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, 2013
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – August 6, 2013 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. **Council Reports**

9. **Consent Agenda**
   a. **Knights of Columbus Council #3880 Class 16 Temporary Liquor License request.**

10. **Centennial Celebration Sponsorship Acceptance Resolution.**

11. **The BREAK Class 16 Temporary Liquor License request.**

12. **Skyridge Apartments, south of Ackman Road, east and west of Skyridge Drive, west of Randall Road and north of Alexandra Boulevard – Final Planned Unit Development Amendment to allow an additional free-standing sign at the northwest corner of Randall Road and Alexandra Boulevard.**

13. **Proposal award and resolution authorizing execution of an agreement for medical billing services.**

14. **Proposal award and resolution authorizing execution of an agreement for Wastewater Treatment Plants #2 and #3 engineering services and approval of changes in scope by up to 10% of the original price.**

15. **Bid award and resolution authorizing execution of an agreement for the purchase of Mobile Column Lifts.**

16. **Resolution authorizing a change in scope of services and an amendment to the agreement for engineering services for Water Treatment Plant #3 emergency backup generator evaluation and design.**

17. **Bid award and resolution authorizing execution of an agreement for Tree Pruning Services.**

18. **Resolution authorizing execution of an agreement for the purchase of a 2014 Ford F550 through the State of Illinois Joint Purchasing Program.**

19. **Variation from Chapter 150 of the City Code to allow for the landing of tethered hot air balloons at the Centennial Kick-Off Festival on September 20, 2013 and at an additional one-day event in September 2013.**

20. Council Inquiries and Requests.

21. 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.

22. Reconvene to Regular Session.

23. 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

Meeting Date: August 20, 2013

Item: Temporary Liquor License – Knights of Columbus Council #3880

Staff Recommendation: Motion to approve issuance of a Class "16" Temporary Liquor License to the Knights of Columbus Council #3880

Staff Contact: George Koczwara, Deputy City Manager

Background:
The City has received a request from the Knights of Columbus Council #3880 for the issuance of a Class "16" Temporary Liquor License in order to sell beer and wine at the Parish Annual Corn Boil being held at the Oak Street Church Grounds and Community Center, located at 451 W. Terra Cotta Avenue, on August 31, 2013 from 11:00 a.m. to 4:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class "16" Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

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

Votes Required to Pass:
Simple majority

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Centennial Celebration Sponsorship Acceptance

Staff Recommendation: Motion to adopt a Resolution accepting a donation from the Fuhler & Tegtmeier Families and designating the Fuhler & Tegtmeier Families as a Gold Sponsor for the Centennial Celebration year.

Staff Contact: George J. Koczwara, Deputy City Manager
Elizabeth Maxwell, Planner

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

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

As part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration. An invitation was sent to all Crystal Lake Chamber of Commerce members. The Fuhler & Tegtmeier Families have accepted this invitation and have agreed to be a Gold Sponsor with a donation of $5,000.

Representatives of the Fuhler & Tegtmeier Families will be in attendance to formally present their donation.

Additionally, the *Northwest Herald* has agreed to be the Media Sponsor for the Centennial Celebrations. As the Media Sponsor, the *Northwest Herald* will provide:

- A monthly column. An area where the City can list centennial events and any information related to the events.
- Quarterly page advertising spots for centennial events.
- Specialty print advertisements. The ability for the City to utilize their advertising personnel to create one page flyers for events.

Finally, the Algonquin Township Highway Department has agreed to be a Supporting Partner by providing two shuttle buses and drivers during the Centennial Kick-Off Festival. The shuttle buses will be used to transport patrons from the free shuttle parking lots located in the former Wal-Mart building to the festival.

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

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

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

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

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

WHEREAS, the Fuhler & Tegtmeier Families have accepted this invitation and have agreed to be a Gold Sponsor of the Crystal Lake Centennial with a generous donation of $5,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Council hereby graciously accepts the support of the Fuhler & Tegtmeier Families and designates the Fuhler & Tegtmeier Families as a Gold Sponsor of the Crystal Lake Centennial celebrations.

DATED this twentieth day of August, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: August 20, 2013

APPROVED: August 20, 2013

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Temporary Liquor License – The BREAK, 93 Berkshire Drive

Staff Recommendation: Motion to approve issuance of a Class "16" Temporary Liquor License to The BREAK

Staff Contact: George Koczwara, Deputy City Manager

Background:
The City has received a request from The BREAK, 93 Berkshire Drive, for the issuance of a Class "16" Temporary Liquor License in order to sell beer and wine at an Oktoberfest Fundraiser on September 14, 2013, at Main Beach in Crystal Lake from 6:00 – 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class "16" Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

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

Votes Required to Pass:
Simple majority

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-35 Skyridge Apartments Final PUD Amendment

Final PUD Amendment to allow an additional free-standing sign at the northwest corner of Randall Road and Alexandra Boulevard

Kensington Realty Advisors, 100 N. Riverside Plaza, Chicago, IL 60606

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment to allow a relocated free-standing sign at the northwest corner of Randall Road and Alexandra Boulevard

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

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Background:

- Location: South of Ackman Road, east and west of Skyridge Drive, west of Randall Road and north of Alexandra Boulevard
- History: Preliminary PUD for Skyridge (then called Evergreen Club) for 370 multi-family units was granted in 1985. Skyridge Phase I was constructed in 1988. A Final PUD for Skyridge Phase II was approved in 1998.
- Request: Final PUD Amendment to allow a relocated sign at the northwest corner of Randall Road and Alexandra Boulevard.

Key Factors:

- Details: Skyridge Club would like to add a free-standing sign identifying the apartments at the northwest corner of Randall Road and Alexandra Boulevard. There are currently four free-standing signs identifying the apartments. One is located on Skyridge Drive at Alexandra Boulevard, another on Skyridge Drive, the third on Skyridge Drive at Ackman Road and the fourth on Randall Road. The total square footage of the identification signs

is approximately 156 square feet. There are also several wayfinding signs throughout the apartment complex identifying the building and unit numbers.

With the right-of-way improvements at the intersection of Ackman and Randall Roads, Skyridge Drive at Ackman Road now allows for a right in-right out access only. The applicants have indicated that they would prefer a sign closer to the intersection of Randall Road and Alexandra Boulevard to direct people into the complex.

- Sign Details: The free-standing sign is proposed to be 16 square feet in area and 3 feet 8 inches (44 inches) in height and located at the northwest corner of Randall Road and Alexandra Boulevard. The sign colors will match the other signage at this site. The proposed sign is double-faced and the interior angle between 2 sign faces appears to be greater than 45 degrees. If that is the case, the sign area is computed as the sum of the sign faces, which will be 32 square feet. The sign is proposed to be installed on Lot 4 of the subdivision, which is also designated as the detention and drainage easement. Staff is working with the applicant to determine the appropriate location for the sign.

PZC Highlights:

- The PZC felt that a sign at the corner of Alexandra Boulevard and Randall Road was warranted because of the intersection improvements. The Commission, however, felt that the proposed sign could replace the sign currently located along Randall Road. The petitioner had no concerns with removing the existing sign along Randall Road. The Commission felt that the request met the Findings of Fact for a PUD Amendment and recommended **approval (7-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application, received 7-11-13
   B. Sign Details, Quick Signs, received 7-11-13

2. The signage structure cannot be on top of or affect the structural integrity of any existing storm drain or drainage structures in any way.

3. If, for any reason, access is required to any existing drainage structures within the drainage easement and the sign inhibits access, the sign is to be removed and replaced at the owner's expense.

4. The signage structure cannot reduce the detention volumes of the detention basins located in the easement.

5. The signage structure cannot impede the flow of water over, under or through the detentions and drainage easement.

6. To prevent any sight-line issues, the sign cannot be located any closer to Randall Road than the east edge of the sidewalk along Alexandra Boulevard.

7. A single-faced sign is recommended to be installed - between 5 to 10 feet back from the property line. The sign can be either at an angle or parallel to the sidewalk, but cannot encroach onto the slope of the detention basin. **The petitioner shall continue to work with staff on the best alternative, location, size, and shape of the sign. (Modified by PZC)**

8. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

9. **The existing sign in the middle of the property facing Randall Road shall be removed and may be used in the new location. (Added by PZC)**

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR SKYRIDGE CLUB APARTMENTS

WHEREAS, pursuant to the terms of the Petition (File #2013-35) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Skyridge Club Apartments to allow an additional freestanding sign at the northwest corner of Randall Road and Alexandra Boulevard; and

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

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

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

SECTION I: That a Final PUD Amendment be granted to permit a relocated freestanding sign at the northwest corner of Randall Road and Alexandra Boulevard for the property located west of Randall Road, south of Ackman Road, and north of Alexandra Boulevard, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application, received 7-11-13
   B. Sign Details, Quick Signs, received 7-11-13

2. The signage structure cannot be on top of or affect the structural integrity of any existing storm drain or drainage structures in any way.

3. If for any reason, access is required to any existing drainage structures within the drainage easement and the sign inhibits access, the sign is to be removed and replaced at the owner's expense.

4. The signage structure cannot reduce the detention volumes of the detention basins located in the easement.

5. The signage structure cannot impede the flow of water over, under or through the detentions and drainage easement.

6. To prevent any sight-line issues, the sign cannot be located any closer to Randall Road than the east edge of the sidewalk along Alexandra Boulevard.

7. A single-faced sign is recommended to be installed - between 5 to 10 feet back from the property line. The sign can be either at an angle or parallel to the sidewalk, but cannot encroach onto the slope of the detention basin. The petitioner shall continue to work with staff on the best alternative, location, size, and shape of the sign.

8. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

9. The existing sign in the middle of the property facing Randall Road shall be removed and may be used in the new location.

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

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

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

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

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Medical Billing Services

Staff Recommendation: Motion to award the proposal for medical billing services to the lowest responsible and responsive proposer, Andres Medical Billing, Ltd., and to adopt a resolution authorizing the City Manager to execute an agreement with Andres Medical Billing, Ltd.

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief

Background:
On Monday, July 8, 2013, the City of Crystal Lake publicly opened and read aloud the proposals received for Medical Billing Services for four years. The selected proposer will provide medical billing services to the City for ambulance transports throughout the year by the Fire Rescue Department. The program enhances customer service by providing customers with modern technology billing processes and procedures, filing with Medicare, Medicaid, and other private insurance carriers, processing of claims, account processing and account submission to a collection agency, if necessary.

Proposal Results:
Each of the proposals submitted was based on a percentage of the net ambulance transportation billing collected. Andres Medical Billing, Ltd was the only proposer to comply with all the components of the request for proposal. The proposal results for this project are listed below:

Company	Location	% Cost
Municipal Computing Services	Garland, TX	4.75
Andres Medical Billing, Ltd. ✓	Arlington Heights, IL	5.00
Intermedix	Columbus, OH	5.00
Paramedic Billing Services	Elmhurst, IL	5.00
Lifequest Services	Wautoma, WI	5.90
Claims Action	Garden City, KS	7.00

✓ Indicates recommended lowest responsive and responsible proposer.

Recommendation:

The Finance Department and the Fire Rescue Department reviewed all proposals received for completeness and accuracy in accordance with the request for proposals. The Fire Rescue Department staff has verified references and has received positive recommendations. It is staff's recommendation to award the bid to the lowest responsive and responsible proposer, Andres Medical Billing, Ltd. Fire Rescue has used Andres Medical Billing, Ltd. in the past and had a positive experience. The proposal prices received for the aforementioned services will be valid for four (4) years.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement for medical billing services between the City of Crystal Lake and Andres Medical Billing, Ltd. based on the submitted prices.

DATED this 20th day of August, 2013

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 20, 2013
APPROVED: August 20, 2013

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Consultant Selection Approval for the completion of Wastewater Treatment Plant #2 & #3 Engineering Services

Staff Recommendation: Motion to award the proposal for Wastewater Treatment Plant #2 & #3 Engineering Services to the most responsible and responsive proposer, Baxter & Woodman, and adopt a resolution authorizing the City Manager to execute an agreement with Baxter & Woodman in the amount of $954,370.00 and approve changes in scope by up to 10% of the original price.

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

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Background:

A Master Plan was recently completed at the City's two wastewater treatment facilities which identified a number of capacity and flow deficiencies at the plants. These projects were scrutinized and ultimately prioritized based on failure/violation risk and operational improvement. The projects deemed most critical are as follows:

1. WWTP#2 Solids Handling Flow & Capacity (Digester)
2. WWTP#2 Hydraulic Improvements
3. Lift Station #12 Raw Pump Screening for WWTP#3
4. WWTP#3 Digester Improvements

In addition, critical maintenance and rehabilitation needs have been scheduled to be performed on existing equipment. Structures at these facilities are exposed to harsh conditions as gases are released throughout the treatment process. Further, certain mechanical processes need to be taken offline periodically for significant maintenance. Such maintenance and rehab work scheduled for this year includes the following:

1. WWTP#2 Bio-solids Building
2. WWTP#2 Clarifier Rehab
3. WWTP#2 Blower MCC Panel Replacement

Design Projects: Each project identified below includes the review of the deficiencies identified, identification of equipment to remedy the issues, and design of the improvements. In addition, construction management services have been included for the actual implementation of the improvements.

1. **WWTP#2 Solids Handling Project ($550,628):** This project will include design of an improved system that accounts for all of the City's capacity and operational needs, and oversee the construction of the designed improvements. Improvements will include additional digester space, a redundant waste sludge thickening system, solids dewatering improvements, and improved transport of thickened waste and primary sludge to the digester. Such improvements will reduce the chances of digester foam issues and generate overall benefits and flexibility to the operation of this facility. The project components are as follows:
    a. **Digester Capacity:** WWTP#2 currently has only one digester. This treatment plant configuration would no longer be approved by the IEPA, as redundancy of this operation is crucial. Like many anaerobic digesters, the City's existing digester at this facility has been plagued with foaming issues, which is thought to be caused by one of a number of issues including overloading the digester, a sudden release of gas in the sludge, the nozzles in the mixing system, or unknown substances from manufacturing facilities. While many studies and tests have been conducted to determine the exact cause of the foam in the City, no conclusive findings have been revealed.

    To diminish the chances of biological foaming, staff operates the digester at approximately one-third of its design capacity. This limited use requires the digester to be in constant operation, which makes cleaning and maintenance a challenge. The consultant is to review the technologies and options available to the City and design an additional digester to alleviate these concerns and provide much needed capacity.
    b. **Sludge Thickening/Dewatering Improvements:** Currently the plant uses a gravity belt thickener (GBT) as a sludge thickener for solids that are skimmed throughout the treatment process and a centrifuge as a dewatering unit to dry the biosolids after they leave the digester. Neither of these units currently have redundancy in place in case of failure, which the centrifuge experienced in 2011. The Master Plan identified a piping configuration that would allow a second centrifuge to thicken or dewater sludge as needed. During regular operations, the new centrifuge would work in tandem with the existing centrifuge, which will reduce the wear on that unit.
    c. **Piping Improvements:** The current sludge system runs a singular pipeline from the primary tanks and the gravity belt thickener (beginning of the treatment process) to the digester (end of the treatment process). A parallel will give the primary tanks and the gravity belt thickener a separate pipeline to the digester, which will improve flows and increase operational flexibility.

2. **WWTP#2 Hydraulic Improvements ($85,189)**: These projects are necessary to correct hydraulic deficiencies identified in the facility's primary clarifiers, secondary clarifiers, and disinfection system to help achieve the rated capacity of the plant. This will correct

the system's current hydraulic bottlenecks and improve flow characteristics to the overall system operation.

The primary clarifiers are at the beginning of the treatment plant and are used to skim the solids that settle on the bottom of the tank and the fats, oils, and greases that float to the top of the tank. The existing layout of the influent channel into the primary clarifiers is susceptible to preferential flow patterns which lead to unbalanced loadings in the separate clarifiers. A baffle must be designed to direct flows to each clarifier chamber equally to ensure designed functionality. The baffle may have to be adjustable to account for high or low flows.

Similarly, Flow Division Chamber #7 splits flows from the aeration tanks to Secondary Clarifiers 1-4 and Secondary Clarifier 5. This diversion chamber should distribute the flows in such a way that all the secondary clarifiers have equal water surface elevations. However, the way the flows enter the diversion structure from the aeration tanks, and the location of the outlet pipe to Secondary Clarifier 5 in relation to the outlet to Secondary Clarifiers 1-4, causes preferential flow patterns to enter Clarifier 5. This leads to higher flow rates in Clarifier 5 than the other four clarifiers. This higher loading rate causes increased solids loading to this clarifier, resulting in increased sludge blanket depth, especially during storm events. This increased blanket depth results in Clarifier 5 having to be taken off-line during these higher peak flows, just the time when the extra capacity of the largest clarifier is needed most. The improvement will equalize the flows to all clarifiers and allow Clarifier 5 to be utilized during high flow events.

Since the construction of the existing UV disinfection channel, a new IEPA guideline requires the ability to bypass disinfection or have an alternate system. While work on the Clarifier piping is being performed, a Sand Filter Building bypass and Ultraviolet (UV) Disinfection bypass should also be constructed. Providing the option to bypass the existing Sand Filter Building will allow plant operators to take the sand filters offline for maintenance or at times of high flow.

3. **WWTP#3 Fine Screen at Lift Station 12 ($146,148):** Mechanical screening facilities at the head of Wastewater Treatment Plant #3 are needed to protect the equipment and improve the efficiency of the downstream treatment units. This facility currently has no such screening in place. The most feasible location to add the screening facilities is at Lift Station 12 in place of the existing communitor. In addition to the screen unit itself, this project includes the expansion and renovation of the existing building and HVAC to current explosion proof standards, which is required in areas where flammable gasses are present. This work also includes replacing the existing corroded doors and constructing a roof over the screening portion of the lift station (it currently has an open ceiling). Tuck pointing work is being postponed until a design is determined to accommodate the fine screen and waste disposal container at this site.

4. **WWTP#3 Aerobic Digesters Project ($82,218):** This project at WWTP#3 involves the repair/replacement the of existing bridge and air system in Aerobic Digester #1. The steel bridge in this digester is failing, causing safety hazards when working in the

digester. Additionally, the air diffuser system, which has a line directly underneath the bridge, has failed. Design needs to be completed for a new course bubble air system and bridge replacement. If a full bridge is not warranted in the engineer's opinion, design should be completed for the portion that is necessary to operate the T-valve.

In addition, the existing concrete cover on Aerobic Digester #2 is showing signs of distress. In February, a licensed Structural Engineer performed a site visit to WWTP#3 to visually inspect the digester cover. The engineer noted significant deterioration of the cover and failure of the repair attempts previously made. Observations were made entirely from the exterior, since access to the interior of the structures was not accessible at the time of the site visits. The covers need to be replaced. Alternate materials will be considered to save costs.

Project Management ($90,187): The City will prepare bid documents for three separate large-scale maintenance projects at WWTP2. Design is not necessary for these projects; however, the consultant was requested to provide construction management services including submittal review, resident engineering services, pay request and change order review/approval, and final inspection. The projects are as follows:

1. The replacement of the steel bio-solids building. The existing foundation and main support beams will stay, but the steel walls, roof, and purlins will be replaced. (This project has already been bid and was awarded at the August 6, 2013 City Council meeting.)
2. Replacement of a motor control center (MCC) panel in the blower room. This is a significant electrical improvement resulting from the failure of a bucket in the existing MCC. This project will affect Blowers 1-4. Blower 5 will be operational during construction.
3. Rehabilitation of one Clarifier. This project includes replacing or rebuilding all gear reducers, the collector mechanism, and the bridge, as well as sandblasting and painting. (This project has already been bid and was awarded at the August 6, 2013 City Council meeting.)

These projects were consolidated into one RFP for engineering services with the intention to 1) realize a cost savings both during the design phase and also during construction, 2) to avoid having multiple engineers/contractors working in the same spaces at the same times, and 3) to make project management easier for staff and treatment plant operators. The following is a breakdown of the proposals received:

Firm	Total
RHMG Mundelein, IL	$ 921,355.00
Clark-Dietz Kenosha, WI	$ 952,500.00
Baxter & Woodman Crystal Lake, IL	$ 954,370.00
Stanley Consultants Chicago, IL	$ 1,031,670.00
HR Green McHenry, IL	$ 1,034,250.00
Trotter & Associates St. Charles, IL	$ 1,444,442.00

Consultant Selection Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified engineering firm to address this project. The City received proposals from six firms in response to the request.

Staff from the Public Works Department reviewed each of the proposals and ranked the firms based on their qualifications and the overall cost to the City. 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 unique project design challenges
6. Adherence to the Project Scoping Summary
7. Experience of personnel
8. Overall Cost

After reviewing all proposals, staff interviewed the three consultants who provided responsive proposals at a proposed lowest cost to complete the work (RHMG, Clark-Dietz, and Baxter & Woodman).

After reviewing proposals and conducting interviews, the Public Works Department identified Baxter & Woodman as being the most responsive and responsible proposer for the following reasons:

- B&W's proposal was detailed and adequately addressed each of the many aspects of this project. Their project team was able to identify numerous projects related to each of the

components of the project in Crystal Lake. In addition, they were able to expand upon or provide additional insight into the improvements as specified.
    - The project teams proposed by the other two finalists did not have the repertoire of other projects of similar size and scope to draw experience from.
- Familiarity with the System: Baxter & Woodman designed the current treatment plants, and have revisited the plants on numerous occasions to troubleshoot issues and assist staff in identifying operational enhancements. This knowledge will allow them to commence work immediately, and will provide a great benefit during design as well as construction, as contractors are excavating and risking damage to piping in the area. In their proposal, they were able to identify piping conflicts that would not otherwise be easily caught. Their background will feasibly save time and money throughout the project.
- Baxter & Woodman provided greater insight than the other two consultants in the Biosolids handling analysis regarding mixing vs. not mixing, mesothillic vs. themophillic operation, bio-gas reuse, boiler heat exchanger review, and digester staging and operation.
- Baxter & Woodman's subsidiary company, B&W CSI, designed and has an intimate familiarity with the City's SCADA system. This project has many automation components which will make their expertise and experience invaluable to the project.

Recommendation:

Based upon the qualifications and cost review, and analysis of each firm's project approach relative to the RFP&Q requirements, staff's recommendation is to select Baxter & Woodman to perform the Engineering Service work for Wastewater Treatment Plants #2 & #3. Work will begin immediately. Funds have been budgeted for this project.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with Baxter & Woodman for the Engineering Service work for Wastewater Treatment Plants #2 & #3 in the amount of $954,370.00 and approve changes in scope by up to 10% of the original price.

DATED this 20th day of August, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: August 20, 2013
APPROVED: August 20, 2013

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Mobile Column Lift System

Staff Recommendation: Motion to award the bid for Mobile Column Lifts to the lowest responsive, responsible bidder, SEFAC Inc, and adopt a resolution authorizing the City Manager to execute an agreement with SEFAC Inc., for the purchase of a set of six (6) mobile column lifts, in the amount of $43,240.00.

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

Background:
The Fleet & Facility Services Division currently owns one set of six SEFAC column lifts. These lifts are used by the Fleet & Facility Services Division to gain work efficiencies by safely lifting vehicles to perform various maintenance and repairs. A second set of column lifts was recently taken out of service due to damaged circuit boards and burnt wires, which resulted in sporadic operation. These lifts were purchased in 1993 and many parts are no longer available.

On Wednesday August 7, 2013, the City of Crystal Lake opened and publicly read aloud bids for the purchase of a set of six new mobile column lifts. The new lift set will replace the defective lifts, and will be able to accommodate the large apparatus in the City's fleet, as several trucks exceed the weight capacity of the current lifts. The following is a breakdown of the bids received:

Company	Total Cost
✓ SEFAC, Inc. Baltimore, MD	$43,240.00
* Safetylane Equipment Corp. Stertil-Koni Bloomington, IN	$44,213.69
Rack'M Up Equipment Distributors- Challenger Lifts	$60,121.00
Automotive Resources Inc. ARI-Hetra Manassas, VA	$51,974.90

✓ *Indicates lowest responsive and responsible proposer*

**The Stertil-Koni lift system is a hydraulically actuated system and did not meet the specification.*

Hydraulic systems lend themselves to seal failures or other advanced maintenance items over time. For this reason, the basis of the specification allowed for either ACME threaded or recirculating ball drive methods. The Fleet & Facility Services Division has had success with these types of lifts in the past.

Recommendation:

The Public Works Department has reviewed specifications and pricing for several column lifts. The proposed new 6-position column lifts can handle tandem rear axle trucks and have a 108,000 lb capacity, which can accommodate large equipment, such as the new aerial fire truck. It is the recommendation of City staff to purchase a set of six (6) mobile column lifts from SEFAC, Inc. for a total price of $43,240.00. Funds have been budgeted for this project.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with SEFAC Inc. for the purchase of a set of six (6) mobile column lifts, in the amount of $43,240.00.

DATED this 20th day of August, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: August 20, 2013
APPROVED: August 20, 2013

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Change in scope of existing engineering consultant services for Water Treatment Plant #3 emergency backup generator.

Staff Recommendation: Motion to award the change in scope of services for engineering services of Water Treatment Plant #3 emergency backup generator evaluation & design to Stanley Consultants, Inc., and adopt a resolution authorizing the City Manager to amend the agreement with Stanley Consultants in the additional amount of $13,920.00.

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

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Background:
At the May 21, 2013 City Council meeting, following a competitive request for proposals process, the City Council approved a contract with the lowest responsible and responsive proposer, Stanley Consultants to perform the Engineering Services for Water Treatment Plant #3 emergency backup generator evaluation & design.

The original scope of work included engineering design for equipment necessary to supply 100% backup power to WTP#3. This work included a new generator, generator cooling requirements (air and liquid), automatic transfer switch, SCADA integration, and fuel supply.

Stanley Consultants conducted a site assessment and began their design planning in June 2013. After review of existing electrical control equipment, Stanley has recommended that the City consider replacement of the existing electrical control equipment. The recommendation of the additional work is based on the fact that existing equipment at this facility is over 40 years old, and has surpassed its anticipated useful life. In addition, parts are difficult to locate and often have to be custom fabricated when they fail. The City would recognize a cost savings by completing this additional work in conjunction with the new generator. The system would have compatible, integral components, and also would not have to be shut down again in the future to make these improvements.

The additional Engineering services required to perform this work are as follows:

Project Management QA/QC (16hrs)	$2,960
Engineering Design (40hrs)	$5,440
Graphics (20hrs)	$1,720
Construction Support	$1,480
Transformer Grounding Analysis LS	$2,320
Total	$13,920

The following is a breakdown of the overall project financial consideration:

1. Original engineering specifications and scope of work as bid which includes:
   - New generator and enclosure, modifications to existing switchgear, new transfer switch, and controls.
     - Engineering current $ 27,900.00
     - Estimated Construction Price
       - Generator and Enclosure $ 250,000.00
       - Installation of Generator $ 80,000.00
       - Modifications to Switchgear $ 100,000.00
       - **Total Engineers Estimate** **$ 457,900.00**

2. Revised scope of work to include:
   - New generator and enclosure, new MV switchgear, new well #8 starter, new 480v transformer, new integral HRG system, and controls.
     - Engineering original $ 27,900.00
       - Engineering Addition* $ 13,920.00
     - Estimated Construction Price
       - Generator and Enclosure $ 250,000.00
       - Installation of Generator $ 80,000.00
       - New Equipment & Install** $ 250,000.00
       - **Total of Engineers Estimate** **$ 621,820.00**

*Switchgear and component design, protective relay settings, additional shop drawing reviews, additional construction coordination with ComEd and contractors.

**Switchgear that includes transferring capabilities, HRG system, well #8 starter, and transformer.

WTP#3 produces and treats more water than any other plant in our water system. This plant is critical during high water demands to provide sufficient water supply to our system.

Recommendation:
Based on the change in scope from the original contract and the work already completed, it is the recommendation of the Director of Public Works to approve the change in scope of existing engineering consultant services for Water Treatment Plant #3 emergency backup generator to include additional upgrades.

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 amend an agreement with Stanley Consultants, Inc. for the change in scope of existing engineering consultant services for Water Treatment Plant #3 emergency backup generator in the additional amount of $13,920.00.

DATED this 20th day of August, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: August 20, 2013
APPROVED: August 20, 2013

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Tree Pruning Services

Staff Recommendation: Motion to award the bid for Tree Pruning Services to the lowest responsive and responsible bidder, Landscape Concepts Management, and to adopt a resolution authorizing the City Manager to execute a service agreement with Landscape Concepts Management in the amount of $18.00 per tree pruned.

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

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Background:

On August 13, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for the services related to tree pruning. The goal of this program is to achieve a healthy, sustainable forest and improve the natural resource management within the community. Tree pruning will be specific only to those trees on public property or otherwise designated. The program covers only trees that require routine arboriculture pruning to correct structural problems or growth patterns which would eventually obstruct traffic or interfere with sightlines or signage. One of the main objectives of this pruning is to raise the crown of the trees to stay consistent with City policies.

The Streets Division identified the following targeted neighborhoods within the City of Crystal Lake as the most critical areas in need of tree-pruning services. The base bid was identified as the Walkup at the Park, Crystal Ridge, Lochwood Acres, Braeburn, and Indian Hill neighborhoods, consisting of approximately 1,250 trees averaging 8" to 16" DBH. The alternate bid is for the Wyndmuir, Kelly Lane, and Old Westbury areas, consisting of approximately 480 trees averaging 8" to 16" DBH. The breakdown of bids is as follows:

	Base Bid *Price per Tree*	**Alternate Bid** *Price per Tree*	**Anticipated Total (Based on 1,730 trees)**
√Landscape Concepts Grayslake, IL	$18.00	$18.00	$31,140.00
Acres Group Wauconda, IL	$40.00	$35.00	$66,800.00
Johns Tree Service McHenry, IL	$53.57	$53.57	$92,676.10
Asplundh Tree Expert Co. Willow Grove, PA	$55.70	$55.70	$96,361.00
Winkler's Tree & Landscaping Inc. LaGrange Pk, IL	$64.97	$64.98	$112,402.90
Robert Hendrickson Co. Wheeling, IL	$72.00	$72.00	$124,560.00
Clean Sweep Tree Service Shelbyville, IL	$75.00	$75.00	$129,750.00

√ Indicates the lowest responsive and responsible bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid documents. It is the recommendation of staff to award the Tree Pruning agreement to the lowest responsive and responsible bidder, Landscape Concepts Management. Landscape Concepts Management has performed these services for the City in the past and currently holds the City's contract for Lawn Care Maintenance.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with Landscape Concepts Management for Tree Pruning Services in the amount of $18.00 per tree pruned.

DATED this 20th day of August, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: August 20, 2013
APPROVED: August 20, 2013

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Ford F550 - State of Illinois Joint Purchase

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Bob Ridings Inc. in Taylorville, IL for the purchase of a 2014 Ford F550 chassis-cab, in the amount of $29,850.00 through the State of Illinois Joint Purchase Contract # PSD 4017340.

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

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Background:
The Sewer & Lift Division's Unit #613 is a 2003 Ford F250 Service Body truck with 92,000 miles. This truck has recently experienced numerous maintenance issues resulting in the truck overheating. The new replacement unit will be based on a larger chassis size to accommodate hoisting the larger pumps that the Division has at certain lift stations.

While the current vehicle has been the standard for years, its ability to meet all needs for the Division has been compromised due to its smaller chassis size. The smaller chassis limits the size of the crane/hoist integrated within the utility area. A larger vehicle allows for larger hoisting equipment and outriggers, which is needed when pulling submersible pumps and other lift station operations. The Public Works Department requested approval for replacement of the abovementioned vehicle as part of the 2013-2014 budget.

Recommendation:
After careful examination of vendor material provided regarding Illinois State Contract # PSD4017340, it is the recommendation of the Public Works Department to purchase one (1) 2014 Ford F550 4x2 Chassis Cab in the amount of $29,850.00 from Bob Ridings Inc. in Taylorville, IL, through the State of Illinois Joint Purchasing Program. Funds have been budgeted for this purchase.

Votes Required to Pass:
Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Bob Ridings Inc. in Taylorville, IL for the purchase of one (1) 2014 Ford F550 in the amount of $29,850.00.

Dated this 20th day of August 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED:

APPROVED:

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: August 20, 2013

Item: Landing of Hot Air Balloons

Staff Recommendation: Motion to adopt an Ordinance approving a variation of Chapter 150 of the City Code to allow for the landing of tethered hot air balloons to be conducted by Corporate Balloons & Promotions, Ltd. at the Centennial Kick-Off Festival at Three Oaks Recreation Area on Friday, September 20, 2013, and for an event sponsored by Mortgage Capital Group, Inc. for one day in September 2013.

Staff Contact: George J. Koczwara, Deputy City Manager

Background:

Currently, Chapter 150 of the City Code prohibits the landing of aircraft, including hot air balloons, within the City limits of the City of Crystal Lake. At the July 16, 2013 City Council meeting, the City Council approved an agreement as part of the Centennial Kick-Off Festival for tethered hot air balloon rides to take place during the evening on Friday, September 20, 2013. The company that will be performing the hot air balloon rides for these events is Corporate Balloons & Promotions, Ltd. Corporate Balloons & Promotions, Ltd. has performed over 5,000 hot air balloon flights. Additionally, Mortgage Capital Group, Inc. is contemplating hosting a Chamber event in September 2013 and would also like to offer tethered hot air balloon rides. The tethered hot air balloon rides would occur either at their property at 380 N. Terra Cotta or at Veteran's Acres subject to Park District approval.

Recommendation:

It is staff's recommendation to approve a variation to Chapter 150 of the City Code to allow for the landing of hot air balloons conducted by Corporate Balloons & Promotions, Ltd. for the Centennial Kick-Off Festival at Three Oaks Recreation Area on Friday, September 20, 2013, and another event for Mortgage Capital Group, Inc. one day in September 2013.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT

ORDINANCE APPROVING A VARIATION TO THE CODE OF THE CITY OF CRYSTAL LAKE, ILLINOIS

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

SECTION I: That Chapter 150 of the City Code be hereby amended to allow for the landing of hot air balloons to be conducted by Corporate Balloons & Promotions, Ltd. at the Centennial Kick-Off Festival at Three Oaks Recreation Area on Friday, September 20, 2013, and another event for Mortgage Capital Group, Inc. one day in September 2013.

DATED at Crystal Lake, Illinois, this 20th day of August, 2013.

APPROVED:

_____
Aaron T. Shepley, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: August 20, 2013
APPROVED: August 20, 2013

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