; +1,000 clients	Consulting for 21 years; 425 clients	Consulting for 7 years	Consulting for 14 years; 329 studies	19 years of experience; 350 studies	31 years of experience; +400 studies
Professional knowledge and data gathering	Project team has diverse professional experience and demonstrated the expertise to fulfill the specifications of the RFP.	Staff resumes and project experience included.	Staff resumes and project experience included.	Staff resumes and project experience included.	Staff resumes and project experience included.	Staff resumes and project experience included.
References	Provided; contacted and all positive.	Provided	Provided	Provided	Provided	Provided
Base Fees	\$44,995	\$46,375	\$48,100	\$49,500	\$50,000	\$67,032
Alternate #1*- Strategic Plan Development	\$15,000	\$16,000	\$17,920	\$11,000	\$5,600	\$24,292
Alternate #2*- Training Facility Analysis	\$5,000	NA	\$4,200	\$3,900	\$4,200	\$5,084

√ indicates the recommended vendor

* City staff does not recommend pursuing alternates at this time.

Recommendation:

Based on the review of the evaluation criteria and the fee proposals, City staff has determined that Fitch and Associates is the most qualified, responsive and responsible proposer and the recommended vendor for several reasons:

1. *Experience and Qualifications:* Fitch and Associates has experience working with a variety of fire departments and presented a team with a diverse professional background. Fitch has experience performing response coverage development and management assessments, comprehensive quantitative data analysis, station locations studies and GIS analysis for numerous communities across the Country.
2. *Positive References and Interview:* City staff contacted Fitch and Associates references and they spoke highly of Fitch’s service, expertise, and professionalism. In addition, the City interviewed the project lead, Steven Knight, and the senior consultant Bruce J. Moeller. Both presented an approach compatible with the City’s goals.
3. *Competitive Fees:* Fitch and Associates submitted a fee proposal that was the most competitive of the submitters. Their proposed fee is all-inclusive fixed, not to exceed cost.

The study is projected to be completed in six months. The attached consultant contract has been approved by the City legal counsel. Funding for the Study has been allocated in the FY 21/22 budget.

Votes Required to Pass:

Simple majority

DRAFT



Res. _____

RESOLUTION

WHEREAS the CITY received proposals for a consultant to perform a Fire Rescue Department operations and utilization study on May 12, 2021; and

WHEREAS, the most qualified, responsible, and responsive proposer was Fitch and Associates.

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 Fitch and Associates in the amount of \$44,995 and a 10% contingency for unforeseen expenses to perform the study; and

DATED this 21st day of September, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

Nick Kachiroubas, CITY CLERK

PASSED: September 21, 2021
APPROVED: September 21, 2021



Agenda Item No: 18

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	September 21, 2021
<u>Item:</u>	Board and Commission Appointment - Planning and Zoning Commission
<u>Staff Recommendation:</u>	Motion to confirm the appointment of Natasha Teetsov to the Planning and Zoning Commission for a term ending January 31, 2023.
<u>Contact:</u>	Haig Haleblian, Mayor

Background:

Mayor Haleblian will present the appointment of one member to the Planning and Zoning Commission. As the City Council is aware, Vince Esposito is no longer a resident of Crystal Lake, and as such can no longer serve on the Commission. The term for this position would expire on January 31, 2023.

Mayor Haleblian nominates Natasha Teetsov for the position expiring on January 31, 2023.

Appointments to the Planning and Zoning Commission are made by the Mayor and confirmed by the City Council.

Votes Required to Pass:

Simple majority.