# CITY OF CRYSTAL LAKE
# AGENDA

## CITY COUNCIL
## REGULAR MEETING

**City of Crystal Lake**
**100 West Woodstock Street, Crystal Lake, IL**
**City Council Chambers**
**February 4, 2014**
**7:30 p.m.**

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes - January 21, 2014 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. **16th Annual Woods Creek Feet Meet street closure request.**
   b. **Doherty Properties, north and south of Route 176, east of Route 31 – Annexation Public Hearing Continuation.**
   c. **Crystal Lake Rib House – Approval of liquor license change of location.**

10. **Sunrise Tobacco & Liquors, 450 N. Route 31 – City Code amendment increasing the number of Class "13" liquor licenses.**

11. **Martin Chevrolet, 5220 Northwest Highway – Special Use Permit Amendment to allow expansion of an automobile dealership, a drive-through use, and an electronic message center sign; and Variations from (a) the minimum required setback of 30 feet along Exchange Drive to allow the addition to be as close as 25 feet from the property line and a future car wash to be as close as 8 feet from the property line; (b) the maximum allowable impervious surface coverage of 65% to allow the site as presented; (c) the maximum allowable building height for the principal structure of 28 feet to allow 42 feet; (d) the maximum allowable height for an accessory structure of 25 feet to allow an entrance monument and 3 flag poles that are up to 110 feet tall; (e) the Ordinance requirements to allow accessory structures to be located in the front yard; (f) the various standards for parking spaces including stall length, parking lot islands, island width and landscaping; (g) the standards for elevated displays; (h) the requirement that repair bays are not fronting adjacent major roadways to allow the bays to front along Northwest Highway and Exchange Drive; and (i) the standards for drive-through uses.**

12. **Bid award and resolution authorizing execution of an agreement for repair work on Well #16 at Water Treatment Plant #5 with a 10% contingency for unforeseen expenses.**

13. **Bid award and resolution authorizing execution of an agreement for WTP#4 Water Storage Tanks Painting and Maintenance with a 10% contingency for justifiable additions.**

**14. Resolution accepting planning assistance from the Chicago Metropolitan Agency for Planning to develop a transportation plan which creates a coordinated set of guidelines for transportation facility improvements.**

**15. Council Inquiries and Requests.**

**16. 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, Executive Session minutes and personnel.**

**17. Reconvene to Regular Session.**

**18. Adjourn**

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

**Agenda Item No: 9a**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2014

**Item:** Woods Creek Feet Meet

**Staff Recommendation:** Motion authorizing the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane for the start of the 16th Annual Woods Creek Feet Meet on Sunday, April 27, 2014.

**Staff Contact:** Brad Mitchell, Assistant to the City Manager

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**Background:**

The Woods Creek Feet Meet Committee is requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane for the start of the 16th Annual Woods Creek Feet Meet 1M/5K Event to be held on Sunday, April 27, 2014. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council approved a similar request in 2013.

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

1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
2) The Woods Creek Feet Meet Committee shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard.

6) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
8) All debris created by the event shall be cleaned up during and after the event.
9) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
10) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
11) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
12) In the case of inclement weather, an alternate date can be approved by the City Manager.

It should be noted that in past years, the City Council has approved the closure of this portion of Alexandra Boulevard for the start of the event and has not required the school to pay for the police officers assisting with the race.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Alexandra Boulevard, information regarding the courses and safety precautions, maps of both courses, and a map indicating the portion of the street to be closed, have been attached for City Council consideration.

**Votes Required to Pass:**

Simple majority vote of the City Council

**Agenda Item No: 9b**

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

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**Meeting Date:** February 4, 2014

**Item:** Doherty Properties Annexation Public Hearing Continuation

Patrick Doherty, petitioner

**Recommendation:** Motion to continue the petitioner's request to the March 4, 2014, City Council meeting for the Annexation Public Hearing.

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

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**Background:** The petitioner is requesting annexation of four parcels that total approximately 2.5 acres, located north and south of Route 176, east of Route 31. The parcels are improved and unimproved, with Discount Flooring Warehouse, commercial buildings and a vacant parcel.

The petitioner respectfully requests that this matter be continued to the March 4, 2014, City Council meeting for the Annexation Public Hearing.

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

**Agenda Item No: 9c**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2014

**Item:** Approval of the Crystal Lake Rib House liquor license change of location.

**Staff Recommendation:** Motion to approve a permit to change the location of the Crystal Lake Rib House liquor license to 540 E. Terra Cotta.

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

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**Background:**
Crystal Lake Rib House, which holds a Class 9 liquor license with the City of Crystal Lake, is currently located at 5111 E. Terra Cotta Avenue and will be moving to a new location, 540 E. Terra Cotta.

Section 329-13 of the Liquor License Provisions of the City Code states that the location of an establishment holding a liquor license may be changed only upon a permit approval of the Mayor and City Council.

**Votes Required to Pass:**
Simple majority

**Agenda Item No: 10**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2014

**Item:** City Code Amendment to Increase the Number of Class "13" Liquor Licenses– Applicant: Kabir Pramukh CL Inc./Sunrise Tobacco & Liquors, 450 N. Route 31

**Staff Recommendation:** Motion to adopt an ordinance increasing the number of Class "13" Liquor Licenses from the current permitted 22 licenses to 23 licenses.

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

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**Background:**
The City has received a request from Kabir Pramukh CL, Inc./Sunrise Tobacco & Liquors, for the Council to consider the adoption of an ordinance providing for an amendment to the liquor license restriction provisions of the City Code, increasing the number of Class "13" liquor licenses from the current 22 licenses to 23 licenses. Piyush D. Patel, President of Kabir Pramukh CL, Inc., is also one of the owners of Oak Street Food & Liquor, located at 256 Oak Street. Mr. Patel is interested in opening a second store in Crystal Lake at 450 N. Route 31, which was previously the location of Mema's Liquor. Mema's Liquor held a Class "23" liquor license and closed in 2012.

Section 329-5-M of the City Code permits the issuance of a Class "13" liquor license, which authorizes the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday and 7:00 a.m. Saturday and 2:00 a.m. Sunday and 7:00 a.m. Sunday and 2:00 a.m. Monday.

As a matter of reference, Council previously approved the issuance of a Class 23 liquor license to Mema's Liquor, at this same location. The Class 23 liquor license authorized 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 10:00 p.m. Sunday through Thursday and 7:00 a.m. and 11:00 p.m. Friday and Saturday.

**Votes Required to Pass:**
Simple majority

**Agenda Item No: 11**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2014

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

#2013-61 Martin Chevrolet

1) Special Use Permit Amendment to allow expansion of an automobile dealership, a drive-through use (car wash), and an electronic message center sign;
2) Variations from:
(a) The minimum required setback of 30 feet along Exchange Drive to allow the addition to be as close as 25 feet from the property line and a future car wash to be as close as 8 feet from the property line;
(b) The maximum allowable impervious surface coverage of 65% to allow the site as presented;
(c) The maximum allowable building height for the principal structure of 28 feet to allow 42 feet;
(d) The maximum allowable height for an accessory structure of 25 feet to allow an entrance monument and 3 flag poles that are up to 110 feet tall;
(e) The Ordinance requirements to allow accessory structures to be located in the front yard;
(f) The various standards for parking spaces including stall length, parking lot islands, island width and landscaping;
(g) The standards for elevated displays;
(h) The requirement that repair bays are not fronting adjacent major roadways to allow the bays to front along Northwest Highway and Exchange Drive;
(i) The standards for drive-through uses.

Todd Martin, 5220 Northwest Highway, Crystal Lake

**PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Special Use Permit Amendment and variations to allow expansion of an

automobile dealership and a drive-through use (car-wash) at 5220 Northwest Highway.

**Staff Contact:** James L. Richter II, Planning and Economic Development Manager

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**Background:**

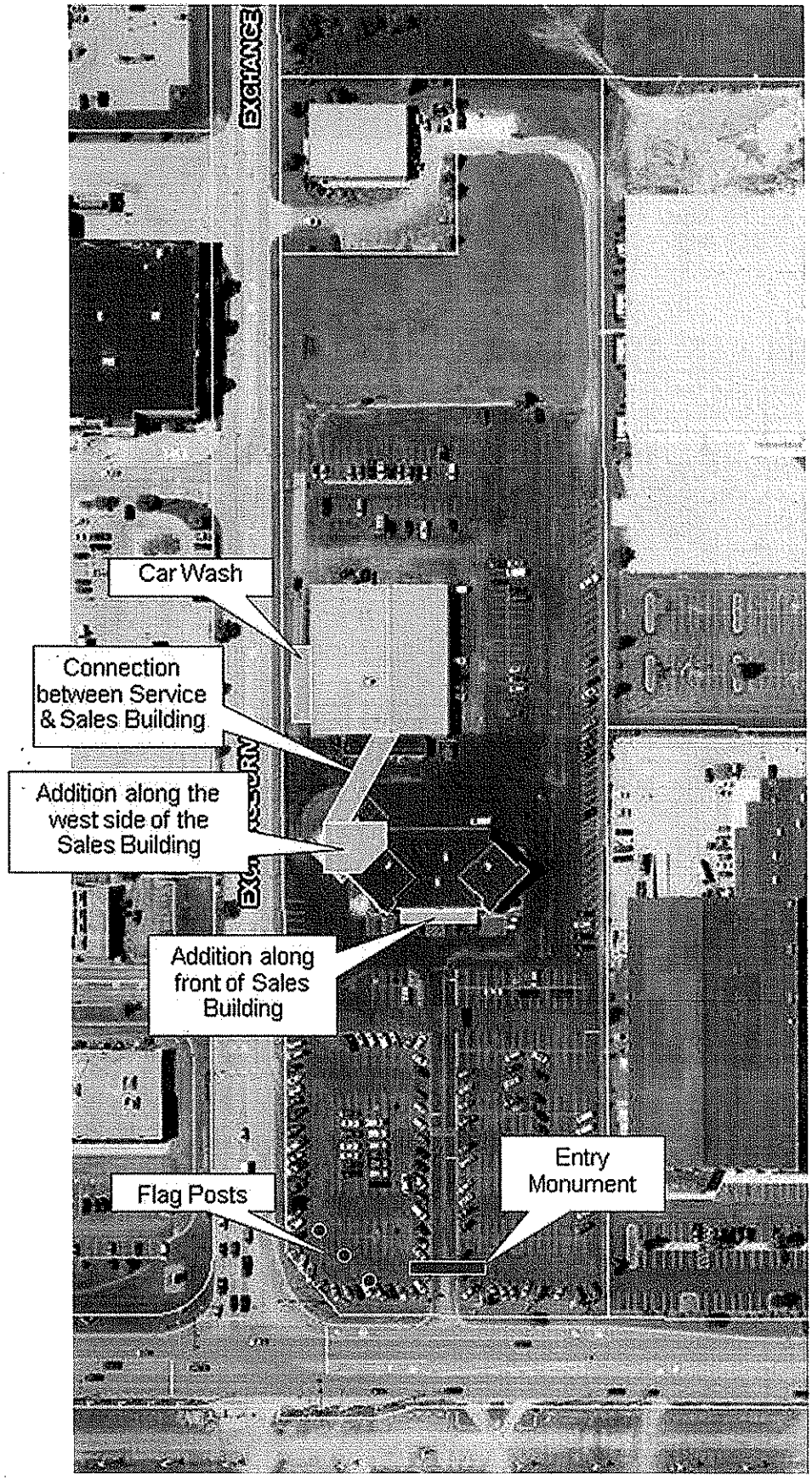
- The property in question was annexed into the City in 1984 and received a Special Use Permit for the Reichert Chevy dealership.
- At the time the dealership was constructed, Exchange Drive had not been platted. The dealership was designed with separate buildings for sales and service.
- Martin Chevrolet is planning phased renovations to the property. These include additions to the existing sales building on the south and west sides, connecting the sales and the service buildings, addition of a car wash on the west side of the service building, as well as a new entry monument and flag poles.

**Land Use Analysis:**

- Details: The details of the proposed additions are highlighted below and illustrated on a schematic sketch on the following page.
  - Site Layout: The site layout would basically remain the same. The layout of the customer parking spaces along the front of the building is proposed to be slightly altered to accommodate the building addition along the front. The petitioner is also requesting the addition of 6 elevated display pads, 4 along the front of the building and 2 along Route 14.

  - Building Additions: The applicant is proposing to reface the existing façade on the south side, add an addition on the west side of the sales building, connect the sales and service buildings and add a drive-through car wash on the west side of the service building. The refaced façade will require a variation from the maximum allowable height in the "B-2" district from 28 feet to allow 38 feet. The addition on the sales building will encroach 5 feet into the required yard abutting street setback along Exchange Drive requiring a variation. The proposed car wash will encroach 22 feet into the required setback and will be as close as 8 feet from the property line along Exchange Drive.

  - Entry Monument and Flag Poles: The petitioner is also requesting to allow the addition of an entry monument - a Chevy arch, along Route 14. This would require a variation to allow an accessory structure in the front yard. Since dimensional details for the entry monument are not provided, a variation from the maximum allowable height for an accessory structure of 25 feet may be needed. Along with the entry monument, the petitioner is requesting to allow 3 flag poles in the front yard in the southwest corner of the property. The center flag post is proposed to be 100' tall with the 2 flanking side posts 80' tall. The flags are proposed to remain lit at all times.


EXCHANGE
Car Wash
Connection between Service & Sales Building
Addition along the west side of the Sales Building
Addition along front of Sales Building
Entry Monument
Flag Posts

- Other variations: Along with the variations previously listed, the proposed project will require variations from other provisions of the UDO as listed below:
  - Impervious Surface: The site currently exceeds the maximum allowable impervious surface coverage of 65% and will continue to exceed this requirement.
  - Parking Standards: The request will require variations from standards for parking spaces including stall length, parking lot islands, island width and landscaping. While parking lot islands with landscaping are not required for display areas, they are required for customer and employee parking areas. The new parking proposed along the front of the building does not meet this requirement. Islands (8 feet in width) are required at both ends of parking rows and one island for every 10 parking spaces in a row and islands are required to be landscaped. The proposed islands do not meet the UDO requirements. The new parking spaces along the front of the building are proposed to be 17.5 feet.
  - Repair Bays: A variation is required to allow repair bays fronting adjacent major roadways to allow the bays to front along Northwest Highway and Exchange Drive.
  - Limited Use Criteria: As proposed, the dealership will require variations from some standards for Automobile dealers - some of the existing display areas do not meet the setback requirements for display areas and the elevated displays exceed the number permitted by the UDO. As details for the car wash have not been provided, variations from some of the requirements for a drive-through may be needed. As proposed, the drive-through will not meet the requirement for a by-pass lane.
  - Signage: Details for the proposed new signage have not been provided. If the proposed wall signs exceed the previously approved area for this dealership, then sign variations will be necessary. The UDO permits one free-standing sign that is 80 square feet in area and 9 feet tall for commercial properties. At this time, there are two free-standing signs present on this property. These signs exceed the maximum allowable 9-foot height. The petitioner has indicated that they would like to install a free-standing sign similar to the one recently installed at the Brilliance Honda facility on Route 176. The Brilliance sign is 18 feet in height and 74 square feet in area. If identical to the Brilliance sign, the proposed EMC sign will not meet the following criteria from the UDO:
    - EMC cannot exceed 32 square feet or 40% of the sign's total area.
    - The proposed 18-foot height exceeds the UDO's requirement of 9 feet.
    - It is assumed that the other provisions regarding timing, illumination, duration, and other safety requirements will be met by this proposed EMC sign.

***PZC* Highlights**

- At the Planning and Zoning Commission meeting, the Commission overall had no concerns with the request.
- Upon discussion, the architect indicated that they would be able to meet the UDO requirements for parking standards. However, as revised plans reflecting that the parking standards are met have not been provided, staff recommends that the variations be approved as originally requested.
- The Commission did express concern that very few details were provided about the entry monument, car wash, the electronic message center sign and the flag posts. After discussion, the Commission decided that discussion of the electronic message center, entry monument,

flags and pole heights, and site lighting would occur at a later date when additional details were provided. The City Attorney has advised that because the PZC closed the public hearing, rather than continue it to allow discussion of these additional items, the City Council could deliberate on the request in its entirety.

- The PZC recommended **approval (5-0)** 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, Martin Chevrolet, received 1-9-14
   B. Engineering Plan Set, Manhard, dated 11-22-13
   C. Site Dimensional and Paving Plan Sheet, received 12-13-13
   D. Architectural Plan Set, Simon, dated 11-20-13

2. Variations
   A. Building Height: A variation to allow a portion of the sales building to be ~~42~~ **38** feet is granted through this request.
   B. Building Setbacks: Variations from the minimum required setback of 30 feet along Exchange Drive to allow the addition to be as close as 25 feet from the property line and a future car wash to be as close as 8 feet from the property line are granted.
   ~~C. Parking Standards: Variations from the various standards for parking spaces including stall length, parking lot islands, island width and landscaping are granted in accordance with the submitted plans.~~
   ~~D. Entry Monument: Details for the entry monument must be provided. No signage or logos are permitted on the entry monument. Variations to allow a height of greater than 25 feet for the entry monument must be approved as part of this request.~~
   E. Elevated Display Pads: A variation to allow six display pads, elevated no taller than 2 feet is granted in accordance with the submitted plans. **The display areas shall be located 2 along Route 14 and 4 close to the building. (Modified by PZC)**
   F. Repair Bays: A variation to allow repair bays fronting Route 14 along the west side of the building is granted in accordance with the submitted plans.

3. Site Plan
   A. Car Wash: Details for the car wash are not provided at this time. Detailed plans must be submitted. The proposed car wash must be architecturally compatible with the building. Review of the details by the Engineering Division may generate additional requirements.
   B. Photometric Plan: A photometric plan must be submitted to determine light levels of all proposed exterior lighting including building exterior lighting and parking lot lighting. The light levels must be in accordance with the UDO.
   ~~C. Lighting: The plans indicate that the flag poles will remain lit at all times. The UDO encourages the lowering of flags at sunset to avoid the need for lighting. If proposed to be lit, the luminaires shall be setback no more than 30% of the pole height nor closer than 15% of the object height unless it can be demonstrated that a closer mounting will result in less sky illumination. No single luminaire shall not exceed 1100 lumens up to 45° maximum inclination or 800 lumens up to 60° maximum inclination and collectively not exceed 12,000 lumens.~~

D. Roof Top Units: It appears that new rooftop units are being proposed. RTU's must be screened per the provisions of the Ordinance. Provide information on how the units will be screened.

4. Signage

A. Details of all proposed signage will be provided. If the area of the wall signage exceeds the previously approved signage for this dealership, then a sign variation will be necessary.

~~B. If the EMC is approved, it is recommended that the EMC should be lowered into a 9-foot tall sign that and replace one freestanding sign on the property. The EMC must incorporate and architectural feature from the principal building.~~

5. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

**6. Discussion of the identification signs along Route 14 (electronic message center, archway, flags and pole heights, and site lighting) will be held when there is more complete information provided to staff. (Added by PZC)**

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

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT
AND VARIATIONS
AT 5220 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #2013-61) before the Crystal Lake Zoning Board of Appeals, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow expansion of an automobile dealership, a drive-through use (car wash), and an electronic message center sign; and Variations from: A. The minimum required setback of 30 feet along Exchange Drive to allow the addition to be as close as 25 feet from the property line and a future car wash to be as close as 8 feet from the property line; B. The maximum allowable impervious surface coverage of 65% to allow the site as presented; C. The maximum allowable building height for the principal structure of 28 feet to allow 42 feet; D. The maximum allowable height for an accessory structure of 25 feet to allow an entrance monument and 3 flag poles that are up to 110 feet tall; SE. E. The Ordinance requirements to allow accessory structures to be located in the front yard; F. The various standards for parking spaces including stall length, parking lot islands, island width and landscaping; G. The standards for elevated displays; H. The requirement that repair bays are not fronting adjacent major roadways to allow the bays to front along Northwest Highway and Exchange Drive; and I. The standards for drive-through uses for Martin Chevrolet for the property located at 5220 Northwest Highway; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment and Variations be issued 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 the Special Use Permit Amendment to allow expansion of an automobile dealership, and a drive-through use (car wash); and Variations from: A. The minimum required setback of 30 feet along Exchange Drive to allow the addition to be as close as 25 feet from the property line and a future car wash to be as close as 8 feet from the property line; B. The maximum allowable impervious surface coverage of 65% to allow the site as presented; C. The maximum allowable building height for the principal structure of 28 feet to allow 38 feet; D. The standards for elevated displays to allow 6 instead of the permitted 2 display areas – 2 along Route 14 and 4 by the building; E. The requirement that repair bays are not fronting adjacent major roadways to allow the bays to front along Northwest Highway and Exchange Drive; and F. The standards for drive-through uses, specifically regarding the by-pass lane, are waived for the property commonly known as 5220 Northwest Highway (19-04-476-009), Crystal Lake, Illinois.

Section II: Said Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application, Martin Chevrolet, received 1-9-14
   B. Engineering Plan Set, Manhard, dated 11-22-13
   C. Site Dimensional and Paving Plan Sheet, received 12-13-13
   D. Architectural Plan Set, Simon, dated 11-20-13

2. Variations
   A. Building Height: A variation to allow portion of the sales building to be 38 feet is granted through this request.
   B. Building Setbacks: Variations from the minimum required setback of 30 feet along Exchange Drive to allow the addition to be as close as 25 feet from the property line and a future car wash to be as close as 8 feet from the property line are granted.
   C. Elevated Display Pads: A variation to allow six display pads, elevated no taller than 2-foot is granted in accordance with the submitted plans. The display areas shall be located 2 along Route 14 and 4 close to the building.
   D. Repair Bays: A variation to allow repair bays fronting Route 14 along the west side of the building is granted in accordance with the submitted plans.

3. Site Plan
   A. Car Wash: Details for the car wash are not provided at this time. Detailed plans must be submitted. The proposed car wash must be architecturally compatible with the building. Review of the details by the Engineering Division may generate additional requirements.
   B. Photometric Plan: A photometric plan must be submitted to determine light levels of all proposed exterior lighting including building exterior lighting and parking lot lighting. The light levels must be in accordance with the UDO.
   C. Roof Top Units: It appears that new rooftop units are being proposed. RTU's must be screened per the provisions of the Ordinance. Provide information on how the units will be screened.

4. Signage
   A. Details of all proposed signage will be provided. If the area of the wall signage exceeds the previously approved signage for this dealership, then a sign variation will be necessary.

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

6. Discussion of the identification signs along Route 14 (electronic message center, archway, flags and pole heights, and site lighting) will be held when there is more complete information provided to staff.

DRAFT

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 issuance of a Special Use Permit 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: 12**

# City Council
# Agenda Supplement

**Meeting Date:** February 4, 2014

**Item:** Well #16 Maintenance and Rehabilitation

**Staff Recommendation:** Motion to award the bid for repair work on Well #16 at Water Treatment Plant #5 to the lowest responsible and responsive bidder, Water Well Solutions, and adopt a Resolution authorizing the City Manager to execute a service agreement with Water Well Solutions in the submitted bid amounts with a 10% contingency for unforeseen expenses.

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

**Background:**

On January 20, 2014, the City of Crystal Lake publicly opened and read aloud the bids received to perform repairs and preventative maintenance on Well #16, one of the larger producing wells within the City's water system. Well #16 was shut off and taken out of service in December 2013 due to the discovery of a brass metal shaving found in the water, and the well had excessive vibration and noise coming from the equipment.

When performing repairs and maintenance on a submersible well pump, predicting the required maintenance cost is impossible to calculate until the pump has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit bids that indicate hourly labor rates, material pricing, and equipment cost for the expected repairs and service.

| Proposer | Base Price | Select Alternate Items (as necessary) | Total Bid *based on all options exercised* |
|---|---|---|---|
| √ Water Well Solutions Elburn, IL | $ 69,901.00 | $ 81,667.00 | $151,568.00 |
| Municipal Well & Pump Waupun, WI | $ 83,405.00 | $ 77,624.00 | $ 161,029.00 |
| Layne-Western Aurora, IL | $ 79,085.00 | $ 106,690.00 | $ 185,775.00 |

√ Indicates the lowest responsive and responsible bidder

Well #16 was last rehabilitated in early 2012. Due to the sand present at the location of this well, it requires more frequent maintenance and rehabilitation work than other wells in the City's water system. When the well was last rehabilitated, the electrical cable was replaced. Based on the issues that were experienced and the newness of the cable, it is highly unlikely that the failure is due to electrical issues. The price for electrical cable replacement has subsequently been removed from all bids in the chart above.

**Recommendation:**

The Public Works Department and the City Manager's Office have reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Water Well Solutions has submitted the lowest qualified bid per the specifications stated in the bid document and based on a typical scenario and anticipated needed repairs. The Public Works Department staff has verified references and has received positive recommendations. It is staff's recommendation to award the bid to Water Well Solutions, who has submitted the lowest responsive, responsible bid and who is best qualified to perform the work in accordance with the terms and conditions of the contract.

Proceeds from the 2013 Water and Sewer Capital Improvement Bond will be used to fund this improvement.

**Votes Required to Pass:**

Simple Majority

# RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Water Well Solutions for Well #16 Repair & Rehabilitation, in the submitted bid amounts with a 10% contingency for unforeseen expenses.

DATED this _____ day of _____, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

**Agenda Item No: 13**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2014

**Item:** Painting & Maintenance of WTP#4 Water Storage Tanks

**Staff Recommendation:** Motion to award the bid for WTP#4 Water Storage Tanks Painting & Maintenance to the lowest responsive and responsible bidder, Tecorp Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Tecorp Inc. in the submitted bid amount with a 10% contingency for justifiable additions.

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

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**Background:**
The City of Crystal Lake's water system includes four elevated water storage tanks and four ground water storage tanks. Seven of these water tanks are constructed of steel and one of concrete. Three of the towers (Ambutal, McCormick Park, and Bard Road Towers) and the ground storage tank at WTP#3 have been recently rehabilitated and repainted. Due to the age and condition of the remaining structures, two ground storage tanks are due for rehabilitation now and one remaining steel water storage tank will be due for maintenance in the next several years.

The water storage tanks located at Water Treatment Plant #4 (400 Knaack Boulevard.) consist of two 1.5 million-gallon steel ground storage tanks that were constructed in 1994. They have not been repainted since they were installed. The existing paint is failing and the steel is rusting.

In 2013, Dixon Engineering performed an inspection to evaluate the condition of the WTP#4 Water Storage Tanks. The evaluation recommended that the tanks receive numerous repairs/improvements in addition to being sandblasted and painted.

Following the inspection, Dixon Engineering created a bid document, under the direction of City staff, to perform the required repairs and maintenance to the tanks, as well as sandblast and paint the tanks in accordance with the recommendation in the inspection report. However, because the condition of the steel cannot be fully realized until the existing paint is removed, there is a possibility that additional repair work may be necessary. Dixon's field engineer will inspect the tank and recommend any required additional work, after sandblasting has been completed.

**Discussion:**
On January 15, 2014, the City received bids from ten contractors to repair and paint the WTP#4 Water Storage Tanks. The following is a breakdown of the total prices for the bids received to perform the maintenance and repair work, as well as the sandblasting and painting of the two WTP#4 Water Storage Tanks:

| Company | Total Bid |
|---|---|
| √ Tecorp, Inc.<br>Joliet, IL | $ 710,640.00 |
| Jetco Ltd<br>Palatine, IL | $ 796,640.00 |
| L.C. United Painting<br>Sterling Heights, MI | $ 882,000.00 |
| AM-Coat Painting<br>Homer Glen, IL | $ 885,780.00 |
| Era Valdivia Contractors, Inc.<br>Chicago, IL | $ 946,000.00 |
| Eagle Painting<br>Lansing, IL | $ 992,820.00 |
| Worldwide Industries<br>Butler, PA | $ 1,039,200.00 |
| Horizon Brothers Painting<br>Howell, MI | $ 1,083,100.00 |
| Maxcor, Inc<br>New Lenox, IL | $ 1,098,600.00 |
| Classic Protective Coatings<br>Menomonie, WI | $ 1,578,812.00 |

√ Indicates the lowest responsive and responsible bidder.

**Recommendation:**
Tecorp, Inc. submitted the lowest pricing of the ten companies. City staff and Dixon Engineering have reviewed the bids submitted. Dixon Engineering submitted a written recommendation to the City to use Tecorp Inc. for this project. Tecorp is a prequalified contractor with Dixon for this scope of work, and has successfully completed many similar projects, including the recent rehabilitation and painting work of the City's WTP#3 ground storage tank.

It is the recommendation of staff to award the contract for the painting and maintenance of the two WTP#4 Water Storage Tanks to the lowest responsive and responsible bidder, Tecorp, Inc., in the amount of $710,640.00, with a 10% contingency for justifiable additions. Proceeds from the 2013 Water and Sewer Capital Improvement Bond will be used to fund this improvement.

**Votes Required to Pass:**

Simple majority

DRAFT

# RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Tecorp Inc. for the WTP#4 Water Storage Tanks Painting & Maintenance in the submitted bid amount with a 10% contingency for justifiable additions.

DATED this _____ day of _____, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

**Agenda Item No: 14**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2014

**Item:** Resolution accepting planning assistance from the Chicago Metropolitan Agency for Planning (CMAP) to develop a transportation plan which creates a coordinated set of guidelines for transportation facility improvements.

**Staff Recommendation:** Adopt a Resolution accepting Planning Assistance from CMAP according to the Memorandum of Understanding (MOU).

**Staff Contact:** James Richter II, Planning and Economic Development Manager
Erik Morimoto, City Engineer

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**Background:**

- This long-range transportation plan would provide guidance to the City, to assist us in reaching our strategic goals for reducing traffic congestion; providing healthy and environmentally-friendly transportation options between recreational, cultural, and commercial destinations; and strengthening the local economy through investments in infrastructure.
- This guidance document would be similar in function to the City's Green Infrastructure Plan or the County's 2040 Long-Range Transportation Plan.
- City staff applied for a grant for Local Technical Assistance from CMAP to draft a Transportation Plan, which relates transportation needs to the surrounding uses, users and services in the context of the local area and the adopted land use designations.
- CMAP approved the grant request and has submitted the Memorandum of Understanding for review. CMAP is providing their services for free to help advance the implementation of GO TO 2040.
- The City will establish a steering committee made up from members of the public. Staff will seek to get 6-8 people with various backgrounds, including transportation, land use, schools, bicyclists, parks/open space, and general residents, to make up this committee.
- This will be an approximately 12-month process and will have an open house midway through the project and public hearings before the Planning and Zoning Commission and City Council near the end of the project timeline.

**Plan Details:**

The plan would develop guidance for a comprehensive active transportation network that integrates transportation needs with the surrounding land uses and stakeholders while identifying goals and suggestions that:

- Mitigate traffic congestion,
- Promote development and revitalization,
- Provide alternative transportation opportunities,
- Promote environmental stewardship,
- Enhance recreational opportunities, and
- Improve safety

**Impact to Crystal Lake:**

- CMAP will prepare a stand-alone Transportation Plan. Should the Council support the final document, it would be approved as a stand-alone plan or adopted as an appendix to the Comprehensive Land Use Plan.
- The Plan itself would not require the City to take any action; it would be a guiding document when new work/development is proposed.
- By adopting this plan, there will be no expectation for future capital improvements on behalf of the City, as this is an advisory document.

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

DRAFT

**The City of Crystal Lake Illinois**

**A RESOLUTION ACCEPTING PLANNING STAFF ASSISTANCE SERVICES BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING**

WHEREAS, the City of Crystal Lake ("the City"), has applied for staff assistance services through the Chicago Metropolitan Agency for Planning ("CMAP"), for a transportation plan for the community; and

WHEREAS, the City's request for such assistance has been recommended by CMAP as a priority project; and

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing staff assistance as a means of advancing the plan's implementation; and

WHEREAS, the City and CMAP have agreed on the general contents of a Memorandum of Understanding ("MOU") and a Scope of Services that will guide staff assistance services to be provided by CMAP;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY OF CRYSTAL LAKE:**

**Section 1:** The City Council supports this project to create a Transportation Plan for the City of Crystal Lake.

DRAFT

**Section 2:** The City Council accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.

**Section 3:** The City Council authorizes staff as designated by the Mayor to finalize and execute a Memorandum of Understanding with an attached Scope of Services.

**Section 4:** The City Council recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.

**Section 5:** This resolution shall be effective as of the date of its adoption.

DATED at Crystal Lake, Illinois, this twenty-first day of January, 2014.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

_____
NICK KACHIROUBAS, CITY CLERK

PASSED:

APPROVED:

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