



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL REGULAR MEETING

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
August 17, 2010
7:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – August 3, 2010 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
7. **Mayor's Report**
 - a. **Flag Presentation**
8. **Council Reports**
9. **Consent Agenda**
 - a. **8307 Ridgefield Road – Annexation Public Hearing Continuation**
 - b. **Downtown Crystal Lake Main Street - Temporary Use Permit request for a Special Promotion and waiver of the Temporary Use Permit application fee.**
10. **Façade and Commercial Tenant Improvement Program grant application request for Centro Bradley Real Estate/Village Shoes, 6304 Northwest Highway.**
11. **Spirit Halloween, 5500 Northwest Highway – Variation from Article 2, Land Use, to allow a Halloween Store, classified as a Temporary Retail Use/Activity, as a Permitted Use in the “B-2 PUD” District.**
12. **Oaks Professional Office Park, 475 W. Terra Cotta Avenue – Final Planned Unit Development Amendment to allow an internally illuminated tenant identification sign.**
13. **Bid award and resolution authorizing execution of a contract for the demolition of 240 First Street and allowing for a 10 percent contingency.**
14. **Bid award and resolution authorizing execution of an agreement for the Water Treatment Plant #1 softener replacement and modifications project with a 10% contingency for unforeseen expenses.**
15. **Bid award and resolution authorizing execution of an agreement for bio-solids transportation from the City’s wastewater treatment plants.**

16. **Proposal award and resolution authorizing execution of an agreement for the Pingree Road Segment 3 Improvement Phase II Design Engineering and changes in scope by 10 percent of the original price.**
17. **Resolution authorizing appropriation of MFT funds for the Phase II Design Engineering Services for the Pingree Road Segment 3 Improvement.**
18. **Resolution designating items as surplus equipment and authorizing the sale of the surplus equipment through an online auction.**
19. **Resolution authorizing reimbursement to Algonquin Township for the City of Crystal Lake's share of State Street and Colonial Avenue improvements.**
20. **Resolution authorizing execution of a letter of concurrence with the McHenry County Division of Transportation regarding participation in improvements to James R. Rakow Road.**
21. **Resolution authorizing execution of Contract Amendment #10 for Three Oaks Recreation Area.**
22. **Crystal Lake Watershed Stormwater Management Program Implementation Plan Update – Discussion Only.**
23. **Council Inquiries and Requests**
24. **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.**
25. **Reconvene to Regular Session.**
26. **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. 7a

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Presentation of United States Flag

Staff Contact: Aaron T. Shepley, Mayor

Background:

Deputy Bill Marzano, a resident of Crystal Lake and member of the McHenry County Sheriff's Office, recently notified the Crystal Lake Police Department that his son, Sr. Airman Michael W. Marzano, would like to present to the City of Crystal Lake a United States flag flown at his base of operation in Bagram, Afghanistan. Sr. Airman Marzano is attached to the Illinois National Guard 169th Airlift Squadron out of Peoria, was deployed in Bagram, Afghanistan from May 2, 2010 to July 18, 2010, where he flew 31 combat missions in a C130.



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Gramme/Topps Annexation Public Hearing Continuation

Heidi Gramme and Anthony Topps, petitioners
8307 Ridgefield Road, Crystal Lake

Recommendation: Motion to continue the petitioner's request to the September 7, 2010, City Council meeting for the Annexation Public Hearing.

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

Background: The property in question is approximately 3.25 acres in area, located on Ridgefield Road, just south of Tartan Drive. The property is surrounded by the McHenry County College property on three sides. It is located in unincorporated McHenry County and zoned "A-1" under the County's Zoning Ordinance. Currently, the property is improved with a two-story residence, a number of accessory structures (including a garage, an out-building and several sheds) and an in-ground swimming pool. The petitioner is requesting rezoning upon annexation to the "W" Watershed district and Minor Subdivision approval to create one additional lot.

The petitioner respectfully requests that this matter be continued to the September 7, 2010, City Council meeting for the Annexation Public Hearing. The petitioner is working with the McHenry County Highway Department to understand the requirements relative to right-of-way dedication and other conditions in relation to Ridgefield Road, which is under the County's jurisdiction. Some additional time is requested to get this information finalized.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

August 17, 2010

Item:

Downtown Crystal Lake Main Street Temporary Use Permit for a Special Promotion (Johnny Appleseed Festival and Great Ball Race)

Recommendation:

Motion to approve the Temporary Use Permit for Downtown Crystal Lake Main Street for a Special Promotion (Johnny Appleseed Festival and Great Ball Race), pursuant to the recommendations listed below, and waive the Temporary Use Permit application fee.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The applicant has applied for a Temporary Use Permit for a Special Promotion. The applicant is requesting permission for the 18th annual Johnny Appleseed Festival on Saturday, September 25, 2010, from 9:00 a.m. to 4:00 p.m. City Council approval is required because the applicant is requesting permission to close off Brink Street between Williams and Main Streets from 2:00 p.m. to 3:30 p.m. for the 11th annual Great Ball Race and close the Brink Street Market parking lot until 5:00 p.m. (please see the attached site plans).

This year's event would be very similar to previous years' event and would include demonstrations and entertainment, food vendors, crafts, pony rides, pumpkin train, pumpkin bowling, apple ride, mini ferris wheel, petting zoo, and storytelling. Horse-drawn wagon rides would be given, which would circle the block that includes the Brink Street Market. For the Great Ball Race, brightly colored and numbered plastic balls would be rolled down Brink Street from their starting point at Williams Street to their ending point before Main Street.

The applicant is requesting a waiver from the \$75.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit shall be valid on Saturday, September 25, 2010. The closure of Brink Street from Williams Street to Main Street is permitted from 2:00 p.m. to 3:30 p.m. The closure of the Brink Street Market parking lot is permitted until 5:00 p.m.

2. The event shall be in accordance with the attached site plan with the exception of both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Begin temporary closure of Williams Street EAST of the alley entrances and end the closure WEST of the gas station driveways. Any additional changes to the site plan shall be provided prior to the inspection by the Fire Prevention Bureau.
3. The Farmers' Market at the Grant Street parking lot must keep displays, tables, tents, etc. off the bioswale along Brink Street. This area has recently been planted with native vegetation that is not fully established and is sensitive to disruption. Please keep all foot traffic off the bioswale area and ensure that all trash is picked up from the parking lot, as rainwater will cause debris to flow from the pavement surface into the bioswale.
4. Vendors are not allowed to tie into the Downtown lighting system for electrical needs and will need to supply their electrical power via generators. Temporary electric wiring shall be approved by the Building Division.
5. All electrical shall comply with the 2005 National Electric Code and is subject to an inspection prior to starting the event.
6. A standard Hold Harmless agreement between Downtown Crystal Lake Main Street and the City, including insurance coverage covering these events, is required.
7. The applicant shall contact the Crystal Lake Police Department to coordinate parking and traffic procedures.
8. Any additional permits or requests for signage shall be made through the Building Division. Signs shall not obstruct the view of traffic or be attached to utility poles.
9. No liquor shall be served at the event.
10. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
11. All outside vendors must be approved by Downtown Crystal Lake Main Street at least 7 days prior to the event (September 18, 2010).
12. The applicant shall provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and clean up after the event. Downtown amenities and landscaping shall be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans need to be provided for waste, if present.)
13. The event organizer shall schedule a meeting with the Fire Prevention Bureau at least one week prior to the event (815-356-3640 ext. 4147). An inspection by the Fire Rescue Department is required prior to the event. The Fire Prevention Bureau needs to be contacted regarding cooking and other requirements for tents and canopies. Canopies/tents shall be adequately anchored using sand, water, concrete, or guide lines. Cooking tents/canopies shall be of a flame resistant material, or treated as such. No smoking in or under any tents/canopies.
14. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This shall include a minimum 20-foot access in the parking areas serving the alley to the rear of Williams Street and the Brink Street lot near the Raue Center. Access to both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times.
15. If the sidewalks cannot accommodate the pedestrian traffic sufficiently and people are using the streets, consideration to close the roadway to traffic should be made. The decision to close the roadway would be made by the on-duty police patrol supervisor and the event organizers.
16. Pre-event advertisements and event day signage should direct motorists to the commuter lots for parking.
17. The petitioner shall erect approved barricades and advance-warning signs for the temporary

closure of Brink Street during the hours of 2:00 and 3:30 p.m. only. These signs and barricades shall only be in place during the approved time for the road closure.

18. Restrict parking in the three (3) Brink Street Z-lots until after 3:30 p.m. or provide temporary signs at these spaces noting that vehicles cannot be moved out of this area between the hours of 2:00 p.m. and 3:30 p.m.

19. Temporary pedestrian crossing warning signs at the intersection of Brink Street and Grant Street shall be provided. Contact the Public Works Department for these signs.

20. Any vendors must be located off all roadways and parking areas that are not approved for closure.

The applicant has been made aware of these recommended conditions and advised to attend the August 17, 2010 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Retailer Facade and Commercial Tenant Improvement Program grant application #10-32-03, Centro Bradley Real Estate/Village Shoes at 6304 Northwest Highway, request for \$1,000 in matching grant funds.

Robert Guss (Village Shoes)
Dan Calendrino (Centro Bradley Real Estate)

Recommendations: City Council's discretion:

1. Motion to approve the retailer façade and commercial tenant improvement grant agreement with Robert Guss, subject to the recommended conditions, and to award \$1,000 in grant funding for improvements to 6304 Northwest Highway (Village Shoes);
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development
James Richter II, Assistant Director of Economic Development

Background: On May 4, 2010, the City Council approved the retailer façade and commercial tenant improvement program. This program provides matching grant funding for interior and exterior improvements to retail sales tax generating users. Both existing and new retail sales tax generating businesses are eligible for the grant program, each at different funding levels. Existing retailers who make qualifying improvements are eligible for up to \$1,000, while new businesses occupying vacant space are eligible for up to \$10,000 in matching grant funds.

To objectively analyze the applications for grant funding, review criteria have been established in the Ordinance approving this program. Charts have been provided for each grant application to summarize how well each request meets the review criteria.

VILLAGE SHOES (6304 Northwest Highway)

With the assistance of Centro Properties, Bob Guss of Village Shoes has applied for matching grant funds to offset the life-safety improvements that are required to be made at the Crystal Lake Commons (west building). The current fire alarm system has a bad power supply causing trouble signals. Due to the age and condition of the current system, it cannot be repaired. In addition to the main control panel for the building, the alarm devices need to be upgraded for the entire contiguous building section. Village Shoes is the only sales tax generating business in this wing of the center and is, therefore, the only eligible tenant for matching grant funding at this time.

The eligible retailer façade and commercial tenant improvements for this space include the fire alarm horn, strobe, test, and pull station devices.

The total cost of the eligible improvements to Village Shoes will be \$3,150. The applicant is requesting \$1,000 in matching grant funds, which is approximately 32% of the total project costs. The chart below outlines the evaluation of the applicant's request in relation to our review criteria:

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to appearance	No improvements to the appearance of the subject property would be provided
Aesthetic impact to area	Improvements would not provide an aesthetic impact to the area
Amount of work to be conducted	Total cost of improvements is \$3,150; applicant is requesting 32% of the total costs*
Anticipated increase in EAV	A minor increase to the EAV is expected as a result of the improvements
Use of property after improvements	Supports and improves the safety (viability) of an existing sales-tax-generating retailer*
Contribution to economic vitality	Positive – promotes continued occupancy and improves safety*
Compatibility with nearby uses	Compatible with adjacent uses*

The applicant's request has been evaluated for the value of the improvement, the extent of proposed work, and its potential impact. The current application would fulfill 4 of the 7 review criteria (marked with an asterisk*).

SUMMARY OF CURRENT REQUESTS

The following chart provides a complete summary of the pending grant funding requests. The entire budgeted funds for this program (\$75,000) are available for disbursement.

File #	Applicant Name / Business name	Address	Retailer Improvements	Manufacturing Improvements	Total Requested	Amount Approved	Status
2010-32-003	Bob Guss Village Shoes/Centro	6304 Nw Hwy	\$1,000.00	\$0.00	\$1,000.00		Proposed
TOTALS			\$21,000.00	\$0.00	\$21,000.00	\$0.00	

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2010-47 Spirit Halloween

Variation from Article 2, Land Use, to allow a Halloween Store, classified a Temporary Retail Use/Activity as a Permitted Use in the "B-2 PUD" District.

Lyle Chiappetta, petitioner
5500 Northwest Highway

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and to adopt an ordinance approving a Temporary Retail Use/Activity as a permitted use in the "B-2 PUD" district for Spirit Halloween at 5500 Northwest Highway.

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

Background: Spirit Halloween is classified as a temporary retail use as it operates for less than four months per year. The Unified Development Ordinance does not permit temporary retail uses. The petitioner is requesting a use variation to allow a Halloween store on a temporary basis. The store would open mid-September and remain open through November 1, 2010. All signage and product would be removed from the premises by November 15, 2010. Spirit Halloween was located in the vacant La-Z-Boy furniture space last year. Spirit Halloween sells costumes, accessories, masks, make-up, décor, candy and other Halloween related items. They would be installing a 72-square-foot banner sign over the front entry. They would most likely also install a second banner sign on the rear façade. The total signage shall not exceed 150 square feet.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request with the following conditions:

- 1) Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application packet including sign information (Chiappetta, received 7/19/10)

- 2) The banner wall signs shall not exceed 75 square feet in size and the building shall not contain more than 150 square feet of signage. Window signs shall not exceed 25% of the overall glass storefront area.
- 3) All signs are required to comply with the requirements of Article 4-1000 in the Unified Development Ordinance and obtain building permits.
- 4) All retail signs associated with this use are required to be taken down or replaced with a blank sign panel by November 15th. If not, sign penalties will apply anytime after November 15th.
- 5) The point of sale for all sales tax transactions shall be noted as the City of Crystal Lake.
- 6) The petitioner shall comply with all of the requirements of the Planning and Economic Development, Engineering and Building, Public Works, Fire Rescue and Police Departments.

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 5500 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #2010-47) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Land Use Variation from Article 2, of the Unified Development Ordinance, to allow a Halloween Store, classified a Temporary Retail Use/Activity as a Permitted Use in the "B-2" district for Spirit Halloween at 5500 Northwest Highway; and

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

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

Section I: That a Land Use Variation be granted from Article 2, of the Unified Development Ordinance, to allow a Halloween Store, classified a Temporary Retail Use/Activity as a Permitted Use in the "B-2" district for Spirit Halloween at the property commonly known as 5500 Northwest Highway, City of Crystal Lake,.

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

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application packet including sign information (Chiappetta, received 7/19/10)
2. The banner wall signs shall not exceed 75 square feet in size and the building shall not contain more than 150 square feet of signage. Window signs shall not exceed 25% of the overall glass storefront area.
3. All signs are required to comply with the requirements of Article 4-1000 in the Unified Development Ordinance and obtain building permits.
4. All retail signs associated with this use are required to be taken down or replaced with a blank sign panel by November 15th. If not, sign penalties will apply anytime after November 15th.
5. The point of sale for all sales tax transactions shall be noted as the City of Crystal Lake.

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6. The petitioner shall comply with all of the requirements of the Planning and Economic Development, Engineering and Building, Public Works, Fire Rescue and Police Departments.

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

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

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

MAYOR

ATTEST:

CITY CLERK

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Agenda Item No: 12

**City Council
Agenda Supplement**

- Meeting Date:** August 17, 2010
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2010-48 Oaks Professional Office Park
Final PUD Amendment to allow an internally illuminated tenant identification sign.
Aptar Group, petitioner
475 West Terra Cotta Avenue
- PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation and to adopt an ordinance granting a Final PUD Amendment to allow a “halo” illuminated freestanding sign for the Aptar Group within the Oaks Professional Office Park.
- Staff Contact:** Michelle Rentzsch, Director of Planning & Economic Development
-

Background:

The Aptar Group owns or leases the majority of the building suites within the Oaks Professional Office Park. Currently, there are tenant identification signs in front of the individual suites. The Aptar Group is requesting to replace four of the existing cedar wood signs with one modern illuminated sign. The sign would be 3½ square feet and 28” tall. The existing tenant identification signage was allowed to be up to 3 feet in height with a 6-square-foot sign panel. It was also required to be cedar wood with painted copy.

PZC Highlights

The PZC generally was happy that there was a net loss of signage on the site but questioned why an internally illuminated sign was needed. The representative from the Aptar Group explained that they were rebranding and the proposed sign is more representative of their new brand identity. The Aptar Group is the primary tenant in the center and they are looking to expand. The proposed sign would contain letters that are aluminum on an aluminum face and are slightly raised. The illumination will be a “halo” type around the letters. The illuminated sign will allow customers to find them in the evening hours. The sign will be on a timer and be turned off at night and is also facing west, away from the residences across the street.

The Planning and Zoning Commission recommended **approval (7-0)** 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 (Penny Hughes, received 7/23/10)
 - B. Sign Detail (Hughes Signs, received 7/19/10)
 - C. Site Plan (Hughes Signs, received 7/19/10)
2. All conditions from the original PUD Ordinance #2970 and subsequent Ordinance #3129 shall remain valid, as applicable, unless specifically modified by this request.
3. The illuminated sign shall comply with the lighting requirements in Article 4-800 and with the illuminated sign requirements for hours of operation in Article 4-1000.
4. Any CC&R's shall be modified as necessary to allow this internally illuminated sign. Copies of the revised CC&R's shall be provided to the City.
5. The petitioner shall address any review comments of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.
6. **The PUD Amendment shall be for the Aptar Group and with the "halo" lighting only; any other tenant or illumination would require an additional PUD Amendment. (Added by PZC)**

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR THE OAKS PROFESSIONAL CENTER

WHEREAS, pursuant to the terms of the Petition (File #2010-48) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to allow an internally illuminated tenant identification sign for the Oaks Professional Center at 475 W. Terra Cotta Avenue; and

WHEREAS, the required hearings were held on the petition of the property owners in the manner and the form required by the Unified Development Ordinance of the City of Crystal Lake and the statutes of the State of Illinois; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted as requested in said Petition,

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

SECTION I: That a Final PUD Amendment be granted to allow an internally illuminated tenant identification sign for the Oaks Professional Center for the property located at 475 W. Terra Cotta Avenue, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Penny Hughes, received 7/23/10)
 - B. Sign Detail (Hughes Signs, received 7/19/10)
 - C. Site Plan (Hughes Signs, received 7/19/10)
2. All conditions from the original PUD Ordinance #2970 and subsequent Ordinance #3129 shall remain valid, as applicable, unless specifically modified by this request.
3. The illuminated sign shall comply with the lighting requirements in Article 4-800 and with the illuminated sign requirements for hours of operation in Article 4-1000.
4. Any CC&R's shall be modified as necessary to allow this internally illuminated sign. Copies of the revised CC&R's shall be provided to the City.

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5. The petitioner shall address any review comments of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

6. The PUD Amendment shall be for the Aptar Group and with the "halo" lighting only, any other tenant or illumination would require an additional PUD Amendment.

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

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

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

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Demolition of 240 First Street Bid Award

Staff Recommendation: Motion to award the 240 First Street Demolition bid to the lowest responsive and responsible bidder, KLF Excavating, in the bid amount \$8,750.00, and adopt a resolution authorizing the City Manager to execute the contract with KLF Excavating, allowing for a 10 percent contingency.

Staff Contact: Victor Ramirez, Director of Engineering and Building
Richard Paulson, Building Commissioner

Background:

On Wednesday, July 28, 2010, the City of Crystal Lake publicly opened and read aloud the bids received for the demolition of the single-family residential structure at 240 First Street. Below is a tabulation of the nine bids received:

<i>COMPANY</i>	<i>LOCATION</i>	<i>CONTRACT COST</i>
KLF Excavating ¹	Markham, IL	\$8,750
Excavating Concepts, Inc.	Woodstock, IL	\$14,300
Anthem Excavation	Itasca, IL	\$18,850
Luco Land Development	Cary, IL	\$22,500
American Demolition Corporation	Elgin, IL	\$25,700
Langos Corporation	Barrington Hills, IL	\$27,000
DK Contractors, Inc.	Pleasant Prairie, WI	\$27,384
Omega Demolition Corporation	Elgin, IL	\$27,700
Champion Environmental	Gilberts, IL	\$29,500

¹ Indicates lowest responsive and responsible bidder

In August 2006, representatives from the McHenry County Health Department, McHenry County Animal Control, and the Crystal Lake Police Department inspected the residence at 240 First Street. The inspector found a tremendous amount of garbage, debris, live and dead animals, and fecal matter within the residence. Following the inspection, the McHenry County Health Department received an order from the McHenry County

Circuit Court to remove the garbage, debris, and fecal matter from the residence. Since the cleanup, the house has remained boarded-up and cannot be occupied at this time.

In addition, the City received approval for an Administrative Search Warrant to determine the structural integrity of the house, as well as to test for airborne pathogens. The results indicated a high concentration of mold. Based on these results, the City filed a complaint in the McHenry County Circuit Court to either repair or demolish the structure because the house is not habitable in its current condition. The City, the County, and HUD have liens on the property.

This case appeared in court on August 10, 2010, and the court order was approved. The demolition work will commence immediately following Council approval.

Recommendation:

The City Manager's Office and the Building Division have reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document. KLF Excavating Co. recently completed the demolition work at City-owned property located at 200 N. Walkup Avenue. The work was satisfactory and met all conditions required, and the City is about to make payment to KLF Excavating Co. for the demolition work. Payment for 240 First Street project will be made from fund reserves with a lien placed on the property in an attempt to recover the demolition costs. It is staff's recommendation to award the contract for demolition of 240 First Street to KLF Excavating Co. in the total bid amount of \$8,750 and approve up to 10 percent in justifiable contract amendments from a contingency allowance.

Votes Required to Pass:

Simple majority vote of the 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 be authorized to execute the contract with KLF Excavating for the 240 First Street Demolition in the amount of \$8,750. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventeenth day of August, 2010.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: August 17, 2010

APPROVED: August 17, 2010



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Water Treatment Plant #1 Softener Replacement Project

Staff Recommendation: Motion to award the bid for the Water Treatment Plant #1 softener replacement and modifications project, to the lowest responsive and responsible bidder, Maxim Construction Corporation, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Maxim Construction Corporation, Inc. in the amount of \$1,478,815.00 with a 10% contingency for unforeseen expenses.

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

Background:

Bids received for the softener replacement and modification project were publically opened on August 4, 2010. The project consists of demolition of the existing failing softeners and the installation of a multi-vessel, high efficiency system that can be installed without modification to the existing building. The vessels have been sized to fit through the door in order to avoid the cost associated with removal and replacement of the roof. This is a critical project, both due to the age and condition of the existing softeners, but also to reduce the chlorides discharged to the wastewater plants to enable the City to meet its compliance schedule established in its chlorides discharge permit limit.

This high efficiency system will vastly reduce the volume of salt used while maintaining the same level of hardness within the finished water that our residents have come to expect. The vast reduction of salt used is accomplished through computer controlled backwash cycles, the recovery and reuse of un-spent salt and high efficiency softener media. The result will be substantial operating cost savings due to the reduction of salt used and a nearly ten-fold reduction in chlorides discharged to the wastewater plant. The completion of this project, along with pending projects at Water Treatment Plant #4 and the redistribution of waste loads between the two wastewater plants, will result in achieving compliance with our permit limit at Wastewater Treatment Plant #3.

The following table illustrates a breakdown of the bids received.

Bidder	Total Bid Price
√ Maxim Construction Volo, IL	\$ 1,478,815.00
Keno & Sons Construction Lake Bluff, IL	\$ 1,492,753.00
Concord Construction Lake Zurich, IL	\$ 1,533,600.00
IHC Construction Elgin, IL	\$ 1,591,400.00

√ Indicates recommended lowest responsive and responsible bidder

Discussion:

The City's consultant, Trotter and Associates, Inc. (TAI), has reviewed the bids for completeness and adherence to the bid specifications and has recommended acceptance of the bid received from Maxim Construction Corporation, Inc as the lowest responsive and responsible bidder. Maxim has successfully completed a number of projects of this nature, including a project for which TAI was the design and construction engineering firm. Prior to bids being received, TAI estimated construction costs for this project to be \$1.67M.

Recommendation:

The Public Works Department recommends the award of the bid to the lowest responsive and responsible bidder, Maxim Construction Corporation, Inc. as recommended by Trotter and Associates, Inc. Funds are available in the FY2010/2011 budget for this project.

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 service agreement with Maxim Construction Corporation, Inc., for the Water Treatment Plant #1 softener replacement and modifications project in the amount of \$1,478,815.00, with a 10% contingency for unforeseen expenses.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Bio-solids Transportation Bid

Staff recommendation: Motion to award the bid for bio-solids transportation from the City's wastewater treatment plants to the lowest responsive and responsible bidder, Dahm Trucking, and adopt a resolution authorizing the City Manager to execute a service agreement with Dahm Trucking in the amount of \$12.25 per ton.

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

Background:

On July 20, 2010, the City of Crystal Lake opened and publicly read aloud the bids received for bio-solids transportation from the City's two wastewater treatment plants. Due to the host agreement that the City has entered into with Waste Management, it is now more economically beneficial to transport bio-solids to a landfill in Wisconsin than to continue to the current practice of land application. Furthermore, the City will realize additional savings when a new Waste Management landfill opens in Illinois later this year, as a \$13.00/ton Wisconsin state tax will not be assessed on materials that remain in this state. The new service will transport 3,600 tons (900 dry tons) on annual basis. The breakdown of bids received is identified on the following chart.

	<i>Total Service as Recommended</i>
√ Dahm Trucking Wonder Lake, IL	\$12.25 per ton
Stewart Spreading Westchester, IL	\$30.00 per ton
Synagro Baltimore, MD	No Bid

√ Indicates recommended lowest responsive and responsible bidder

Recommendation:

Staff has reviewed all bids received and verified necessary references. It is the recommendation of staff that the bio-solids transportation from wastewater treatment facilities be awarded to the lowest responsive and responsible bidder, Dahm Trucking, in the amount of \$12.25 per ton.

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 Service Agreement between the CITY OF CRYSTAL LAKE and Dahm Trucking for Bio-Solids Transportation from the City's two Wastewater Treatment Plants.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Consultant Selection Approval for the Pingree Road Segment 3 Improvement Phase II Design Engineering

Staff Recommendation: Motion to award the proposal for the Pingree Road Segment 3 Improvement Phase II Design Engineering to the most qualified lowest responsible and responsive proposer, Christopher B. Burke Engineering Ltd., and adopt a resolution authorizing the City Manager to execute an agreement with Christopher B. Burke Engineering Ltd. in the amount of \$98,996.85 and approve changes in scope by 10 percent of the original price.

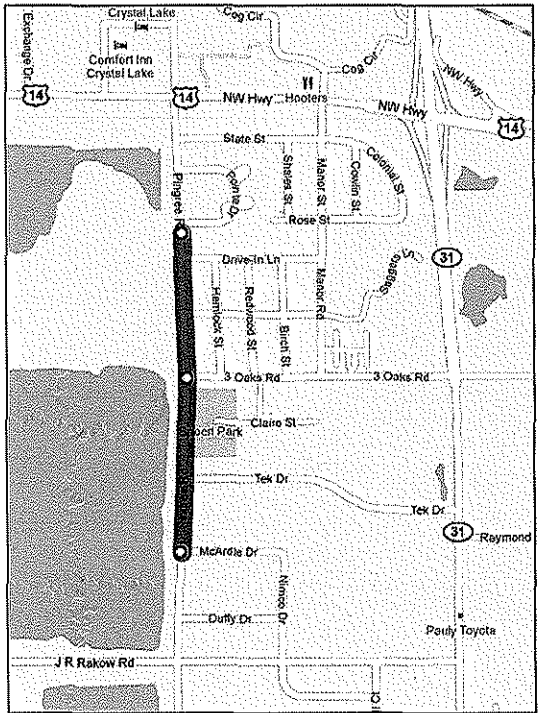
Staff Contact: Victor C. Ramirez, Director of Engineering and Building

Background:

The City received the final Phase I Preliminary Engineering approval for the Pingree Road Segment 3 improvement on July 29, 2010. The project is ready to move on to Phase II Design Engineering.

The project limits are from Rakow Road to US Route 14; the physical roadway limits extend from McArdle Drive to Pointe Drive. The scope of work includes resurfacing from McArdle Drive to Tek Drive with reconstruction and widening from Tek Drive to Pointe Drive. The widening will match the already improved sections to the north and south. This project received one million dollars in Federal Surface Transportation funds.

Due to the aggressive time schedule to construct the project in 2011 and the potential utility conflicts, the Engineering Division recommends the use of a



knowledgeable Phase II Design Engineer with sufficient staffing and experience in federally funded projects to meet the City's early deadline.

Consultant Selection 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 fourteen 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:

- Proposal completeness in regards to general requirements
- Firm's reputation and integrity
- General experience and history of performance on similar projects
- Provided a complete scope of services
- Experience of Engineers and other personnel

Of the proposals received, the Engineering Division selection committee ranked the top three firms in the following order:

1. Christopher B. Burke Engineering, Ltd.
2. TranSystems Corporation
3. Stanley Consultants

The proposals that were not included in the final top three qualification-based ranking were incomplete and/or lacked information necessary to receive final selection consideration. The fees submitted ranged from \$80,203.20 to \$176,786.60. However, since some of the proposals were deficient in comparison to the final top three firms, their fees are not reflective of the work necessary to perform the engineering. Typical items that were omitted in proposals were as follows:

- No work included for special waste issues
- No additional survey in the Three Oaks Recreation Area
- Little or no applicable utility coordination addressed
- Key personnel lacked experience
- Man-hours deemed deficient to meet aggressive schedule
- Excessive initial fee

The next step was to compare the cost proposals of the three most qualified firms:

<i>City Estimate (8% of Engineer's Estimate of Cost)</i>	<i>\$156,880.00</i>
Stanley Consultants	\$91,815.03
Christopher B. Burke Engineering	\$98,996.85
TranSystems Corporation	\$116,703.62

While every roadway project is unique, each job tends to feature controlling items that drive the success and complexity of the design. Upon review of the project scope and constraints, there are a few key factors that the selected firm must address in order to meet the City's expectations for the design of Pingree Road Segment 3:

1. Aggressive schedule to take advantage of lower early season pricing on a March letting and address rapidly deteriorating pavement conditions;
2. Adequate survey and design hours to properly address water quality protection for the lakes at the Three Oaks Recreation Area; and
3. Complex utility coordination for the high pressure gas main to avoid disruption or damage to Nicor's regional distribution network

The Christopher B. Burke Engineering (Burke Engineering) proposal included the most experienced staff¹ to ensure the highest level of efficiency to meet the March 2011 letting. Burke Engineering is also the City's stormwater consultant and this knowledge of our codes, along with their familiarity with the Three Oaks Recreation Area from their review of that project, should result in a faster turnaround of stormwater design and permitting.

While Stanley Consultants provided a proposal with a slightly lower cost, their assigned staff has less overall experience and they have not completed any past projects with the City, including permitting under the Crystal Lake Stormwater Ordinance. Their proposal also appears to underestimate the amount of survey and field investigation needed for the stormwater design given the challenging grades on the east side of the Three Oaks Recreation Area property². A project with a very aggressive schedule is not typically the ideal situation to utilize a firm unfamiliar with City Codes and the surrounding development for the first time.

In addition, both TranSystems Corporation and Burke Engineering devoted an appropriate amount of time to utility coordination, given the potential complexities with Nicor and the other overhead lines. Stanley Consultants' proposal included only 25-30 percent of the utility coordination hours included by the other two firms.

Recommendation:

Based on the proposals received and the experience and qualifications noted, it is the recommendation of the Engineering Division to select Christopher B. Burke Engineering, Ltd. to perform the Phase II Design Engineering for the improvements of Pingree Road Segment 3. This project is programmed in the FY 2010-2011 MFT budget.

Votes Required to Pass:

Simple majority

¹ Key staff from Burke Engineering have at least 19 years of engineering practice

² The Stanley Consultants proposal included only half the hours for survey that the other two firms provide

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 Christopher B. Burke Engineering Ltd. for the Pingree Road Segment 3 Improvement Phase II Design Engineering for \$98,996.85. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this Seventeenth Day of August, 2010.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: August 17, 2010

APPROVED: August 17, 2010



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

August 17, 2010

Item:

Appropriate MFT funds for the Pingree Road Segment 3 Improvement Phase II Design Engineering

Staff Recommendation:

Motion to adopt a resolution appropriating \$108,896.00 in MFT funds for the Phase II Design Engineering services for the Pingree Road Segment 3 Improvement.

Staff Contact:

Victor C. Ramirez, Director of Engineering and Building

Background:

City staff is requesting the Council to allocate \$108,896 in Motor Fuel Tax funds for the Pingree Road Segment 3 Improvement Phase II Design Engineering. This includes \$98,996.85 for the engineering and a contingency of \$9,899.15. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the engineering and construction.

Votes Required to Pass:

Simple majority



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake Illinois

that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: Pingree Road, FAU 0126, U.S. Route 14, Rakow Road

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of widening of Pingree Road to include a bi-directional turn lane. This allocation is for Phase II Engineering

and shall be constructed 36 feet wide and be designated as Section 08-00107-00-FP

2. That there is hereby appropriated the (additional Yes No) sum of one hundred and eight thousand eight hundred and ninety six Dollars (\$108,896.00) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by Contract ; and, Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved
Date
Department of Transportation
Regional Engineer

I, Nick Kachiroubas Clerk in and for the City of Crystal Lake County of McHenry, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Council at a meeting on August 17, 2010 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 17th day of August, 2010 (SEAL) City, Town, or Village Clerk



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Designation and Auction of Surplus Equipment

Staff Recommendation: Motion to adopt a resolution designating the items listed on Exhibit "A" as surplus equipment to be sold through an on-line auction administered by Obenauf Auction Service, Inc.

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

Background:

Attached is an equipment list, Exhibit "A", identifying City vehicles, equipment and miscellaneous items as surplus in order for it to be sold through an on-line auction 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 space that is currently being occupied by the surplus equipment, which is no longer being utilized.
- 4) The City has utilized Obenauf's on-line auction services in the past with excellent results.

Recommendation:

It is staff's recommendation to designate the items on Exhibit "A" as surplus and for the vehicles and equipment to be auctioned through an on-line auction, administered by Obenauf Auction Service, Inc., with a 6 % sales commission for all items sold.

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 items listed on Exhibit "A" are surplus and are to be disposed of through an on-line auction administered by Obenauf Auction Services, Inc.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 19

City Council Agenda Supplement

Meeting Date:

August 17, 2010

Item:

Algonquin Township request for the City of Crystal Lake to fund the resurfacing of the City-portion of State Street and Colonial Avenue.

Staff Recommendation:

Motion to adopt a resolution authorizing reimbursement to Algonquin Township, in an amount not to exceed \$27,000 for the City of Crystal Lake's share of State Street and Colonial Avenue improvements.

Staff Contact:

Victor C. Ramirez, Director of Engineering and Building

Background:

Algonquin Township has received bids for its annual road maintenance program, and Geske and Sons was the low bidder. Included in this program is the resurfacing of several streets, including State Street and Colonial Avenue. Approximately 275 lineal feet of State Street and 988.77 lineal feet of Colonial Avenue are within the corporate boundaries of Crystal Lake and under the jurisdiction of the City. The estimated cost of the improvements within this section is \$27,000 and Algonquin Township has asked that the City fund this portion. Final as-built quantities may vary slightly.

The Engineering Division has reviewed the request and recommends that the City authorize reimbursement to Algonquin Township once the work is complete, since this section of road is within the City's corporate limits. The reasons are as follows:

- The maintenance is cost effective. The Township is using appropriate pavement preservation practices to keep the road in good condition. In addition, delaying the work would result in increased costs due to potentially increasing asphalt prices.
- Both streets are in poor condition. The streets have been identified as potential candidates for resurfacing in future City programs.
- The City will incur no engineering costs, as they have contracted with McHenry County for this service.

The request is reasonable and consistent with City practices of participating in township resurfacing programs for portions of roadways that have short segments under City jurisdiction. The City has participated in similar resurfacing agreements in the past. The City did not include this project in its FY 2010-2011 budget; therefore, City staff is seeking authorization to participate in this project and include the funds for it in the FY 2011-2012 budget. Algonquin Township is amenable to conducting the work now, and receiving the City's contribution for State Street and Colonial Avenue next year.

Votes Required to Pass:

Simple majority of City Council present.



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 is hereby authorized to participate in the Algonquin Township 2010 Road Maintenance Program for the maintenance of State Street and Colonial Avenue.

BE IT FURTHER RESOLVED that the City is authorized to reimburse Nunda Township in the not-to-exceed amount of \$27,000.00 for the City's portion of the maintenance of State Street and Colonial Avenue.

DATED this seventeenth day of August, 2010.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: August 17, 2010

APPROVED: August 17, 2010



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: August 17, 2010

Item: Concurrence for Participation in Improvements of James R. Rakow Road

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a letter of concurrence with the McHenry County Division of Transportation regarding participation in improvements to James R. Rakow Road.

Staff Contact: Victor Ramirez, Director of Engineering and Building
James Moore, Fire Rescue Chief

Background:

The McHenry County Division of Transportation (MCDOT) is moving ahead with improvements to James R. Rakow Road (Rakow Road). The improvement consists of increasing lanes on Rakow Road to six lanes between Ackman Road and Pyott Road and four lanes from Pyott Road to IL Route 31. The County has completed the design. MCDOT is planning for construction to start in early 2011.

City staff has reviewed the plans and worked with MCDOT to ensure a quality improvement that meets the needs of Crystal Lake citizens. In addition, the City Council passed a resolution of support for this project on November 7, 2006.

MCDOT has requested the City's concurrence for participation in the installation of an Emergency Vehicle Pre-emption System (EVP) along Rakow Road. An EVP system is already present on Rakow Road; however, since each intersection along Rakow Road is being expanded, a new system will need to be installed. The City will be responsible for the cost of installing the EVP. This type of City participation is customary for road improvement projects. For example, the City Council approved participation in EVP costs for the IL Route 31 and IL Route 176 improvement project on December 6, 2005.

MCDOT estimates that the EVP cost will be \$47,540 for the six signalized intersections that have EVP. This cost will be split between the City and the Crystal Lake Rural Fire Protection

District (CLRFPD). The City will be responsible for \$31,661.64, and the CLRFPD will be responsible for \$15,878.36. Four of the intersections are within the corporate boundaries of the City. The other two are just outside of the City limits, but within the limits of the CLRFPD.

A copy of the letter of concurrence is attached. The letter defines the City's responsibilities for the EVP installation. The attached resolution will authorize the City Manager to execute the letter.

Votes Required to Pass:

Simple majority of City Council present.



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 countersign a letter of concurrence with the McHenry County Division of Transportation regarding certain improvements to James R. Rakow Road.

DATED this seventeenth day of August, 2010.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: August 17, 2010

APPROVED: August 17, 2010



Agenda Item No: 21

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	August 17, 2010
<u>Item:</u>	Three Oaks Recreation Area Contract Amendment Number Ten
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute Contract Amendment Number ten (10) in the amount of \$598,703 as presented.
<u>Staff Contact:</u>	Gary J. Mayerhofer, City Manager Eric T. Helm, Deputy City Manager

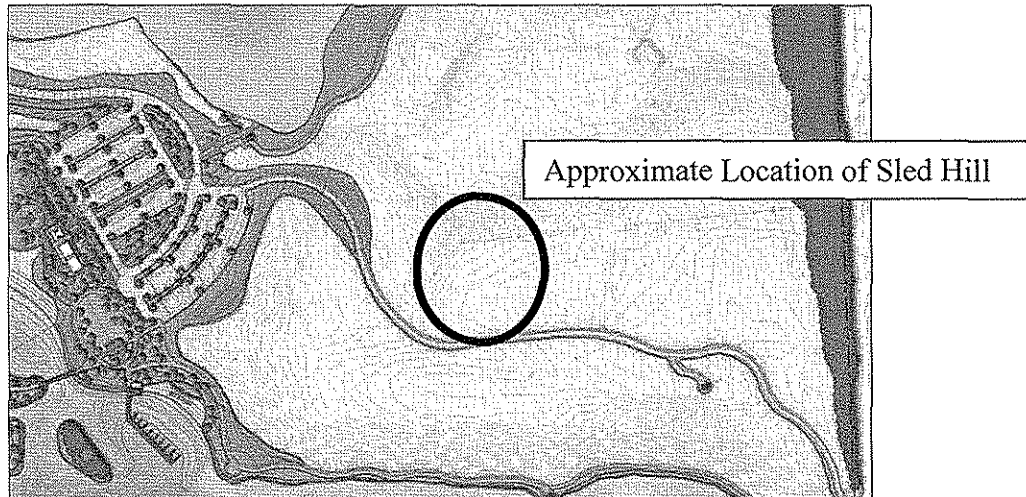
Background:

The Council previously approved contract amendments one through nine for the construction of the Three Oaks Recreation Area. Recent circumstances necessitate contract amendment number ten. Contract Amendment number ten is in the total amount of \$598,703.

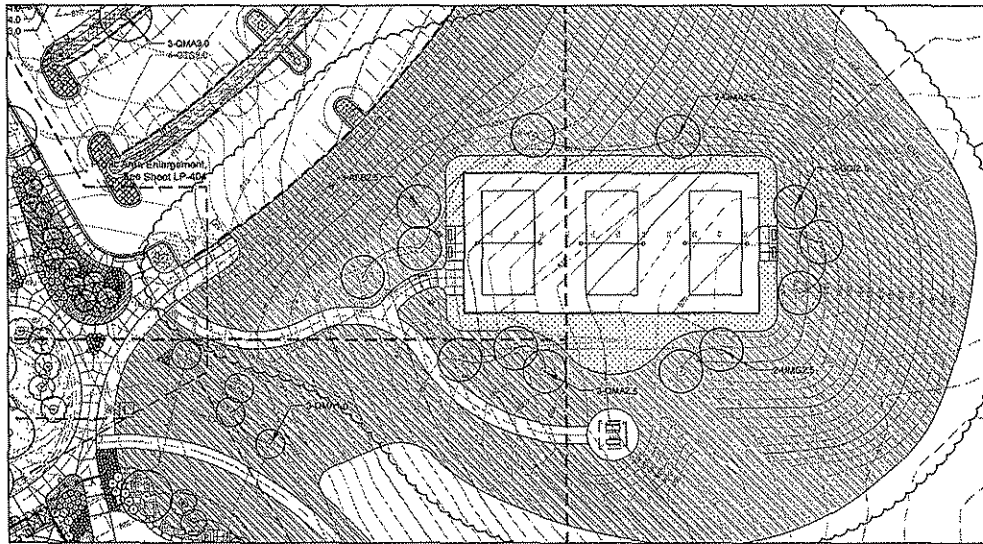
Site Enhancements

At the June 22nd City Council Workshop, City Staff presented potential site enhancements. Following the City Council's direction, the design team assembled pricing for the following:

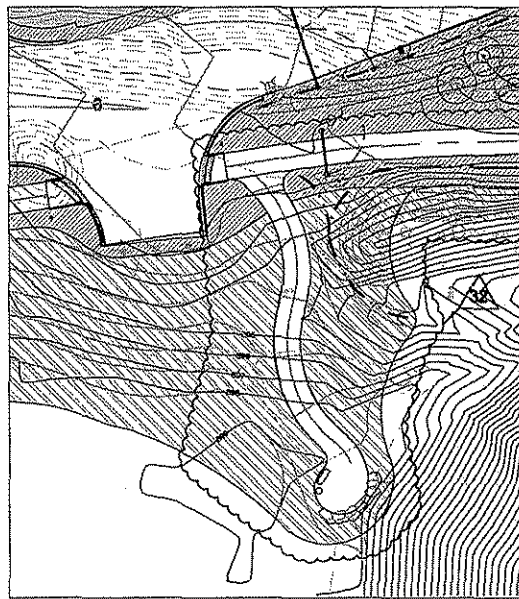
- **Grading, Landscaping and Additional Top Soil for a Sled Hill:** The construction activities have created a large mound of excess dirt in the eastern portion of the site. It was recommended that the City utilize this material to form a sled hill. The map below shows the approximate location of the sled hill, which has a total cost of \$156,823. A large portion of this cost is for the acquisition of imported top soil and additional landscaping.



- Sand Volleyball Courts: During the excavation of the site, the earthwork contractor created a large depression, from which gravel and stone was produced. Due to its shape and proximity to the parking lot, this excavated area is a good location for the construction of three sand volleyball courts. The cost to construct the three courts is \$186,638. The completed final design fees are \$6,340. The construction costs were more than estimated since two water fountains were added at either end of the courts. In addition, sod and irrigation were added to improve the patron's enjoyment of the court area. The final volleyball court design is shown below:



- Trail Overlook: Near Main Street there is a section of the property that would provide pedestrians and bicyclist a good view of the facility. The cost to develop this overlook is \$21,657, which includes the final design costs. The overlook's design is shown below:



Miscellaneous Project Credits: The design team identified the following items that resulted in a credit to the project contingency.

- Credit for the Reduction of Fencing: Twenty-four feet of fence could not be installed on the island adjacent to the beach due to high water levels. If water levels drop in the future, the City could install these fence sections utilizing City Staff. The credit for the labor to not install the fence sections is (\$96).
- Credit for the Elimination of the Foot Wash Drywells: City Staff reviewed the drywells for the foot wash stations near the beach and determined that they can be eliminated. Per the original plan, after each season, City staff would drain the foot wash stations into the drywell. However, it was discovered that the amount of water drained would be so minimal that the water could drain onto the surrounding landscape area. This results in a credit of (\$1,438).
- Credit from the Installation of Five Light Poles in the Picnic Grove: In contract amendment number nine, the Council approved the use of caissons to install light poles near the shoreline. Caissons were needed to keep water from the light pole foundations, and enable the contractor to pour the concrete in a dry area. The cost to utilize caissons was less than initially anticipated, resulting in a credit of (\$1,287) to the project contingency.
- Credit for Native Plantings and Bicycle Racks: In contract amendment number nine, the Council approved the addition of several bicycle racks and native plantings for the revised shore areas. The cost to add the planting and bicycle racks were less than initially anticipated, resulting in a credit of (\$608) to the project contingency.
- Credit for the Elimination of Outlet and Water Piping: In the early stages of the design process, the design team contemplated a “mister” system under the building deck. After a review of the building design, this element was determined to be impractical at this time. The cost to eliminate piping and an outlet resulted in a credit of (\$258).
- Credit for Modification of Boat Dock and Deep Water Swim Platform: On April 6, 2010, the City Council approved the bid for the boat dock and swim platform. Since that time, the design team has reviewed the plans and identified two elements that are not necessary to the project. In order to mirror similar facilities, the swim platform was reduced in size from 20’ x 20’ to 16’ x 16’. The reduction in platform size will make the swim area easier to monitor. In addition, the design team eliminated the “knee braces” for the boat dock, which is an unnecessary element that lies between the boat dock slips and the main boardwalk. The credit to modify these two items is (\$12,785).
- Credit for the Elimination of Landscape Material on Island: In the fall of 2009, the design team modified one of the islands near the beach area and eliminated patron access to this island due to poor soils. The Council approved this in a previous contract amendment. As a result of this modification to the island, the design team eliminated some bushes and mulch on one of the islands. This will not detract from the patrons’ use of the facility, since these items are being eliminated from an island that is inaccessible to patrons. The credit to eliminate these items is (\$3,584).

- Net Credit for Painting Modifications: The design team recommended several changes to the scope of the building painting. Modifications were made to the interior painting in the boat house and locker room. In addition, due to aesthetics, the design team recommended that the steel timber building supports on the exterior of the building not be painted. These changes resulted in a net credit of (\$5,602).

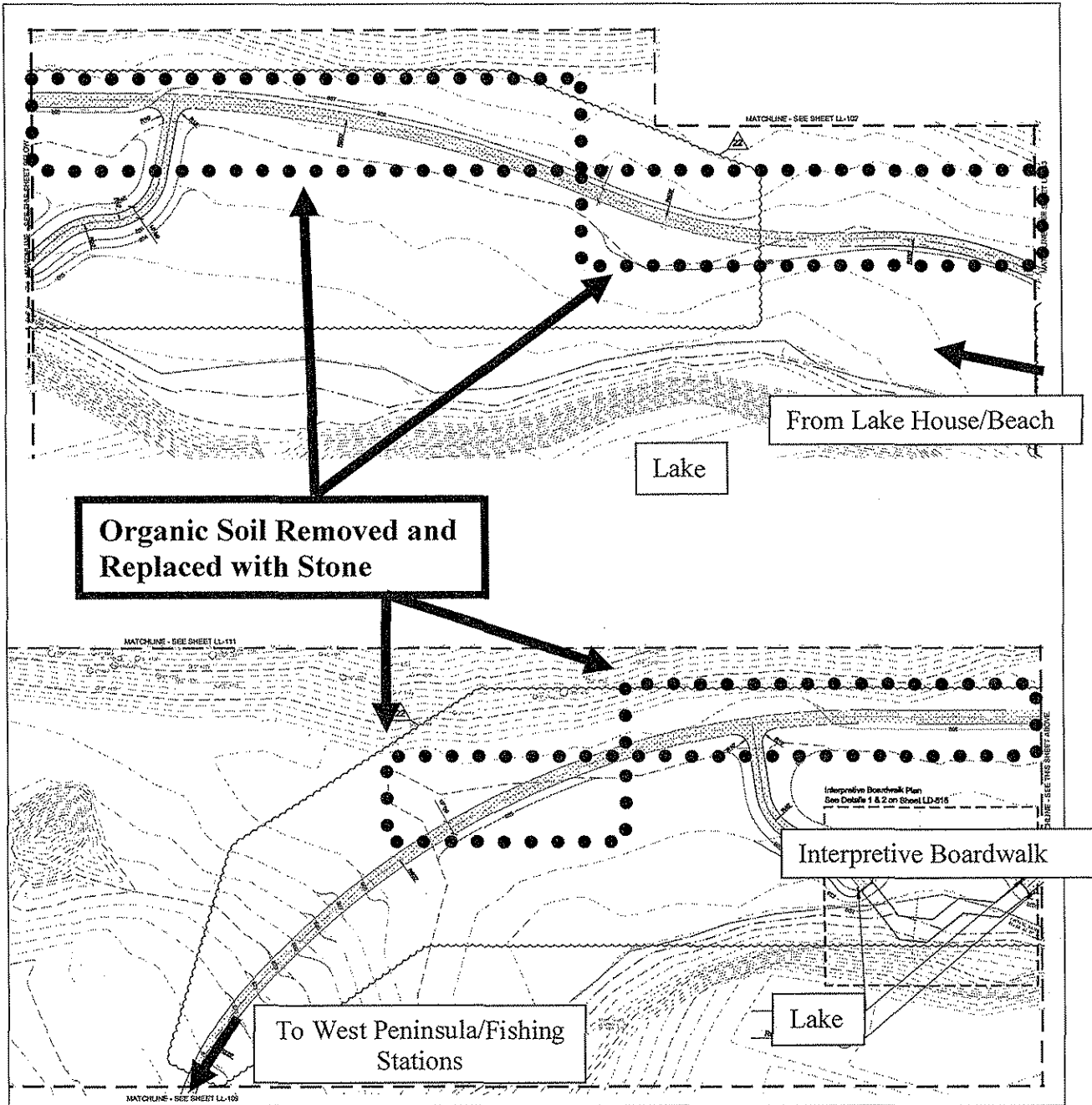
Erosion Control Measures: Due to heavy rainfall earlier this summer, erosion occurred at several areas within the project scope. The following actions were implemented to limit the possibility of future erosion.

- Erosion Prevention Measures: The design team recommended the addition of sod along the Main Street entrance roadway and the installation of silt fence at various locations along the roadway. This was performed in place of grass seed to provide immediate soil stabilization. The cost to add these items was \$8,923.
- Add French Drain under West Peninsula Trail: Due to high water levels, a pocket of water to the north of the west trail was not draining properly. If this area was not drained, it could have undermined the trail system. The design team decided that stone, wrapped in fabric (French drain) should be installed under the trail system. This will ensure the future structural integrity of the trail. The cost to add the drain was \$4,091.

Unknown Site Conditions and Undercuts: During the construction of several amenities, the contractors uncovered existing site conditions that were unanticipated.

- Undercuts and Unknown Conditions near the Route 14 Entrance and Main Street Entrance: At the Route 14 entrance road, the contractor discovered an asphalt driveway that was buried by Vulcan Materials. This driveway was located over a planned detention basin and needed to be removed. In addition, several buried concrete piers needed to be removed near the Main Street entrance roadway. The cost to remove these items and add structural fill was \$8,870.
- Undercuts For West Peninsula Trail: During the construction of the west trail, the contractor located large sections of black, organic material. The gravel trail could not be constructed on this material and the materials needed to be removed. Due to the size of the area, a large amount of existing soil needed to be removed and replaced with stone fill to form the base of the trail. The cost to remove organic material and replace with structural fill was \$49,153. The undercut areas are shown on the next page.

Undercuts for West Peninsula Trail



Amenity Enhancements: The design team recommends several changes to the project specifications. These changes will assist in the future operation of the facility.

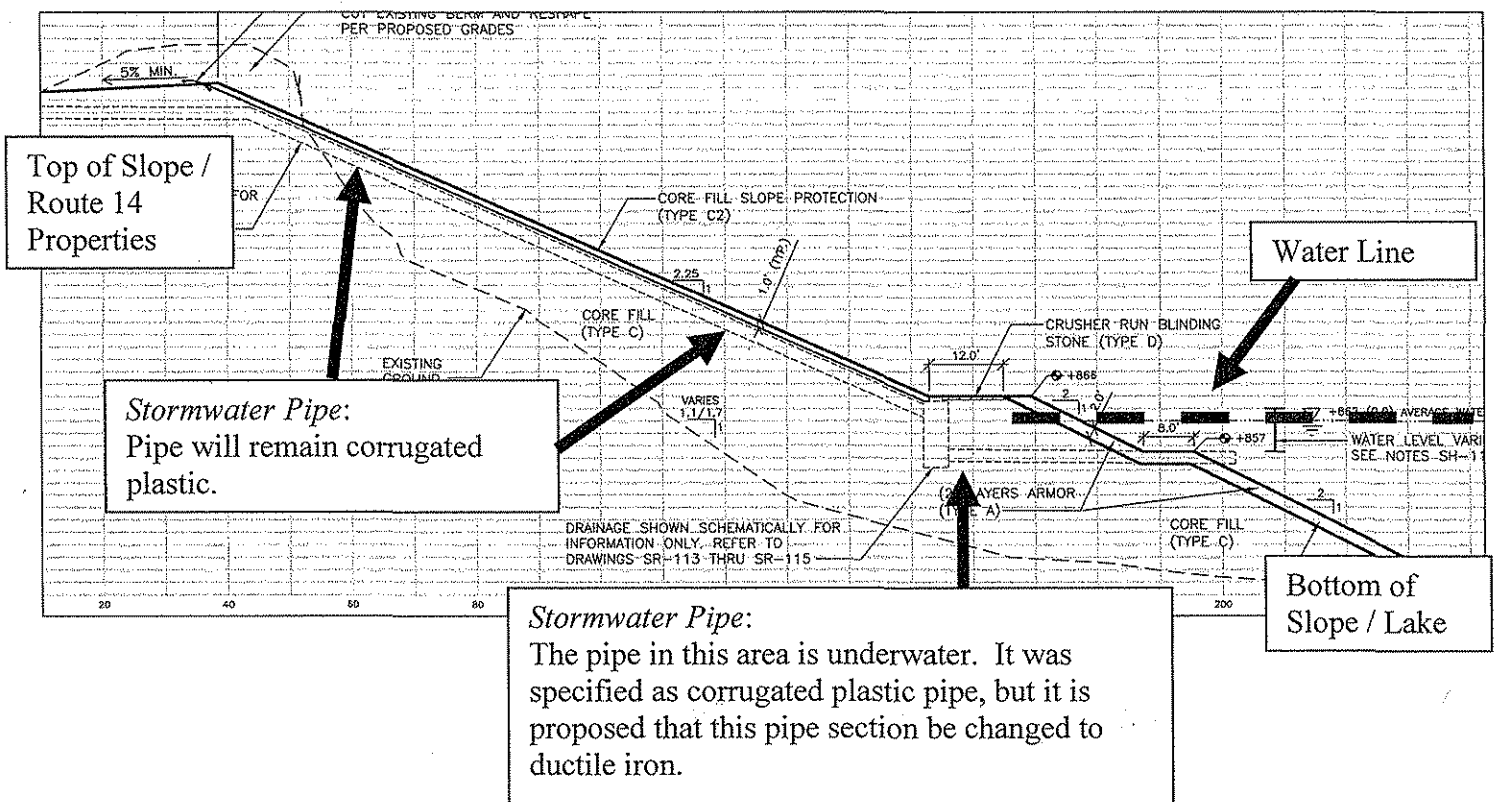
- Upgrade Patio Umbrellas: The lake house patio is exposed to very high wind conditions, including wind gusts. Due to these conditions, it is recommended that the City purchase a more durable type of umbrella, and anchor the patio tables to the patio concrete. The originally specified umbrellas had a wooden frame. The upgraded umbrellas will have a more durable steel frame. The cost for these upgrades, including the labor to anchor the tables to the patio is \$6,732.
- Add Facility Public Address System: The design team recommends adding speakers and wiring to create a public address system for the beach, lake house, north lake marina and south lake marina. This will allow staff members to communicate important safety and facility information to patrons. Based on the City's research, utilizing the on-site contractor for wiring and speaker installation is the most cost-effective approach. The cost to add this system is \$16,975.
- Add Native Planting Areas and Management on Island: In the fall of 2009, the design team modified one of the islands near the beach area and eliminated patron access to this island due to poor soils. The Council approved this in a previous contract amendment. Even though patrons will not access this island, it still sits close to the beach area and is very visible. It is recommended that the scope of the native planting restoration be expanded and that the new planting area receive three years of maintenance, similar to the other native planting areas. The cost to add native seeding, erosion control blanket and maintenance for three years is \$10,418.
- Add Stormwater Pipe and Swale Near Main Street Entrance Roadway, adjacent to Mayfair Carpet Property: The design team initially designed the grading near the Mayfair Carpet property, with the intention that Mayfair Carpet would improve its property. However, in the last several months, the property owner has decided not to expand his operation at this time. Due to this fact, drainage issues have occurred on the property line between the Three Oaks Recreation Area property and Mayfair Carpet. In order to address these concerns, a pipe and swale were constructed to drain the water more efficiently. The cost to perform this work was \$5,088.
- Add Sod and Irrigation to Beach Area: Due to poor soil conditions, the beach sand area was previously modified and reduced. Since this time, the design team has attempted to identify a cost-effective and aesthetically pleasing alternative to the sand beach area that was eliminated. Of all the alternatives, adding sod and irrigation in this area is the most cost-efficient option and will provide patrons an opportunity to picnic in this area. The cost to perform this work was \$3,358.

Changes Due to Field Design Alterations: During the construction of the facility, the design team identified various modifications to the original design that were needed.

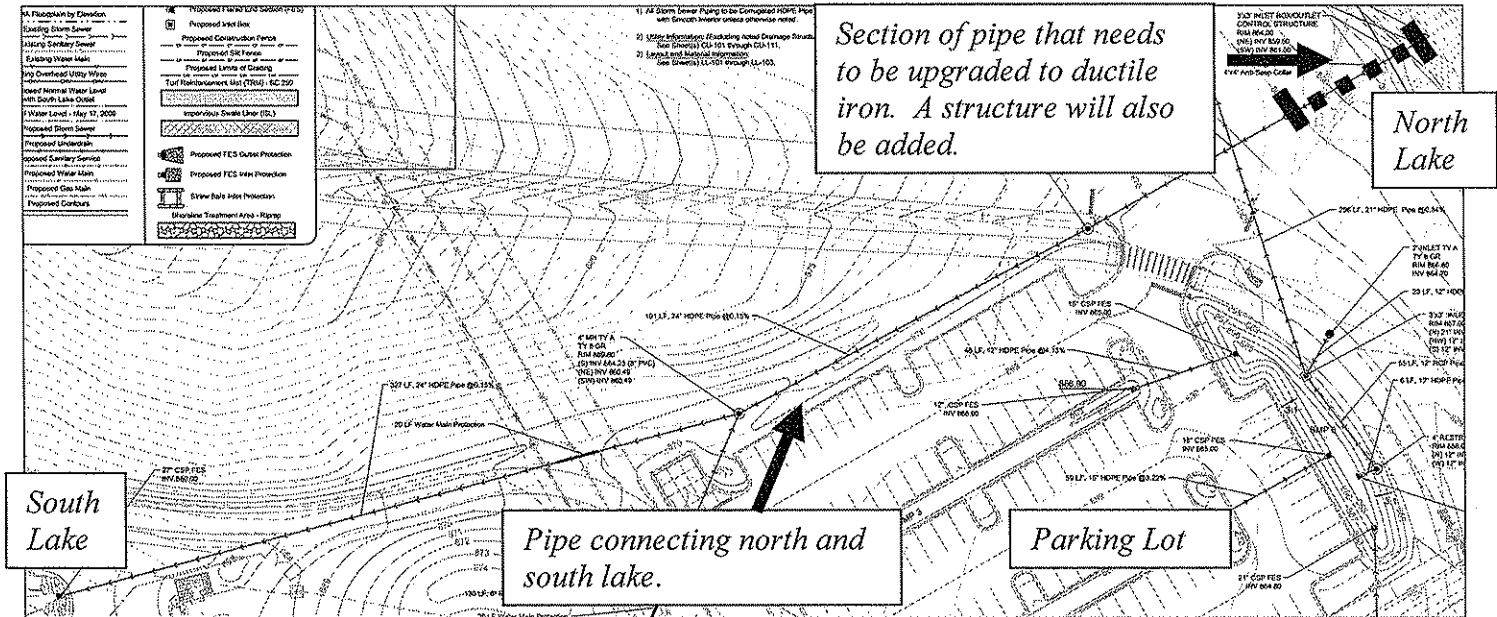
- North Marina Modifications: Due to high north lake water levels, the north marina kayak/canoe beach needed to be raised. In addition, the boat ramp needed to be altered, including the addition of rock shoreline protection. The cost for additional structural fill and shoreline protection stone was \$14,032.
- Modifications to Roof Insulation Panels Due to Conduit: The interior of the lake house contains exposed interior wood timbers. In order to maintain the aesthetics of the wood timbers, the electrical conduit was placed on the roof, under the roof insulation panels. This required the roofer to make additional cuts in the insulation panels. The cost for this additional work was \$2,025.
- Caissons for Gate Posts Near South and North Lake Marinas: Due to elevated lake water levels, the fence installation contractor was not able to pour the concrete for the marina fence posts in dry conditions. The cost to add caissons to facilitate the installation of the fence posts was \$3,810.
- Add Stone to Island Boardwalk Bridge Abutments: Shoreline erosion occurred last winter near the island abutments. In order to eliminate further erosion damage and maintain the integrity of the boardwalk bridge abutments, additional stone was added to these shoreline areas. The cost to add the stone was \$25,310.
- Widen Curb On East Side of Main Street: The facility has a bicycle trail that is adjacent to the Main Street entrance roadway which connects to the McHenry County Conservation District (MCCD) trail. The original plans did not have a depressed pedestrian curb on this side of Main Street. The cost to pour the curb and modify the existing sections was \$2,650.
- Widen Curb on West Side of Main Street: During a review of the plans, it was discovered that the original plans did not include a depressed curb and gutter on this side of Main Street. At this point of the trail, the City's bicycle trail will intersect with the MCCD trail. The cost to remove the existing curb and replace with a depressed curb is \$3,830.

- Upgrade Section of North Slope Pipe Material from Corrugated Plastic to Ductile Iron:** There are several stormwater pipes that extend from the swale on the top of the North Lake slope into the North Lake. The entire pipe was originally designed to be constructed from corrugated HDPE (plastic) pipe. Per the below graph, the base of the pipe extends into the water, underneath the slope's base (or revetment). The revetment was constructed to stabilize the "toe" of the slope.

The contractor could not install the plastic corrugated pipe at the base of the slope, since the pipe could not be secured under water. After each attempt to secure the pipe, the pipe floated to the surface and was unstable. Several design ideas were contemplated to resolve this problem. The most cost-efficient and effective method was to change a portion of the pipe material from plastic to ductile iron. The ductile iron is a heavier material and will allow the pipe to anchor more effectively. Another benefit of the material change is that it will provide a more stable base for the entire pipe. The cost to change the material is \$38,384.



- Upgrade Material for Pipe that Connects North Lake to South Lake: A section of the pipe that connects the north and south lake needed to be upgraded to ductile iron. This section is shown below. The pipe was originally specified as HDPE (plastic) pipe. The elevation for the pipe in the area near the North Lake is underwater, and the originally specified plastic pipe could not be secured under water. A heavier pipe material, ductile iron, was proposed for this area. In addition, a new structure was needed to connect the existing HDPE to the ductile iron. Dewatering expenses are also included in this price. The cost to upgrade the price and perform the installation was \$24,206.



- Expand Beach Sand Area: A section of the beach, near the beach patio, was originally designed to have plantings and bushes. In order to expand the beach area, it is proposed that this area be changed from plantings to sand. The cost to remove the topsoil and replace with sand is \$13,325.
- Provide a 20 AMP GFI Circuit Breaker: An original circuit breaker near the boat house was not GFI. Due to the possible exposure of wet conditions, the electrical engineer recommended that this circuit breaker be upgraded to GFI. The cost to add the GFI circuit was \$360.
- Revision to Kitchen Hood: The original hood was located at 8' 6" from finished floor. After consultation with the City's future concession provider, it was recommended that the hood be lowered to 7' 6" from finished floor. The cost to relocate the hood was \$551.
- Relocate One Unit Heater in Boat House: The contractor installed a unit heater in an area of future marina storage shelving. In order to make more room for the marina equipment, the heater was moved to another wall. The cost to move the heater was \$642.

- Adjust Trim Near Windows: The design team recommends that trim be added to the bottom of the window sills. This will match the rest of the building and improve the building aesthetics. In addition, the trim will help protect the windows from the elements. The cost for this change is \$3,750.
- Add Under Drain for Boat House Downspout: During a review of the plans, it was discovered that the boat house downspout drained onto a concrete walkway. If the water drained over the concrete walkway, the area could become slick and be a slip hazard for patrons. The design team recommended that a pipe be installed under the sidewalk, which would allow the downspout to drain into a landscaped area. The cost to add the under drain was \$1,643.
- Relocate Emergency Call Box Near North Lake Marina: The north lake marina has an emergency call box to allow patrons to contact 911 in case of an emergency. Due to design considerations, the light pole that contained the emergency call box was moved further from the north lake marina area. If the call box was kept on the light pole, it would be too far away from the marina. This change allows the call box to be located in the north marina shelter pavilion. This will allow patrons to easily access the call box and call 911, if necessary. The cost for this change is \$4,777.

Miscellaneous Items

Credit for island fence	-\$96
Credit for elimination of foot wash drywells	-\$1,438
Credit for Picnic Grove Light Poles (Credit from Estimate)	-\$1,287
Credit for Native Planting and Bicycle Rack	-\$608
Credit for elimination of outlet and piping for mister	-\$258
Credit for Modification of Boat Dock and Swim Platform	-\$12,785
Credit for Island Landscape Material	-\$3,584
Net Credit for Painting Modifications	-\$5,602
<i>Erosion Control Measures</i>	
Add Sod and Silt Fence along Main Street Entrance Roadway	\$8,923
Add French Drain under West Trail	\$4,091
<i>Unknown Site Conditions and Undercuts</i>	
Interpretive Boardwalk and Trail Undercuts - Addition of Stone Fill	\$49,153
Route 14 Entrance Undercuts and Main Street Entrance Conditions	\$8,870
<i>Amenity Enhancements</i>	
Upgrade Umbrellas	\$6,732
Add Public Address System for the Facility	\$16,975
Add Native Planting and Management on Island	\$10,418
Add Stormwater Pipe and Swale Near Main Street Entrance	\$5,088
Add Sod and Irrigation Near Beach	\$3,358
<i>Changes Due to Field Design Alterations</i>	
Marina Boat Ramp Modifications	\$14,032
Roofer provide cuts in panels due to conduit	\$2,025
Pour foundations for marina fence gates	\$3,810
Island Boardwalk Abutment Stone	\$25,310
Widen Curb on East Side of Main Street	\$2,650
Widen Curb on West Side of Main Street	\$3,830
Upgrade Section of North Slope Pipe from HDPE to DIP	\$38,384
Upgrade Section of North / South Lake Pipe from HDPE to DIP	\$24,206
Expand Sand Beach Area	\$13,325
Add 20 AMP GFI Circuit Breaker	\$360
Revision to kitchen hood	\$551
Unit Heater Relocation	\$642
Window Sill Adjustment	\$3,750
Add Under Drain for Boat House Downspout	\$1,643
Relocate Emergency Call Box at North Lake Marina	\$4,777
<i>Subtotal:</i>	\$227,245

Additional Amenities

Sled Hill Construction	\$156,823
Sand Volleyball Court Construction	\$186,638
Sand Volleyball Court Final Design	\$6,340
Trail Overlook Construction and Final Design	\$21,657
<i>Subtotal:</i>	\$371,458

Total of Above Miscellaneous Items and Additional Amenities

Total Contract Amendment #10	\$598,703
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Contract Amendment Summary and Contingency Status

The City Council previously established a contingency of 10% of the total project budget. Since the project budget is \$12,497,929, the contingency was established at \$1,249,793. Table 2 shows the contract amendments and contingency allowance to date, including the impact of contract amendment #10.

Table 2

	<u>Summary</u>	<u>Amount</u>
Contract Amendment #1	Design plan changes based on regulatory review	\$257,289
Contract Amendment #2	Alternates from Bid Package One (Amount applied to Budget)	In Budget
Contract Amendment #3	Dewatering and eliminate water pipe loop and Main Street Signal	-\$114,670
Contract Amendment #4	Per IDOT comments, upsize water service line and revise stop signs	\$26,211
Contract Amendment #5	Beach redesign, Undercuts, Shoreline Protection and Plan Modifications	\$322,022
Contract Amendment #6	Final beach redesign fees, undercuts and plan modifications	-\$5,036
Contract Amendment #7	Minor plan modifications, undercuts	\$6,639
Contract Amendment #8	Plan Modifications and Shoreline Stone Protection	\$111,971
Contract Amendment #9	Modification of Amenity Elevations and Miscellaneous Changes	-\$285,255
Contract Amendment #10	Undercuts, Field Changes and Additional Amenities	\$598,703
Total:		\$917,874
Total Contingency:		\$1,249,793
Remaining Contingency:		\$331,919

Recommendation:

Hitchcock Design Group (HDG), Featherstone Incorporated and City Staff recommend that contract amendment number ten be approved by the City Council.

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 contract amendment number ten related to the Three Oaks Recreation Area in the amount of \$598,703 as presented at the August 17, 2010 City Council meeting.

DATED this 17th day of August, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

August 17, 2010

Item:

Update on Crystal Lake Watershed Stormwater Management Program Implementation Plan

Staff Recommendation:

For Information Only

Staff Contact:

Victor C. Ramirez, Director of Engineering and Building
Erik Morimoto, Assistant City Engineer

Background:

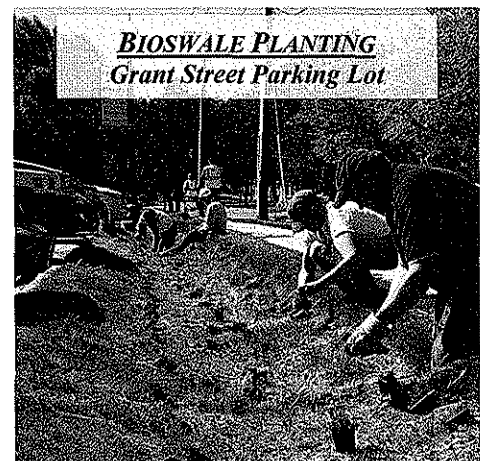
Since the adoption of the Crystal Lake Watershed Stormwater Management Program Implementation Plan in 2009, staff has been diligently pursuing all the necessary follow-up matters. The following summarizes the status of the implementation items.

EDUCATION

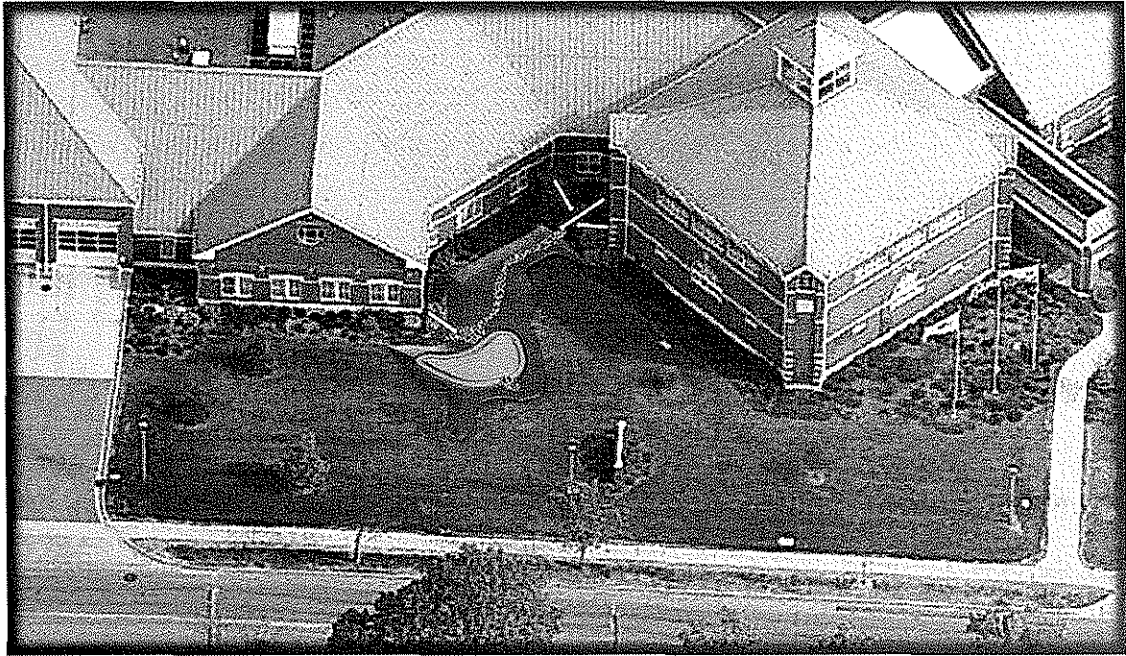
An educational brochure outlining the importance of maintaining the quality of water within the watershed and ways to improve the water quality is available at City Hall as well as on the City's website. Future developers or potential land purchasers will be provided the brochure. The brochure is also available at the Crystal Lake Public Library, Crystal Lake Chamber of Commerce, and McHenry County College. All documents related to the Watershed are posted on the City's website.

It is important, for the City as a whole, to educate everyone about the significance of improving water quality, not just stakeholders within the Watershed. This past year, the Engineering Division began several projects and initiatives intended to promote watershed awareness and water quality interest throughout the City.

- *Brink Street Bioswale.* Staff, with the help of a local wildflower preservation group, installed a bioswale along Brink Street at the new Grant Street Parking Lot.



- *Community Rain Garden.* Staff has also been working to install a rain garden in front of City Hall; construction is anticipated this fall.



- *Rain Barrel Awareness Program.* A rain barrel, complete with decorative artwork, is on display at the front counter of City Hall and has been showcased at the 2010 Chamber of Commerce Expo and the Farmers' Market. Guidance and code enforcement standards are currently under development by the Engineering and Building Department.
- *Other Water Quality Initiatives.* Additional ideas are currently being evaluated, such as a "Rain Barrels on Parade" marketing campaign with the Downtown businesses, brief presentations at City Council meetings from experts in the field, more detailed information on the City's webpage, children's activity pages, and an Engineering and Public Works Open House.

MONITORING

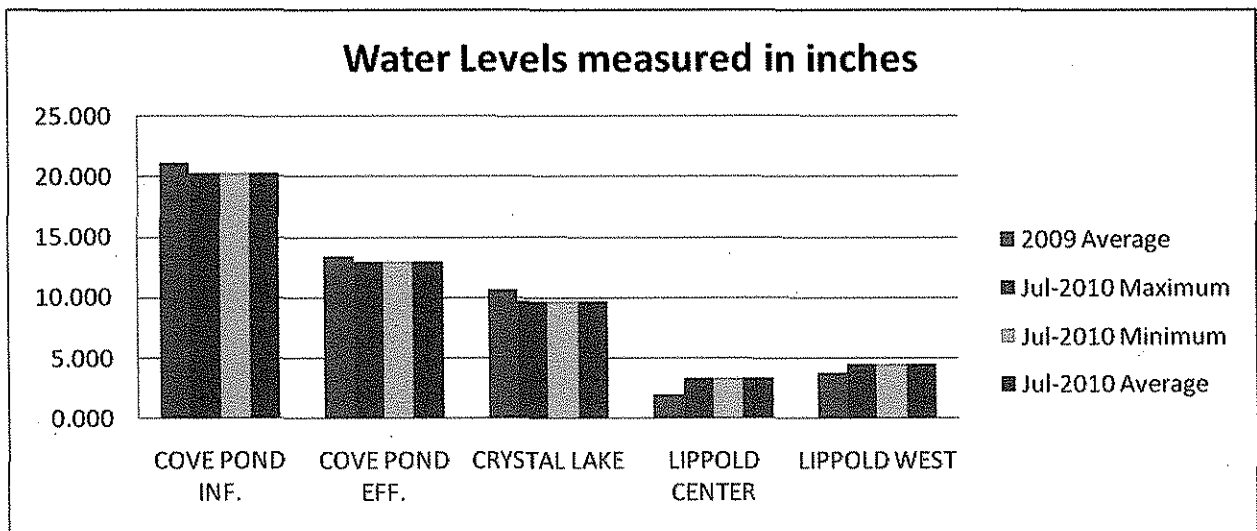
Currently, the Public Works Department completes monitoring of the quality of stormwater runoff within the watershed. Sampling occurs at four locations twice monthly: Honeysuckle, Lippold, Cove Pond, and the Lake outlet. These locations are shown on Exhibit A. The Implementation Plan requires expansion of this monitoring to include additional monitoring locations, tile line monitoring, and expanded sampling.

Additional Monitoring Locations

Six new monitoring wells were installed on August 5, 2010. License agreements with the property owners were required for the new wells and staff worked extensively to educate these owners in order to obtain their cooperation. The locations of the wells were not grouped together, thus providing a good representation of the watershed area. The future widening of US

Route 14 and IL Route 176, as well as possible locations of proposed developments, was taken into consideration when choosing the sites. The locations of the new monitoring wells are outlined on the attached Exhibit A.

Monitoring at these new locations will commence in September of 2010. Monitoring will include quarterly sampling (March, June, September, and December) for groundwater quality as well as routine groundwater levels. Information will be added to the City's existing data, thus establishing a baseline for the entire watershed area. A sample dataset summary is shown below.



Data Tabulation Courtesy of the City of Crystal Lake Wastewater Division

Tile Line Monitoring

Monitoring of the existing tile lines for tile flow and quality is an important component of the implementation plan. Three locations, one for each of the main tile lines, were determined as shown on Exhibit B.

Public Works is currently collecting samples and measuring water depth at two of the locations twice monthly, the western and central tile lines. Flow meters have also been installed at these two locations. Flow meters measure the quantity and velocity of water running along the tile line. A third location, along the eastern tile line, has been determined; however, due to the wet summer season, sampling and the installation of a flow meter will not commence until early fall.

Expanded Sampling

In June of 2009, Public Works expanded the current constituent analytical list to include chloride and zinc. Fecal coliform was already included in the sampling.

In March of each year, a composite sample of tile flow will be collected in Lippold Park. The intent of the composite sample is to test for priority pollutants. Samples are sent to a lab for analysis and all samples met the Environmental Protection Agency requirements in 2009 and 2010.

The City will also consider the future addition of a second weather monitoring station in the northwest part of the City, budget permitting. This would be beneficial in order to gain the most representative rainfall and meteorological data for the actual watershed, given that rainfall and weather conditions can actually vary considerably from the southern part of town (where the current weather station is located) to the area north of the lake.

FUTURE DEVELOPMENT IN THE WATERSHED

City staff will be compiling a manual for developers to help ensure the various components outlined within the Watershed Implementation Plan are followed. The manual will include flow charts outlining the various monitoring, tracking, maintenance and enforcement items. It will also provide draft templates for documents such as a Participation Agreement Outlining Areas of Responsibility, "Covenant Running with the Land", and forms for establishing a Special Service Area (SSA). The manual will provide a precise outline of the developer's responsibilities for construction within the watershed.

City staff will also select a consultant and contractor to perform monitoring, inspections, enforcement, and maintenance items on behalf of the City.

REMAINING TASKS

Staff anticipates completion of all necessary items by the end of this year. Remaining tasks include:

- Sampling and installation of the flow meter for the eastern tile line
- Compile a manual for developers outlining the requirements of the Watershed Implementation Plan
- Select a consultant and contractor to perform various maintenance and monitoring tasks for developed properties on behalf of the City

SUMMARY

The existing baseline for groundwater quality, quantity, and flow has been expanded to encompass a larger area within the watershed. A manual will be developed to ensure developers have a full understanding of the requirements for new construction within the watershed. This will help alleviate confusion and misunderstandings on watershed development requirements. Education of not only stakeholders within the watershed but the entire City will be an ongoing and evolving process.

Votes Required to Pass:

Not Applicable