



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 3, 2013
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Chamber of Commerce Week**
5. **Approval of Minutes – August 20, 2013 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**
9. **Council Reports**
10. **Consent Agenda**
 - a. **Lakeside Legacy Foundation Run and Roll for the Dole.**
 - b. **Crystal Lake Park District Class 16 Temporary Liquor License request.**
11. **Centennial Celebration Sponsorship Acceptance Resolution.**
12. **New Retailer Job Creation and Investment Matching Grant request – Greek's Pizzeria, 6000 Northwest Highway.**
13. **Potential Annexation and Rezoning, northwest corner of Huntley and Ackman Roads – Discussion Only.**
14. **Bid award and resolution authorizing execution of a service agreement for control system integration services.**
15. **Bid award and resolution authorizing execution of an agreement for the application of an epoxy quartz floor coating to the Municipal Complex Fire Rescue Department apparatus floor.**
16. **Proposal award and resolution authorizing execution of an Engineering Services Contract for completion of a water & sewer rate and connection fee study.**
17. **Resolution authorizing execution of a lease termination agreement between the City of Crystal Lake and United States Cellular Operating Company of Chicago, LLC, for the Bard Road Water Tower.**
18. **Resolution authorizing execution of an Intergovernmental Agreement with the Illinois Criminal Justice Information Authority.**

19. **Resolution authorizing acquisition of right-of-way and easements for the South Main Street Improvement.**
20. **Resolution authorizing execution of agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick-Off Festival.**
21. **Council Inquiries and Requests.**
22. **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.**
23. **Reconvene to Regular Session.**
24. **Adjourn**

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



Agenda Item No: 10a

**City Council
Agenda Supplement**

| | |
|-----------------------------------|---|
| <u>Meeting Date:</u> | September 3, 2013 |
| <u>Item:</u> | Run and Roll for the Dole |
| <u>Council Discretion:</u> | Motion authorizing approval of the Run and Roll for the Dole, to be held on Sunday, October 6, 2013, with the conditions contained in this agenda supplement. |
| <u>Staff Contact:</u> | James Black, Chief of Police Brad Mitchell, Assistant to the City Manager |

Background:

The Lakeside Legacy Foundation is requesting approval to conduct the Run and Roll for the Dole to be held on Sunday, October 6, 2013. The race will begin at 8:00 a.m. and finish at approximately 10:30 a.m. The race will consist of a 2-mile run, 20K (12.6 mile) bike course, and another 2-mile run. The 2-mile running course will take place on Crystal Lake roads (Exhibit A). The 20K bike ride will take place throughout the City of Crystal Lake, the Village of Lakewood and the Village of Lake in the Hills (Exhibit B). The City Council approved a similar request in 2012.

In addition, a 5K run/walk will take place following the start of the Run and Roll for the Dole. The 5K run/walk will not be timed and all participants will be given race bids. The course for the 5K run/walk is depicted on the attached map (Exhibit C). There will not be any crossover between the Run and Roll for the Dole running/bicycle participants and the participants of the 5K run/walk.

The Lakeside Legacy Foundation is requesting the following from the City:

1. Assistance from the Crystal Lake Police Department along the race course that is within the City's jurisdiction. The Lakeside Legacy Foundation is requesting that the City of Crystal Lake provide police services at no charge for this event. The recommended number of Police officers and volunteers for the event is detailed in the attached Exhibit D. Volunteers will be stationed along the race course to assist with safety and race direction only.

2. A waiver of the speed limit and traffic laws for bicyclists, per State Law Chapter 625 Illinois Compiled Statutes 5/11-1514.
3. The closure of Country Club Road between Lake Avenue and Golf Road for the duration of the race. This portion of Country Club Road is the beginning and end point of the race.

City staff has reviewed the petitioner's request and offers the following conditions:

- 1) Approval for the Run and Roll for the Dole is contingent upon approval from other participating jurisdictions. The Village of Lakewood and Village of Lake in the Hills shall be responsible for coordinating public safety services within and adjacent to their corporate boundaries. The Lakeside Legacy Foundation shall submit to the City a letter from the Village of Lakewood and Village of Lake in the Hills stating their approval for the event.
- 2) The City will have flexibility in designing the race course based on any concerns from the Police and Fire Rescue Departments.
- 3) The Lakeside Legacy Foundation must provide the City with a site plan for set-up at the Dole Mansion and parking plan for the event for review by City Departments.
- 4) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on the north half of Broadway.
- 5) The volunteers for both races will carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 6) The Lakeside Legacy Foundation Duathlon Committee shall coordinate with the Crystal Lake Police, Fire Rescue and Public Works Departments regarding assistance during the event.
- 7) "Race In Progress" signs must be posted a minimum of three (3) days prior to the event.
- 8) City-owned barricades must be used to block off the street closure sections. The petitioner must complete and submit a Barricade Borrowing Application.
- 9) The petitioner must send a notice to all affected property owners along Country Club Road.
- 10) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 11) Local traffic access to Country Club Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 12) All debris created by the event shall be cleaned up during and after the event.
- 13) 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.
- 14) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.

- 15) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 16) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 17) Compliance with State Law regarding Bicycle Racing;
625 ILCS 5/11-1514 – (a) Bicycle racing on a highway shall not be unlawful when a racing event has been approved by the State or local authorities on any highway under their respective jurisdictions. Approval of bicycle racing events shall be granted only under conditions which assure reasonable safety for all race participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience highway users.
(b) By Agreement with the approving authority, participants in an approved bicycle highway racing event may be exempt from compliance with any traffic laws otherwise applicable thereto, provided that traffic control is adequate to assure the safety of all highway users.
- 18) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10b

**City Council
Agenda Supplement**

Meeting Date: September 3, 2013

Item: Class "16" Temporary Liquor License Request – Crystal Lake Park District

Staff Recommendation: Motion to approve issuance of a Class "16" Temporary Liquor License to the Crystal Lake Park District

Staff Contact: George Koczvara, Deputy City Manager

Background:

The City has received a request from the Crystal Lake Park District for issuance of a Class 16 Temporary Liquor License for an Adult Wood Bat Softball Tournament scheduled for September 27, 2013 through September 29, 2013. The tournament will be held at Lippold Park.

Section 329-5-P of the City Code - Class "16" Temporary Liquor License - authorizes the retail sale of beer and wine for consumption upon the premises specified in the license where sold for a period not to exceed three (3) days for special events sponsored by a not-for-profit organization.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

September 3, 2013

Item:

Centennial Celebration Sponsorship Acceptance

Staff Recommendation:

Motion to adopt a Resolution accepting donations from Express Employment Professionals, Crystal Pines Rehabilitation & Health Care Center, and Miller Verchota, Inc., Certified Public Accountants, and designating each as Bronze Sponsors for the Centennial Celebration year.

Staff Contact:

George J. Koczvara, Deputy City Manager
Elizabeth Maxwell, Planner

The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial.

At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report. The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial. The final report included a fundraising plan that includes various sponsorship levels.

As part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration. An invitation was sent to all Crystal Lake Chamber of Commerce members. The following have accepted this invitation and have agreed to be Bronze Sponsors with a donation of \$1,000 each.

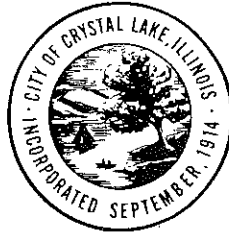
- Express Employment Professionals
- Crystal Pines Rehabilitation & Health Care Center
- Miller Verchota, Inc., Certified Public Accountants

Representatives from each of these companies will be in attendance to formally present their donation.

More information regarding levels of sponsorship can be found at the Centennial website: www.crystallake100.com.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014); and

WHEREAS, a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial; and

WHEREAS, as part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration; and

WHEREAS, Express Employment Professionals has accepted this invitation and has agreed to be a Bronze Sponsor of the Crystal Lake Centennial with a generous donation of \$1,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Council hereby graciously accepts the support of Express Employment Professionals and designates Express Employment Professionals as a Bronze Sponsor of the Crystal Lake Centennial celebrations.

DATED this third day of September, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: September 3, 2013

APPROVED: September 3, 2013



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014); and

WHEREAS, a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial; and

WHEREAS, as part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration; and

WHEREAS, Crystal Pines Rehabilitation & Health Care Center has accepted this invitation and has agreed to be a Bronze Sponsor of the Crystal Lake Centennial with a generous donation of \$1,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Council hereby graciously accepts the support of Crystal Pines Rehabilitation & Health Care Center and designates Crystal Pines Rehabilitation & Health Care Center as a Bronze Sponsor of the Crystal Lake Centennial celebrations.

DATED this third day of September, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: September 3, 2013

APPROVED: September 3, 2013



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014); and

WHEREAS, a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial; and

WHEREAS, as part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration; and

WHEREAS, Miller Verchota, Inc., Certified Public Accountants, has accepted this invitation and has agreed to be a Bronze Sponsor of the Crystal Lake Centennial with a generous donation of \$1,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Council hereby graciously accepts the support of Miller Verchota, Inc., Certified Public Accountants, and designates Miller Verchota, Inc., Certified Public Accountants, as a Bronze Sponsor of the Crystal Lake Centennial celebrations.

DATED this third day of September, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: September 3, 2013

APPROVED: September 3, 2013



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: September 3, 2013

Item: New Retailer Job Creation and Investment Matching Grant application request #2013-17-04 for Greek's Pizzeria, at 6000 Northwest Highway, #2, to request \$10,000.00 in matching grant funds.

Archie Soulidis, Greek's Pizzeria

Recommendations: City Council's discretion:

1. Motion to approve the Grant Agreement with Archie Soulidis, and to award \$10,000 in grant funding for furniture, fixtures and equipment and new-hire employees at 6000 Northwest Highway, #2, Greek's Pizzeria;
2. Motion to deny the grant application request.

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

Background:

- On November 1, 2011, the City Council approved the Retailer and Manufacturer Job Creation and Investment Programs, which provide grant funding to new and existing retailers who occupy vacant space and hire new full-time or part-time employees and/or install eligible furniture, fixtures, and equipment.
- In March of 2013, several changes were made to the grant program. The Existing Retailer Job Creation and Investment program allows for grant funds to be disbursed to new businesses that purchase furniture, fixtures and equipment and hire new full-time and part-time employees.

Key Factors:

GREEK'S PIZZERIA (6000 Northwest Highway #2)

Archie Soulidis is preparing to open Greek's Pizzeria in the Crystal Point Shopping Center, in the space formerly occupied by Wild Orchid Thai Bistro, near the Best Buy store. Greek's Pizzeria will offer an old fashioned pizzeria; offering a menu that consists of gourmet pizzas, garlic butter breadsticks, pizza shells (calzones), gyro sandwiches, salads, beer & wine. **As a new business to Crystal Lake, Greek's Pizzeria is eligible for up to a \$10,000 matching grant.** Greek's Pizzeria will improve a 2,432 square-foot space and will be hiring 4 full-time and 7 part-time employees for the new restaurant.

Greek's Pizzeria will spend approximately \$31,280 on eligible furniture, fixtures, and equipment, including refrigerators, kitchen equipment and food making equipment. They also qualify for \$17,000 for employee hiring. This allows them to be eligible for a \$10,000 grant reimbursement per the 50/50 match and employees.

In order to objectively analyze the applications for funding, review criteria have been established in the Ordinance approving this program. The chart below outlines the evaluation of the applicant's request in relation to our review criteria:

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
 Meets *Does not meet*
2. Applicant must meet a minimum annual taxable sales threshold of at least \$100,000.
 Meets *Does not meet*
3. Applicant's business must provide a stocked retail showroom for retail products.
 Meets *Does not meet*
4. Applicant must provide written proof of employment recruitment and of FFE costs.
 Meets *Does not meet*
5. Applicant must file an application for grant funding prior to commencing improvements.
 Meets *Does not meet*
6. Grant recipient may re-apply after 5 years from the date of recipient's previous award.
 Meets *Does not meet*
7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
 Meets *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet all of the eligibility criteria.

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the grant funding requests. The City has budgeted \$80,000 for reimbursements to awarded recipients. The job creation and investment programs share the same funding source (\$80,000).

| File # | Applicant Name / Business name | Address | New Retailer Programs | Existing Retailer Programs | Manufacturer Programs | Total Requested | Amount Approved |
|------------|--------------------------------|--------------------------|-----------------------|----------------------------|-----------------------|--------------------|--------------------|
| 2013-17-01 | Dream Gowns Bridal | 16 W. Crystal Lake Plaza | \$10,000.00 | | | \$10,000.00 | \$10,000.00 |
| 2013-17-02 | ABC Supply Company | 171 Erick St | | | \$20,000.00 | \$20,000.00 | \$20,000.00 |
| 2013-17-03 | Kitchen Outfitters | 64 N. Williams | \$10,000.00 | | | \$10,000.00 | \$10,000.00 |
| 2013-17-04 | Greek's Pizzeria | 6000 NW Hwy | \$10,000.00 | | | \$10,000.00 | |
| | | | | | | | |
| | | | | | | | |
| | Totals | | \$30,000.00 | \$0.00 | \$20,000.00 | \$50,000.00 | \$40,000.00 |

Votes Required to Pass: A simple majority vote.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Archie Soulidis of Greek's Pizzeria, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$10,000.

DATED this ____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 13

**City Council
Agenda Supplement**

| | |
|-------------------------------|---|
| <u>Meeting Date:</u> | September 3, 2013 |
| <u>Item:</u> | Potential Annexation and Rezoning NWC Huntley and Ackman Roads (unincorporated) Discussion only |
| <u>Recommendation:</u> | City Council's discretion. |
| <u>Staff Contact:</u> | Michelle Rentzsch, Director of Planning & Economic Development |

Background: The property owner, Joseph Lapetina, of the 4.16-acre parcel at the northwest corner of Huntley and Ackman Roads is contemplating annexation into the City of Crystal Lake. The property is currently improved with a residence, an outbuilding for cold storage, an outside storage area for campers, boats and trailers and two cellular towers. The property is zoned "A1" Agriculture in the County. Per the County's Zoning Ordinance, several different uses such as single family dwellings, kennels, stables, grain elevators and asphalt/concrete facilities are permitted by right and as conditional uses within the A-1 district. The County's 2030 Comprehensive Plan delineates this property as Residential. Per the Boundary Line Agreement between the Village of Lakewood and the City of Crystal Lake, this property would have to annex into Crystal Lake.

The petitioner had previously sought annexation into the City in 2005. At that time, the request was denied by the City Council. Some of the key concerns identified during the public hearing were:

- The requested "B-2 Highway Service" zone without a specific plan for the property;
- The petitioner's concern with the requirement to dedicate right-of-way along Huntley Road;
- Concerns expressed by the Council regarding waiver of the annexation fees (as the property was not then commercial) and term of the annexation agreement;
- Concerns expressed by the PZC and Council about the storage (indoor and outdoor) on the property;
- Concerns by the petitioner with the requirement to pave the property within 5 years.

The property owner has indicated that they are willing to dedicate right-of-way along Huntley Road at this time and would like to seek annexation along with an initial zoning classification of "B-2" General Commercial. The property owner would also request a Special Use Permit to allow continued use of the residence, cold storage and outside storage along with a landscape products facility. The property owner is contemplating excepting out the portion of the property where the cellular towers are located. The Crystal Lake 2030 Comprehensive Plan designates

this property as Estate Residential and the request would require a Comprehensive Plan Amendment.

Since 2005, there has been a change in the use landscape along Ackman Road. The commercial development (Lou Malnati's Pizzeria, strip retail and Chesterbrook Academy) at Redtail Drive and Ackman Road has since been built and the Village of Lakewood is actively marketing the property at the northwest corner of Redtail Drive and Ackman Road for a gasoline service station. The future land use plan for the Village of Lake in the Hills also designates the properties on the south side of Ackman Road across from this property and west to Lakewood Road as Commercial.

Upon annexation, the property will be subject to the property maintenance regulations of the City. Furthermore, any future commercial development will be consistent with the City's vision for this corner and annexing the property into the City will ensure that property is developed to City standards.

Over the past several years the city has received complaints regarding grass, weeds, and the overall condition of the property. Since it was outside of our jurisdiction, all complaints were forwarded to the McHenry County Community Development Department. The County had, in 2005, issued a citation to the property owner because several different businesses were operating out of the location and for building code violations as agricultural buildings were used for other uses. The County did not pursue further action as per the property owner; they believed the property to be annexed into the City. Following some complaints they received recently, they are now pursuing the matter with the property owner.

Before starting the annexation process, the attorney for the property owner is seeking some input from the City as to whether the Council would be receptive to this request.

Votes Required to Pass: For discussion only.



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: September 3, 2013

Item: Control Systems Integrator

Staff Recommendation: Motion to award the bid for a three-year contract with the option for two additional one-year extensions for control system integration services to the lowest responsive, responsible bidder, Baxter & Woodman Control Systems Integration, for services including maintenance, repair, programming, and other professional services to the City's SCADA systems, and to adopt a resolution authorizing the City Manager to execute a service agreement with BWCSI for up to five years in the proposed unit prices.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

Background:

The City of Crystal Lake has an existing Supervisory Control and Data Acquisition (SCADA) system, which monitors and controls operations at all water treatment plants and wastewater treatment plants, and will be integrating SCADA at lift stations in the coming year. The existing SCADA equipment requires a qualified control system integrator to perform routine maintenance as well as occasional emergency repairs and program changes to be fully effective. In addition, equipment replacement and new installations also require similar professional services.

Programming and configuration of these systems is unique. For consistency of programming and efficient troubleshooting, it is in the best interest of the City to work with one Control Systems Integrator (CSI) for an extended period of time (similar to computer programming). The contract period laid out in the bid document is for a three-year contract with the option for two, one-year contract extensions. The extended timeframe of the contract will give the CSI expert knowledge of Crystal Lake's specific system, and assist in getting a treatment plant or lift station running quickly if an equipment failure were to occur.

Discussion:

On June 24, 2013, the City received bids from four companies for control system integration services. The vendor costs are summarized on the chart below and have been calculated based on the City's projected use.

| Company | Totals Based on Estimated Hours | Regular Rate Totals (300 hrs) | After Hours Rate Totals (40 hrs) | Saturday Rate Totals (10 hrs) | Sunday Rate Totals (10 hrs) | Holiday Rate Totals (5 hrs) |
|--|--|--|---|--|--|--|
| Advanced Automation McHenry, IL | \$25,750.00 | \$20,550.00 | \$3,200.00 | \$ 800.00 | \$ 800.00 | \$ 400.00 |
| Wunderlich Malec Addison, IL | \$40,637.50 | \$30,000.00 | \$6,900.00 | \$1,150.00 | \$1,725.00 | \$ 862.50 |
| BWCSI Crystal Lake, IL | \$42,125.00 | \$34,000.00 | \$5,000.00 | \$1,250.00 | \$1,250.00 | \$ 625.00 |
| Automatic Systems Co Ames, IA | \$45,380.00 | \$31,160.00 | \$9,440.00 | \$1,180.00 | \$2,400.00 | \$1,200.00 |

After the bids were opened and all materials were considered, staff attempted to setup meetings with Advanced Automation. Their president – who is one of their responding technicians – did not show for the meeting and was difficult to reach after the fact. Given that this is largely a response-based, non-scheduled service contract, Advanced Automation was determined to be non-responsive.

Staff had similar difficulties reaching Wunderlich Malec. Wunderlich Malec is a large company; however, their proposal identified only four technicians at their local office. Two of these are programmers experienced with iFix, which is the software package utilized by the City's SCADA system. The other two have considerably less experience, with ten years between the two. Minimum qualifications for this proposal required availability of phone support 24/7/365 and a minimum of three qualified personnel to respond to problems within two hours. The specifications called for three qualified staff members to ensure that accurate, effective service could be provided promptly regardless of the organization's workload or time off schedules. While phone support is acceptable during certain circumstances, a physical response is often the preferred response to ensure proper attention is given to issues that arise with the City's SCADA system. The lack of specialized staff in the area along with the difficulty in making contact with Wunderlich Malec has warranted a serious concern.

After verifying references, these sentiments were echoed. Wunderlich Malec generally uses one programmer for field work. This technician is proficient, but response times have been concerning due to the limited staff resources. This approach will not be adequate to serve the City's needs, as immediate response times are critical to sustaining the proper operation of the water and wastewater treatment plants.

Baxter & Woodman has seven SCADA technicians that are experienced with the City's SCADA system in the area, and are available for immediate response.

After bids were opened, B&W Control Systems Integration also offered the City the engineering services of one of their principles for four hours per month free of charge for the duration of this contract. That translates to a value of \$23,040.00 for the initial three-year base contract (\$160/hr x 48 hrs/year x 3 years). The additional value that these services would add to the contract would more than offset the projected annual difference in pricing between Wunderlich Malec

and BWCSI. Further, because Baxter & Woodman is not solely an integration firm, these engineering services could benefit the City's water and wastewater facilities with troubleshooting, bid preparation, or design work in addition to SCADA design or programming.

Key personnel from the three Public Works Divisions that will utilize these services have reviewed the proposals, with careful consideration of the contractors' qualifications, service response times and overall costs.

Recommendation:

The Public Works Department recommends awarding the contract to Baxter & Woodman Control Systems Integration. BWCSI has submitted the lowest responsive, responsible proposal that represents the best value to the City and its needs. Being located in Ridgefield, they have a number of technicians that can offer prompt response to emergency calls. The City has utilized BWCSI for the last three years and found them to be a very responsive contractor.

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 three-year Service Agreement, with the option for two additional one-year extensions, between the CITY OF CRYSTAL LAKE and B&W Control Systems Integration for the maintenance, repair, programming and other professional services to the City's SCADA system.

DATED this _____ day of _____, 2013.

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: September 3, 2013

Item: Epoxy Quartz Floor

Staff Recommendation: Motion to award the bid for application of an epoxy quartz floor coating to the Fire Rescue Department apparatus floor at the Municipal Complex to the lowest responsive and responsible bidder, Floor Coatings Etc., Inc., and to adopt a resolution authorizing the City Manager to execute an agreement with Floor Coatings Etc., Inc. in the amount of \$51,000.00.

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief

Background:

On Thursday, August 22, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for application of an epoxy quartz floor coating for the Fire Rescue Department apparatus floor at the Municipal Complex. The existing coating on the apparatus floor is an epoxy coating without quartz aggregate. The floor is chipped and stained and in need of a replacement coating that will stand up to the abrasive conditions the floor is exposed to on a daily basis. To provide a coating that will withstand the existing conditions, an epoxy quartz floor coating is needed to protect against future abrasions and staining. The Fire Rescue Department had epoxy quartz floors installed at Fire Stations 3 & 4 in 2006 with positive results. The area of the work involved is approximately 8,000 sq. ft.

Additionally, the installation of floor striping is being included to provide an added measure of safety for personnel backing apparatus into the station. The striping allows the driver and the person functioning as a backer for the driver to align the vehicle as it backs into the station, especially during sunny days when the vehicle is transitioning from outside to inside the station.

Proposal Results:

Each of the bids submitted was based upon the total cost of the project from preparation of the surface to final restoration of the space to its original condition. The floor striping was bid as an optional cost and was priced per lineal foot. A total of 400 lineal feet is needed to stripe the 10 apparatus bays. The bid results for this project are listed below:

| Proposer | Project Cost | Optional Striping Cost (400 l.f.) | Total Project Cost |
|---|---------------------|--|---------------------------|
| Floor Coatings Etc., Inc. New Castle, DE | \$50,300.00 | \$700.00 | \$51,000.00 ✓ |
| CCI Flooring, Inc. Crest Hill, IL | \$52,800.00 | \$1,000.00 | \$53,800.00 |
| Concare, Inc. Melrose Park, IL | \$53,293.20 | \$1,060.00 | \$54,353.20 |
| Artlow Systems, Inc. Carol Stream, IL | \$63,370.00 | \$2,800.00 | \$66,170.00 |

✓ Indicates lowest responsive and responsible bidder.

Recommendation:

The Fire Rescue Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is the recommendation of City staff to award the bid to the lowest responsive and responsible bidder, Floor Coatings Etc., Inc. for the installation of an epoxy quartz floor in the amount of \$51,000.00. References have been checked for Floor Coatings Etc. and they have come back positive. Floor Coatings Etc., Inc. was also awarded the bid by City Council for the recently installed Public Works garage floor coating this year. Funds have been budgeted for this 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 City Manager be and he is hereby authorized and directed to execute
an agreement with Floor Coatings Etc., Inc. for application of an epoxy quartz floor coating to
the Fire Rescue Department apparatus floor at the Municipal Complex in the submitted bid
amount of \$51,000.00

DATED this 3rd day of September, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: September 3, 2013
APPROVED: September 3, 2013



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

September 3, 2013

Item:

Engineering Services Contract to complete a Water & Sewer Rate and Connection Fee Study

Staff Recommendation:

Motion to award the proposal for completion of a Water & Sewer Rate and Connection Fee Study to Baxter & Woodman and approve a Resolution authorizing the City Manager to execute an Engineering Services Contract with Baxter & Woodman in the amount of \$24,510.00.

Staff Contact:

Victor Ramirez, Director of Public Works
Mark F. Nannini, Director of Finance

Background:

During the development of the five-year financial plan, along with the annual budget, the need to provide a comprehensive review of the City's Water and Sewer rates and connection fee structure was identified. Our previous Water and Sewer study conducted by Ruekert Mielke, was for five years and has reached the end of its intended rate cycle. The Finance Department and Public Works Department have completed a selection process for these professional services in accordance with the City's Purchasing Policy to conduct another rate study. The selection procedure included providing public notice of the request for qualifications as well as the direct solicitation of statements or qualifications from engineering and financial consulting firms within the region.

The selection team reviewed all eight statements of qualifications received and ranked each based on the firm's history and resource capabilities to perform the requested work, their understanding of the scope of services requested, qualifications for financial planning, facilities planning, project schedule, creativity, assigned staff, past experience and the successful adoption of past studies by the elected officials of the agency for which the study was completed.

The selection team determined that three of the eight responders were highly qualified and virtually equally rated on completing the study to the extent that any of the three finalists would be capable of producing a water and sewer rate and connection fee plan meeting the City's

needs. The three finalists were interviewed by staff about their cost proposal, along with a detailed task list in order to allow the selection team to make a final selection. Following are the cost proposals received:

| | <u>EHLERS</u> | <u>Stanley Consultants</u> | <u>MFSG</u> | <u>Trilogy Consulting</u> |
|----------|----------------|----------------------------|------------------|-----------------------------|
| Contact | Brad Townsend | Bruce Worthington | David Hyder | Christine Cramer |
| Price | \$44,500 | \$39,857 | \$38,840 | \$31,680 |
| Timeline | 14-16 weeks | 11 weeks | 12 weeks | 15 weeks |
| | <u>UFS</u> | <u>CMT</u> | <u>RMHG</u> | <u>Baxter & Woodman</u> |
| Contact | Mark Beauchamp | Theresa O'Grady | Marcia McCutchan | Chris Buckley |
| Price | \$29,514 | \$25,750 | \$25,258 | \$24,510 |
| Timeline | 13 weeks | 14 weeks | 15 weeks | 15 Weeks |

It is the recommendation that Baxter & Woodman, Illinois be hired to complete the water and sewer rate and connection fee study, based on their qualifications as determined independent of cost and the final cost proposal submitted. Baxter & Woodman is the lowest and most responsive bidder for this study. This firm has a full understanding of the tasks needed to be performed, is highly qualified and experienced and can meet the City's expectations for the development of a comprehensive rate and connection fee plan that will be equitable, provide for continued economic development and serve the City well into the future.

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 between the CITY OF CRYSTAL LAKE and Baxter & Woodman, Inc. to complete a Utility Rate and Connection Fee Study.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: September 3, 2013

Item: U.S. Cellular Ground Lease Agreement Termination

Recommendation: Motion to adopt a resolution authorizing the City Manager to execute the lease termination agreement between the City of Crystal Lake and United States Cellular Operating Company of Chicago, LLC, for the Bard Road Water Tower.

Staff Contact: George J. Koczvara, Deputy City Manager

Background:

Previously, the City entered into an agreement with U.S. Cellular to lease space at the Bard Road Water tower. The lease agreement, dated October 7, 2003, includes termination provisions which U.S. Cellular is now exercising because of the sale of its Chicago-market spectrum to Sprint. Because of a now redundancy in antenna locations, Sprint will be combining the new spectrum acquired from US Cellular onto their existing antenna locations.

Attached please find a termination agreement between the City and U.S. Cellular. Under the agreement, U.S. Cellular agrees to turn over their building structure to the City after the termination date. The Water Division has a need for the building and has requested that the building be retained by the City.

With regard to their lease payments, U.S. Cellular is current in their payments. The last payment received was on 3-27-13 in the amount of \$34,439.49. This payment was a pre-payment for the entire year. At the termination date, they will be refunded a pro-rated portion of the unused rent.

It is staff's recommendation to execute the lease termination agreement between the City of Crystal Lake and U. S. Cellular for the Bard Road water tower. Legal Counsel has reviewed the termination agreement.

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 the Ground Lease Termination Agreement between the City of Crystal Lake and United States Cellular Operating Company of Chicago, LLC, for the Bard Road Water Tower.

DATED this 3rd day of September, 2013

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 3, 2013
APPROVED: September 3, 2013



Agenda Item No: 18

City Council Agenda Supplement

Meeting Date: September 3, 2013

Item: Intergovernmental Agreement between the Crystal Lake Police Department and the Illinois Criminal Justice Information Authority.

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an Intergovernmental Agreement with the Illinois Criminal Justice Information Authority enabling the Police Department to participate in the Starcom21 equipment grant program.

Staff Contact: James Black, Chief of Police

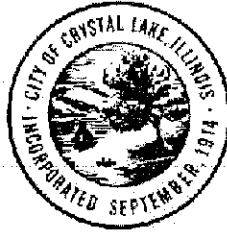
Background:

Earlier this year, the Illinois Criminal Justice Information Authority (ICJIA) requested proposals for Starcom21 network communications equipment funding. The Police Department requested funding for two Starcom21 radios, which will add to our current inventory of one. The use of Starcom21 radios is based on a state wide concept of interoperability. Interoperability refers to when a user from one agency needs to communicate with another user from a different agency and that communication is not part of their normal day-to-day communications. Thus, these radios are able to reach all areas of the State and can be used during emergency and pandemic situations. In 2006, the Illinois Terrorism Task Force provided over 1,400 public safety agencies, including Crystal Lake, with Starcom radios. Therefore, if an emergency occurs in southern Illinois, our agency can use these radios to directly communicate with Starcom21 participating agencies. ICJIA reviewed the Department's application and awarded funding for two additional Starcom radios.

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 an Intergovernmental Agreement with the Illinois Criminal Justice Information Authority enabling the Police Department to participate in the Starcom21 equipment grant program.

DATED this 3rd day of September, 2013

CITY OF CRYSTAL LAKE, an
Illinois Municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 3, 2013

APPROVED: September 3, 2013



Agenda Item No: 19

City Council Agenda Supplement

| | |
|------------------------------|--|
| Meeting Date: | September 3, 2013 |
| Item: | Acquisition of Right-of-way and Easements for the South Main Street Improvement |
| Staff Recommendation: | Motion to adopt a resolution approving the negotiated sum, authorizing the execution of any agreement or documents, and authorizing payment to a property owner for right-of-way and easements needed for the South Main Street Improvement. |
| Staff Contact: | Erik D. Morimoto, Director of Engineering and Building |

Background:

The improvement to South Main Street is a programmed construction project that will widen Main Street to a five-lane section from Liberty Drive to Jennings Drive. This improvement will tie into the Rakow Road improvements to the south and the improvements to Route 14 and Main Street, completed in 2002, to the north. The City has obtained \$1.5 million in federal Surface Transportation Program funding for the construction.

This project will create a continuous four-lane roadway between Rakow Road and Crystal Lake Avenue and eliminate the traffic bottleneck that currently exists in the City's primary gateway to the Route 14 commercial corridor from the south. The specific project scope includes:

- Widening and resurfacing;
- Upgraded storm sewer;
- Enhanced warning system along Virginia Road for emergency vehicles exiting the fire station;
- Upgraded traffic signals with illuminated street name signs; and
- Installation of dual modular block retaining walls in front of Mayfair Carpet.



Included in the proposed scope of improvement is the intersection of Main Street/Pyott Road and Virginia Road. Three legs of this intersection, the Pyott Road leg and the two Virginia Road legs, are under the jurisdiction of McHenry County. In addition, the traffic signal system at the intersection is under the jurisdiction of the County. McHenry County will be financially participating in the improvements along their sections of roadway, which includes participation with Phase II Engineering, the right-of-way and easement acquisition, the construction, and the Phase III Engineering.

In order to complete the project, the City needs to acquire right-of-way and easements from property owners adjacent to South Main Street using the Federal Process. The City has had appraisals completed for each property, and is using an approved negotiator to negotiate a price for the needed right-of-way and easements with the property owners. The City has come to terms with one additional property owner.

| <i>Property Address</i> | <i>PIN</i> | <i>Appraisal Amount</i> | <i>Settlement Amount</i> | <i>Area Acquired (Acres)</i> | <i>Deeded To</i> |
|-------------------------|---------------|-------------------------|--------------------------|------------------------------|------------------|
| 161 Liberty Street | 19-09-104-004 | \$39,000 | \$44,000 | 0.056 | City |

City staff has reviewed the settlement amount and has deemed it acceptable. The City Attorney has also reviewed the information and deemed it acceptable. In addition, the County will reimburse the City for properties that will be deeded to the County, as outlined in the intergovernmental agreement executed in 2011. The County has approved the settlement amounts for the ROW that will be deeded to them.

The City has budgeted for this acquisition, and has sufficient reserves in its MFT fund for the acquisition. The City's Negotiator continues to work with several other property owners, and the City will bring those before City Council when they are ready for approval.

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 negotiated sum for right-of-way and easement needed for the South Main Street Improvement for the following property is hereby acceptable, that the City Manager be authorized to execute any agreements or documents related to acquiring the right-of-way or easement, and that City staff be authorized to remit payment for right-of-way and easements:

- 161 Liberty Street (PIN 19-09-104-004): \$44,000.00

DATED this third day of September, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: September 3, 2013
APPROVED: September 3, 2013



Agenda Item: 20

**City Council
Agenda Supplement**

| | |
|-------------------------------------|---|
| <u>Meeting Date:</u> | September 3, 2013 |
| <u>Item:</u> | Crystal Lake Centennial Kick-Off Festival Agreement Authorization for Vendors, Operators, and Entertainers. |
| <u>Staff Recommendation:</u> | Motion to adopt a Resolution authorizing execution of agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick-Off Festival. |
| <u>Staff Contact:</u> | George Koczwara, Deputy City Manager Jeffrey Mawdsley, Administrative Analyst |

Background:

The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial.

At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report. The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial.

The yearlong centennial celebrations will begin with a kick-off festival to be held at the Three Oaks Recreation Area on Friday, September 20, 2013 through Sunday, September 22, 2013.

In order to proceed with this kick-off festival, authorization for the City Manager to execute additional agreements with vendors, operators and entertainers is requested. These agreements include:

1. United Rent-A-Fence – Temporary Fencing (\$2,961): The vendor will deliver and install temporary fencing.
2. Golf Carts – Fairway Golf Carts, Inc. (\$825): Three golf carts will be rented during the festival to provide additional modes of transportation for public safety personnel and on-site personnel.

3. Local Live Bands for day entertainment prior to headline bands:

| | | | |
|--------------|-----|--------------|----------|
| Sean & Karen | Sun | Noon -6:00pm | \$500.00 |
|--------------|-----|--------------|----------|
4. Family Entertainment:

| | | | |
|---|-----|---------------|-------|
| Hip Hop Explosion (children dance lessons on the beach) | | | |
| | Fri | 7:00 – 9:00pm | \$250 |
| Wizzo & Cooky the Clown | Sat | 2:00 – 3:30pm | \$400 |
| Star Wars Characters | Sat | Noon -2:00pm | Free |
| Tommy Hawk (Chicago Blackhawks Mascot) | | | |
| | Sun | 1:00 – 2:00pm | \$500 |
5. Merchandising – Think Ink: There is no cost to the City. Think Ink would become the exclusive merchandising vendor for the Centennial year. They will sell apparel at the signature Centennial events and also offer the opportunity to place order for unique Centennial items. In exchange for the exclusive apparel contract, for all items sold at one of the signature Centennial events, the City will receive 50% of the net profit. Think Ink will create an online catalog that will be linked to the City's Centennial website. The benefit to this is that the selection of Centennial merchandise is greater, there are no out-of-pocket costs to the City, there is no inventory to maintain and the City receives a percentage of the sales proceeds to help off-set the cost of the Centennial celebrations.
6. Volunteer T-Shirts – Think Ink. The City will purchase t-shirts for the volunteers from Think Ink. The cost of each long sleeve t-shirt is \$10.75 (more for larger sizes).
7. Hot Air Balloon Ride Registration – Crystal Lake Historical Society – One of the attractions for the festival will be tethered hot air balloon rides on Friday evening. This entertainment is being provided to the City at no cost because it is being underwritten by Re/Max. As part of the agreement for the rides, donations can be accepted for the rides as long as the proceeds go to a 501(3)(c) organization. Although the City is a not-for-profit, it is not a designated 501(3)(c). In exchange for staffing the registration area for the hot air balloon rides, the Crystal Lake Historical Society will be given the proceeds of any donations.
8. Centennial Book – Robin Pendergrast and Rick Copper: Previously, the City Council reviewed a proposal from Robin Pendergrast and Rick Copper for a book proposal. Under the previous scenario, the City would have been responsible for paying for the publication and printing. This new proposal includes no cost to the City. There would be no out-of-pocket costs to the City since Robin Pendergrast and Rick Copper would publish and own the rights to the book, and would, therefore, profit from the book sales. In exchange for providing the City with 4% of the gross book sales, the City would help promote the book. A proposal for the publishing and printing of the book was also received from the *Northwest Herald*. Similar to Robin Pendergrast's and Rick Copper's first proposal, the City would be responsible for all costs of the book including publishing and printing at a cost of \$31,250. It is staff's recommendation to proceed with Robin Pendergrast's and Rick Copper's proposal whereby the City is not financially responsible for the publication or printing of the book.
9. Cleaning Services – Best Quality Cleaning (\$4,860). Best Quality Cleaning Service is the City's contracted cleaning service provider. They would provide six cleaning personnel for the entire festival to supplement the work of the volunteers.

10. Centennial Paddles - Unique Custom Products. A project that was included in the Centennial Committee's Final Report was the Centennial Paddle project. Similar to the "Cows on Parade" events, the Centennial Paddle project will allow businesses, organizations and individuals to purchase and decorate paddles for display. Souvenir paddles will also be made available. Each of the paddles will have the Centennial logo laser engraved onto the paddle. The cost for the 54" display paddle will be \$60 and the cost for the souvenir paddle will be \$50. These prices are slightly more than the actual purchase price when factoring in shipping. An initial order of 100 souvenir paddles will be made to sell at the Centennial Kick-off festival, after which the paddles will be ordered on an as needed basis.
11. Banners – Shaw Publishing (\$175 per 4' x 8' banner). Banners will be installed at the entrances to the City, at City Hall, Three Oaks Recreation Area, the train stations, and Crystal Lake Bank.

Other remaining agreements for such items as a portable generator and lights will be presented at a future City Council meeting.

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 agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick-Off Festival.

DATED this third day of September, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: September 3, 2013

APPROVED: September 3, 2013