CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
August 20, 2019
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Proclamations – Honor Flight**

5. **Approval of Minutes – August 6, 2019 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. **City Council Reports**

10. **Consent Agenda**
    a. **Special Event Request, Application Fee Waiver and Charge Back Fee Waiver – Kiwanis Club Santa Run, December 1, 2019**

11. **Class 13 Liquor License Request - BAARD Gas Station, LLC, 4811 Northwest Highway**

12. **County Zoning Request – Shepherd Capital 5430 E. Hillside Road, Conditional Use Permit for a Residential Care Facility**

13. **Variation Request – Crystal Lake Park District, Parking Lot Screening, 431 N. Walkup Avenue**

14. **Intergovernmental Agreement with Woodstock Community Unit School District No. 200 – Indemnification of School Impact Fees**

15. **Consultant Selection Approval – Wastewater Treatment Plant #2 PLC, I/O and SCADA Server Replacement Project.**

16. **Consultant Selection Approval – Water and Sewer Division SCADA and Radio Upgrades**

17. **Consultant Selection Approval for Preliminary Design Engineering Services for Deep Well #19 and Transmission Main**

18. Consultant Engineering Services Selection Approval – Replacement of Wastewater Treatment Plant #2 Ultraviolet Light (UV) Disinfection Unit Project

19. Consultant Selection Approval for Engineering Services – Rehabilitation of Edgewater Drive Lift Station #16

20. Consultant Engineering Services Approval – Replacement of Electrical Motor Control Centers (MCC's) and pumps at Wastewater Treatment Plant #3 and Lift Station #12

21. Board and Commission Appointments and Reappointments – Fire and Police Commission, Library Board, Sustainability Committee

22. Council Inquiries and Requests

23. 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

24. Reconvene to Regular Session

25. Adjourn

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

Agenda Item No: 10a

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Annual Kiwanis Santa Run for Kids

Staff Recommendation: Motion to approve Kiwanis Club's application for a Special Event for the Santa Run on December 1, 2019 pursuant to the recommended conditions below and waiver of the Special Event ($50) and Police Department chargeback fees (~$1,460).

Staff Contact: Michelle Rentzsch, Director of Community Development

---

Background:

The Raue Center for the Arts, in cooperation with the Crystal Lake Kiwanis Club, are requesting approval for the annual Santa Run. The run will take place in Downtown Crystal Lake on Sunday, December 1, 2019.

The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit several local charities, including the Kiwanis Club of Crystal Lake, Turning Point, and Big Brothers Big Sisters. As part of the event, the organizers are requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 10:30 a.m.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closures, providing the following conditions are met:

1) No items can be located on the sidewalks.
2) Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
3) Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner must meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.

4) Organizers are to contact the Street Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
5) The barricades on Brink Street must be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
6) Add cones or other physical separation for the temporary "runners' lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
7) All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
8) An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
9) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
10) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
11) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
12) Streets are not to be marked with paint or any permanent materials.
13) An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
14) Should the Raue Center be used for the award ceremony, the occupancy limit cannot be exceeded during the award ceremony.
15) This event will require one supervisor and nine officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 1, 2019 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
16) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
17) All trash must be picked up along the race route, as well as in the downtown area.
18) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
19) A temporary sign permit must be obtained from the Building Division for any signage/banners.
20) No smoking, as well as cooking or open flames, is permitted under the canopies/tents.

Fee Waivers

Since this is a fundraiser for the Kiwanis, they are requesting that the Special Event application fee of $50 be waived. Also, the Santa Run will require staffing officers and supervisors. The

estimated cost of Police personnel for the event is approximately $1,460. Last year, the City Council waived all of the fees (application and Police chargeback).

The applicant has been made aware of these recommended conditions and advised to attend the August 20, 2019 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: City Code Amendment to Increase the Number of Class 13 Liquor Licenses – Applicant: BAARD Gas Station LLC

Staff Recommendation: Motion to adopt an ordinance increasing the number of Class 13 liquor licenses from the currently permitted 31 licenses to 32 licenses, in order to allow for the issuance of a new Class 13 liquor license to BAARD Gas Station LLC, who is purchasing the property from the current owner Open Pantry #801, located at 4811 Northwest Highway.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:
BAARD Gas Station LLC is purchasing Open Pantry #801, located at 4811 Northwest Highway from the current owner. Since the current license was issued to the current owner, the liquor license will be surrendered and the number of Class 13 liquor licenses will be reduced automatically from 32 to 31.

Licenses are non-transferable, thus BAARD Gas Station LLC is requesting the City Council to approve an increase in the number of Class 13 licenses to allow for the continuous operation of the business at 4811 Northwest Highway. No other changes are being made to the license.

Chapter 329 Liquor Licenses, Section 329-5 License Classification - Class 13 License which 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, and 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.

The annual fee for such a license shall be $625.

The applicant has submitted all of the necessary paperwork. A fingerprint/background search is pending for corporate officers.

The following conditions must be met prior to the license being issued:

- Successful Completion of Background Checks
- Payment of Prorated License Fee
- Proof of Ownership
- Copy of Certificate of Occupancy

The following establishments currently hold Class 13 Liquor Licenses.

Name	Address	Zoning
7-Eleven	60 W. Terra Cotta (Northside Center)	"O PUD"
7-Eleven	1024 McHenry Ave.	"B-1 PUD"
7-Eleven	6225 Northwest Highway	"B-1 PUD"
Bucky's Express	1095 Pyott	"B-2 PUD"
Casey's General Stores	639 E. Terra Cotta Ave.	"B-2"
Circle K	220 W. Virginia	"B-2"
Circle K	280 N. Route 31	"B-2 PUD"
Circle K	681 W. Terra Cotta	"B-2"
Convenient Food Mart	201 E. Virginia	"B-2"
Cost Plus World Market	6000 Northwest Highway (Crystal Point)	"B-2 PUD"
Crystal Lake Food & Liquor	540 E. Terra Cotta Avenue	"B-2 PUD"
Crystal Lake Gas (Marathon)	770 Virginia Road	"B-2"
Crystal Lake Amoco	339 W. Virginia	"B-2"
CVS Pharmacy	1305 Randall Road	"B-2 PUD"
CVS Pharmacy	177 W. Virginia	"B-2"
Fresh Market	6000 Northwest Highway	"B-2 PUD"
Fresh Thyme Farmer's Market	5340 Northwest Highway	"B-2 PUD"
KA Sales (Exxon)	415 W. Virginia	"B-2"
Ralph's General Store	1309 North Avenue	"R-2"
LaRosita of Mesos Group, Inc.	131 Main Street	"B-4"
Midwest Petroleum Dev.	7615 U.S. Route 14 (by McDonald's)	"B-2"
Mobil Mart	250 N. Route 31	"B-2"
Murphy's Oil	985 Central Park Drive	"B-2 PUD"
Oak Street Food & Liquor	256 N. Oak Street	"B-1"
Open Pantry/Shell #801	4811 Northwest Highway	"B-2"
Osco Drug	6140 Northwest Highway (The Commons S.C.)	"B-2 PUD"
RJ Pantry & Liquor	19 E. Berkshire Road	"B-1 PUD"
Sam's Club	5670 Northwest Highway	"B-2 PUD"
Target	5580 Northwest Highway	"B-2 PUD"
Walgreens	151 W. Northwest Highway	"B-2"
Walgreens	315 N. Route 31	"B-2 PUD"
Walmart	1205 S. Illinois Route 31	"B-2 PUD"

The attached ordinance approves an increase in the number of Class 13 liquor licenses in order to allow the owner of BAARD Gas Station LLC, DBA Shell to continue to operate under a new license. This ordinance is expressly made subject to the voluntary surrender of the existing liquor license by the current license holder.

Votes Required to Pass:
Simple majority

DRAFT

Ord. No.
File No. 255 L

The City of Crystal Lake

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 as follows:

1. Class 13 License shall be increased from 31 to 32.

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 August, 2019.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2019
APPROVED: August 20, 2019

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: COUNTY ZONING REQUEST
Shepherd Capital
5430 E. Hillside Road

Staff Recommendation: City Council's discretion.
a) Motion to object to the proposed issuance of the Conditional Use Permit for a Residential Care Facility, directing staff to proceed with an objection to the County Hearing Officer.
b) No action.

Staff Contact: Michelle Rentzsch, Director of Community Development
Elizabeth Maxwell, City Planner

Background:

- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.
- The property in question consists of approximately 5.42 acres and is zoned "E-1" Estate District.
- The property is approximately 240 feet from the City's municipal boundary.
- McHenry County Zoning Board of Appeals will hear case 2018-037 at their August 29th meeting.
- The property is not within the Crystal Lake Watershed.

Request:

- **The request is for a Conditional Use Permit for a Residential Care Facility**.
- A Residential Care Facility is required to meet the following standards under the County's Unified Development Ordinance.

  Residential Care Facility.

  1. Application for a residential care facility shall submit the following as part of use approval:

  a. A statement of the exact nature of the facility planned and services to be offered, such as treatment of mental health issues, developmental disabilities, or drug addiction and rehabilitation. **The facility would care for seniors who need help with daily living.**

b. Provide the facility's maximum capacity, typical duration of stay, type and number of personnel to be involved in the daily operation of the facility, and any permanent residents or caretaker, if applicable. **A maximum of 10 individuals would reside in the facility.**

c. The qualifications of the organization who will operate the facility. The type and number of personnel who will be involved in the daily operation of the facility. **Shepherd Premier Senior Living owns and operates several other facilities around McHenry County.**

d. A completed application form for the relevant state license or national accreditation to be sought by the organization. **The facility would be licensed by the State of Illinois, Illinois Department of Public Health.**

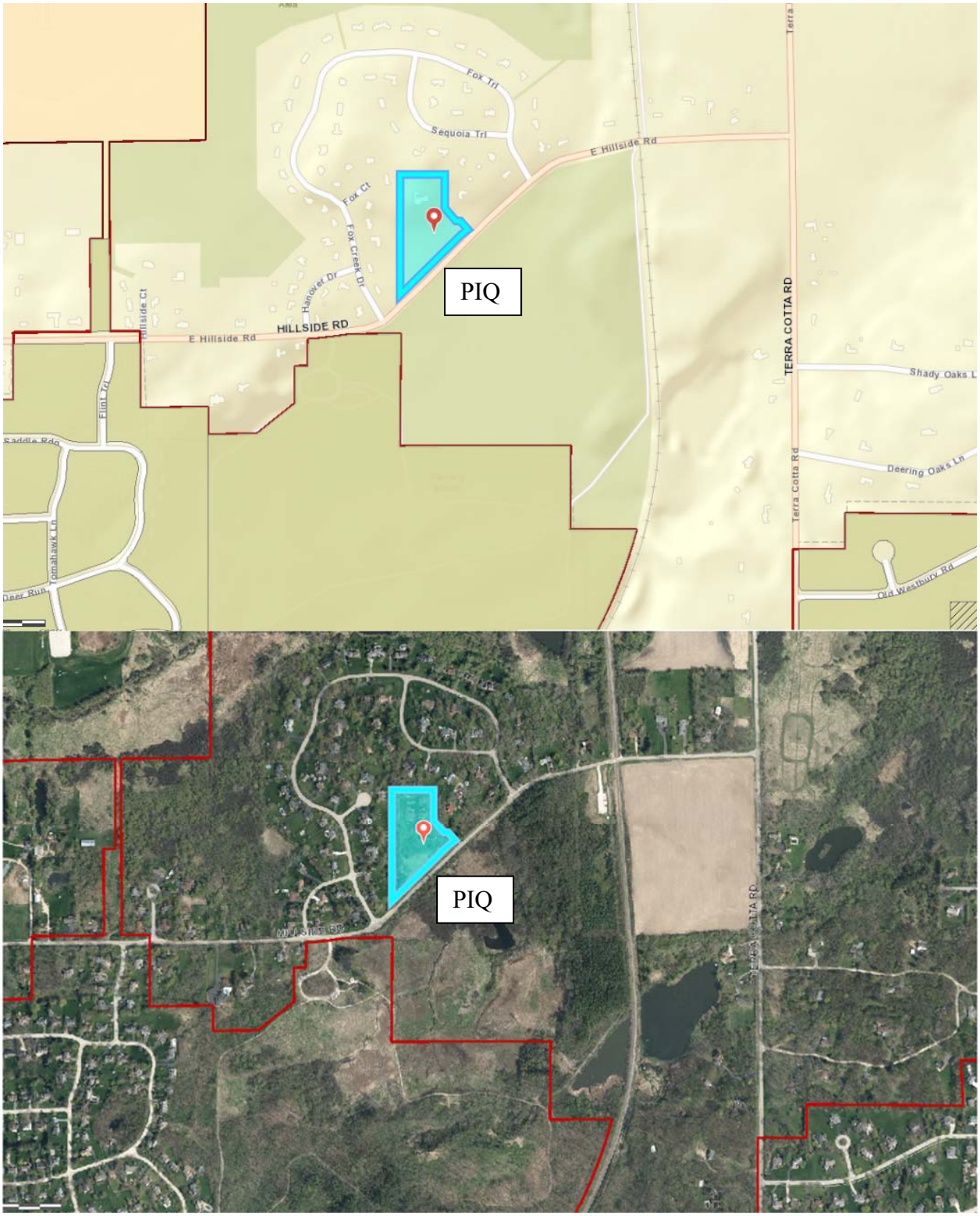
e. A management plan that addresses unused pharmaceuticals in respect to disposal and wastewater and which incorporates relevant best management practices identified by the United States Environmental Protection Agency. **This information was not provided in the zoning packet.**

2. Prior to commencing operations, or at the earliest date possible, the facility shall obtain all applicable state, federal, and local licenses required for operation, and/or an applicable national accreditation. Such licensure and accreditation must be in effect and maintained in good standing at all times.

- The home will be fully sprinklered, with a system that meets the City of Crystal Lake's requirements. This property is within the City's Fire Protection District.
- **Staff has no concerns with this request**.

Votes Required to Pass: A simple majority vote.

PIQ Map
5430 E. Hillside Road
County Zoning Request



Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date:	August 20, 2019
Item:	REPORT OF THE PLANNING & ZONING COMMISSION
Request:	Variation from Article 4-400 to allow the reconstruction of a parking lot without the required eight foot perimeter parking lot landscaping screen.
Petitioner:	Ann Viger, Crystal Lake Park District, petitioner 431 N. Walkup Avenue
PZC Recommendation:	To approve the PZC recommendation and adopt an ordinance granting the variation for the parking lot landscaping screen at 431 N. Walkup Avenue.
Staff Contact:	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Assistant City Planner

---

Background:

- Existing Use: The subject property is a public park.
- The subject property is a 140 acre park public. The parking lot that is being reconstructed is near the pond in Veteran Acres with access off of Route 176.

Request:

- The petitioner is requesting a variation from the requirement to install the perimeter parking lot landscaping screen.
- The parking lot and surrounding area is very wet and consistently floods as the stormwater from the Downtown area is discharged at the pond.

PZC Highlights:

- The petitioner stated that the subject parking lot is nestled within the park and a waiver of the perimeter parking lot screening will not impact surrounding properties. The PZC agreed the hardship is the topography of the area.
- The PZC stated the Findings of Fact had been met.

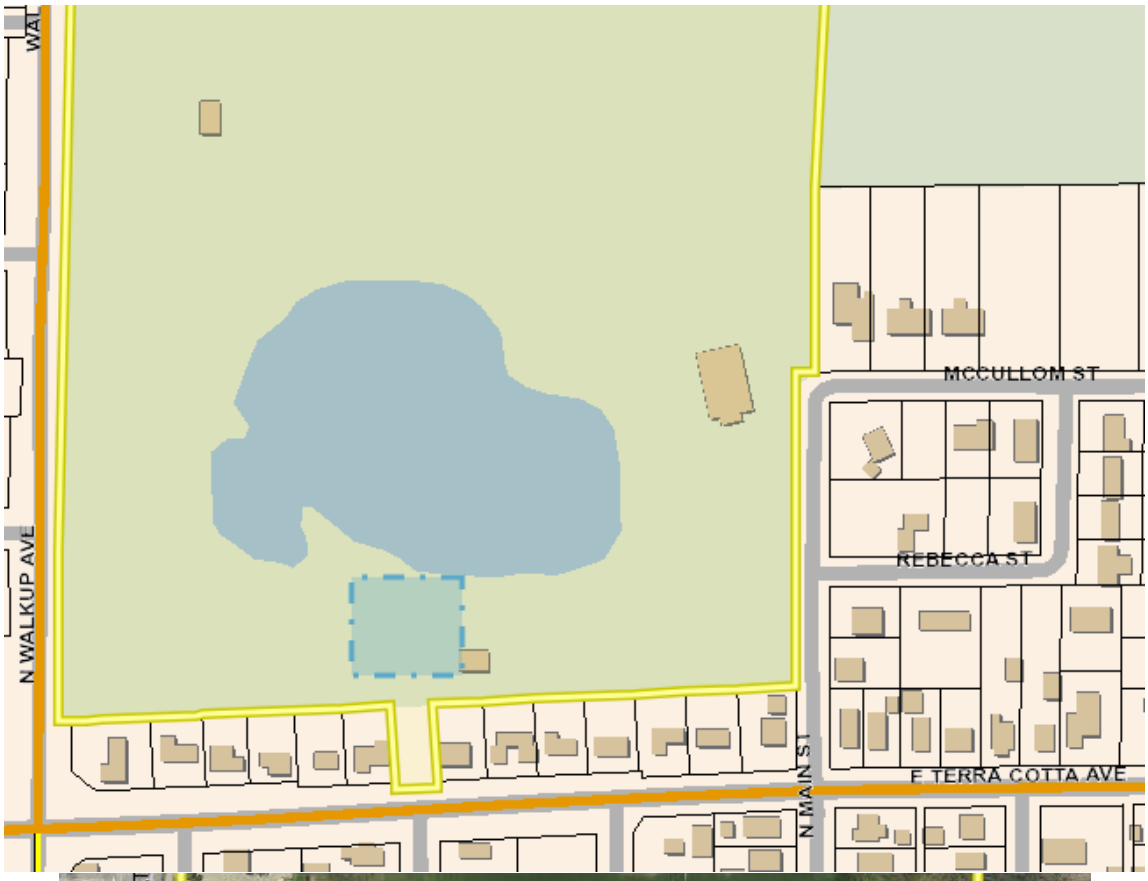
The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

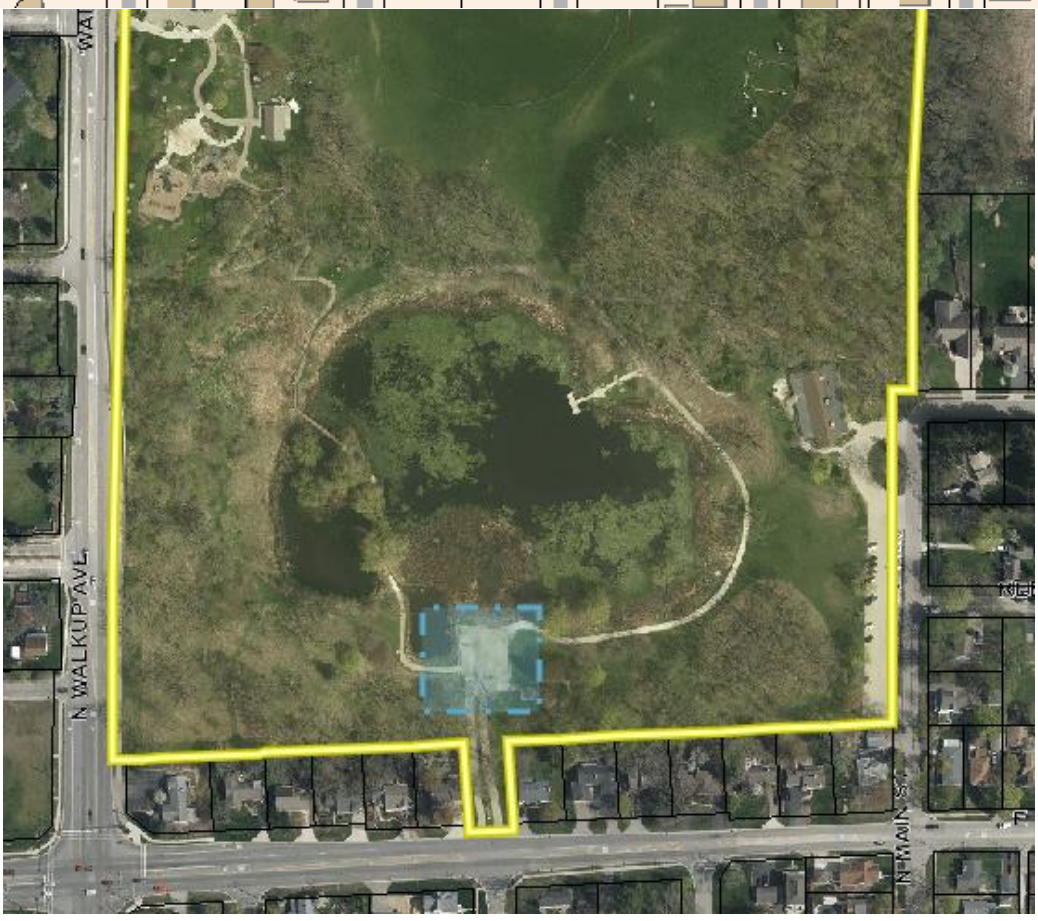
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (CLPD, dated 07/08/19, received 07/08/19)
   B. Plat of Survey (received 07/08/19)
   C. Parking Lot Plan Set (Hey & Associates, dated 06/11/19, received 07/08/19)

2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority.

PLN-2019-00114 CRYSTAL LAKE PARK DIST – VETERAN'S ACRES – OAKWOODS LODGE - VARIATION





DRAFT

Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A VARIATION FOR VETERAN ACRES AT 431 N. WALKUP AVE

WHEREAS, pursuant to the terms of the Application (File #PLN-2019-00114) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Variation from the eight foot perimeter parking lot landscaping screen requirement for the parking lot accessed from the Terra Cotta Avenue entrance; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 19, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on August 7, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Variation; and

WHEREAS, on August 7, 2019, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-00114, dated as of August 12, 2019; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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 a Variation be granted from the Crystal Lake Unified Development Ordinance requirement to have an eight foot perimeter parking lot landscaping screen to allow the reconstruction of a parking lot without perimeter landscape screening for the parking lot access from the Terra Cotta Avenue entrance at the property at 431 N. Walkup Avenue (14-32-226-002), Crystal Lake, Illinois.

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

DRAFT

Ord. No. ……
File No. ….

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (CLPD, dated 07/08/19, received 07/08/19)
   B. Plat of Survey (received 07/08/19)
   C. Parking Lot Plan Set (Hey & Associates, dated 06/11/19, received 07/08/19)

2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

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

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

DATED at Crystal Lake, Illinois, this 20th day of August, 2019.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: August 20, 2019
Approved: August 20, 2019

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Intergovernmental Agreement between the City of Crystal Lake and Woodstock Community Unit School District No. 200 on the Indemnification of the Use of School Impact Fees.

Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an intergovernmental agreement between the City of Crystal Lake and the Woodstock Community Unit School District No. 200 for the indemnification of the use of school impact fees.

Staff Contact: Michelle Rentzsch, Director of Community Development

---

Background:
As defined in the Unified Development Ordinance, the City collects school impact fees from residential developers in Crystal Lake. The derivation of the fee is outlined in the UDO and the fee is collected when building permits are issued. The ordinance also specifies how the impact fees can be used. When the City collects these impact fees, the City distributes the allocated funds to the associated School District.

Over the past few years, Illinois municipalities have been sued for the improper use of impact fee revenues by school districts. The attached agreement will protect the City by indemnifying the City in the event of any such litigation.

There are certain areas of incorporated Crystal Lake that lie within the boundary of Woodstock Community Unit School District No. 200. The agreement was authored by special counsel for the City, Vic Filippini, and was approved by District 200's board of education on July 16, 2019. The City Council has previously approved the same agreement between the City and Districts 47, 155, and 46, as well as the Crystal Lake Park District for its Park Impact Fees.

Votes Required to Pass:
A simple majority.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an intergovernmental agreement between the City of Crystal Lake and Woodstock Community Unit School District No. 200 for the indemnification of the use of school impact fees.

DATED at Crystal Lake, Illinois, this 20th day of August, 2019.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: August 20, 2019

APPROVED: August 20, 2019

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Consultant Selection Approval for Wastewater Treatment Plant #2 PLC, I/O and SCADA Server Replacement Project

Staff Recommendation: Motion to award the proposal for engineering services for Wastewater Treatment Plant #2 PLC, I/O and SCADA Server Replacement Project to Baxter and Woodman/Concentric Integration and adopt a Resolution authorizing the City Manager to execute an agreement with Baxter and Woodman/Concentric Integration in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Director of Public Works

Background:
The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for Wastewater Treatment Plant #2 PLC, I/O and SCADA Server Replacement Project.

A pre-proposal meeting was held on July 15, 2019, and five companies attended. Three proposals were received on August 2, 2019. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Base Total	Alternate Total	Total Cost
*Concentric Integration, Crystal Lake, IL	$116,800.00	$35,292.00	$152,092.00
Advanced Automation, McHenry, IL	$121,455.00	$37,380.00	$158,835.00
Redford Data Services/Starnet Tech, Milwaukee, WI	$186,491.65	$10,709.03	$197,200.68

*Recommended Consultant

Project Need and Description:
The base scope of work generally consists of replacing existing Programmable Logic Controllers (PLC's) at various control panels within Wastewater Treatment Plant (WWTP) #2, as well as the

SCADA server. The SCADA system communicates with maintenance staff to ensure proper operations and alert staff of any inferior conditions/malfunctions by sending alarm conditions to duty phones, e-mail accounts and iPADs. These components have exceeded their economic life and require replacement. The existing PLC's are Allen-Bradley SLC series and repair parts continue to become more expensive and increasingly hard to obtain as the manufacturer has begun to phase them out. The new PLC's will be replaced with Allen-Bradley CompactLogix series which are expected to be in operation for the next 10 to 12 years. This project is included in the City's FY 2019/2020 Budget and the Capital Improvement Plan (CIP).

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

In staff's opinion, Concentric Integration has the necessary experience and expertise for this project. City staff have worked with Concentric Integration previously on similar projects with satisfactory results.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Baxter and Woodman/Concentric Integration for the Wastewater Treatment Plant #2 PLC, I/O and SCADA Server Replacement Project. The FY 2019/2020 budget has allocated funds for this project.

Votes Required to Pass:

Simple majority of the City Council

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 an agreement with Baxter and Woodman, Inc./Concentric Integration for Wastewater Division Plant #2 PLC, I/O and SCADA Server Replacement Project in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 20th day of August, 2019.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2019
APPROVED: August 20, 2019

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Consultant Selection Approval for Water and Sewer Division SCADA and Radio Upgrades

Staff Recommendation: Motion to award the proposal for design engineering and installation services for Water and Sewer Division SCADA and Radio Upgrades to Baxter and Woodman Inc./Concentric Integration and adopt a Resolution authorizing the City Manager to execute an agreement with Baxter and Woodman Inc./Concentric Integration in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Director of Public Works

Background:
The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for the Water and Sewer Division Systems Supervisory Control and Data Acquisition (SCADA) and SCADA Radio System Upgrades. A pre-proposal meeting was held on July 25, 2019, and four companies attended. One company emailed City staff to decline to bid due to inability to complete this project within the required schedule. Two proposals were received on August 7, 2019. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Proposed Cost
*Concentric Integration, Crystal Lake, IL	$186,490.00
Complete Integration, Peru IL	$195,000.00

*Recommended Consultant

Project Need and Description:
The existing Water and Sewer SCADA system requires updating and is included in the City's FY 2019/ 2020 Budget and the Capital Improvement Plan (CIP). The update will include new Programmable Logic Controllers (PLC's), Input/Output (I/O) modules, and communication radios. The Water and Sewer SCADA system consists of PLC's at the five water plants, water towers, and pressure reducing valves. It also includes and utilizes radios to transmit data information.

The existing SCADA system is nearing the end of its reliable service life. The existing PLC's I/O modules, and communication radios at McCormick Tower and the water treatment plants are using a

SLC series (serial/analog- not Ethernet compatible) which are no longer manufactured or available for sale through the manufacturer. The parts that are still available on the market for sale are older and priced about five times over previous pricing. The City's water automated treatment and pumping facilities will not remain operational if this SCADA system is not updated in the near future.

This equipment needs to be upgraded to match the City's current Allen Bradley Compact Logix platform (Ethernet based).

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

In staff's opinion, Baxter and Woodman Inc./Concentric Integration has the necessary experience and expertise for this project. City staff have worked with Concentric Integration previously on similar projects with satisfactory results.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Baxter and Woodman Inc./Concentric Integration for the Water and Sewer Division SCADA and Radio Upgrades. The FY 2019/2020 budget has allocated funds for this project.

Votes Required to Pass:

Simple majority of the City Council

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 an agreement with Baxter and Woodman, Inc./ Concentric Integration for Water and Sewer Division SCADA and Radio Upgrades in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 20th day of August, 2019.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2019
APPROVED: August 20, 2019

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Consultant Selection Approval for Preliminary Design Engineering Services for New Deep Well #19 and Transmission Main

Staff Recommendation: Motion to award the proposal for Preliminary Design Engineering for New Well #19 and Transmission Main Project to Stanley Consultants, Inc. and adopt a Resolution authorizing the City Manager to execute an agreement with Stanley Consultants, Inc. in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Director of Public Works

Background:
The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for Conceptual Design Engineering New Well #19 and Transmission Main, with the location yet to be determined. Two proposals were received on May 9, 2019. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Base Proposed Cost
*Stanley Consultants, Chicago, IL	$118,801.00
Baxter and Woodman, Crystal Lake, IL	$134,800.00

*Recommended Consultant

Project Need and Description:
The City of Crystal Lake operates four deep wells and seven shallow wells. Projected growth will place a strain on our ability to meet increased demand in the near future. Implementation of a new deep well takes several years and the staff recommends starting the engineering process now. This project is included in the City's FY 2019/2020 Budget and the Capital Improvement Plan (CIP).

The City will work with the consultant to evaluate three potential well locations east of McHenry Ave. between Barlina Rd. and Dartmoor Dr. There is also a current design project to replace Water Treatment Plant #2 (WTP#2), located at 530 Highland Ave. The WTP#2 project includes building in the capacity to treat water from the new deep Well #19. The City is anticipating this new Well #19 to produce a flow

rate of at least 1,000 GPM and should be drilled into the Galesville sandstone aquifer (around 1,300' deep) similar to the other four deep wells the City operates.

The goal of this project is to have a conceptual or 30% engineering design of well location, Well control building, and raw water transmission line location from new Well #19 to the new WTP#2 including estimated construction cost. The final completion goal is to have this new well and water main installed and operational in 2020 or 2021.

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

In staff's opinion, Stanley Consultants, Inc. has the necessary experience and expertise for this project. City staff has previously worked with Stanley Consultants, Inc. on similar projects with satisfactory results.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Stanley Consultants, Inc. for Preliminary Design Engineering of New Well #19 and Transmission Main. The FY 2019/2020 budget has allocated funds for this project.

Votes Required to Pass:

Simple majority of the City Council

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 an agreement with Stanley Consultants, Inc. for Preliminary Design Engineering of New Well #19 and Transmission Main in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 20th day of August, 2019.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2019
APPROVED: August 20, 2019

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Consultant Engineering Services Selection Approval for replacement of Wastewater Treatment Plant #2 Ultraviolet Light (UV) Disinfection Unit Project

Staff Recommendation: Motion to award the proposal for engineering services for the replacement of the Wastewater Treatment Plant #2 ultraviolet light (UV) disinfection unit to Baxter and Woodman and adopt a Resolution authorizing the City Manager to execute an agreement with Baxter and Woodman in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Director of Public Works

Background:
The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for Engineering Services for the replacement of the Wastewater Treatment Plant #2 ultraviolet light (UV) disinfection unit (WWTP#2 UV unit) project. A pre-proposal meeting was held on July 8, 2019, and six companies attended. Six proposals were received on July 19, 2019. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Proposed Cost
*Baxter and Woodman, Crystal Lake, IL	$50,255.00
Ruekert Mielke, Waukesha, WI	$64,927.00
Applied Technologies, Lake Villa, IL	$67,680.00
Crawford, Murphy and Tilly, Inc., Aurora, IL	$69,805.00
Fehr Graham, Rockford IL	$97,300.00
Stanley Consultants, Chicago, IL	$98,474.00

*Recommended Consultant

Project Need and Description:
The existing WWTP#2 UV disinfection unit was originally installed in 2001. This unit is 19 years old and reaching the end of its service life. UV disinfection during the spring/summer months is a requirement of the City's operating permit issued by the Illinois Environmental Protection Agency (IEPA). Failure of this equipment would result in the City violating the permit and releasing non-disinfected treated wastewater into Crystal Creek. The City does not have a redundant unit and therefore

this is a critical piece of equipment to keep in good operating order. This project is included in the FY 2019/2020 Budget and Capital Improvement Plan (CIP)

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

In staff's opinion, Baxter and Woodman has the necessary experience for this project. City staff has previously worked with Baxter and Woodman on similar projects.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Baxter and Woodman for engineering services related to the replacement of the ultraviolet Light (UV) system at Wastewater Treatment Plant #2.

Votes Required to Pass:

Simple majority of the City Council

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 an agreement with Baxter and Woodman for engineering services for the replacement of the ultraviolet light (UV) disinfection system at Wastewater Treatment Plant #2 in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 20th day of August, 2019.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2019
APPROVED: August 20, 2019

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Consultant Selection Approval for Engineering Services for The rehabilitation of the Edgewater Drive Lift Station #16

Staff Recommendation: Motion to award the proposal for engineering services for the rehabilitation of the Edgewater Drive Lift Station #16 to Crawford, Murphy & Tilly and adopt a Resolution authorizing the City Manager to execute an agreement with Crawford, Murphy & Tilly in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Director of Public Works

Background:
The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for the rehabilitation of the Edgewater Drive Lift Station #16. A pre-proposal meeting was held on July 1, 2019, and eight companies attended. Seven proposals were received on July 16, 2019. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Proposed Cost
*Crawford, Murphy and Tilly, Inc. (CMT), Aurora, IL	$68,500.00
HLR, Elgin, IL	$69,056.00
Gewalt Hamilton, Vernon Hills, IL	$75,448.00
Baxter and Woodman, Crystal Lake, IL	$77,125.00
Fehr Graham, Rockford, IL	$99,800.00
Stanley Consultants, Chicago, IL	$101,992.00
Applied Technologies, Lake Villa, IL	$107,500.00

*Recommended Consultant

Project Need and Description:
The Edgewater Drive Lift Station #16 was constructed in 1972 and last rehabilitated in 1989 (30 years ago). The pumps are obsolete (no longer manufactured) and replacement parts need to be custom fabricated. The existing station configuration requires fall protection and confined space entry for employees to service. This project is included in the FY 2019/2020 Budget and is included in the Capital Improvement Plan (CIP).

This project includes the removal of the dry pit lift station wet well, panel and associated components. The rehabilitation includes the installation of a new fiberglass or precast concrete wet well, submersible pumps, piping, check valves, electrical motor control center (MCC), and emergency generator with automatic transfer switch. This will be a safer configuration for the employees to operate in. The scope of work also includes the design of all required changes or upgrades to the existing SCADA controls, associated PLC equipment and the connections to the City's existing SCADA network (cellular/internet).

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

In staff's opinion, CMT has the necessary experience and expertise for this project. City staff have worked with CMT previously on similar projects with satisfactory results.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of CMT for the Design Engineering for the Edgewater Drive Lift Station #16 rehabilitation project. The FY 2019/2020 budget has allocated funds for this project.

Votes Required to Pass:

Simple majority of the City Council

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 an agreement with Crawford, Murphy & Tilly for Design Engineering for the Edgewater Drive Lift Station #16 rehabilitation project in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 20th day of August, 2019.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2019
APPROVED: August 20, 2019

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Approval of Consultant Engineering Services for the replacement of electrical motor control centers (MCC's) and pumps at Wastewater Treatment Plant #3 and Lift Station #12

Staff Recommendation: Motion to award the proposal for engineering services for the replacement of electrical motor control centers (MCC's) and pumps at Wastewater Treatment Plant #3 and Lift Station #12 to Ruekert Mielke, Inc. and adopt a Resolution authorizing the City Manager to execute an agreement with Ruekert Mielke, Inc. in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for the replacement of electrical motor control centers (MCC's) and pumps at Wastewater Treatment Plant #3 and Lift Station #12.

A pre-proposal meeting was held on July 3, 2019, and five companies attended. Three proposals were received on July 16, 2019. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Proposed Cost
*Ruekert Mielke, Inc. Waukesha, WI	$76,292.00
Stanley Consultants, Chicago, IL	$118,824.00
Crawford, Murphy and Tilly, Inc., Aurora, IL	$144,080.00

*Recommended Consultant

Project Need and Description:

Lift Station #12 was originally constructed in 1974. The motor control center (MCC) is original to that construction (45 years old). The three lift station pumps are 28 years old (end of life). The Wastewater Treatment Plant #3 main MCC was installed in 1974 (45 years old) and added on to in 1991 (newest section is 28 years old). Three (3) of the six (6) primary effluent pumps at the Plant are also 28 years old and in need of replacement. The remaining three pumps have been replaced/rebuilt more recently.

Consultant Evaluation Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

In staff's opinion, Ruekert Mielke, Inc. has the necessary experience and expertise for this project.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Ruekert Mielke, Inc. for the Design Engineering for MCC's and Pump Replacements at Lift Station #12 and WWTP #3. The FY 2019/2020 budget has allocated funds for this project.

Votes Required to Pass:

Simple majority of the City Council

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 an agreement with Ruekert Mielke, Inc. for Engineering Services for replacement of electrical motor control centers (MCC's) and pumps at Wastewater Treatment Plant #3 and Lift Station #12 in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 20th day of August, 2019.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2019
APPROVED: August 20, 2019

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Board and Commission Reappointments

Recommendation: Motion to approve the reappointments of Larry O'Meara and Lori Parrish to the Fire & Police Commission

Contact: Aaron T. Shepley, Mayor

Background:

Larry O'Meara and Lori Parrish have served on the Fire & Police Commission for several terms. The terms of both have expired. Mr. O'Meara has expressed an interest in reappointment to the Fire & Police Commission for the remainder of the term ending June 30, 2022. Ms. Parrish has expressed interest in reappointment to the Fire & Police Commission for the remainder of the term ending June 30, 2021.

Fire & Police Commission appointments and reappointments are nominated by the Mayor with City Council confirmation.

Should the Council have any questions, please contact Mayor Shepley.

Votes Required to Pass:

Simple majority of City Council present

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Board and Commission Appointments

Mayor's Recommendation: Motion to appoint a member to the Library Board

Contact: Aaron T. Shepley, Mayor

Background:

On June 30, 2019 Monica Szalaj's term on the Library Board expired. Ms. Deirdra Wisniewski and Cary Wexler have expressed interest in appointment to the Library Board for a three-year term, expiring on June 30, 2022.

The Library Board has recommended Cary Wexler for appointment.

Library Board appointments and reappointments are nominated by the Mayor and confirmed by City Council.

Should the Council have any questions, please contact Mayor Shepley.

Votes Required to Pass: Simple majority

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: August 20, 2019

Item: Sustainability Committee Member Nominations

Staff Recommendation: Council discretion:

1) Motion to approve the nomination of Lara Smith to the Sustainability Committee.
2) Motion to approve the nomination of Nicky Strahl to the Sustainability Committee.
3) Motion to approve the nomination of Joe Babiarz to the Sustainability Committee.

Staff Contact: Nick Hammonds, Management Analyst

Background:

On November 17, 2015, the City Council formed the Sustainability Committee ("Committee"), replacing the Ad Hoc Clean Air Counts Advisory Committee established in 2007. The purpose of the Committee is to assist the City in promoting environmental sustainability within the City.

As part of the Committee Charter, the City Council approved a total of nine (9) members to fulfill the Committee. There are currently three (3) vacancies on the Committee. Attached is a list of the current Committee members. Lara Smith, Nicky Strahl, and Joe Babiarz have applied for a nomination to the Committee and attached are their submitted applications. New Committee members are nominated and approved by the Mayor and City Council.

Per the Committee Charter, to be a member on the Committee one must live in Crystal Lake, own a business in Crystal Lake, or attend a school in Crystal Lake. Lara Smith, Nicky Strahl, and Joe Babiarz are residents of Crystal Lake and would bring knowledge to the Committee regarding environmental issues and programs. Lara Smith was previously a member of the Sustainability Committee who resigned to attend nursing school and care for her young children. Lara Smith has reapplied to the Committee as she has completed nursing school and she is passionate about environmental issues. Nicky Strahl is an employee of the Illinois Department of Natural Resources and would bring knowledge of environmental conservation, restoration and ecology for the Committee. Joe Babiarz is the Director of Renewable Energy for Sonepar USA and would also bring knowledge about environmentally friendly initiatives. The Committee supports the nomination of these three individuals and would benefit from their input and participation.

Votes Required to Pass:

Simple majority of City Council present

Sustainability Committee Members

Terry Dieckhoff

John Kavalunas, Chair

Lehn Shepherd

Ryan Pettit

Emilie Hoffman

Gregory Glover

Vacant

Vacant

Vacant