# CITY OF CRYSTAL LAKE
# AGENDA
## CITY COUNCIL
## REGULAR MEETING

**City of Crystal Lake**
**100 West Woodstock Street, Crystal Lake, IL**
**City Council Chambers**
**June 20, 2017**
**7:30 p.m.**

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – June 6, 2017 Regular City Council Meeting**

5. **Accounts Payable**

6. **Public Presentation**
   *The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.*

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**

   a. **1501LT Carlemont – Temporary Use Permit to allow farming use on an R-2PUD Single Family Planned Unit Development property.**
   b. **100 Tag Way, Staybridge Suites-One year extension to the SUP and zoning variations.**

10. **Virginia Road Mini Storage, 201 Virginia Road – PUD Extension.**

11. **7-Eleven, 1024 S. McHenry - City Code Amendment to increase the number of Class "13" Liquor Licenses from the current permitted 24 to 25 licenses.**

12. **Asian Buffet Hibachi Grill & Sushi, 18 Crystal Lake Plaza - City Code Amendment to increase the number of Class "14" Liquor Licenses from the current permitted 4 to 5 licenses.**

13. **Bid award and resolution authorizing the execution of a contract with Hard Rock Concrete Cutters for the 2017 Sidewalk Saw Cutting Program.**

14. **Street Light Supplier Bid – Street Light Accounts.**

15. **Resolution authorizing the execution of a two-year agreement for police directed towing services with Herrick Auto Rebuilders, Inc, Ormsby Motors, Inc., and Whitey's Towing Inc.**

16. **Resolution authorizing the execution of an agreement with Currie Motors for the purchase of five Police Interceptor utility sedan vehicles and one Ford Taurus through the Suburban Purchasing Cooperative Program.**

17. **Resolution authorizing the execution of a contract amendment with Pyrotecnico for the 2017 Independence Day Fireworks Show and a corresponding Budget Amendment to increase the budgeted amount for the 2017 fireworks display.**

**18. Proposal award and execution of an agreement with Baxter and Woodman for Route 14 at Virginia Road intersection improvement for Phase II Design Engineering.**

**19. Council Inquiries and Requests.**

**20. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**

**21. Reconvene to Regular Session.**

**22. Historic Preservation Commission Reappointments.**

**23. Library Board Reappointments.**

**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: 9a**

**City Council**
**Agenda Supplement**

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**Meeting Date:** June 20, 2017

**Item:** Drs. George Urban and Thomas Salvi - Temporary Use Permit to allow a farming use on an "R-2PUD" Single Family Planned Unit Development property.

**Recommendation:** City Council's discretion:
A. Motion to approve the Special Event, pursuant to the recommendations listed below.
B. Motion to deny the applicant's request.

**Staff Contact:** Michelle Rentzsch, Director of Community Development

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**Background:** The property owners, Drs. George Urban and Thomas Salvi, are requesting a Special Event to allow farming of the vacant property located west of Randall Road, east of Carlemont Drive, south of Alexandra Boulevard, and north of Angela Lane. The property is currently zoned "R-2PUD" Single Family Planned Unit Development and is approximately 6 acres. In 2015, the City Council approved the farming of this property until June 10, 2016, and again in 2016 until June 17, 2017. Property owners typically do this for tax purposes so the property can be classified differently for property tax assessments.

Farming is not a regulated development under the Crystal Lake Stormwater Ordinance or NPDES regulations and therefore a stormwater permit is not required.

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

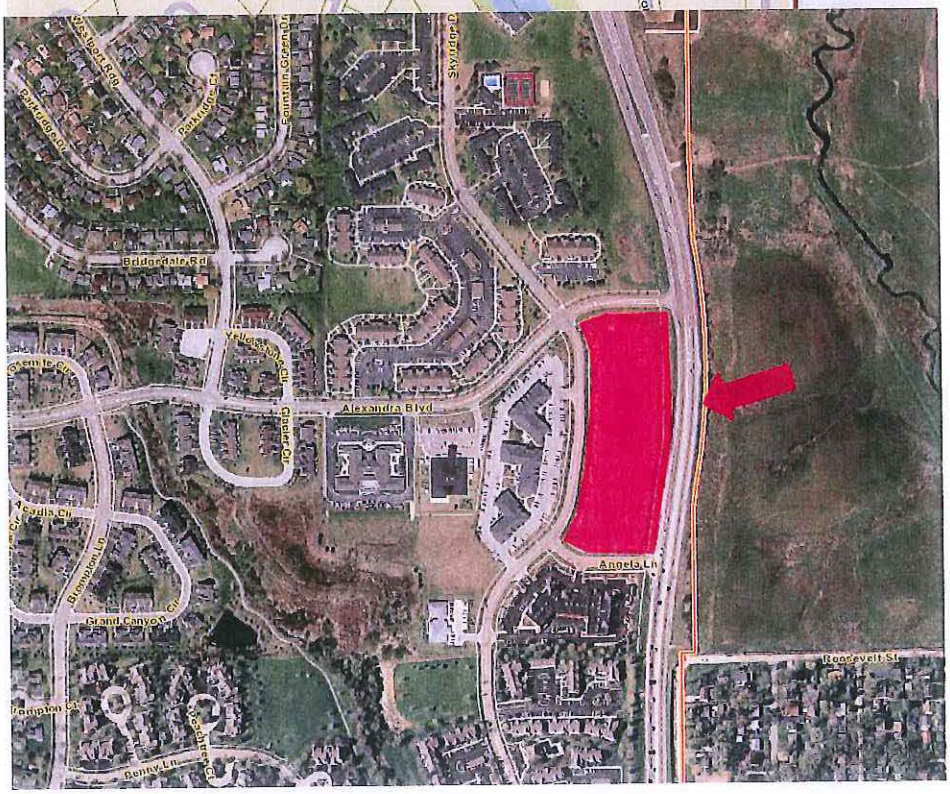
1. The Special Event is valid for one year (June 27, 2017 to June 26, 2018).
2. If farming of the property is to continue next year, another Special Event permit would be required.
3. If approved, the grass from the street extending to the crop must be maintained to a height less than 8 inches.
4. A designated area will need to be determined that allows any farm equipment to enter and exit the property.
5. A $10,000 bond or letter of credit shall be provided to the City for any damage to the existing established parkway.
6. No crops shall be planted within the City right of way.
7. Should any sight line issues become present, the owners agree to cut the crops accordingly.
8. Per City Code no work can commence prior to 7:00 a.m. and must conclude by dusk.

The applicant has been made aware of these recommended conditions and advised to attend the June 20, 2017 City Council meeting to answer any questions.

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

SE17-0038 Salvi – 1501LT Carlemont Dr – Farming vacant lot



Agenda Item No: 9b

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** Crystal Lake Hotel Partners Staybridge Suites SUP Extension

**Recommendation:** Motion to grant a one-year extension to the SUP and zoning variations approval for Crystal Lake Hotel Partners at 400 Tag Way.

**Contact:** Michelle Rentzsch, Community Development Director

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**Background:** The City's Unified Development Ordinance sets expiration time periods for certain approvals. A special use permit approval is valid for two years, unless extended by the City Council. A special use permit approval may be extended for a one-year period. The UDO does not limit the number of extensions for special use permits.

Previous Approvals:

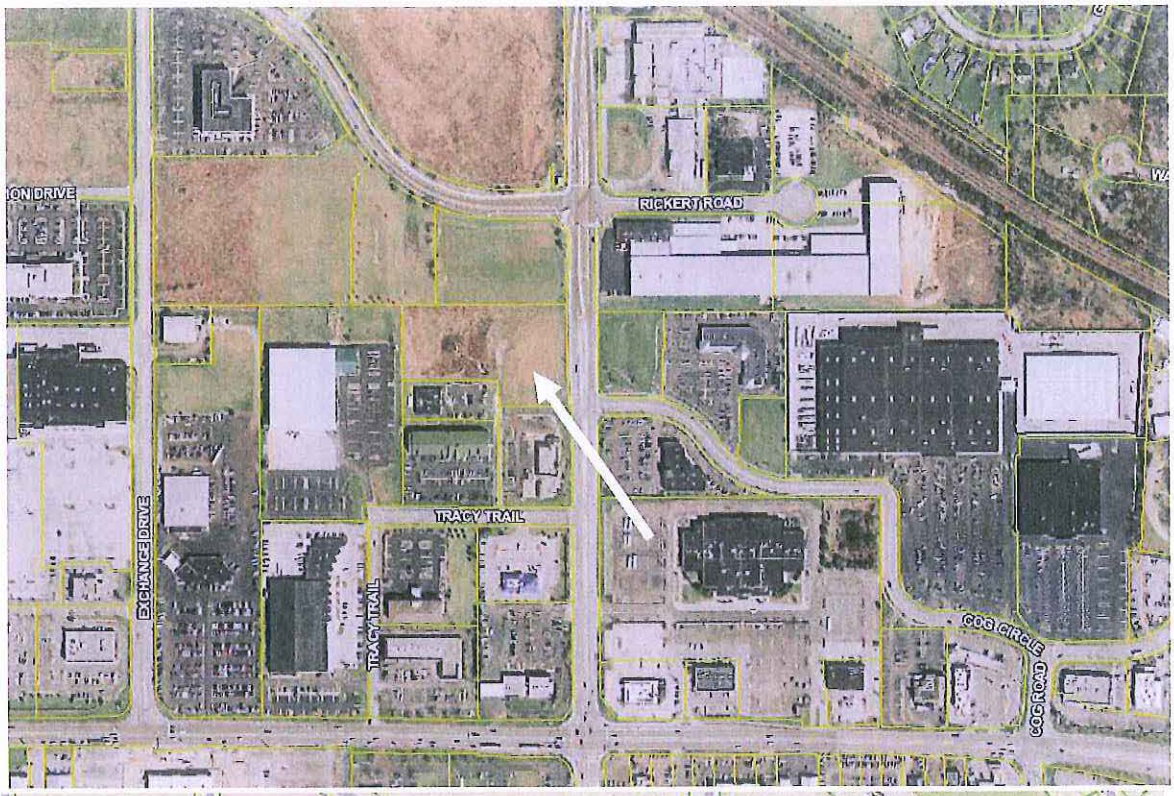
- The petitioner was granted their first one-year extension to July 2011.
- The City had approved a Comprehensive Extension for all PUD, SUP and Plat applications that extended this approval to July 2014.
- The petitioner was granted their second one-year extension to July 2015, third one-year extension to July 2016 and fourth one-year extension to July 2017.

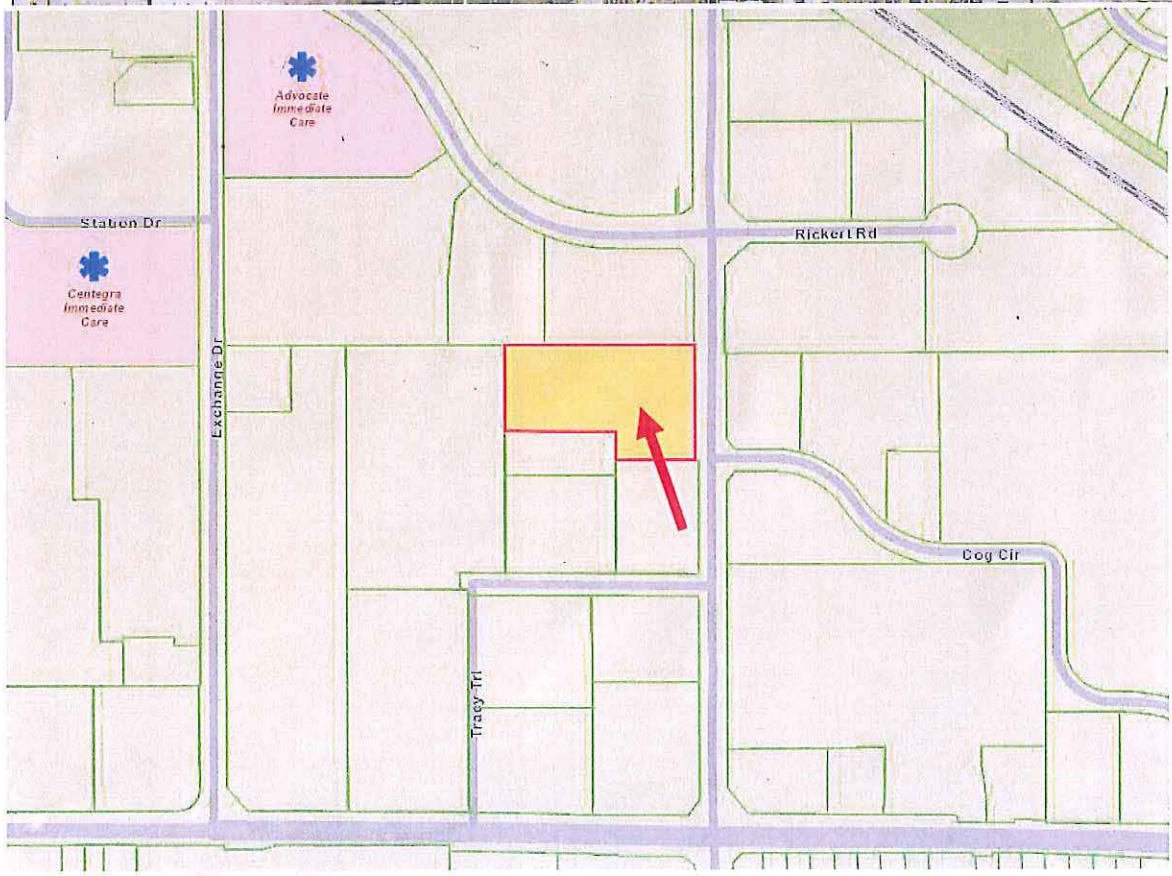
**Key Factors:**

- Request: To request a fifth one-year extension of the Crystal Lake Hotel Partners Staybridge Suites SUP and variations approval to July 2018.
- UDO Standard: The City Council has the authority to grant unlimited one-year extensions for special use permits.
- The City has been promoting our two approved hotel sites and keeping the zoning approval current is an important aspect of this marketing effort.

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

# Crystal Lake Hotel Partners Staybridge Suites – 400 Tag Way PIQ



**Agenda Item No: 10**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** Virginia Mini Storage PUD Extension

**Recommendation:** Motion to grant a one-year extension to the Final PUD approval for Virginia Mini Storage at 201 Virginia Road.

**Contact:** Michelle Rentzsch, Community Development Director

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**Background:**

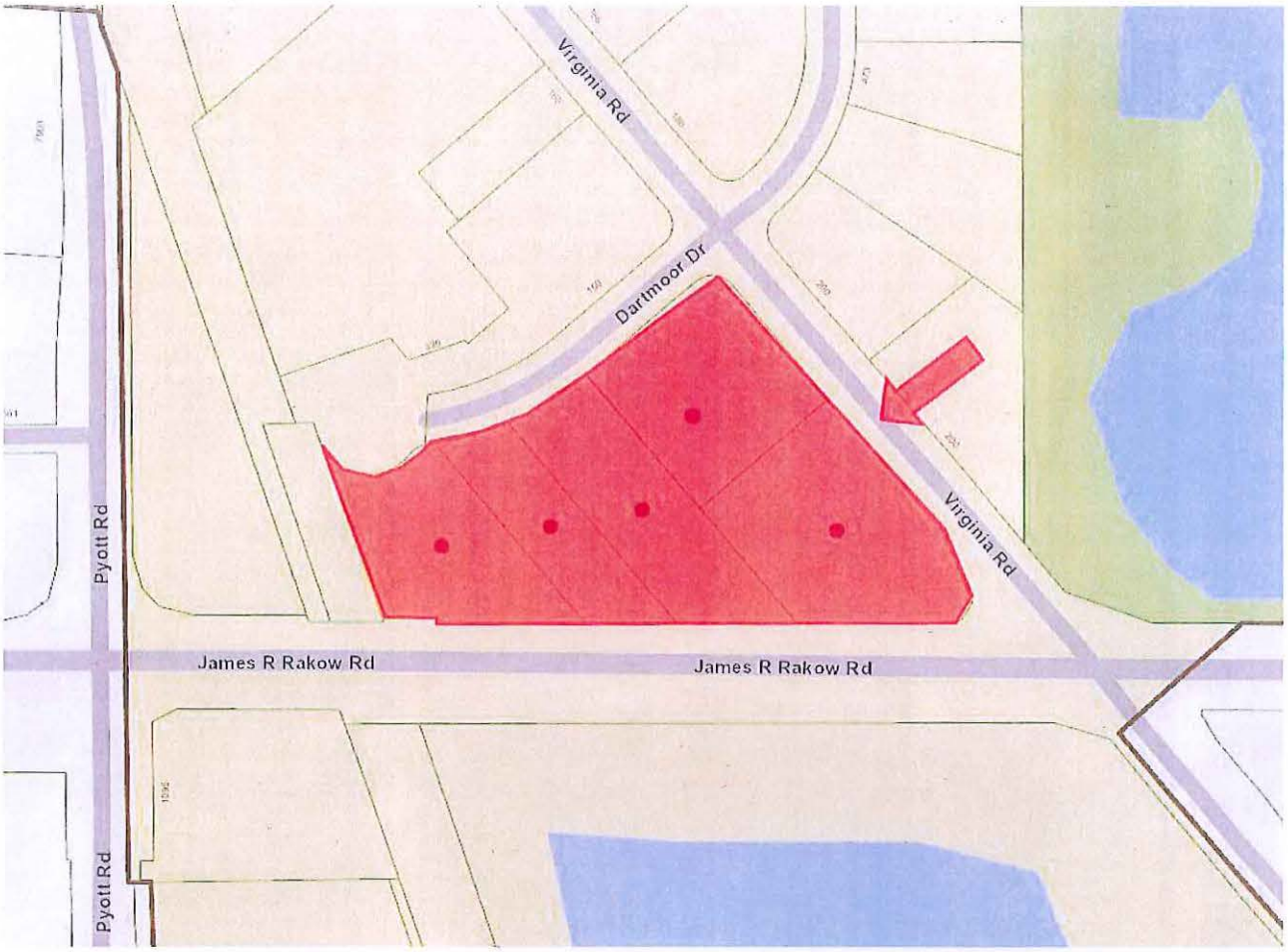
- History: The City's Unified Development Ordinance sets expiration time periods for certain approvals. A preliminary or final planned unit development approval is valid for two years, unless extended by the City Council.
- History: Virginia Mini Storage was approved on July 7, 2015. The project consisted of a climate-controlled drive-through building at either 82,998 square feet or with an Option B mezzanine to 110,018 square feet and three drive-up buildings for a total square footage of 8,600.

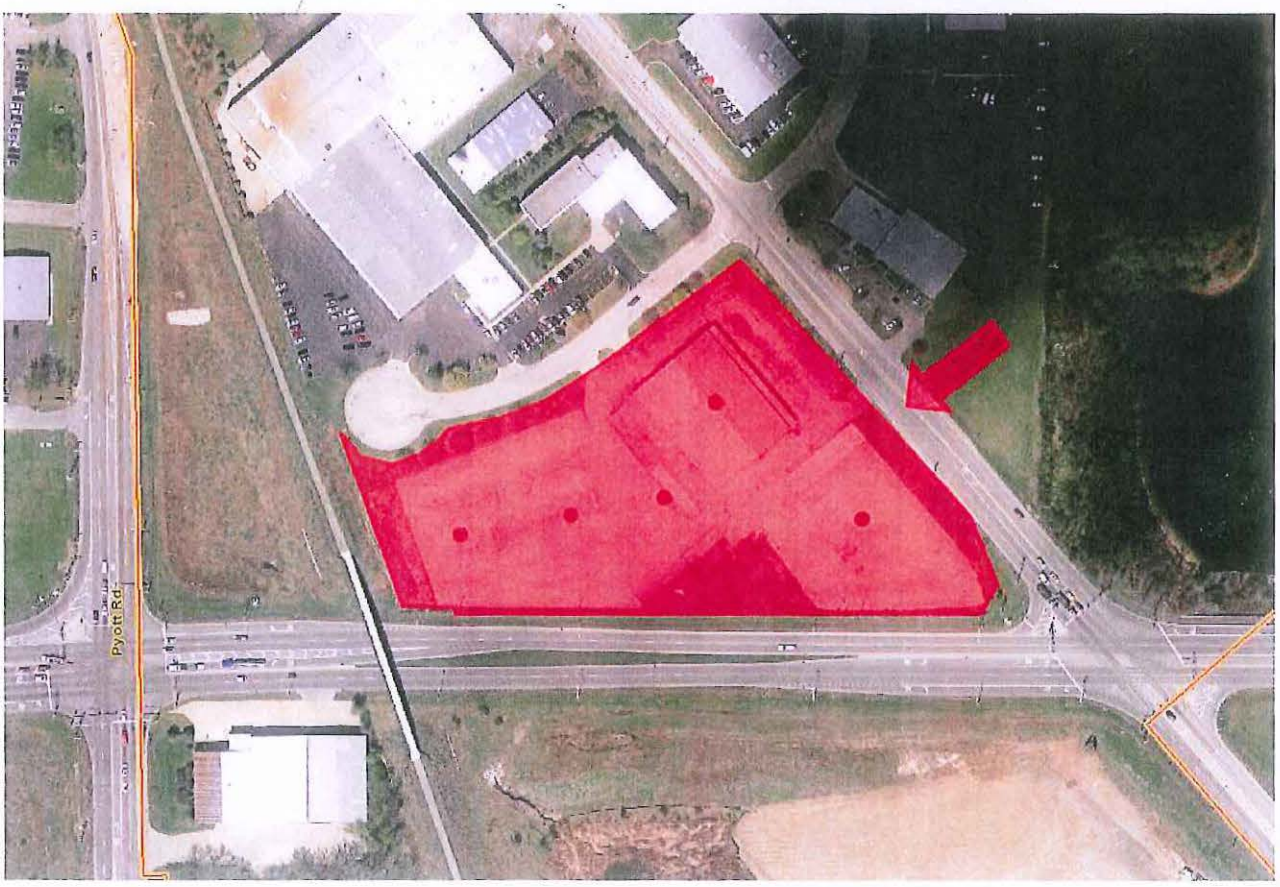
**Key Factors:**

- Request: This would be the first request for an extension, bringing the expiration of the project to July 7, 2018.
- UDO Standard: The City Council has the authority to grant (3) one-year extensions.
- The property owner is considering an alternative development proposal for the site and is seeking this extension to finalize that possibility.

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

2015-12 Virginia Road Mini Storage – 201 Virginia Road



**Agenda Item No: 11**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** City Code Amendment to Increase the Number of Class "13" Liquor Licenses – Applicant: 7-Eleven

**Staff Recommendation:** Motion to adopt an ordinance increasing the number of Class "13" Liquor Licenses from the current permitted 24 licenses to 25 licenses.

**Staff Contact:** Eric T. Helm, Deputy City Manager

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**Background:**
The City has received a request from 7-Eleven, an establishment located at 1024 S. McHenry Ave., for the Council to consider the adoption of an ordinance providing for an amendment to the liquor license restriction provisions of the City Code, increasing the number of Class "13" liquor licenses from the current 24 licenses to 25 licenses.

The City Code permits the issuance of a Class "13" liquor license that shall authorize the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday and 7:00 a.m. Saturday and 2:00 a.m. Sunday and 7:00 a.m. Sunday and 2:00 a.m. Monday. A Class B type restaurant may be located on the premises.

A fingerprint/background search revealed no criminal history under the applicant's name.

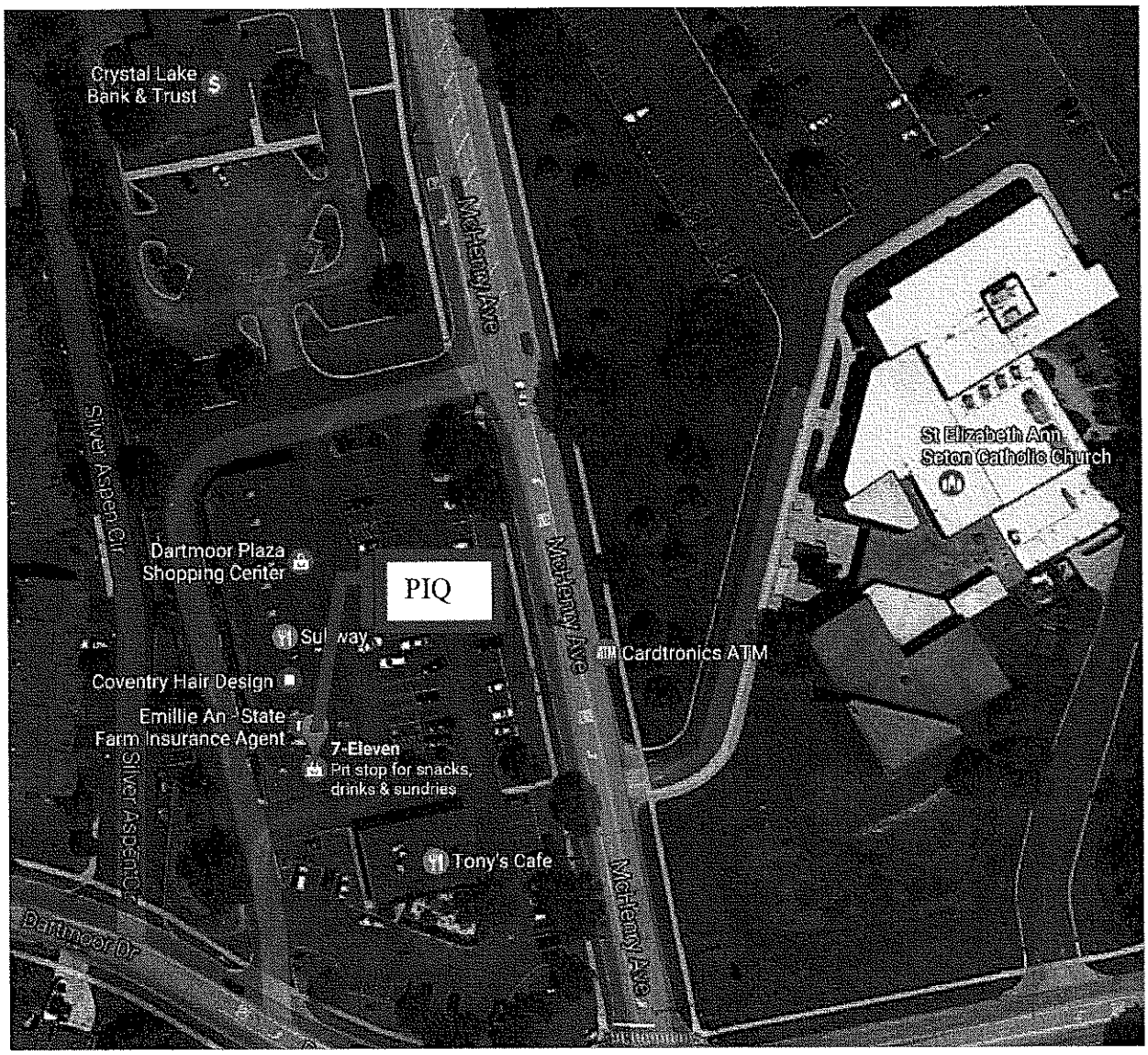
Other establishments currently holding a Class "13" liquor license include: 7-Eleven (Terra Cotta Ave.), Bucky's Express, Casey's General Store, Convenient Food Mart, Cost Plus World Market, Crystal Lake Food & Liquor, CVS Pharmacy (Randall Road), CVS Pharmacy (Virginia Ave.), Fresh Market, Fresh Thyme Farmer's Market, Ralph's General Store, Joseph's Marketplace, LaRosita of Mesos Group, Midwest Petroleum Dev. (in the McDonald's on Rte. 14), Mobil Mart, Murphy's Oil, Oak Street Food and Liquor, Open Pantry/Shell (Rte. 14), Osco Drug, Sam's Club, Target, Walgreens (Rte. 14), Walgreens (Rte. 31), and Wal-Mart.

The 7-Eleven (Berkshire) currently holds a Class "15" liquor license which allows for the sale of beer and wine in packages only. When this 7-Eleven (Berkshire) was under previous ownership it experienced a high number of sales to underage patrons, thus the difference in its classification.

Per the City Attorney, the petitioner's establishment at 1024 S. McHenry Ave. is eligible for a liquor license since it is more than 100 feet from the nearest school and church building.

**Votes Required to Pass:**
Simple majority

**Property in Question**



Ord. No.
File No. 255L

DRAFT

**The City of Crystal Lake Illinois**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE**

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 13 License shall be increased from 24 to 25.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 20th day of June, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: June 20, 2017
Approved: June 20, 2017

**Agenda Item No: 12**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** City Code Amendment to Increase the Number of Class "14" Liquor Licenses – Applicant: Asian Buffet Hibachi Grill & Sushi

**Staff Recommendation:** Motion to adopt an ordinance increasing the number of Class "14" Liquor Licenses from the current permitted 4 licenses to 5 licenses.

**Staff Contact:** Eric T. Helm, Deputy City Manager

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**Background:**
The City has received a request from Asian Buffet Hibachi Grill & Sushi, an establishment located at 18 Crystal Lake Plaza, for the Council to consider the adoption of an ordinance providing for an amendment to the liquor license restriction provisions of the City Code, increasing the number of Class "14" liquor licenses from the current 4 licenses to 5 licenses.

The City Code permits the issuance of a Class "14" liquor license that shall authorize the retail sale of beer and wine for consumption only on the premises specified in the license where sold between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and noon on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises

A fingerprint/background search revealed no criminal history under the applicant's name.

Other establishments currently holding a Class "14" liquor license include: Chuck E. Cheese, New Peking Restaurant, Noodle's & Company and Portillo's.

**Votes Required to Pass:**
Simple majority

Ord. No.
File No. 255L

DRAFT

**The City of Crystal Lake Illinois**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE**

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 14 License shall be increased from 4 to 5.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 20th day of June, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

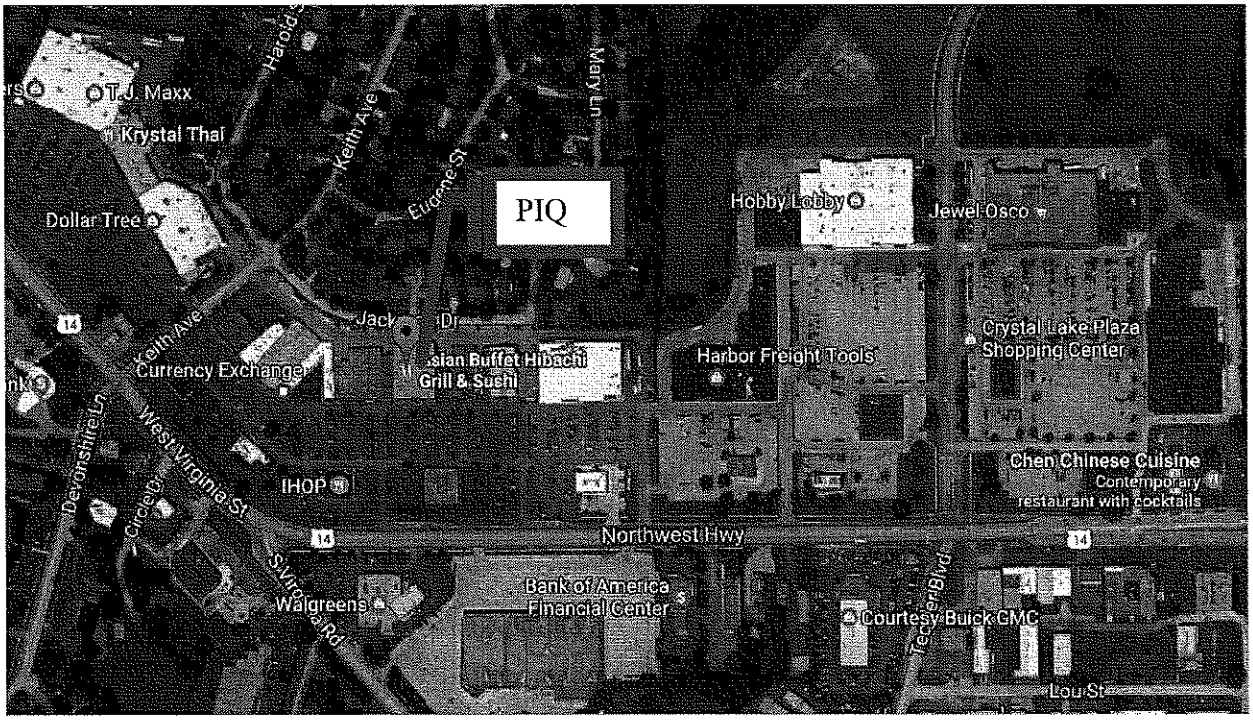
SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: June 20, 2017
Approved: June 20, 2017

## Property in Question



**Agenda Item No: 13**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** 2017 Sidewalk Saw Cutting Program Bid Award

**Staff Recommendation:** Motion to award the 2017 Sidewalk Saw Cutting Program bid to the lowest responsive and responsible bidder, Hard Rock Concrete Cutters in the bid amount of $54,145.00, and adopt a resolution authorizing the City Manager to execute the contract with Hard Rock Concrete Cutters, and allowing for a 10 percent contingency.

**Staff Contact:** Abigail Wilgreen, City Engineer

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**Background:**
On May 31, 2017, the City opened and publicly read bids received for the 2017 Sidewalk Saw Cutting Program. The City received one bid and the result is tabulated below.

| *Firm* | *Amount of Bid* |
|---|---|
| Hard Rock Concrete Cutters[1]<br>Las Vegas, NV | $54,145.00 |

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

Standard bid advertisement procedures were followed and the bid was sent directly to nineteen contractors. Follow up emails and phone calls were also made to the contractors to see why they have not bid on this in the past. The process is highly specialized, with currently only one company, Hard Rock Concrete Cutters, having the machinery to cut sidewalks. A comparison of the unit price per cut showing pricing is as follows:

| *Item* | *2017* | *2016* | *2015* |
|---|---|---|---|
| Price Per Cut | $59.50 | $55.00 | $65.00 |

Sidewalk saw cutting is a relatively new process of eliminating sidewalk trip hazards due to displacement. The saw cutting process horizontally saws off trip hazards which are displaced, bringing the location in compliance with American Disabilities Act standards. The City has used saw cutting to eliminate trip hazards since 2014, and has been extremely satisfied with the process.

The following table compares sidewalk saw cutting with traditional sidewalk removal and replacement and show how saw cutting is favorable.

| *Item* | *Remove and Replace* | *Saw Cutting (Machine)* |
|---|---|---|
| Quicker (Approximate Time Frame) | 5-7 days (concrete to cure) | ½ hour |
| Cost Effective (Approximate Cost to Remove One Trip Hazard) | $200 | $55-$65 |
| Number of Trip Hazard Removals (assume $52,000 budget) | 260 locations | 800-1000 locations |
| Impact to Trees | Roots need to be cleanly cut | None |
| Impact to Adjacent Homeowners/Businesses | Sidewalk closed for up to a week | Minimal |

Not all trip hazard locations can be eliminated using sidewalk cutting, such as displacements over 2.5 inches and severe cracking or spalling; therefore, full removal and replacement is still necessary at some locations.

Hard Rock Concrete Cutters completed the program last year and City staff were extremely satisfied with their performance. This project is included in the proposed Fiscal Year 2017-2018 Budget.

**Votes Required to Pass:**
Simple majority

DRAFT

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute the contract with Hard Rock Cutters, Inc., for the 2017 Sidewalk Saw Cutting Program in the amount of $54,145.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this 20th day of June, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: June 20, 2017

APPROVED: June 20, 2017

**Agenda Item No: 18**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** Consultant Selection Approval for the Route 14 at Virginia Road intersection improvement for Phase II Design Engineering.

**Staff Recommendation:** Motion to award the proposal for the Route 14 at Virginia Road intersection improvement for Phase II Design Engineering to the most qualified, responsible, and responsive proposer, Baxter and Woodman, and adopt a resolution authorizing the City Manager to execute an agreement with Baxter and Woodman in the amount of $71,459.00 and approve changes in scope by 10 percent of the original price.

**Staff Contact:** Abigail Wilgreen, City Engineer

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**Background:**

The intersection of Route 14 at Virginia Road is currently operating at a poor level of service due to the existing traffic volumes. In addition, there are no pedestrian accommodations at the intersection and the traffic signal equipment is reaching the end of its useful life. An intersection improvement is proposed which would add an additional left-turn lane on Virginia Road, an additional eastbound right-turn lane on Route 14 onto Virginia Road, upgrade the traffic signal equipment and provide pedestrian accommodations where feasible. Route 14 is under the jurisdiction and maintenance of the Illinois Department of Transportation (IDOT) and Virginia Road is under the jurisdiction and maintenance of McHenry County Division of Transportation (McDOT).

The City recently submitted a grant application to CMAP for Congestion, Mitigation and Air Quality federal funds requesting grant funds for construction and construction engineering. The final recipients for this grant will be announced by CMAP in the fall of 2017. The grant would cover 80 percent of the construction and engineering costs with a local share estimated at $388,800.

In order for the City to design this project, the City must engage a qualified engineering consultant to complete the Phase II Design Engineering.

*Consultant Selection Process*
The City sent the Request for Qualifications & Proposal (RFQ&P) directly to qualified engineering firms and the City's standard advertising practices were followed. Through this notification process, the City received seven proposals.

The Engineering Division reviewed the proposals based on the consultants' qualifications and the proposed cost. The qualifications criteria considered during the review were:

- Proposal completeness
- Firm's reputation and integrity
- General experience and history of performance on similar projects
- Current or past projects related to the scope of services
- Understanding of the project
- Experience of personnel
- Miscellaneous – additional items which made the firm stand out

A summary of the seven qualified firms who submitted proposals and their costs are as follows:

| ENGINEERING FIRM | COST |
|---|---|
| BAXTER AND WOODMAN | $71,459.00 |
| HR GREEN | $76,450.00 |
| HAMPTON, LENZINI AND RENWICK | $79,800.00 |
| THOMAS | $112,579.02 |

| ENGINEERING FIRM | COST |
|---|---|
| PATRICK | $134,512.80 |
| CIVILTECH | $152,843.00 |
| ESI CONSULTANTS | $164,431.95 |

**Recommendation:**
Staff has worked with Baxter and Woodman on numerous Public Works projects and has been satisfied with their performance. It is staff's recommendation to select Baxter and Woodman to perform the Route 14 at Virginia Road intersection improvement Phase II Design Engineering.

The City has budgeted for this project, and has sufficient reserves in its MFT fund for the Phase II Design Engineering.

**Votes Required to Pass:**
Simple majority

**The City of Crystal Lake Illinois**

DRAFT

# 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 Baxter and Woodman for the Route 14 at Virginia Road intersection improvement for Phase II Design Engineering in the amount of $71,459.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this twentieth day of June, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: June 20, 2017

APPROVED: June 20, 2017

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

**Agenda Item No: 14**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** Street Light Electrical Supplier Bid – Street Light Accounts

**Staff Recommendation:** Based on results of the street light bid pricing presented on June 20, 2017:

*A. If bid results are favorable, then the City will accept the bid pricing:*

1. Motion to award the proposal for consultant services for small street light accounts to Northern Illinois Municipal Electrical Collaborative and adopt a resolution authorizing the City Manager to execute an agreement with Northern Illinois Municipal Electrical Collaborative in the submitted proposal amount of $0.0013 of the cost per kilowatt hour; and,
2. Adopt a resolution authorizing the City Manager to execute a contract for the purchase of electricity for small street light accounts to the lowest responsive and responsible bidder.

*B. If bid results are unfavorable, then the City will reject all bids:*

1. Motion to adopt a resolution to reject all bids for small street light accounts and utilize Commonwealth Edison pricing.

**Staff Contact:** Eric T. Helm, Deputy City Manager

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**Background:**

In 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison. Under deregulation, ComEd no longer generates electricity for its customers but continues to provide power through its distribution system. As a result of the deregulation, electricity is purchased based on market price and is no longer dominated by one electrical supplier. In order to take advantage of deregulation, it is recommended that the City receive bids from other electrical suppliers for its small street light accounts.

ComEd has established two types of accounts for City street lights. One are large accounts, covering numerous street lights, and the other are small accounts serving small areas and/or areas that are separately metered. The City has one large account and eight small street light accounts. In the past, it has only been economically feasible to receive bid pricing from NIMEC for the City's one large street light account. The City already has any agreement with Dynegy Energy for its large street light account with expires in July 2018. Due to market changes, NIMEC now recommends that the City consider bid pricing for the City's eight small street light accounts.

City staff recommends that the City continue its relationship with the Northern Illinois Municipal Electric Collaborative (NIMEC) to conduct the bidding process and recommend to the City the most advantageous pricing for small street light accounts. The program addressed in this agenda supplement and resolution is specifically for small street light accounts, as opposed to the recently approved electrical aggregation program for residential customers.

**Northern Illinois Municipal Electric Collaborative (NIMEC)**

In 2006, the City joined NIMEC, which is a municipal Collaborative that pools the energy needs of members in order to secure more competitive pricing than can be provided individually to a single municipally, based on higher volumes. The Collaborative is made up of 140 members, most of which are municipalities. The amount of aggregated energy purchases of the Collaborative is $20 million. In the past, the City has utilized NIMEC to receive advantageous electrical supply pricing for City facilities and residential addresses.

**NIMEC Bidding Process**

Three large electrical suppliers, Constellation, Dynegy, and MC squared have expressed an interest in the NIMEC member bid for street light electrical supply. The collective usage of the NIMEC group ($2.7 million annually) allows NIMEC to negotiate rates lower than what individual municipalities could negotiate on their own. This makes utilizing NIMEC bid pricing a potentially attractive option.

NIMEC conducts bidding for its members. The pricing provided by the bidders is a fixed rate pricing for either one year, two years, or three years. The fixed nature of the bid pricing is advantageous for budgeting purposes. Based on the bid pricing, NIMEC will recommend whether the City should accept these prices or continue with ComEd pricing.

On Tuesday, June 13, the City, with the help of NIMEC, received bid results for electrical supply prices for the City. The lowest responsive and responsible bidder has agreed to maintain its bid pricing, with slight variations made based on market conditions, for the City Council's consideration on June 20th. The final pricing will be presented to the City Council on the night of June 20th at the City Council meeting. At this meeting, City Staff and NIMEC will provide the pricing information, along with a recommendation to the City Council for consideration. The City Council can evaluate whether the results are favorable or unfavorable, as compared with the option of utilizing ComEd's pricing. City Staff and NIMEC will also analyze the submitted bids to determine the optimal length of the electrical supply contract for the City. The City will sign either a one, two, or three year contract for fixed electrical supply pricing based on NIMEC's recommendation.

**Recommendation**

The ComEd price for small street light accounts will be 3.803 cents per kWh for June 2017 to May 2018. If the pricing presented at the June 20th City Council meeting is favorable, as compared with the ComEd pricing, it is staff's recommendation to approve the waiving of formal bidding requirements for electricity purchase, authorizing participation in the Northern Illinois Municipal Electric Collaborative (NIMEC), and authorizing the City Manager to execute a contract with the lowest responsible electricity provider for small street light accounts.

**Votes Required to Pass:**

Super Majority.

DRAFT

**RESOLUTION**

A RESOLUTION WAIVING THE FORMAL BIDDING REQUIREMENTS FOR ELECTRICITY PURCHASE, AUTHORIZING PARTICIPATION IN THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE (NIMEC) AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE ELECTRICITY PROVIDER FOR SMALL STREET LIGHT ACCOUNTS

WHEREAS, the Mayor and City Council find as follows:

A. On January 2, 2007 the State of Illinois implemented a plan to deregulate Commonwealth Edison;

B. Under the aforementioned deregulation plan, Commonwealth Edison no longer generates electricity for its customers, but will continue to provide electric power through its distribution system;

C. As a result of this deregulation, electricity will be purchased based on market price and Exelon, the parent company of Commonwealth Edison, is no longer the sole supplier of electricity in Northern Illinois, resulting in new electricity suppliers being able to compete against Exelon, and competitive market forces dictating the price of electricity;

D. Municipalities across the State are entering the market to purchase electric power in order to mitigate some of the economic impact of rising rates, which, on a practical basis, can only be done using a third party who will serve as a broker for the municipalities and has the knowledge and experience to seek bids from the various electricity providers;

E. The City of Crystal Lake has selected the Northern Illinois Municipal Electric Collaborative (NIMEC) to serve as the City's broker relative to the acquisition of electrical energy due to NIMEC's municipal experience and the fact that NIMEC is a municipal Collaborative which will be pooling the energy needs of members of the Collaborative in order to secure more competitive pricing based on higher volumes than can be provided individually to a single municipality;

F. The amount of compensation that NIMEC receives, if the City chooses the NIMEC electricity supplier, is being built into the prices bid by the electricity supplier and equaling $0.0013 of the cost per kilowatt hour (as would be the case with any broker), so there will be no direct payments made to NIMEC by the City;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Crystal Lake that the Northern Illinois Municipal Electric Collaborative (NIMEC) is hereby appointed as the City's broker for purposes of obtaining a supply of electricity for the City's small street light accounts, and City Staff is hereby directed to take all actions necessary to establish said broker relationship.

BE IT FURTHER RESOLVED that the bidding requirements are hereby waived and instead the City of Crystal Lake will participate in the NIMEC bid for electricity.

NOW, THEREFORE, BE IT FUTHER RESOLVED by the Mayor and City Council of the City of Crystal Lake that the City Manager be is hereby authorized to execute a _____ year contract with the lowest responsible and responsive bidder _____in the amount of _____ cents per kWh, for _____ months.

DATED this 20th day of June, 2017

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED:
APPROVED:

**Agenda Item No: 15**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** Police Directed Towing Services

**Staff Recommendation:** Motion to award contracts for police directed towing services to the lowest responsive, responsible bidders: Herrick Auto Rebuilders, Inc.; Ormsby Motors, Inc.; and Whitey's Towing, Inc., and adopt a resolution authorizing the City Manager to execute two-year agreements for police directed towing services with Herrick Auto Rebuilders, Inc.; Ormsby Motors, Inc.; and Whitey's Towing Inc. in the bid amount.

**Staff Contact:** James Black, Chief of Police

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**Background:**

In 2015, the City initiated a competitive bidding process for Police Directed Towing Services. Four responsive and responsible bidders were awarded the bid and were contracted to perform police directed towing services for two years. The contracts with the four towing agencies are set to expire on July 31, 2017. The City reinitiated the bidding process and on May 1, 2017, a set of bidding documents, including comprehensive specifications and a model towing services contract developed by staff, was issued to potential bidders on the City's BidSync program. Additionally, the City advertised the available bid in the Northwest Herald. Eleven parties viewed the bid; however, only three offered a proposal.

On Thursday, May 25, 2017, the City publicly opened and read aloud three bids received for police directed towing services. The three bidders were Herrick Auto Rebuilders, Inc., Ormsby Motors, Inc., and Whitey's Towing, Inc. These towing firms represent three out of the four firms currently under contract.

The bid process resulted in the three bidders submitting different rates for different services, as described below. Staff thus decided that the most equitable method for evaluating the bids was to determine the lowest bid for each service and to award contracts to all of the three bidders that would be agreeable to providing each service at the lower bid amount. Staff identified the lowest

bids and then met with each bidder to review the results and discuss any issues discovered during the bid process. The following chart sets out the key bid result details:

| Service | Ormsbys | Whiteys | Herricks | Lowest Bid | 2015 Price |
|---|---|---|---|---|---|
| Tow TC, Arrest, Impound <12,000lbs Business Hours | $170.00 | $170.00 | $170.00 | $170.00 | $150.00 |
| Tow TC, Arrest, Impound <12,000lbs After Hours | $170.00 | $170.00 | $170.00 | $170.00 | $150.00 |
| Tow Disabled <12,000lbs Business Hours | $90.00 | $75.00 | $90.00 | $75.00 | $75.00 |
| Tow Disabled <12,000lbs After Hours | $100.00 | $90.00 | $100.00 | $90.00 | $90.00 |
| Tow TC, Arrest, Impound >12,000lbs Business Hours | $200.00 | $200.00 | $180.00 | $180.00 | $180.00 |
| Tow TC, Arrest, Impound >12,000lbs After Hours | $200.00 | $200.00 | $200.00 | $200.00 | $200.00 |
| Tow Disabled >12,000lbs Business Hours | $175.00 | $150.00 | $150.00 | $150.00 | $150.00 |
| Tow Disabled >12,000lbs After Hours | $200.00 | $175.00 | $170.00 | $170.00 | $170.00 |
| Service Call Business Hours | $75.00 | $65.00 | $55.00 | $55.00 | $55.00 |
| Service Call After Hours | $85.00 | $75.00 | $75.00 | $75.00 | $75.00 |
| Recovery Fee <26,000lbs Business Hours | $160.00 | $150.00 | $125.00 | $125.00 | $125.00 |
| Recovery Fee <26,000lbs After Hours | $200.00 | $150.00 | $160.00 | $150.00 | $160.00 |
| Under-Reach Per Hour Business Hours | $350.00 | $350.00 | $350.00 | $350.00 | $350.00 |
| Under-Reach Per Hours After Hours | $350.00 | $375.00 | $350.00 | *$375.00 | $350.00 |
| Cage Brakes/Drive Shaft Add Charges | $80.00 | - | $80.00 | - | $80.00 |
| Special Handling Fees Per Hour | $95.00 | $100.00 | $95.00 | $95.00 | $95.00 |
| Debris Clean-Up Per Vehicle | $45.00 | $40.00 | $50.00 | $40.00 | $40.00 |
| Police Vehicle Tows | $50.00 | $45.00 | $45.00 | $45.00 | $45.00 |
| Standby Time Per Hour | $60.00 | $60.00 | $60.00 | $60.00 | $60.00 |
| Outside City Retrieval Per Hour | $60.00 | $75.00 | $60.00 | $60.00 | $60.00 |
| Outside City Retrieval Per Mile | $4.00 | $3.50 | $3.50 | $3.50 | $3.50 |
| Oil Clean-Up | $25.00 | $15.00 | $25.00 | $15.00 | $15.00 |
| Outside Storage <12,000lbs | $45.00 | $50.00 | $45.00 | $45.00 | $45.00 |
| Inside Storage<12,000lbs | $55.00 | $60.00 | $55.00 | $55.00 | $55.00 |
| Outside Storage >12,000lbs | $60.00 | $65.00 | $60.00 | $60.00 | $60.00 |
| Inside Storage >12,000lbs | $75.00 | $75.00 | $70.00 | $70.00 | $70.00 |
| **TOTALS** | **$3,179.00** | **$2,983.50** | **$2,993.50** | **$2,883.50** | **$2,908.50** |

*Whiteys is the only towing firm with an Under-Reach

The pricing for the vast majority of specific towing services will remain at the 2015 level. The accumulative pricing for all services actually decreased during the latest bidding process.

The City's towing regulations and the bid specifications allow the selection of up to four tow companies for police directed towing services. The three bidders have agreed to provide each service at the lowest bid for that service. Further, each towing company has met the City's ordinance requirements. All three towing companies have previously performed work for the City.

Legal staff has reviewed the towing contract.

**Recommendation:**

The City Manager's Office and the Police Department have reviewed all bids received for completeness and accuracy in accordance with bid requirements. Staff thus recommends that all three bidders be awarded a contract for police directed towing services.

**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 towing services contracts between the City of Crystal Lake and Anchor Towing, Inc.; Herrick Auto Rebuilders, Inc.; Ormsby Motors, Inc.; and Whitey's Towing, Inc. for Police Department directed towing, for two years beginning on August 1, 2017.

DATED this 20th day of June 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED:
APPROVED:

**Agenda Item No: 16**

# City Council
# Agenda Supplement

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**Meeting Date:** June 20, 2017

**Item:** Suburban Purchasing Cooperative Program Contracts #152, 154, and 163 Vehicle Purchases- 2017 Ford Police Interceptors and Ford Taurus.

**Staff Recommendation:** Motion to adopt a resolution authorizing the City Manager to execute an agreement with Currie Motors, Frankfort, IL, for the purchase of five (5) Police Interceptor utility/sedan vehicles and one (1) Ford Taurus for $166,426.00 through the Suburban Purchasing Cooperative Program.

**Staff Contact:** James Black, Chief of Police
Michael P. Magnuson, Director of Public Works

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**Background:**
The Police Department requested approval for fleet vehicle replacements as part of the Fiscal Year 2017-2018 Budget. This request included three new Ford Interceptor utility vehicles, two new Ford Interceptor sedans, and one new Ford Taurus sedan. These vehicles will replace five police patrol vehicles and one Administrative police vehicle.

The City, as a member of the Suburban Purchasing Cooperative Program, is able to take advantage of the Cooperative members' leveraged contract. This program allows members to combine purchasing power, which enables significant cost reductions. All items that are bid through the Cooperative follow the same public procurement standards that the City follows during the competitive, sealed bidding process.

**Recommendation:**
It is the recommendation of the Public Works Fleet and Facility Services Division and the Police Department to purchase five Police Interceptor utility/sedan vehicles and one Ford Taurus in the amount of $166,426.00 from Currie Motors, Frankfort, IL, through the Suburban Purchasing Cooperative Program. Funds have been budgeted for this purchase. Funds from a restricted drug forfeiture account will be used to purchase one of the utility vehicles (K9 vehicle replacement).

**Votes Required to Pass:**

Simple Majority

DRAFT

# RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Currie Motors (Frankfort, IL) for the purchase of five (5) Police Interceptor Utility/Sedan Vehicles and one (1) Ford Taurus in the amount of $166,426.00. The funds to purchase these vehicles will be from the Fiscal Year 2017/2018 Budget.

DATED this 20th day of June 2017.

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:** | June 20, 2017 |
| **Item:** | Independence Day Fireworks Show |
| **Staff Recommendation:** | A motion adopting a resolution authorizing the City Manager to execute a contract amendment with Pyrotecnico for an additional amount of $9,500, with a total contract price of $34,500 for the 2017 Independence Day Fireworks Show and a corresponding Budget Amendment to increase the budgeted amount for the 2017 fireworks display. |
| **Staff Contact:** | Eric T. Helm, Deputy City Manager |

## Background:

At the August 17, 2015 City Council meeting, the City Council authorized the approval of a contract with Pyrotecnico for the 2017 Independence Day fireworks show in the amount of $25,000. Recently, City staff was approached by a family wishing to donate funds to provide an expanded fireworks show. The family agreed to donate $9,500 for the expanded show. The donor family requests that their donation be made without any public acknowledgement.

Due to the donation, the contractor will provide additional fireworks shells, which will be used throughout the show. While the intensity of the show will increase, the length will remain the same. This contract amendment will not result in the expenditure of additional City funds beyond those already approved in the 2017/2018 budget. The Fire Rescue Department has reviewed the number and size of shells and does not have any concerns with the expanded show.

## Votes Required to Pass:

Simple majority vote of the City Council.

Res. _____

DRAFT

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract amendment between the City of Crystal Lake and Pyrotecnico in the amount of $9,500, with a total contract amount of $34,500.

BE IT FURTHER RESOLVED, that a corresponding budget amendment is also approved to increase the budgeted amount for the 2017 fireworks display.

DATED this 20th day of June 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____
APPROVED: _____