



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL REGULAR MEETING

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
April 6, 2010
7:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Administration of Oath of Office – Deputy Police Chief Eugene E. Lowery**
5. **Approval of Minutes – March 16, 2010 Regular City Council Meeting**
6. **Accounts Payable**
7. **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.
8. **Mayor's Report**
 - a. **Recognition of Crystal Lake Central High School, Crystal Lake South High School and Prairie Ridge High School State Champions**
9. **Council Reports**
10. **Consent Agenda**
 - a. **Resolution authorizing installation of a sign along the City rights-of-way recognizing the Crystal Lake Central and Crystal Lake South High School Poms Squads for placing first in the Team Dance Illinois State Championship, Crystal Lake Central and Prairie Ridge High School students Trevor Jauch, Joey Kielbasa, Austin Marsden, and David Vinton for placing first in the IHSA State Wrestling tournament, and Prairie Ridge High School student Jenny Covers for placing first in the IHSA State Gymnastics tournament.**
 - b. **Metra Annexation Public Hearing continuation.**
 - c. **Topps Subdivision, 8307 Ridgefield Road – Annexation Referral**
 - d. **Ordinance designating items as surplus equipment and resolution authorizing execution of an agreement for the sale of the surplus equipment utilizing an on-line auction service.**
 - e. **Resolution placing the Annual Budget on public display and setting the Public Hearing date for the Proposed Annual Budget for Fiscal Year 2010/2011 for the April 20, 2010 regular City Council meeting.**
 - f. **Resolution approving the 2010 Crystal Lake Chamber of Commerce Independence Day Parade.**
 - g. **Countryside Garden Club request to use McCormick Park on May 29, 2010 for a plant sale.**
 - h. **Raue Center Bob Blazier Walk/Run for the Arts – Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents on May 2, 2010, and waiver of the Temporary Use Permit application fee.**
 - i. **Resolution to obtain a working permit from IDOT for a period of two years for work conducted by the City in the State's rights-of-way.**

11. **Woods Creek School, 1100 Alexandra Boulevard – Unified Development Ordinance Sign Variation request to install an honorary way-finding sign and waive the variation and permit fees.**
12. **Sam’s Club, 5670 Northwest Highway – Temporary Use Permit request to allow six cold storage trailers.**
13. **605 Lochwood Drive – Temporary Use Permit request to allow an ice rink in the front yard.**
14. **Spence Group Services, Inc., 7710 Route 14 – Pre-Annexation Public Hearing and ordinance authorizing the amendment to the pre-annexation agreement for the property located at 7710 Route 14.**
15. **Crystal Lake Auto Body, 6096 Commercial Road – Land Use Variation to allow retail sales in the “M” Manufacturing district; and Unified Development Ordinance variation from the required number of parking spaces to allow the site to be used in its existing condition.**
16. **Randall Road Animal Hospital, 1580-1590 Carlemont Drive – Preliminary Planned Unit Development and variations to allow a veterinary animal hospital.**
17. **Ryland Group/Bryn Mawr Subdivision, 2475 Ajax Street – Final Planned Unit Development Amendment to change the approved elevation restriction matrix and allow a front setback of 50 feet instead of the required 60 feet for Lot 27.**
18. **McHenry County Groundwater Protection Action Plan Presentation.**
19. **Resolution authorizing execution of a letter to the Wisconsin Health and Educational Facilities Authority for the Wisconsin Illinois Senior Housing, Inc. project.**
20. **Approval of an Engineering Consultant for Phase II Design Services for Water Main Improvements on Illinois Route 176 and Walkup Avenue, and resolution authorizing execution of an agreement for the Phase II Design Services and approval of changes in scope by 10 percent of the original price.**
21. **Resolution approving the updated list of City traffic consultants.**
22. **Proposal award and resolution authorizing execution of an agreement for Medical, Prescription Drug, Vision, and Dental Coverage, COBRA/HIPAA Administration, Stop Loss Coverage and Flexible Spending Administration.**
23. **Resolution authorizing execution of an agreement with Clarke Environmental Mosquito Management for Mosquito Abatement Services.**
24. **Bid award and resolution authorizing execution of a contract for the 2010 Street Resurfacing Program and allowing for a 10 percent contingency.**
25. **Resolution authorizing execution of the Local Agency/State Agreement with IDOT for construction of the 2010 Emergency Repair Program.**
26. **Bid award and resolution authorizing execution of a contract for the 2010 Emergency Repair Program Street Resurfacing and allowing for a 10 percent contingency.**
27. **Bid award and resolution authorizing execution of a contract for the Fiscal Year 2010-2011 Traffic Signal Maintenance Program and allowing for a 10 percent contingency.**
28. **Bid award and resolution authorizing execution of an agreement for the purchase of one pole-mounted Portable Inspection Camera.**
29. **Bid award and resolution authorizing execution of an agreement for the purchase of seven motors for Wastewater Treatment Plant #2.**
30. **Bid award and resolution authorizing execution of an agreement for the purchase and installation of a variable frequency drive, pump, and motor at Water Treatment Plant #1, with contingencies of up to 5% of the contract price.**

31. **Bid award and resolution authorizing execution of a purchase agreement for the installation of twenty-one diesel oxidation catalysts and closed crankcase ventilation systems.**
32. **Bid award and resolution authorizing execution of an agreement for the landscape care on City properties.**
33. **Proposal award and resolution authorizing the execution of a service agreement for the Ambutal Water Tower Painting & Maintenance with contingencies up to 10% of the contract price.**
34. **Bid award and resolution authorizing execution of an agreement for the provision of unleaded gasoline and diesel fuel.**
35. **Resolution authorizing execution of an agreement for the purchase of one (1) 2010 Ford Explorer through the Suburban Purchasing Cooperative.**
36. **Bid award and resolution authorizing execution of an agreement for boat docks for the Three Oaks Recreation Area.**
37. **Council Inquiries and Requests**
38. **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.**
39. **Reconvene to Regular Session.**
40. **Adjourn**

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



Agenda Item No: 4

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Swearing In Ceremony for Newly Appointed Deputy Police Chief,
Eugene E. Lowery

Staff Contact:

Ann Everhart, Director of Human Resources

Background:

Mayor Shepley will be swearing in our new Deputy Police Chief, Eugene E. Lowery.

Having served as the Undersheriff of McHenry County since 2003, Mr. Lowery joins the department with a wealth of knowledge and a comprehensive understanding of the public safety needs of the McHenry County and Crystal Lake area. He has a strong educational background that includes a Masters degree in Law Enforcement Administration and he brings to the organization extensive experience as a law enforcement executive.

We are so pleased to have Gene join our Police Department Management Team and we look forward to the many contributions he will make to the Police Department and to the entire Crystal Lake community!



Agenda Item No: 10a

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Championship Signs

Staff recommendation: Motion to adopt a resolution authorizing signs to be placed along the City rights-of-way recognizing Crystal Lake Central High School Poms Squad for placing first in the Team Dance Illinois State Championship, Crystal Lake South High School Poms Squad for placing first in the AA Kick category, Crystal Lake Central and Prairie Ridge High School students, Trevor Jauch, Joey Kielbasa and Austin Marsden, David Vinton, for placing first in the IHSA State Wrestling tournament for their respective weight classes, and Prairie Ridge High School student, Jenny Covers, for placing first in the IHSA State Gymnastics tournament.

Staff Contact: Eric R. Lecuyer, Director of Public Works

Background:

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from community schools who have won State championships. Because IDOT allows no more than two (2) championship signs on IDOT rights-of way at a time, the Council approved the implementation of a program that places championship signs at the entrances to the City or around the high school(s) honoring those championship efforts when authorized by the City Council. The championship signs are to be installed for a one-year period, after which the signs will be taken down, with one sign given to the high school as a memento honoring the individual or team champions.

The Crystal Lake Central High School (CLCHS) Poms Squad took first place in the AA Poms category and were named AA State Grand Champions at the Team Dance Illinois State Championship. The Crystal Lake South High School Poms Squad took first place in the AA Kick category at the Team Dance Illinois State Championship. CLCHS wrestlers Trevor Jauch, Joey Kielbasa, Austin Marsden and Prairie Ridge High School wrestler, David Vinton, each took first in their respective weight classes at the IHSA state tournament in Normal, IL. Prairie Ridge High School gymnast, Jenny Covers, placed first in the vault and the floor exercise at the IHSA state gymnastics tournament.

Recommendation:

The Public Works Department recommends that a sign be placed in relative proximity to Crystal Lake Central High School, Crystal Lake South High School and Prairie Ridge High School to recognize these student athletes for their achievement.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to install championship signs, at their respective locations, recognizing the Crystal Lake Central High School Poms Squad and the Crystal Lake South Poms Squad for placing first in the Team Dance Illinois State Championship, Crystal Lake Central High School students Trevor Jauch, Joey Kielbasa and Austin Marsden, and Prairie Ridge High School student David Vinton, for placing first in the IHSA State Wrestling tournament, and Prairie Ridge High School student Jenny Covers for placing first in the IHSA State Gymnastics tournament, for a one-year period.

DATED this 6th day of April, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 10b

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: #2010-15 Metra Ridgefield Station
Metra Annexation Public Hearing continuation
Metra, petitioner
Country Club Road at Prairie Drive

Recommendation: Motion to continue the petitioner's request to the May 4, 2010, City Council meeting for the Annexation Public Hearing.

Staff Contact: Michelle Rentzsch, Director of Planning & Economic Development

Background: Metra is requesting annexation of 17.5 acres located on Country Club Road at Prairie Drive. The petitioner is requesting rezoning upon annexation to the W-Watershed district, a Comprehensive Plan Amendment from Estate Residential to Public and Semi Public and a Preliminary PUD approval for a Metra commuter station.

The petitioner respectfully requests that this matter be continued to the May 4, 2010, City Council meeting to allow time to finalize some of the details of this development.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10c

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

#2010-21 Topps Subdivision Annexation Referral

Anthony and Heidi Topps, petitioner
8307 Ridgefield Road

Recommendation:

Motion to refer the petitioner's request to the April 21, 2010, Planning & Zoning Commission meeting for zoning considerations and to the May 4, 2010, City Council meeting for the annexation public hearing.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background:

The petitioner is requesting annexation of approximately 3.22 acres, located at 8307 Ridgefield Road. Along with annexation, the petitioners are requesting to subdivide the property into 2 lots, each with "W-C" Watershed with Conservation Overlay zoning. The petitioner respectfully requests that this matter be referred to the April 21, 2010, Planning & Zoning Commission meeting for zoning consideration and the May 4, 2010, City Council meeting for the annexation public hearing.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 10d

City Council Agenda Supplement

Meeting Date:

April 6, 2010

Item:

Designation and Auction of Surplus Equipment

Staff Recommendation:

Motion to adopt an ordinance designating the items on Exhibit "A" as surplus equipment and a resolution authorizing the City Manager to execute an agreement with Obenauf Auction Service, Inc. for the sale of the surplus equipment utilizing their on-line auction service.

Staff Contact:

Eric R. Lecuyer, Director of Public Works

Background:

Attached is a proposed Ordinance designating the equipment listed in "Exhibit A" as surplus in order for it to be sold upon acceptance through an on-line bidding process. This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Items listed in "Exhibit A" are non-utilized pieces of equipment compiled by the Public Works, Police, and Fire Rescue Departments. It is staff's recommendation to participate in the auction for the following reasons:

- 1) Participation in the auction would minimize the costs and time required to sell the equipment through the bidding process. These costs include advertising, publishing legal notification and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 6% commission for all items sold.
- 2) Participation in the auction would provide an additional avenue for the sale of the surplus equipment and vehicles and help increase the likelihood that the City will maximize its return on the sale of the vehicles.
- 3) It would allow the City to clear-up space that is currently being occupied by the surplus equipment, which is no longer being utilized.
- 4) The City has utilized Obenauf's online auction services in the past with excellent results.



Ord. No.
File No.

DRAFT

The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That the Mayor and City Council have determined that the items listed on Exhibit "A" attached are no longer necessary for use by the City.

SECTION II: That the Mayor and City Council authorize that the items listed on Exhibit "A" shall be offered for sale through an online auction administered by Obenauf Auction Service, Inc.

SECTION III: That the City Manager is authorized to execute the agreement for the equipment to be auctioned using Obenauf Auction Service, Inc.

SECTION IV: That the City Clerk deliver a copy of this Ordinance to Obenauf Auction Service, Inc.

DATED at Crystal Lake, Illinois, this ____ day of _____, 2010.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: _____

APPROVED: _____

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



Agenda Item No. 10e

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Public Display and Setting of Public Hearing Date for the Proposed Annual Budget for the Fiscal Year 2010/2011

Staff Recommendation:

Motion to adopt a resolution placing the Annual Budget on public display and setting the Public Hearing date for the Proposed Annual Budget for FY2010/2011 for the April 20, 2010 Regular City Council meeting.

Staff Contact:

Mark F. Nannini, Director of Finance

Background:

The adoption of this resolution would have the effect of placing the Proposed Fiscal Year 2010/2011 Budget document on public display at the Office of the City Manager. This resolution also sets the date for the Public Hearing on the proposed budget for Tuesday, April 20, 2010.

Votes Required to Pass:

Simple majority.



DRAFT

The City of Crystal Lake

RESOLUTION

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

SECTION 1: That the proposed annual budget for the City of Crystal Lake for the fiscal year May 1, 2010 through April 30, 2011 is now available for public inspection at the Office of the City Manager from April 7, 2010 through the date of its adoption by the Crystal Lake City Council.

SECTION 2: A public hearing on the proposed Fiscal Year 2010/2011 Budget will be held on Tuesday, April 20, 2010 at 7:30 p.m., during the regular City Council meeting, held in the City Council Chambers of the Crystal Lake City Hall, 100 W. Woodstock Street, Crystal Lake, Illinois.

DATED this 6th day of April, 2010.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk



Agenda Item No: 10f

City Council Agenda Supplement

Meeting Date: April 6, 2010

Item: Crystal Lake Chamber of Commerce Independence Day Parade

Staff Recommendation: Motion to adopt a resolution approving the 2010 Crystal Lake Chamber of Commerce Independence Day Parade.

Staff Contact: George J. Koczvara, Deputy City Manager

Background:

In previous years, the Independence Day parade was coordinated by the Gala Committee; however, since its dissolution, the Crystal Lake Chamber of Commerce has taken over responsibility for the parade. As was done in 2009, the Chamber of Commerce is partnering with the *Northwest Herald* and the Lions Club of Crystal Lake, as well as with the City to ensure that the parade tradition continues.

Below is a summary of the proposed parade:

- The parade will be held on Monday, July 5th and will commence from City Hall and conclude at the Lakeside Center.
- Funding for the parade will be a combination of sponsorship revenue, as well as a contribution from the City of Crystal Lake of \$10,000.
- The Chamber of Commerce will be responsible for parade participant coordination.
- The Lions Club of Crystal Lake will provide on-site volunteers.
- The fireworks display, already approved and funded by the City Council, will occur during the evening of July 5th on the lake.

Recommendation:

It is staff's recommendation to approve the 2010 Crystal Lake Chamber of Commerce Independence Day Parade.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the 2010 Crystal Lake Chamber of Commerce Independence Day Parade is hereby approved.

DATED this 6th day of April, 2010

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: April 6, 2010
APPROVED: April 6, 2010



Agenda Item No: 10g

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Countryside Garden Club request to use McCormick Park

Staff Recommendation: Motion to approve the Countryside request to use McCormick Park on Saturday, May 29, 2010 from 7:00 a.m. to Noon for their plant sale.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from the Countryside Garden Club for the use of McCormick Park on Saturday, May 29, 2010 from 7:00 a.m. to Noon for their plant sale. The petitioner will clean up the site and dispose of trash from the activities.

City staff has reviewed the petitioner's request and does not have concerns regarding the use of McCormick Park, providing the following conditions are met:

- 1) The use shall be valid on Saturday, May 29, 2010 from 7:00 a.m. to Noon only.
- 2) 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.
- 3) All debris created by the event shall be cleaned up during and after the event.
- 4) Any additional permits or requests for signage shall be made through the Engineering and Building Department.

The petitioner has agreed to meet these conditions.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 10h

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Raue Center Bob Blazier Walk/Run for the Arts Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for the Raue Center Bob Blazier Walk/Run for the Arts pursuant to the recommendations below and waiver of the Temporary Use Permit application fee.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: Again this year, the Raue Center is requesting a Temporary Use Permit for the Bob Blazier Walk/Run on Sunday, May 2, 2010. This request has been approved for several years, including the request to close Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

The applicant is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

Since this is a fundraiser for the Raue Center, they are requesting that the Temporary Use Permit fee (\$75.00) be waived.

If the request is approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid on Sunday, May 2, 2010.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Engineering and Building, and Public Works Departments to discuss signage needed.
5. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.

6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
7. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
8. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
9. Streets along the race route will not be closed. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
10. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
11. Streets are not to be marked with paint or any permanent materials.
12. The site shall be inspected the morning of the festival for compliance with canopy spacing and electrical connections. A site visit on May 1 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
13. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
14. The occupancy limit for the Raue Center shall not be exceeded during the award ceremony.
15. Please contact the Fire Rescue Department by April 2, 2010 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
16. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
17. Runners shall be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
18. All trash shall be picked up along the race route, as well as in the downtown area.
19. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
20. A temporary sign permit shall be obtained from the Building Division for any signage/banners.
21. Contact the Fire Prevention Bureau regarding restrictions and spacing for the tents/canopies to be used.
22. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The applicant has been made aware of these recommended conditions and will be attending the April 6, 2010, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10i

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: IDOT Work Permit on State Right-of-Ways

Staff Recommendation: Motion to adopt a resolution to obtain a working permit from IDOT for a period of two years for work that is conducted by the City in the State's rights-of-way.

Staff Contact: Eric R. Lecuyer, Director of Public Works

Background:

Chapter 121 of the Illinois revised statutes requires that any person, firm or corporation desiring to do work on State-maintained rights-of-way must first obtain a written permit from the Illinois Department of Transportation. This includes any emergency work on broken watermains or sewers.

A surety bond is required with each permit application to ensure that all work is completed in accordance with State specifications and that the right-of-way is properly restored.

For permit work to be performed by employees of a municipality, a resolution is acceptable in lieu of the surety bond. This resolution does not relieve contractors hired by the municipality from conforming to the normal bonding requirements, nor from obtaining permits.

The resolution should be enacted for a period of two years. This procedure will save time and effort, as well as reduce the paperwork associated with an annual resolution, and allow for a waiver of the surety bond required by IDOT.

Recommendation:

It is the recommendation of the Public Works Department to adopt a resolution to obtain permits where required by the State of Illinois under Chapter 121 of the Illinois revised statutes.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

Whereas, the City of Crystal Lake, hereinafter referred to as MUNICIPALITY, located in the County of McHenry, State of Illinois, desires to undertake, in the years 20__ and 20__, the location, construction, operation and maintenance of driveways and street returns, watermains, sanitary and storm sewers, street lights, traffic signals, sidewalks, landscaping, etc., on State highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as Department; and,

Whereas, an individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person of a firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, be it resolved by the MUNICIPALITY:

FIRST: That MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with conditions of the permit to be granted by the Department, and to hold State of Illinois harmless during the prosecution of such work, and assume all liability for damages to person or property due to accidents or otherwise by reason of the work which is to be performed under the provision of said permit.

SECOND: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

DRAFT

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Unified Development Ordinance Sign Variation Request to Install an Honorary Way-Finding Sign at 1100 Alexandra Boulevard (Woods Creek School) and Waive the Variation and Permit Fees

Staff Recommendation:

City Council Discretion:

- A. Motion to approve the variation as requested.
- B. Motion to approve the request with any conditions.
- C. Motion to deny the variation request.

Staff Contact:

Victor C. Ramirez, Director of Engineering and Building
Rick Paulson, Building Commissioner

Background:

The City has received a request from Woods Creek School to install an honorary way-finding sign along the driveway in front of the school to honor Principal Dr. Betsy Les as she retires from School District 47. Woods Creek School is also requesting a waiver for the \$100 variation application fee and the \$25.30 permit fee.

The sign will be installed in front of the school along the driveway. The sign copy area is 9 inches by 48 inches for a total of 3 square feet. The overall height of the sign from the surrounding grade to the bottom of the sign will be 7 feet.

The school has requested a variation from requirements located in UDO Table 4-1000 G: Civic Sign. The variations are detailed in the following table.

Item	UDO Standards	Proposed	Sign Meets Ordinance Requirement?
Quantity of Way-Finding Signs	Multiple Signs Permitted	1	Yes
Size	Up to 4 square feet	3 square feet	Yes
Height	Up to 3 Feet	More Than 7 Feet	No

Attached is a sign variation application and permit application from Woods Creek School, a location plan, and sign plan.

The Sign Ordinance provides that a variation may be granted by the City Council where the literal application of the Code would create a particular hardship for the sign user and the following criteria are met:

- A. A literal application of the Code would not allow the most appropriate type of sign for the property.
- B. The granting of the requested variation would not be materially detrimental to the property owners in the vicinity.
- C. Hardship caused the sign user under a literal interpretation of the Code is due to conditions unique to that property and does not apply generally to the City.
- D. Granting of the variation would not be contrary to the general objectives of this Section.

Lauren Lichtenberg has made the request on behalf of Woods Creek School, and will attend the meeting to discuss this request with the City Council.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Sam's Club Temporary Use Permit request to allow six cold storage trailers

Recommendation:

Motion to approve the Temporary Use Permit pursuant to the recommendations below.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: A Final Planned Unit Development Amendment for a loading canopy area for Sam's Club was approved on November 17, 2009. The contractor, William A. Randolph, Inc, is requesting to place six additional cold storage units north of the gas station area during the construction. Previously, they received administrative approval for four trailers, including one cold storage trailer, one office trailer, and two temporary washroom trailers, which is permitted under the UDO.

If the request is approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid from March 29, 2010 to August 27, 2010.
2. The Temporary Use Permit shall comply with all conditions of the building permit approval for the Construction Office Trailer and washroom facilities.
3. Outside storage of construction debris is prohibited.
4. The area around the trailers shall be maintained and free of junk and debris.
5. Allow a 20-foot emergency vehicle access.
6. Do not block any Fire Department Connections, fire hydrants or access to building protection control rooms.
7. Field inspections will include, but not be limited to, the items listed above.
8. All exterior signage (including temporary) requires a separate permit application.
9. Temporary fencing or barricades must be placed on the parking lot pavement to separate the trailers and pedestrians from the parking lot traffic.
10. The trailers shall not be moved to alternate locations without amending this Temporary Use Permit first.

The applicant has been made aware of these recommended conditions and will be attending the April 6, 2010, City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Smolen Temporary Use Permit request to allow an ice rink in the front yard

Recommendation:

Council's discretion:

- A. Motion to approve the Temporary Use Permit pursuant to the recommendations below.
- B. Motion to deny the applicant's request.

Staff Contact:

Michelle Rentsch, Director of Planning & Economic Development

Background: Lynn and Bruce Smolen are requesting a Temporary Use Permit to allow an ice rink in their front yard at 605 Lochwood Drive. The Smolens had previously requested a Residential Variation to allow the ice rink in their front yard. The City Council denied this request at the March 17, 2010 City Council meeting. At that meeting, it was suggested that the applicant apply for a Temporary Use Permit since the ice rink would not be up year-round, with the requirement that surrounding property owners be notified of the proposed use and City Council meeting date.

The dates requested for the TUP (November 1, 2010 to March 31, 2011) will allow for the installation and removal of the rink – weather permitting.

If the request is approved, the following conditions are recommended:

- 1) The Temporary Use Permit shall be valid from November 1, 2010 to March 31, 2011 – weather permitting.
- 2) The rink shall not block the sidewalk nor be within the MUE.
- 3) Any lighting used to illuminate the rink shall be directed downwards and be consistent with the requirements listed in the City's Unified Development Ordinance, Article 4-800.
- 4) Protective netting for the rink shall be installed so as to prevent the pucks from ricocheting out of the rink onto Lochwood Drive.

The applicant has been made aware of these recommended conditions and will be attending the April 6, 2010 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote.



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Spence Andreas Pre-Annexation Agreement Amendment

PRE-ANNEXATION PUBLIC HEARING

Spence Group Services, Inc, petitioner
7710 Route 14, Crystal Lake, IL

PZC Recommendation:

Motion to adopt an ordinance authorizing the amendment to the pre-annexation agreement for the Spence Andreas property, located at 7710 Route 14, with the staff condition.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: On March 28, 2000, the City of Crystal Lake entered into a pre-annexation agreement with Spence Andreas, the owners of the parcel located at the northeast corner of Routes 176 and 14, north of the Classic Oak furniture store. The property was commonly known as the Royal Oaks Museum at the time but was mostly vacant and being planned for an office building use. The petitioners were seeking rezoning with the County and the City filed an objection with the County Board, as this property is within the Crystal Lake Watershed. The property owners, through their attorney Tom Zanck, worked with the City to develop the pre-annexation agreement that was approved on March 28, 2000.

The pre-annexation agreement contains stipulations concerning the amount of impervious coverage, limiting the property to 40 percent impervious coverage, and the permitted uses, specifically limiting some uses. The stipulations are potentially more stringent than what would be required today, under the City's Watershed Design Manual and Unified Development Ordinance. It also contains a provision that upon contiguity with the City limits, this property shall seek annexation. In 2002, when the Classic Oak furniture store was annexed to the City, staff contacted the Spence Andreas property owners to notify them of their newly-gained contiguity and to offer assistance through the annexation process. No response was ever received. Since that time, Viking Dodge annexed to the City, providing contiguity to the east, too. The property owners have been waiting for development to occur on this site before proceeding with annexation.

The pre-annexation agreement expires in March of 2010. The successor to Spence Andreas, the Spence Group Services, Inc., is seeking another 10-year extension of the pre-annexation agreement. As the City now has updated watershed regulations and it is often beneficial to the City to have an annexation agreement with development, it is suggested that the proposed 10-year extension be shortened to 5 years or to when a development happens, whichever occurs first.

Votes Required to Pass: A super majority of 5 votes is needed to approve the pre-annexation agreement amendment.



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2010-11 Crystal Lake Auto Body, 6096 Commercial Road

- A) Land Use Variation to allow retail sales in the "M" Manufacturing district.
- B) Unified Development Ordinance variation from the required number of parking spaces to allow the site to be used in its existing condition.

Crystal Lake Auto Body, Inc./Foxy Motor Sports, Inc.
6096 Commercial Road

PZC Recommendation:

A motion to approve the petitioner's request and approve an ordinance granting a land use variation and a Unified Development Ordinance variation for parking at 6096 Commercial Road.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background: The property in question is an existing non-conforming lot in the "M" Manufacturing district with a lot area of 25,219 square feet. This property was part of the 1991 involuntary annexation of the Teckler Triangle Industrial Park. Following annexation, the property owners applied for and were granted a rezone to the "M" district with variations granted from the lot width and lot area requirements.

The petitioner, Crystal Lake Auto Body, Inc. /Foxy Motor Sports, Inc., will be operating an auto body store at this location. Auto body stores are classified as "Automotive Repair, Major" per the Unified Development Ordinance (UDO) and are principal permitted uses in the "M" district. Along with the auto body store, the petitioners are requesting a use variation to allow indoor sales of motor vehicles.

The petitioner has indicated that motor vehicles for sale will be stored indoors and that outdoor storage of motor vehicles for the auto body portion of the business will occur in the fenced in area on the west side of the building. The guidelines for 'Outdoor sales, service, storage and

display' that were adopted as part of the UDO state that "vehicle repair and maintenance uses are exempt from the screening requirement for outdoor storage only for vehicles that are awaiting pick-up, no longer than 7 calendar days after repairs are completed." Any outdoor storage of vehicles that are in a state of disrepair must be in an area screened from view with solid wooden fencing or opaque landscaping.

Per the UDO, automobile repair facilities require three parking spaces for every service bay. Automobile dealers are required to provide one parking space per 5,000 square-foot of outdoor display area, plus two spaces per service bay, plus one parking space per employee on the largest shift. There is currently no striped parking at this location. The petitioner is requesting to utilize this site "as is"; therefore, a variation from the parking requirements will be necessary.

PZC Highlights

At the Planning and Zoning Commission meeting, the Commissioners had no concerns with the proposed request. As this property is currently on well and septic, they felt it would be important for this property to connect to City water and/or sewer, when the existing systems fail in the future.

The Planning and Zoning Commission recommended **approval (8-0)** of the petitioner's request with the following conditions of approval:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application, received 2-16-10
 - B. Plat of Survey, RLS - received 2-16-10
 - C. Floor Plans, Prudential- received 2-16-10
2. The use variation is granted only to this applicant at this specified location. An increase in the intensity of the use beyond what is indicated in the application is not permitted.
3. A variation is hereby granted from the parking requirements of the Unified Development Ordinance to allow the petitioner to use this site in its present state.
4. Outside Storage
 - A. No collision (wrecked) vehicles or vehicles that are or potentially could leak fluids shall be stored outside.
 - B. Vehicles awaiting repair (after being visually inspected to ascertain that no fluids could leak) must be stored in an area that has solid fencing **on the south end only**. Repaired vehicles can be stored outside the fenced-in area up to 7 days for pick-up by owners. **(Changed by PZC)**
 - C. Industrial absorbent mats shall be placed on the storage spots for vehicles awaiting repairs and must be inspected and maintained on a recurring schedule.
5. The outdoor storage of cars shall not block any required means of egress doors and access to the public way.
6. The petitioner shall address all comments of the Planning and Economic Development, Engineering and Building, Public Works, Fire Rescue and Police Departments.

7. If the well and/or septic fails, the petitioner shall connect to City sewer and water.
(Added by PZC)

Votes Required to Pass: A simple majority vote.



Agenda Item No: 16

**City Council
Agenda Supplement**

- Meeting Date:** April 6, 2010
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2010-13 Randall Road Animal Hospital
- Requests:** Preliminary Planned Unit Development to allow a veterinary animal hospital.

Dr. Mandeep Sandhu, petitioner
Carlemont Drive, Crystal Lake
- PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation approving an ordinance granting the Preliminary PUD and variations for Randall Road Animal Hospital at Carlemont Drive.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background: The property is the southern half of a lot created by the Kids R Kids approval in 2008 and is part of the Kaper Business Park development. The petitioner is proposing to move from their existing location at 435 Angela Lane to this site. They will construct a new stand-alone building. Veterinary practices are Limited Uses and this site meets all of the Limited Use criteria except they are 22 feet short on their outside dog run. The petitioner is requesting a Planned Unit Development and zoning variations for the animal hospital.

As a condition of the PUD, the petitioner is seeking two variations. The first is a reduction in the required 50-foot rear yard setback abutting a residential district. The second variation is for the required buffer landscape between a commercial use and residential use. This site backs up to R-1 PUD zoning for Winding Creek Park and Path. There are no homes in this area. Since the site backs up to the Winding Creek Park and Path, the petitioner feels these two requirements are not applicable for this property.

PZC Highlights

The Planning and Zoning Commission believed this was an appropriate location for this use and was glad that the business is doing well and needs to expand. The PZC also discussed the two zoning variation requests as part of the PUD request. They felt the variations were justified. The Commission also liked the architectural design and materials for the building.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner's requests with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Mandeep Sandhu, received 02/01/10).
 - B. Site Plan (Korte Architects, dated 02/24/10, received 02/24/10).
 - C. Floor Plan (Korte Architects, dated 02/24/10, received 02/24/10).
 - D. Elevations (Korte Architects, dated 02/24/10, received 02/24/10).
 - E. Landscape Plan (Korte Architects, dated 02/24/10, received 02/24/10).
2. A complete landscape plan shall be submitted with the final PUD submittal which illustrates the following:
 - A. The species, size and quantity of all selected plant types and a planting detail.
 - B. The plan shall provide for foundation base landscape around the west side of the building. Since this side of the building is within the MUE, the landscape shall be grasses, flowers and groundcover.
 - C. The existing street tree on Carlemont Drive shall be relocated just north of the proposed driveway.
 - D. The evergreen trees shown to the west of the building in the MUE shall be relocated to the far west property line outside of the MUE.
3. Site Plan
 - A. Cross access should be provided to the parcel to the north, when the lot is subdivided.
 - B. Any future use or subdivision on the portion of the lot to the north will require a PUD Amendment and Plat of Subdivision.
4. The amount of parking constructed shall be sufficient for the total number of veterinarians and on-site employees. If the practice is expanded, the parking lot will also need to be expanded.
5. The following variations are granted as conditions of the PUD:
 - A. Rear yard abutting residential setback of 50 feet to allow a reduced setback of 30 feet, a variation of 20 feet.
 - B. Landscape buffer between commercial and residential zoning of 40 feet to allow 0 feet, a variation of 40 feet.
6. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2010-17 Ryland Group (2475 Ajax Street)

Final PUD Amendment to change the approved elevation restriction matrix and allow a front setback of 50 feet instead of the required 60 feet for Lot 27.

The Ryland Group, Inc.
Bryn Mawr Subdivision

PZC Recommendation:

A motion to approve the petitioner's request and approve an ordinance granting a Final PUD Amendment to change the approved restriction matrix and allow a front setback of 50 feet for Lot 27 (2475 Ajax Street).

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background: Phase I of the Bryn Mawr Subdivision received Final PUD approval for 90 single-family lots and three outlots in 2004. As part of that approval, an elevation restriction matrix was approved for this phase. The matrix restricts certain lots to B, C or D elevations with brick fronts and a 50-foot front yard setback. Other lots are permitted a 55-foot setback, except where front-load garages are used, which requires a 60-foot setback. The petitioner is requesting a Final PUD Amendment to allow a change to the approved restriction matrix to allow a shorter setback of 50 feet for Lot 27 (2475 Ajax Street).

Bryn Mawr Subdivision is zoned RE - Residential Estate. Per the UDO, properties in the RE district are required to provide a 50-foot front setback. As part of the PUD approval, varying setbacks, as depicted in the elevation restriction matrix, were required for this phase of the development. The reason for these varying setbacks was to provide variety and break-up straight lines of similar housing styles.

Lot 27 (2475 Ajax) is an odd-shaped lot that is located along the inner curve of Ajax Street. Recognizing the odd shape of the lot, the Final Plat included a restriction from future variations for decks, sheds, patios, side yard, rear yard and front yard variations for Lots 27 (PIQ), 62 and 67.

The lot meets the minimum lot area requirement for the RE district. The petitioner has provided drawings of the proposed lot with the setback lines and the footprints of the approved models. The drawings illustrate that if the 60-foot setback requirement is adhered to, none of the models would meet the interior side or rear setback requirements.

Additionally, the petitioner is seeking the addition of the “Augusta” model to the approved model list. The addition of this model does not require a PUD amendment as long as the criteria established via PUD Ordinance #5869 for Bryn Mawr Phase I are met. Once staff receives the “Augusta” model packet for review, compliance with the approved standards can be checked. Based on the drawings that accompany this application, it appears that modifications to the proposed model are necessary prior to approval.

PZC Highlights

At the Planning and Zoning Commission meeting, the Commissioners had no concerns with the petitioner’s request, as presented.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner’s request.

If the petitioner’s request is approved, the following are recommended as conditions of approval:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, received 3-2-10
 - B. Fit List Worksheet, TFW Surveying, dated 2-11- 2010, received 3-2-2010
 - C. Augusta Model details, received 3-2-2010
 - D. Restriction Matrix, received 3-2-2010
2. All applicable conditions of all previous approvals for the Bryn Mawr Subdivision shall apply.
3. A variation from the elevation restriction matrix is hereby granted to allow a front setback of 50-feet for Lot 27 (2475 Ajax). This variation does not release the plat restriction for this lot from restricting future variations for decks, sheds, patios, etc. A buyer acknowledgement will be required prior to issuing a building permit for this lot acknowledging these restrictions.
4. This approval does not include approval of the “Augusta” model as presented. A model packet must be provided for review and approval.
5. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: McHenry County Groundwater Protection Action Plan Presentation Item

Staff Recommendation: Presentation – Information Only

Staff Contact: Eric R. Lecuyer, Director of Public Works

Background:

In 2007, McHenry County began a 26-month process to create a document that would guide groundwater policy throughout all jurisdictions within the county, and be a catalyst for sustainable use of water resources for the entire Northeastern Illinois region. By gaining participation from all levels of local government as well as community groups, the County developed the Groundwater Protection Action Plan. This document sets forth a framework of best management practices and model policies for municipalities to develop and implement their own.

Issues covered in the Groundwater Protection Action Plan range from groundwater recharge and conservation design to pollution control, wastewater treatment and winter snow and ice operations. Many aspects of public and private business impact the area's groundwater. The document that McHenry County prepared is a great resource for the City to utilize when developing policies.

Since the Groundwater Taskforce completed their research, McHenry County staff has compiled a document to distribute to local governments. It is their intention to have municipalities review the material and apply applicable policies to their communities. While adopting these policies is not mandated, it is relevant to Crystal Lake and all other McHenry County communities that are entirely dependent on groundwater as the sole source of potable water.



Agenda Item No: 19

City Council Agenda Supplement

Meeting Date:

April 6, 2010

Item:

Wisconsin Illinois Senior Housing, Inc.

Staff Recommendation:

A motion adopting a Resolution authorizing the Mayor to execute a letter to the Wisconsin Health and Educational Facilities Authority for the Wisconsin Illinois Senior Housing, Inc. project.

Staff Contact:

John L. Cowlin, City Attorney

Background:

During Carl Wehde's term as Mayor of Crystal Lake, the City approved a bond issue for the restoration of the Fair Oaks Nursing Home, which was at the time, and currently is owned by a Wisconsin corporation. In addition to Fair Oaks Nursing Home, this corporation also owns additional nursing homes in Illinois and Wisconsin. Subsequent to that bond issue, the corporation requested another bond issue in 2006 through the Wisconsin Health and Educational Facilities Authority for a second upgrade of the nursing homes that it owned at that time, which included Fair Oaks Nursing Home.

In February of this year, I was contacted by the law firm of Quarles & Brady LLP and requested to hold a public hearing with regard to the issuance of Wisconsin and Educational Facilities Authority Revenue Bond Series 2010 for the Wisconsin Illinois Senior Housing, Inc. project, which includes Fair Oaks Nursing Home. It is a requirement of the Wisconsin Health and Educational Facilities Authority that a public hearing be held in the city where a facility is located for which a bond issue is being requested. As was the case in 2006, after complying with notice requirements furnished to me by Quarles & Brady LLP, a public hearing was conducted.

As part of the procedural requirements, the Wisconsin Health and Educational Facilities Authority requested that I furnish the Mayor with a copy of the bond resolution, the affidavit of publication of the notice of the public hearing, and a draft letter prepared by the Wisconsin Authority to be submitted by the Mayor. The letter outlines the procedural requirements and indicates that no representative of the City of Crystal Lake has undertaken to independently verify information and that based on the information furnished, the City of Crystal Lake approves issuance for the purposes of Section 147(f)

of the Internal Revenue Code regarding the need for a public hearing in the City of Crystal Lake.

This is the same procedure that was followed for the bond issue in 2006. The notice requirement that was published clearly states that a portion of the funds will be used for the renovation, remodeling and equipping of existing facilities, in particular, one in Lake Geneva, East Troy and, of course, Crystal Lake, and that the bonds do not constitute an indebtedness of the City of Crystal Lake or any liability on the City of Crystal Lake or State of Illinois, and the only purpose is to satisfy the notice requirements.

Recommendation:

It is my recommendation to authorize the Mayor to execute a letter to the Wisconsin Health and Educational Facilities Authority for the Wisconsin Illinois Senior Housing, Inc. project.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the Mayor is authorized to execute a letter to the Wisconsin Health and Educational Facilities Authority for the Wisconsin Illinois Senior Housing, Inc. project.

DATED this 6th day of April, 2010

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: April 6, 2010
APPROVED: April 6, 2010



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Approval of an Engineering Consultant for Phase II Engineering Services for Water Main Improvements on Illinois Route 176 and Walkup Avenue.

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Teng and Associates, Inc. in the amount of \$30,000 for Phase II Engineering services for water main improvement on Illinois Route 176 and Walkup Avenue, and authorize the City Manager to approve changes in scope by 10 percent of the original price.

Staff Contact:

Victor C. Ramirez, Director of Engineering and Building
Eric Lecuyer, Director of Public Works

Background:

The McHenry County Division of Transportation (MCDOT) is the lead agency for the Phase II design for the Illinois Route 176 and Walkup Avenue intersection improvements. Teng & Associates, Inc. (Teng) is MCDOT's Phase II design engineer. Currently, Teng's roadway plans are at 90 percent completion.

The existing water main on Route 176, between First Street and Walkup Avenue (approximately 1,050 feet), and on Walkup Avenue, between Route 176 and Gates Street (approximately 275 feet), will need to be replaced with a 12-inch diameter water main. In addition, a new 12-inch diameter water main will need to be installed on Walkup Avenue from Gates Street to the Union Pacific Railroad tracks (approximately 350 feet).

The City will need to have the water main designed and incorporated into Teng's plans so that the new water main can be constructed as part of the roadway construction. This will take advantage of the phased traffic control (less overall inconvenience to motorists), avoid redundant roadway and parkway restoration costs, and confirm that the water main design does not conflict with other improvements scheduled to be constructed. The construction of the overall project by the County is tentatively scheduled to begin in 2011.

Consultant Search Process

The Engineering Division followed the City's Purchasing Policy to secure a highly qualified engineering firm to address this project. Through this process, the City received six proposals.

Staff from the Engineering Division reviewed each of the proposals and ranked the firms based solely on their qualifications. The criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects within the surrounding area
5. Approach to the management of the project
6. Experience of Resident Engineer and other personnel

Of the six proposals received, the Engineering Division ranked them based solely on qualifications in the following order:

1. Hampton, Lenzini and Renwick, Inc.
2. Teng and Associates
3. Postl-Yore and Associates, Inc.
4. GRAEF
5. Baxter & Woodman
6. Kudrna & Associates, LTD

The next step was to compare the cost proposals as summarized below:

	<i>Firm</i>	<i>Base Cost</i>	<i>Plan Integration Cost</i> ¹	<i>Total</i>
	City Estimate ²	--	--	\$39,157.50
1	Teng and Associates	\$12,500.00	\$17,500.00	\$30,000.00
2	Postl-Yore and Associates	\$12,465.00	\$27,000.00	\$39,465.00
3	Hampton, Lenzini, and Renwick	\$26,303.64	\$27,000.00	\$53,303.64
4	Kudrna & Associates	\$41,435.14	\$27,000.00	\$68,435.14
5	GRAEF	\$42,679.60	\$27,000.00	\$69,679.60
6	Baxter & Woodman	\$46,175.89	\$27,000.00	\$73,175.89

¹ Cost provided by Teng & Associates

² City Estimate for Design Engineering is 10% of Engineer's Estimate of Construction Cost

Recommendation

Based on the proposals received and the experience and qualifications noted, it is the recommendation of the Engineering Division to select Teng and Associates, Inc. to perform the Phase II Design Services for Water Main Improvements on Illinois Route 176 and Walkup

Avenue. The plan integration costs are necessary to incorporate the water main design into the overall intersection improvement. While Postl-Yore has a lower base cost, the plan integration cost is higher due to additional coordination that would be necessary between any other consultant and Teng. The City will expend significantly less staff time by not having to coordinate between two consultants. In addition, there is less possibility for conflicts related to professional responsibility for the design and integration if a single entity is utilized.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Teng and Associates, Inc. in the amount of \$30,000.00 for the Phase II Engineering Services for Water Main Improvement on Illinois Route 176 and Walkup Avenue. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this sixth day of April, 2010.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Update of the Active List of Approved Traffic Consultants

Staff Recommendation: Motion to adopt a resolution to approve the updated list of City traffic consultants, with CivilTech Engineering, Traffic Analysis & Design, Alfred Benesch & Company, TranSystems Corporation, Patrick Engineering, and Regina Webster & Associates designated on the active list of approved consultants per Section 575 of the City Code.

Staff Contact: Victor C. Ramirez, Director of Engineering and Building
Erik D. Morimoto, Assistant City Engineer

Background:

The Engineering Division has requested proposals from qualified firms to update the list of six approved consultants to provide traffic engineering and transportation planning services. This request for qualifications (RFQ) to update the City's list of approved traffic consultants serves to ensure that the highest quality and most cost effective service is provided to the City, as well as developers wishing to build here in Crystal Lake. The City's list of approved traffic consultants was last updated on July 19, 2005.

Fifteen firms responded to the City's RFQ and provided detailed submittals outlining their traffic engineering experience. Two of the City's current approved traffic consultants, Baxter & Woodman and Robert H. Anderson, did not submit RFQs to be included on the updated approved traffic consultant list.

The requested scope of services identified by the City includes, but is not limited to:

- Traffic Study Preparation
- Meeting Attendance & Testimony
- Traffic Data Collection
- Technical Assistance to the Traffic Safety Committee
- Traffic Signal Monitoring

Consultant Selection Process:

The Engineering Division followed the City's Purchasing Policy to secure six highly qualified engineering firms. Through this process, the City received fifteen proposals. The firms that submitted proposals to the City (in alphabetical order) were:

- Alfred Benesch & Company - *Chicago*
- Christopher B. Burke Engineering, LTD - *Rosemont*
- CivilTech Engineering, Inc.* - *Crystal Lake/Itasca*
- Gewalt Hamilton Associates, Inc.* - *Gurnee/Vernon Hills*
- Hampton, Lenzini & Renwick, Inc.* - *Elgin*
- HDR, Inc. - *Chicago*
- Kenig, Lindgren, O'Hare, Aboona, Inc. (KLOA) - *Rosemont*
- Metro Transportation Group, Inc. - *Hoffman Estates*
- Patrick Engineering, Inc.* - *Lisle/Chicago*
- Pavia-Marting & Company - *Roselle*
- Regina Webster & Associates, Inc. - *Chicago*
- SEC Group, Inc. - *McHenry*
- Traffic Analysis & Design, Inc. - *Montgomery*
- TranSystems Corporation - *Schaumburg*
- V3 Companies, LTD - *Woodridge*

* Denotes that the firm is currently on the City's approved traffic consultant list

Per Section 575-3 of the City Code, *the selection of traffic engineering consultants shall be the duty of a committee comprised of the City Manager, the Planning Director, and the City Engineer.* In order to rank all of the firms based on their qualifications, staff from the Engineering Division reviewed each of the fifteen proposals and provided the Selection Committee with a recommendation for the six most qualified firms, as well as two alternate firms. The criteria that were considered during the review were:

- Reputation of the Firm and Past Experience with City Staff
- Relevant Experience of the Client Manager and Key Personnel
- Hourly Rates
- Other Recommended Services
- Sample Traffic Reports

Based on the proposals received, the City's evaluation criteria, and the detailed review by staff, it is the recommendation of the Selection Committee that the following firms be approved as the City's approved traffic consultants:

- 1) CivilTech Engineering
- 2) Traffic Analysis & Design
- 3) Alfred Benesch & Company
- 4) TranSystems Corporation
- 5) Patrick Engineering
- 6) Regina Webster & Associates

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the updated list of six City-approved traffic consultants consist of:

- Civiltech Engineering, Inc.
- Traffic Analysis and Design, Inc.
- Alfred Benesch & Company
- TranSystems Corporation
- Patrick Engineering, Inc.
- Regina Webster & Associates, Inc.

DATED this sixth day of April, 2010.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Contract for Medical, Prescription Drug, Vision, and Dental Coverage, Stop Loss Coverage, COBRA/HIPAA Administration, and Flexible Spending Administration

Staff Recommendation:

Motion to award the proposal for Medical, Prescription Drug, Vision, and Dental Coverage, COBRA/HIPAA Administration, Stop Loss Coverage and Flexible Spending Administration to Allied Benefits Systems, Inc. and to adopt a resolution authorizing the City Manager to execute a two-year agreement (with the option for a third year) for Medical, Prescription Drug, Vision, and Dental Coverage, COBRA/HIPAA Administration, Stop Loss Coverage and Flexible Spending Administration to the lowest responsive and responsible proposer, Allied Benefits Systems, Inc.

Staff Contact:

Ann Everhart, Director of Human Resources

Background:

In 2008, the City Council authorized the execution of a two-year (with the option for a third) contract with Allied Benefit Systems, Inc. All regular, full-time employees, eligible retirees of the City, and City of Crystal Lake Library full-time employees are eligible to participate in the City-sponsored benefit plans. The City does not contribute toward retiree health insurance.

As part of our continuing cost containment efforts, the City sent out an RFP for services in December 2009. Based on the bids received and changes to the plan, the proposed plan being presented for approval maintains the current premium levels and will lock in the administrative costs for FY 2010-2011 and FY 2011-2012 budgets. This is in line with the proposed 2010-2011 budget document, which provides for no increase in the budget lines for these employee benefits.

Current Plans:

The City of Crystal Lake currently offers one self-insured medical plan option to its employees. The dental and vision coverages are incorporated under this plan. The City's plan also includes

prescriptions and this particular coverage is accessed through a Prescription Benefit Manager (PBM). The City hires a Third Party Administrator (TPA) for claims administration of the plan and accesses a PPO network to provide cost effectiveness for medical and vision claims. We currently offer employees two tiers of coverage, single or family.

The City provides to its employees access to Flexible Spending Accounts (FSAs) for both medical reimbursement and dependent care funded by employee contributions. Flexible Spending Accounts have previously been administered through the TPA in conjunction with the medical plan and this recommendation includes that the City will continue this in the future. COBRA Administration and HIPAA compliance are two other elements handled through the TPA.

- The City purchases individual stop loss coverage for all claims over \$75,000 under the City's self-insured PPO plan and has aggregate stop loss with an attachment point of 125% of claims. Aggregate stop loss coverage applies to medical, dental, vision and prescription drug coverages and individual stop loss coverage applies to medical claims and outpatient prescription drug claims experienced under the PPO plan.

Current Costs:

The City currently pays \$88.75 per month for single coverage and \$181.74 per month for family coverage in fixed administrative costs for medical, dental, vision, and prescription coverage. The stop loss and projected claim costs round out the monthly premium and current total premium rates are \$650.04 per month for single coverage and \$1650.21 per month for family coverage. The City does recognize some savings by "bundling" all of the different services together (i.e., administrative fees for dental and vision coverage are very cost effective within the plan). The City pays \$5.00 per month administrative fees for those employees participating in an FSA.

RFP Process:

On December 14, 2009, a Request for Proposals for Medical, Prescription Drug, Vision, and Dental Coverage, Stop Loss Coverage, COBRA/HIPAA Administration, and Flexible Spending Administration was mailed to vendors, and placed on Demand Star, and a legal notice was published in the *Northwest Herald*. Thirteen (13) proposals were received and opened on January 14, 2010.

A review committee, consisting of members of the Human Resources office, and the City's benefits consultant, Kathleen Rowe of Doyle Rowe, Ltd. reviewed the thirteen (13) proposals for proposal completeness and accuracy in accordance with the request for proposal document, firm organizational capacity, references, firm experience and cost. Five (5) proposals were disqualified due to one or more of the following: failure to meet all the submittal requirements; failure to provide actual stop loss quotes, inability to meet network needs or inability to provide requested plan design components. Three proposers, Delta Dental, VSP and Superior Vision submitted stand alone proposals for either dental or vision coverage only. We did thoroughly review these proposals; however, the committee did not recommend a change to stand-alone products for vision or dental, as we were still able to maintain cost effectiveness on these types of coverages through the current system of bundling these services with the other coverages.

A summary of the proposed premium costs related to the responses is provided below.

Provider	Single Premium	Family Premium	Flex Plan
√Allied	\$650.04	\$1650.21	\$5.00
BCBS	\$750.05	\$1676.08	\$6.72
HealthSmart	\$732.57	\$1879.14	\$7.33
Humana	\$673.86	\$1682.16	\$7.63
Prairie States	\$846.61	\$2146.50	\$5.85

Please note all costs listed are per employee per month

√ Indicates lowest responsive and responsible proposer.

Based on the proposal information provided relative to the fees, services, organizational capacity and references, and the analysis conducted on this information, the committee recommends that the City contract with Allied Benefit Systems, Inc. for Medical, Prescription Drug, Vision, and Dental Coverage, COBRA/HIPAA Administration, Stop Loss and Flexible Spending Administration. By accepting Allied Benefit Systems' proposal, although the City will have an increase in administrative costs, the plan design and network changes proposed will allow us to hold our premium rates stable for this year and allow for no increase in our budgeted line items.

Recommendation:

The committee, made up of staff from the Human Resources office and Kathleen Rowe, the City's benefits consultant, reviewed all proposals received for completeness and accuracy in accordance with the Request for Proposals document. It is staff's recommendation to award the two-year contract (with the option for a third year) to Allied Benefit Systems, Inc for Medical, Prescription Drug, Vision, and Dental Coverage, COBRA/HIPAA Administration, Stop Loss and Flexible Spending Administration.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, a two-year agreement (with the option for a third year) for Medical, Prescription Drug, Vision, and Dental Coverage, COBRA/HIPAA Administration, Stop Loss Coverage and Flexible Spending Administration to Allied Benefits Systems, Inc.

Dated this 6th day of April 2010.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Mosquito Abatement Contract

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a three-year agreement with Clarke Environmental Mosquito Management, Inc. for the Mosquito Abatement Services.

Staff Contact: George J. Koczwara, Deputy City Manager

Background:

At the September 19, 2006 City Council meeting, the City Council authorized the execution of a three-year agreement with Clarke Environmental Mosquito Management for mosquito abatement services. Attached is a proposal from Clarke Environmental Mosquito Management, Inc. extending the terms of the current agreement for a period of three years. Clarke would maintain the 2006 pricing (\$82,052.28) for the 2010 and 2011 season, and would hold increases in 2012, the third year of the agreement, to the consumer price index (CPI) as determined by the U.S. Department of Labor, Bureau of Labor Statistics.

Mosquito Abatement Program:

At the March 6, 2001, regular City Council meeting, the Council accepted the recommendations of the Ad Hoc Mosquito Abatement Adulticiding Review Committee. The recommendations focused on monitoring potential breeding sites and pre-hatch larvicide treatment applications at these sites to eliminate as many mosquitoes as possible before they develop into adults, therefore minimizing the need for adulticide application. Briefly, the program provides for:

Surveillance and monitoring:

- Two (2) virus isolation traps are set to collect for *Culex* mosquitoes. These mosquitoes are collected and pooled and sent to an independent laboratory for virus isolation. In the United States, West Nile virus is transmitted primarily by members of the *Culex* species of mosquito.
- Operation of six (6) light traps within the City of Crystal Lake to determine density and distribution of mosquito populations. The City is divided into six (6) zones which allows adulticiding, based upon trap readings in each individual zone (map attached).

Larval Control:

- Larval Site Monitoring: 13 inspections, which includes four (4) complete inspections of 217 sites; six (6) targeted inspections of up to 94 sites; one (1) woodland pool inspection of 27 sites; two (2) Culex targeted inspections of up to 86 sites; and inspections of sites called in by residents on the Mosquito Hotline.
- Larviciding by ground (hand and backpack) or air (helicopter) of sites found developing larvae during larval site monitoring using *VectoBac*® or *VectoLex*® for biorational control.
- Three (3) aerial pre-hatch applications with *VectoLex*® of 155 acres of historical breeding areas.
- Three (3) treatments of 3,200 catch basins with *VectoLex*® or 30-day sustainable biorational insecticide.
- One (1) application of *Altosid*® XR briquet (150 day residual) of backyard catch basins.

Adult Mosquito Management:

- Based on the recommendations of the Ad Hoc Mosquito Abatement Adulticiding Review Committee, targeted adulticiding would only occur if the larviciding measures were not effective. Targeted adulticiding would occur only after a count of 150 female mosquitoes has been reached in each light trap on two consecutive measurements.
- Once these targeted amounts are received from Clarke, Staff will inform the Council that the threshold has been met. If four or more Council members object to the adulticiding, then it will not proceed.
- As in the past, whenever adulticiding will occur, City staff will issue press releases to the local media in an effort to communicate to residents upcoming efforts. In addition, the City's web site will offer information to residents about the status of the mosquito abatement efforts.

The City's pro-active program of larval control, surveillance and adult control has significantly reduced the risk of being bitten by mosquitoes. This pro-active approach has especially been significant in face of the threat posed by the West Nile virus. In Illinois, West Nile virus was first identified in September 2001 when laboratory tests confirmed its presence in two dead crows found in the Chicago metropolitan area. In 2002, birds, mosquitoes and horses in 100 of the State's 102 counties were reported positive for West Nile virus, and the first human cases and deaths from West Nile virus illness in Illinois were reported in August 2002. By the end of the year, more than 800 human cases and 63 deaths were reported.

The City's mosquito abatement program focuses on decreasing the risk of the transmittal of West Nile virus, as well as decreasing the annoyance levels. The virus isolation traps and the treatments to the 3,200 catch basins are primarily focused on the *Culex pipiens* mosquito. This mosquito, which is referred to as the "house mosquito" because it commonly develops in small containers around the home, is the primary transmitter of the West Nile virus in the United States. The remainder of the program focuses on other annoyance mosquitoes.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Clarke Environmental Mosquito Management, Inc. for Mosquito Abatement Services for a three-year term.

Dated this 6th day of April 2010.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: 2010 Street Resurfacing Program Bid Award

Staff Recommendation: Motion to award the 2010 Street Resurfacing Program bid to the lowest responsive and responsible bidder, Arrow Road Construction Company, in the bid amount of \$887,959.33, and adopt a resolution authorizing the City Manager to execute a contract with Arrow Road Construction Company allowing for a 10 percent contingency.

Staff Contact: Victor C. Ramirez, Director of Engineering and Building

Background:

This year's annual street resurfacing program includes 21 locations around the City as part of the proposed FY 2011 City Budget. On March 8, 2010, the City opened and publicly read the five bids received for the resurfacing contract. The results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Arrow Road Construction Company ¹ Mt. Prospect, IL	\$887,959.33
Curran Contracting Company Crystal Lake, IL	\$918,907.70
Geske and Sons, Inc Crystal Lake, IL	\$958,801.54
Schroeder Asphalt Services, Inc. Huntley, IL	\$1,100,680.86 ²
Greg Greenhill Construction Co., Inc. Ringwood, IL	\$1,107,550.60

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

² Corrected Bid Total Based on Calculated Unit Prices

The Engineering Division bid the project at this time of the year in order to take advantage of early season competitive pricing. Prices tend to increase for this type of work as the construction season progresses. The Engineer's cost estimate is \$999,744.61.

Specifications were mailed to various contractors and standard bid advertisement procedures were followed. This project is included in the proposed FY 2011 budget. The table below lists the streets in this year's program.

<i>Street Name</i>	<i>From</i>	<i>To</i>
Birmingham Court	Birmingham Lane	Cul-de-sac
Birmingham Lane	Village Road	Village Road
Brigham Lane	Village Road	Birmingham Lane
Cunningham Lane	Village Road	Birmingham Lane
Durham Court	Birmingham Lane	Cul-de-sac
Cascade Drive	Lochwood Drive	660 Feet West of Larium Lane
Kimer Court	Midlane Drive	Cul-de-sac
Lochwood Drive	Oak Street	660 Feet East of Cascade Drive
Midlane Drive	Spring Ridge Drive	East End
Parkside Court	Lochwood Drive	Cul-de-sac
Parkside Terrace	Lochwood Drive	Cul-de-sac
Prairie Street	Glen Avenue	Main Street
Gates Street	Main Street	Walkup Avenue
Briarwood Drive	Butternut Drive	North City Limit
Pinewood Lane	Timberhill Drive	Honeysuckle Lane
Timberhill Drive	Thornwood Lane	Edgewater Drive
Cedar Drive	Edgewater Drive	Pinewood Lane
Edgewater Drive	Cedar Drive	East End
Sarasota Lane	Barlina Road	Shadowood Lane
Bayberry Drive	Edgewater Drive	Pinewood Lane
Keith Avenue	Union Street	U.S. Route 14

Discussion:

Arrow Road Construction has completed roadway paving projects in the City of Crystal Lake in the past. They are currently pre-qualified with the Illinois Department of Transportation to perform this type of work on State projects.

Concerns have been raised on past projects regarding the quality of Arrow Road Construction's workmanship. Subsequent to Arrow Road Construction's completion of those projects, the City has changed its approach to resurfacing to incorporate the latest industry standards. There are three significant changes now included in the management of the resurfacing program:

- An enhanced cross section to ensure greater life expectancy of the pavement
- Compaction testing to ensure the proper asphalt placement
- "Scratch" testing to ensure the ride quality and surface smoothness

These additional measures help ensure an end product from the contractors that is acceptable to the City and fiscally responsible.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Arrow Road Construction Company for the 2010 Street Resurfacing Program in the amount of \$887,959.33. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this sixth day of April, 2010

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Local Agency/State Agreement for State Participation with IDOT for Construction of the 2010 Emergency Repair Program

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute the Local Agency/State Agreement with IDOT for construction of the Emergency Repair Program.

Staff Contact: Victor C. Ramirez, Director of Engineering and Building

Background:

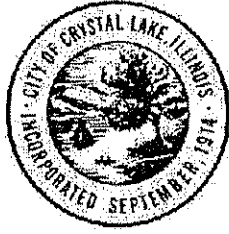
In 2009, the City applied for and received Emergency Repair Program (ERP) funding from the State of Illinois. Under this program, the State will fund \$306,926 of the project. The agreement states that the City is responsible for \$52,216 and was based on the original engineer's estimate of cost. However, since bids came in under the engineer's estimate of cost, the City's final share is \$48,836.36. This program will resurface the following streets:

<i>Street Name</i>	<i>From</i>	<i>To</i>
Crystal Lake Avenue	East Street	Walkup Avenue
Grant Street	Walkup Avenue	Woodstock Street
Minnie Street	Walkup Avenue	Woodstock Street
Woodstock Street	Walkup Avenue	Main Street

Attached is a Local Agency/State Agreement for funding participation between the City and IDOT that defines how the project will be funded using ERP funding. This agreement is a standard agreement that IDOT uses for all projects that utilize State funds. Construction is anticipated to start this spring.

Votes Required to Pass:

A simple majority of the City Council in attendance.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute the Local Agency/State Agreement with IDOT for construction of the 2010 Emergency Repair Program.

DATED this sixth day of April, 2010

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: 2010 Emergency Repair Program Street Resurfacing Bid Award

Staff Recommendation: Motion to award the 2010 Emergency Repair Program bid to the lowest responsive and responsible bidder, Arrow Road Construction Company, in the bid amount of \$355,762.36, and adopt a resolution authorizing the City Manager to execute a contract with Arrow Road Construction Company allowing for a 10 percent contingency.

Staff Contact: Victor C. Ramirez, Director of Engineering and Building

Background:

The City has received State Emergency Repair Program funding for repairs on certain streets in the Historic Downtown Crystal Lake area. On March 8, 2010, the City opened and publicly read the six bids received for the Emergency Repair Program Street Resurfacing contract. The results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Arrow Road Construction Company ¹ Mt. Prospect, IL	\$355,762.36
Curran Contracting Company Crystal Lake, IL	\$356,892.94
Geske and Sons, Inc Crystal Lake, IL	\$357,944.18
Chicagoland Paving Lake Zurich, IL	\$403,791.00 ²
Schroeder Asphalt Services, Inc. Huntley, IL	\$413,195.05
Greg Greenhill Construction Co., Inc. Ringwood, IL	\$433,781.90

¹ Recommended Lowest Responsive and Responsible Bidder

² Corrected Bid Total Based on Calculated Unit Prices

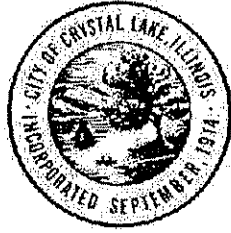
The Engineering Division bid the project at this time of the year in order to take advantage of early season competitive pricing. Prices tend to increase for this type of work as the construction season progresses. The Engineer's cost estimate is \$398,295.10.

In 2009, the City applied for and received Emergency Repair Program funding from the State of Illinois. Under this program, the State will fund \$306,926.00 of the project. This will leave a local share of \$48,836.36. This program will resurface the following streets:

<i>Street Name</i>	<i>From</i>	<i>To</i>
Crystal Lake Avenue	East Street	Walkup Avenue
Grant Street	Walkup Avenue	Woodstock Street
Minnie Street	Walkup Avenue	Woodstock Street
Woodstock Street	Walkup Avenue	Main Street

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Arrow Road Construction Company for the 2010 Emergency Repair Program Street Resurfacing in the amount of \$355,762.36. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this sixth day of April, 2010

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 27

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: FY 2010-2011 Traffic Signal Maintenance Contract Bid Award

Staff Recommendation: Motion to award the bid for the FY 2010-2011 Traffic Signal Maintenance Program to the lowest responsive and responsible bidder, Meade Electric Company, Inc., in the bid amount of \$67,968.00, and adopt a resolution authorizing the City Manager to execute the contract with Meade Electric Company, Inc., allowing for a 10 percent contingency.

Staff Contact: Victor C. Ramirez, Director of Engineering and Building

Background:

Bids for the FY 2010-2011 traffic signal maintenance contract were opened March 29, 2010 at 10:00 a.m. at the City of Crystal Lake Municipal Complex. The results of the bids are as follows:

<i>Contractor</i>	<i>Bid</i>
Meade Electric Company, Inc. ¹ McCook, IL	\$67,968.00

¹ Indicates lowest responsive and responsible bidder

The City sent bid packets directly to eight IDOT pre-qualified traffic signal maintenance firms in the area, as well as advertised the bid in the *Northwest Herald*, the City Website, Demandstar, and the IDOT construction bulletin; however, only two bids were submitted, one by Meade Electric Company and one by Lyons Electric Company. The City refused the bid from Lyons Electric Company because it was submitted approximately 20 minutes after the bid deadline.

Meade has been the traffic signal maintenance contractor for the City for the past two years. Meade also performs traffic signal maintenance in the Chicago land area for all State of Illinois traffic signals. Meade's bid is \$5,316 lower than the bid they submitted for the current contract

two years ago. The contract period is for one year, with the option by the City to extend the contract an additional year at the same price.

Votes Required to Pass:

Simple majority by City Council



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement with Meade Electric Company, Inc. for the maintenance of traffic signals under City jurisdiction in the amount of \$67,968.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this sixth day of April, 2010

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: April 6, 2010

APPROVED: April 6, 2010



Agenda Item No: 28

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Portable Inspection Camera

Staff Recommendation: Motion to award the bid for the purchase of one pole-mounted Portable Inspection Camera to the lowest responsive and responsible bidder, EJ Equipment, in the amount of \$12,600.00, and to adopt a resolution authorizing the City Manager to execute a purchase agreement with EJ Equipment.

Staff Contact: Eric R. Lecuyer, Director of Public Works

Background:

On March 22, 2010, the City of Crystal Lake publicly opened and read aloud the bids received for the purchase of one pole-mounted portable inspection camera. This camera unit will allow any Public Works employee to inspect a variety of equipment and infrastructure that are either below grade or inaccessible due to limited access and opening dimensions. This device will allow the Public Works Department to effectively analyze critical infrastructure, such as storm sewers, sanitary sewers, inlets, manholes, etc., while increasing safety practices by eliminating instances of confined space entry that would commonly be performed.

The following is a breakdown of the bids received:

	√ EJ Equipment	Standard Equipment Company	* Sewer Equipment Company of America	** Sewer Equipment Company of America
Inspection Camera	\$12,600.00	\$14,270.00	\$11,900.00	\$6,915.00
Service Plan <i>Option</i>	\$3,250.00	\$2,000.00	Incl. in ext. war.	N/A
Extended Warranty <i>Option</i>	\$800.00	\$3,000.00	\$2,438.00	N/A
TOTAL	\$16,650.00	\$19,270.00	\$14,338.00	\$6,915.00

√ Indicates recommended lowest responsive and responsible bidder

* Does not meet minimum specifications.

** Does not meet minimum specifications. Indicates alternate bid. Sewer Equipment of America, Inc. bid two of the same product. The alternate bid that they submitted is for their used demonstration unit.

Discussion:

It was determined that Sewer Equipment Company of America was the lowest bid for the portable inspection camera. However, their unit, service plan, and extended warranty did not meet the specifications set forth in the Invitation to Bid document. The Public Works Department specifically identified a camera unit that is connected via cable to a vest to be worn by the operator that contains the video display, battery, and controller. These features were identified to allow for a single-user operation, better image clarity, and overall maneuverability of the entire camera unit. In addition, the unit specified by Sewer Equipment Company of America is a wireless unit, which presents resolution concerns, and has a video display housed in a large bulky carrying case that is not connected to a vest for the user. After a product demonstration, staff determined that this equipment is more difficult to use in the field and does not provide as clear of a picture as the product bid by EJ Equipment.

Staff has determined that the camera unit specified by EJ Equipment is the lowest responsive bid at \$12,600.00, plus \$4,050.00 for the optional five-year service plan and extended warranty.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is the recommendation of staff to award the contract for the purchase of one (1) portable inspection camera unit and a five-year service plan warranty for the camera unit to the lowest responsive and responsible bidder, EJ Equipment, in the amount of \$16,650.00.

Funds are available in the FY09/10 budget for this item.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and EJ Equipment for the purchase of one pole-mounted portable inspection camera.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 29

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Purchase of seven high efficiency motors for various equipment at Wastewater Treatment Plant #2.

Staff Recommendation: Motion to award the bid for the purchase of seven high efficiency motors for Wastewater Treatment Plant #2 to the lowest responsive and responsible proposer, Dreisilker Electric, and adopt a resolution authorizing the City Manager to execute a purchase agreement with Dreisilker Electric in the amount of \$17,538.00.

Staff Contact: Eric R. Lecuyer, Director of Public Works

Background:

The Public Works Department received ARRA grant funding from the Department of Energy for the installation of energy efficient equipment at the City's Water and Wastewater Treatment facilities. To determine where the City can receive the greatest benefit from this funding, a list of projects was developed based on energy audits that were conducted in 2008. These independent audits were conducted by the Smart Energy Design Assistance Center (SEDEC). Identified in this audit was a motor replacement project at the Wastewater Facilities.

The existing motors at the Wastewater Plant #2 are nearing the end of their expected service life. The new motors operate at greater efficiency and have a 25-year to 30-year life expectancy.

Discussion:

On March 24, 2010, the City of Crystal Lake publicly opened and read aloud bids received for the purchase of seven (7) energy-efficient motors at Wastewater Treatment Plant #2.

The following is a breakdown of the total prices for bids received:

	Total
√ Dreisilker Electric	\$17,538.00
Flolo Corporation	\$19,564.69

√ Indicates the lowest responsive and responsible proposer.

Recommendation:

Dreisilker Electric submitted the lowest pricing of the two companies. Staff has reviewed the bids submitted, and contacted all necessary references. It is the recommendation of staff to award the contract to the lowest responsive and responsible bidder, Dreisilker Electric, in the amount of \$17,538.00.

The funds for this project are available and will be paid for with the Department of Energy grant funding.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Dreisilker Electric for the purchase of seven motors for Wastewater Treatment Plant #2.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____

MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 30

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Installation of a Variable Frequency Drive, Pump, and Motor at Water Treatment Plant #1

Staff Recommendation:

Motion to award the bid for the purchase and installation of a variable frequency drive, pump, and motor at Water Treatment Plant #1 to the lowest responsive and responsible bidder, CDC Enterprises, and adopt a resolution authorizing the City Manager to execute a purchase agreement with CDC Enterprises in the amount of \$29,000.00, with contingencies of up to 5% of the contract price.

Staff Contact:

Eric R. Lecuyer, Director of Public Works

Background:

The Public Works Department received ARRA grant funding from the Department of Energy for the installation of energy efficient equipment at Water Treatment Plant #1. To determine where the City can receive the greatest benefit from the investment, projects for the funding were selected based on energy audits conducted in 2008 at the City's water treatment plants and wastewater treatment facilities. Due to the immediate energy savings generated from the project, a variable frequency drive (VFD) and energy efficient pump and motor have been incorporated as one component of the project that the City is committed to install with the grant funding.

The VFD is used to vary the speed of the pump motor, which is able to constantly adjust to maintain system pressure at the optimal level and meet system use demands. The pump motors then will be able to adjust automatically, as opposed to manually or by a maximum level sensor. This will result in improved electrical efficiency, reduce the on/off cycling of pumps, and reduce water hammers and potential damage in the distribution system. The new energy efficient pump and motor will replace an existing pump and motor that is much less energy efficient.

Discussion:

On March 30, 2010, the City of Crystal Lake publicly opened and read aloud the bids from five contractors to supply and install the VFD, pump, and motor at Water Treatment Plant #1.

The following is a breakdown of the total prices for bids received:

	Total Cost for VFD, Pump, Motor with all Necessary Materials, and Factory Rep. Startup
√ CDC Enterprises Johnsburg, IL	\$ 29,000.00
Marc Kresmery Construction Elgin, IL	\$ 34,197.00
Concord Construction Lake Zurich, IL	\$ 36,247.00
Associated Electrical Woodstock, IL	\$ 36,800.00
Flolo Corpotation Bensenville, IL	\$ 41,490.00

√ Indicates the lowest responsive and responsible bidder.

Recommendation:

CDC Enterprises submitted the lowest pricing of the five companies. Staff has reviewed the bids submitted, and contacted all necessary references. It is the recommendation of staff to award the contract for the Water Treatment Plant #1 VFD, pump and motor to the lowest responsive and responsible bidder, CDC Enterprises, in the amount of \$29,000.00 with a contingency of 5% of the purchase price for unforeseen expenses based on the bid submitted.

The funds for this project are available and will be paid for with the Department of Energy grant funding.

Votes Required to Pass:

A simple majority vote is needed to approve the authorizing resolution.

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and CDC Enterprises for the purchase and installation of a Variable Frequency Drive system at Water Treatment Plant #1.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 31

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Diesel Oxidation Catalyst Installation

Staff recommendation:

Motion to award the bid for the installation of twenty-one (21) diesel oxidation catalysts and closed crankcase ventilation systems to the lowest responsive and responsible bidder, Chicago International Trucks, LLC, in the amount of \$62,073.84, and adopt a resolution authorizing the City Manager to execute a purchase agreement with Chicago International Trucks, LLC.

Staff Contact:

Eric R. Lecuyer, Director of Public Works

Background:

In January of 2010, the City was awarded an Illinois Environmental Protection Agency grant for the total cost reimbursement for the installation of twenty-one (21) diesel oxidation catalysts and closed crankcase ventilation systems. On Monday, March 22, 2010, the City of Crystal Lake publicly opened and read aloud bids for the installation of twenty-one (21) diesel oxidation catalysts and closed crankcase ventilation systems for City-owned, diesel-powered dump trucks. The installation of these systems will reduce particulate matter and greenhouse gases as part of the City's commitment to clean air.

Recommendation:

The City had sent out project bid packets to numerous potential bidders; however, only one bid, a bid submitted by Chicago International Trucks, LLC in the bid amount of \$62,073.84, was submitted to the City at the time of the bid opening. The Public Works Department has reviewed the bid received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department staff has verified references and has received positive recommendations for the bidder. The Illinois Environmental Protection Agency also recognizes Chicago International Trucks, LLC as a responsible bidder. Therefore, it is the recommendation of the Public Works Department to award the bid to Chicago International Trucks, LLC, who has submitted the only qualified bid to supply the City with the materials and labor to install diesel oxidation catalysts and closed crankcase ventilation systems within the terms and conditions of the contract.

Votes Required to Pass:

Simple majority.

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a purchase agreement with Chicago International Trucks, LLC. for the purchase and installation of twenty-one (21) diesel oxidation catalysts and closed crankcase ventilation systems for City-owned trucks.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 32

City Council Agenda Supplement

Meeting Date: April 6, 2010

Item: Landscape Care

Staff Recommendation: Motion to award the bid for the landscape care on City properties to the lowest responsive and responsible bidder, Specialized Grounds Care, and adopt a resolution authorizing the City Manager to execute a one-year service agreement with Specialized Grounds Care with the option to extend the contract for two additional years.

Staff Contact: Eric Lecuyer, Director of Public Works

Background:

On March 24, 2010, the City of Crystal Lake publicly opened the bids received for landscape care on City properties for the 2010 season. These services were successfully contracted in the 2009 mowing season. Outsourcing this service eliminated seasonal staff and better utilized skilled staff for other Public Works functions.

In addition to mowing and trimming, this year the bid document requested prices for watering of the downtown hanging flower baskets and mowing and landscape maintenance functions at the new Three Oaks Recreation Facility. Bids for mowing were priced per mow. The seasonal cost, as listed in the following table, illustrates the City's projection based on last year's mowing instances combined with all options exercised.

	Base Bid 2010	Optional Extension 2011	Optional Extension 2012
✓ Specialized Grounds Care Roscoe, IL	\$ 35,775.58	\$ 44,295.58	\$ 44,295.85
Seasons Maintenance Spring Grove, IL	\$ 44,547.01	\$ 67,392.01	\$ 71,170.03
Landscape Concepts Mgt. Grayslake, IL	\$ 52,685.61	\$ 78,126.34	\$ 78,326.34
Crescent Valley Woodstock, IL	\$ 69,099.00	\$ 126,159.00	\$ 129,433.00

✓ Indicates lowest responsive and responsible bidder

xOriginal Landscaping Crystal Lake, IL	\$ 66,830.00	\$ 81,812.00	\$ 82,160.00
xADV Enterprises Rockford, IL	\$ 39,311.00	\$ 39,311.00	\$ 39,311.00
xCountryside Crystal Lake, IL	\$ 2,362.50	\$ 26,950.00	\$ 27,950.00

x Indicates partial bids, or bids for only specific alternates

Recommendation

The Public Works Department and the City Manager's Office have reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. An analysis of the landscape care bids has been tabulated, and references have been verified. It is the recommendation of the Public Works Department to award the bid for landscape maintenance to the lowest responsive and responsible bidder, Specialized Grounds Care, for the 2010 season with an option for a contract extension of up to two additional years.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Service Agreement between the CITY OF CRYSTAL LAKE and Specialized Grounds Care for Landscape Care Services.

DATED this 6th day of April, 2010

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 33

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

Painting & Maintenance of Ambutal Water Tower

Staff Recommendation:

Motion to award the proposal for the Ambutal Water Tower Painting & Maintenance to the lowest responsive and responsible proposer, Era Valdivia Contractors Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Era Valdivia Contractors Inc. in the amount of \$325,900.00, with contingencies up to 10% of the contract price.

Staff Contact:

Eric R. Lecuyer, Director of Public Works

Background:

The City of Crystal Lake's water system includes four elevated water storage tanks and four ground water storage tanks. Seven of these water tanks are constructed of steel and one of concrete. Due to the age of the structures, all of the water storage tanks will be due for maintenance in the next several years.

The Ambutal Water Tower is a 500,000-gallon elevated steel water storage tank that was constructed in 1988. The Ambutal Water Tower has not been repainted since it was initially built and made operational.

In April 2008, Short Elliott Hendrickson, Inc. performed an inspection to evaluate the condition of the Ambutal Water Tower. Their inspection report recommended that nuts and bolts be replaced, as well as the insulation. In addition, the evaluation strongly recommended the modification or installation of the following items: overflow flap gate, condensation drain line, mud valve, fall prevention device, roof vent, cathodic clips, safety rail, altitude valve, seam sealer, and grout repair. The report also recommended that the tower be sandblasted and repainted with containment.

Acting on this recommendation, the City commissioned Dixon Engineering to create a bid document to perform the required repairs and maintenance to the tower, as well as sandblast and paint it. The documented repair work was based on the inspection report developed in 2008. Due to issues that may have arisen over the last two years, and because the condition of the steel cannot be fully realized until the existing paint is removed, there is a good possibility that additional repair work will be necessary. The City's field engineer will inspect the tank and recommend any required additional work, after sandblasting has been completed.

Discussion:

On March 9, 2010, the City received proposals from six contractors to repair and paint the Ambutal Water Tower.

The following is a breakdown of the total prices for the proposals received to perform the maintenance and repair work, as well as the sandblasting and painting of the Ambutal Water Tower:

Co.	<i>✓</i> Era Valdivia Contractors, Inc.	Horizon Brothers Painting	Jetco, Ltd.	AM-Coat Painting, Inc.	Maxcor, Inc.	Classic Protective Coatings
	Chicago, IL	Howell, MI	Prospect Heights, IL	Homer Glen, IL	Lockport, IL	Menomonie, WI
Total	\$325,900.00	\$335,500.00	\$340,065.00	\$363,530.00	\$374,700.00	\$544,600.00

✓ Indicates the lowest responsive and responsible proposer.

Recommendation:

Era Valdivia Contractors, Inc. (EDC) submitted the lowest pricing of the six companies. City staff and Dixon Engineering have reviewed the proposals submitted. Dixon Engineering submitted a written recommendation to the City to use Era Valdivia for this project. EDC is a prequalified contractor with Dixon for this scope of work and has successfully completed many similar projects. The price submitted by EDC is below the \$375,000 - \$395,000 anticipated price range that was projected by the contracted engineering firms that defined the scope of the project.

It is the recommendation of staff to award the contract for the painting and maintenance of the Ambutal Water Tower to the lowest responsive and responsible proposer, Era Valdivia Contractors, Inc., in the amount of \$325,900.00, with a contingency of up to 10% of the purchase price for any additional repair work necessary beyond the scope of this project.

Votes Required to Pass:

A simple majority vote is needed to approve the authorizing resolution.

DRAFT **RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Era Valdivia Contractors, Inc. for the Ambutal Water Tower Painting & Maintenance.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 34

**City Council
Agenda Supplement**

Meeting Date: April 6, 2010

Item: Unleaded Gasoline and Diesel Fuel

Staff Recommendation: Motion to award the bid for the provision of unleaded gasoline and diesel fuel, to the lowest responsive and responsible bidder, Al Warren Oil Company, and adopt a resolution authorizing the City Manager to execute a one-year unleaded gasoline and diesel fuel purchase agreement with Al Warren Oil Company.

Staff Contact: Eric Lecuyer, Director of Public Works

Background:

On March 22, 2010, the City of Crystal Lake publicly opened and read aloud the bids received for a one-year unleaded gasoline and diesel fuel contract. The annual contract is based on a per gallon fee for delivery of the fuel. The actual cost of the fuel type is based on the low rack posting price per gallon as published in the Oil Price Information Service (OPIS) price listing for the Chicago market on the day of each fuel delivery. Below is a breakdown of the bids received:

Bidder	Unleaded (+)Price	Diesel (+)Price
✓ Al Warren Oil Company Summit, IL	0.018	0.028
World Fuel Service/Texor Div. Riverside, IL	0.0189	0.03
Petroleum Traders Corporation Fort Wayne, IN	0.0525	0.0555

✓ Indicates *lowest responsive and responsible bidder*

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. An analysis of the fuel bid submittals substantiates that the apparent low bidder for the categories of fuel is Al Warren Oil Company. Al Warren Oil Company provided fuel delivery for the City last fiscal year with excellent results. It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Al Warren Oil Company, for the provision of unleaded gasoline and diesel fuel.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and Al Warren Oil Company for the provision of Unleaded Gasoline and Diesel Fuel.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 35

**City Council
Agenda Supplement**

Meeting Date:

April 6, 2010

Item:

One (1) 2010 Ford Explorer – Suburban Purchasing Cooperative

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Currie Motors in Frankfort, Illinois for the purchase of one (1) 2010 Ford Explorer through the Suburban Purchasing Cooperative.

Staff Contact:

Eric Lecuyer, Director of Public Works
Dave Linder, Chief of Police

Background:

The Police Department received approval for the purchase of one (1) 2010 Ford Explorer to be purchased through the Court Supervision Police Vehicle Fund. This fund was established pursuant to Illinois State Statute, 625 ILCS 5/16-104c(a)(2), which mandates a \$20 fee as part of court supervision fees for any person receiving supervision on an Illinois Vehicle Code violation. The funds “shall be paid to the law enforcement agency that employed the arresting officer and shall be used for the acquisition or maintenance of police vehicles”. Therefore, no City funds are being utilized for this purchase.

The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors & Managers Conference (DMMC) South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). Together the SPC represents 158 municipalities and townships in the Chicago land region. The goal of the SPC is to combine the resources and purchasing power of governments to acquire supplies and services at the lowest possible price.

Recommendation:

After careful examination of vendor material provided regarding the Suburban Joint Purchase Cooperative, it is the recommendation of the Fleet & Facility Services Division and the City Manager’s Office to purchase one (1) 2010 Ford Explorer in the amount of \$22,737.75 from Currie Motors, located in Frankfort, Illinois, through the Suburban Purchasing Cooperative.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Currie Motors, in Frankfort, IL, for the purchase of one (1) 2010 Ford Explorer in the amount of \$22,737.75.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 36

City Council Agenda Supplement

Meeting Date:

April 6, 2010

Item:

Three Oaks Recreation Area Boat Dock Rebid

Staff Recommendation:

Motion awarding the contract for boat docks for the Three Oaks Recreation Area to the lowest responsive and responsible bidder Flotation Docking Systems, in the amount of \$271,459 and adopting a resolution authorizing the City Manager to execute an agreement with Flotation Docking Systems, in the amount of \$271,459.

Staff Contact:

Gary J. Mayerhofer, City Manager
Eric T. Helm, Deputy City Manager

Background:

At the August 4, 2009 City Council meeting, the City Council rejected the bids for the boat docks at the Three Oaks Recreation Area. The City Council rejected these bids since it wanted to analyze different boat dock systems. After further evaluation, the design team developed bid specifications for a rigid dock, which was preferred due to its stability. At the October 20, 2009 City Council meeting, the City Council authorized the City Manager to let bids for the boat dock system with the specifications created by Hitchcock Design Group (HDG).

This supplement outlines the specifications of the dock system and the results of the bidding process.

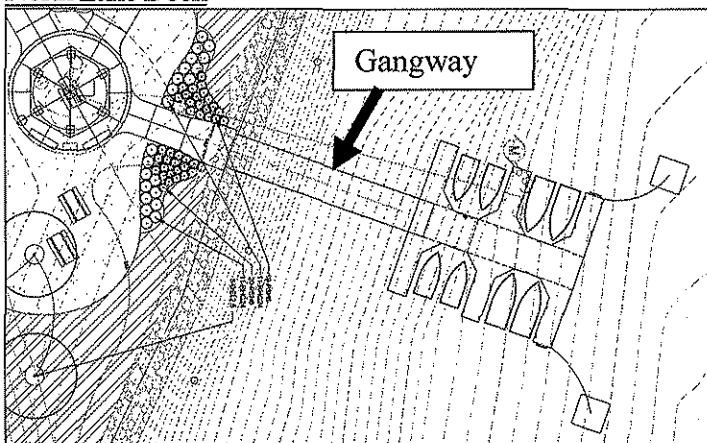
Due to the competitive bidding environment, the City received very favorable bids. The bid price submitted by the lowest responsive and responsible bidder, Flotation Docking System, in the amount of \$271,459, is within the budget allocated for boat docks at the Three Oaks Recreation Area. Based on the previous bids submitted to the City, \$330,000 was budgeted for this expenditure in the total project budget.

Dock Systems Specifications

HDG developed bid specifications that would maximize the number of potential bidders. Bidders could submit a bid for two types of rigid dock systems. If bidders could not supply either of the two specified products, they were invited to submit a bid for an equivalent system. The top decking was specified as "2 x 6 Trex Accents", which is a composite material that can be purchased by any contractor. In addition, the specifications required that the dock have pedestals containing both water and electric to assist staff in maintaining and cleaning the boats. Also, HDG created an alternate for gangway panels. The gangway is the portion of the dock that connects the boat slips to the shore abutment (see below). The design team is recommending that the City select the alternate for gangway panels since it will provide a more aesthetically pleasing railing system and blend in with the island boardwalk and other amenities.

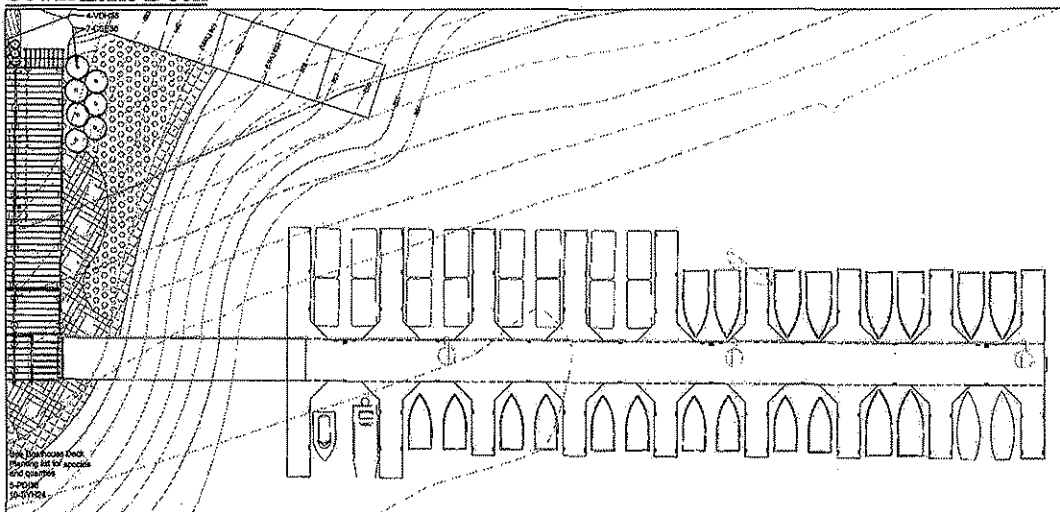
The following illustrations show the boat dock design.

North Lake Dock



Slips for eight 12' – 14' row boats.

South Lake Dock



Slips for twenty 12' – 14' row boats, sixteen paddleboats, two-four sail boats, and two service boats.

Bid Results

On March 9, 2010, the City publicly opened and read aloud the bid for boat docks. The pricing submitted by the bidders is summarized below.

Contractor	Submitted Qualifications	Base Bid	Recommended Alternate - Gangway Panels	Total Bid Price
√ Flotation Docking Systems, Inc.	Yes	\$265,859	\$5,600	\$271,459
Summerset Marine Construction, LLC	Yes	\$268,800	\$3,612	\$272,412
McHenry Piers, Inc.	Yes	\$295,840	No Bid	\$295,840
Great Lakes Dock and Materials, LLC	Yes	\$299,375	\$10,550	\$309,925

√ - Indicates lowest responsive and responsible bidder, as recommended by HDG

Recommendation:

Hitchcock Design Group (HDG), Featherstone Incorporated, City Staff, and the City’s legal counsel reviewed the bids for completeness and accuracy in accordance with the Request for Bid documents and have checked references. A bid approval recommendation letter from Featherstone is attached for your review. Flotation Docking Systems is the lowest responsive and responsible bidder. It has performed numerous large-scale installations, including two installations in northern Illinois for the Lake County Forest Preserve: Independence Grove in 2000 and the Fox River boat dock in 2001. City Staff visited the Independence Grove boat dock and discussed its durability with the Forest Preserve staff. The City received very positive recommendations for the Flotation Docking System due to the system’s attractive appearance, stability, and durability.

Also, attached is the proposed contract language between the City and the prospective contractor. This document has been reviewed and approved by the City’s legal counsel.

Votes Required to Pass:

A simple majority of the City Council is required for approval.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract for boat docks at the property known as the Three Oaks Recreation Area between the City of Crystal Lake and the lowest responsive and responsible bidder meeting specifications, Flotation Docking Systems, in the not-to-exceed amount of \$271,459.

DATED this 6^h day of April, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED: