



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 16, 2016
7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes – February 2, 2016 Regular City Council Meeting
5. Accounts Payable
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
7. Mayor's Report
8. City Council Reports
9. **Consent Agenda**
 - a. Raue Center for the Arts request for a Temporary Liquor License for a Rauetoberfest event at 11129 Route 176, Crystal Lake on September 9-10, 2016 from 4:00 p.m. to 12:00 a.m.
 - b. Raue Center For the Arts - Bob Blazier Walk/Run for the Arts – Sunday, May 1, 2016 - Request for the closure of Williams Street, between Woodstock Street and Crystal Lake Avenue from 6:00 a.m. to noon, and prohibition of parking on the south side of Woodstock Street between Grant and Williams Street between 6:00 a.m. and 9:30 a.m.
 - c. Night Owl Bike Ride – Overnight between Saturday, August 6 and Sunday, August 7, 2016 - Request for approval of the use of the City Hall front parking lot for the staging and start/end of the race.
 - d. Kiwanis Santa Run – Sunday, December 4, 2016- Request for the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 10:30 a.m.
10. City Square, 110 W. Woodstock Street – One-year extension to the preliminary PUD approval.
11. Final Plat Amendment to change the name of Paltronics Court to Mitchell Court.

12. **Achieve Footwear, 1AW Crystal Lake Plaza – Final PUD Amendment to the Master Sign Plan to allow a 54 square foot sign on the 48 square-foot sign band.**
13. **Casey’s Gas Station, 639 Terra Cotta Avenue – Special Use Permit for a Gasoline Service Station and Convenience Store with a Gasoline Electronic Pricing sign, Final Plat of Subdivision for two lots and Variations.**
14. **Resolution authorizing the execution of two, one year contract extensions with Lion Heart Engineering for Generator Maintenance.**
15. **Bid award and resolution authorizing the execution of an agreement with e. Norman Security Systems Inc. for Access Control System services.**
16. **Bid award and resolution authorizing the execution of a service agreement with Newcastle Electric Inc. for lift station grounding and bonding services.**
17. **Bid award and resolution authorizing the execution of a service agreement with Hayes Mechanical for the Building Mechanical Systems Maintenance and Service Program.**
18. **Council Inquiries and Requests.**
19. **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.**
20. **Reconvene to Regular Session.**
21. **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: February 16, 2016

Item: Temporary Liquor License – Raue Center for the Arts, 26 N. Williams

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to Raue Center for the Arts

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Raue Center for the Arts, 26 N. Williams, for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Annual Rauetoberfest on September 9-10, 2016 at 11129 Route 176 in Crystal Lake from 4:00 p.m. – 12:00 a.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: 9b

**City Council
Agenda Supplement**

Meeting Date:

February 16, 2016

Item:

Bob Blazier Run for the Arts Street Closure

Staff Recommendation:

Motion authorizing the closure of Williams Street between Woodstock Street and Crystal Lake Avenue for the Bob Blazier Run for the Arts on Sunday, May 1, 2016 between 6:00 a.m. and noon and the prohibition of parking on the south side of Woodstock Street between Grant and Williams Street between 6:00 a.m. and 9:30 a.m. subject to the conditions contained in this agenda supplement.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background:

The Raue Center for the Arts is in the process of planning the nineteenth annual Bob Blazier Run for the Arts. The run will take place in Downtown Crystal Lake on May 1, 2016. The event includes a 5K run and 1 mile run/walk. The proceeds of this fundraiser benefit the Raue Center.

As part of the event, the Raue Center is requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and noon. They have also requested that parking be temporarily prohibited on the south side of Woodstock Street between Grant and Williams Streets between 6:00 a.m. and 9:30 a.m.

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

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

the City's Police, Community Development, and Public Works Departments to discuss signage needed.

- 4) Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
- 5) Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
- 6) The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
- 7) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
- 8) All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
- 9) An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
- 10) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
- 11) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
- 12) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
- 13) Streets are not to be marked with paint or any permanent materials.
- 14) The site shall be inspected the morning of the event for compliance with canopy spacing (if applicable) and electrical connections. A site visit on April 30 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
- 15) An access lane greater than 13 feet is required for access to Williams Street by the aerial ladder truck.
- 16) The occupancy limit for the Raue Center shall not be exceeded during the award ceremony.
- 17) Please contact the Fire Rescue Department by April 1, 2016 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
- 18) This event will require one supervisor and nine officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by Police Officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by April 1, 2016 to determine/arrange for police officers for traffic control, lead vehicle, etc.
- 19) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
- 20) All trash shall be picked up along the race route, as well as in the downtown area.

- 21) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
- 22) A temporary sign permit shall be obtained from the Building Division for any signage/banners.
- 23) No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.
- 24) In the case of inclement weather, an alternate date can be approved by the City Manager.

Last year, the organizers paid \$828.00 for Police Officer assistance for this event.

The petitioner has agreed to meet these conditions. The event application requesting approval for the road closures, information regarding the courses, and a map indicating the race routes have been attached for City Council consideration.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 9c

**City Council
Agenda Supplement**

Meeting Date:

February 16, 2016

Item:

The Crystal Lake Night Owl Bike Ride

Staff Recommendation:

Motion to approve the use of the City Hall front parking lot for the staging and start/end of the Crystal Lake Night Owl Bike Ride to be held overnight between Saturday, August 6, 2016 and Sunday, August 7, 2016 subject to the conditions contained in this agenda supplement.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background:

In an effort to promote bicycling as a viable transportation alternative in a unique and fun environment, the Land Conservancy of McHenry County will be hosting their annual Crystal Lake Night Owl Bike Ride, an overnight bike ride through the City between Saturday, August 6, 2016 and Sunday, August 7, 2016. The ride is scheduled to begin at 11:00 p.m. and finish around 2:00 a.m. There is no rain date scheduled in case of inclement weather. This is the fifth year of the event.

The proposed bike ride route is approximately 15 miles long. Unlike last year, there will be a single route for all participants. The route makes use of many existing bike paths and bike routes throughout the City. The ride is open to riders of all ages, and has a limit of 500 riders.

The applicant is requesting use of the City Hall front parking lot for staging and start/end of the event. Entrances to the parking lot would remain open during the event. Participants will use the former public safety building parking lot at 121 W. Woodstock Street and the west end of the Alexander Commuter parking lot for parking during the event. Similar to last year, City Hall will be open for access to restroom facilities.

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

- 1) The City will have flexibility in altering the course based on any concerns that may arise.

- 2) Participants shall obey all traffic laws.
- 3) The organizers will advise participants to ride in one lane and allow space for cars to pass in the other lane.
- 4) Amplified music will not be allowed in the City Hall parking lot in conjunction with the event.
- 5) Volunteers shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 6) The McHenry County Bicycle Advocates and the Land Conservancy of McHenry County shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 7) This event will require three officers to direct traffic and race participants throughout City streets. Please contact the Police Department by July 1, 2016 to determine/arrange for police officers for traffic control, lead vehicle, etc. The applicant shall be responsible for paying for Crystal Lake Police Services.
- 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) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
- 11) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 12) Any additional permits or requests for signage shall be made through the Community Development Department.
- 13) In the case of inclement weather, an alternate date can be approved by the City Manager.

This event will require three officers to be located at various intersections throughout the route. Also for the safety of the participants a lead vehicle and trail car will also be required. The cost of three officers for a three-hour detail would be a maximum of \$576.72. The applicant paid for Police services during previous years' events.

The petitioner has agreed to meet these conditions. The event application requesting approval for the use of City Hall, information regarding the event, and a map indicating the routes have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9d

**City Council
Agenda Supplement**

Meeting Date:

February 16, 2016

Item:

Kiwanis Santa Run Street Closure

Staff Recommendation:

Motion authorizing the closure of Williams Street between Woodstock Street and Crystal Lake Avenue for the Kiwanis Santa Run on Sunday, December 4, 2016 between 6:00 a.m. and 10:30 a.m. subject to the conditions contained in this agenda supplement.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background:

The Raue Center for the Arts, in cooperation for with the Crystal Lake Kiwanis Club, is in the process of planning the fifth annual Kiwanis Santa Run. The run will take place in Downtown Crystal Lake on December 4, 2016.

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

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

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

- 4) Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
- 5) Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
- 6) The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
- 7) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
- 8) All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
- 9) An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
- 10) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
- 11) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
- 12) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
- 13) Streets are not to be marked with paint or any permanent materials.
- 14) The site shall be inspected the morning of the event for compliance with canopy spacing (if applicable) and electrical connections. A site visit complete by November 24 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
- 15) An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
- 16) Should the Raue Center be used for the award ceremony, the occupancy limit shall not be exceeded during the award ceremony.
- 17) This event will require one supervisor and nine officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 2, 2016 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
- 18) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
- 19) All trash shall be picked up along the race route, as well as in the downtown area.
- 20) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
- 21) A temporary sign permit shall be obtained from the Building Division for any signage/banners.

22) No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

Last year, the organizers paid \$920.00 for Police Assistance during the event.

The petitioner has agreed to meet these conditions. The event application requesting approval for the road closures, information regarding the courses, and a map indicating the race routes have been attached for City Council consideration.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

February 16, 2016

Item:

City Square Preliminary PUD Extension

Recommendation:

Motion to grant a one-year extension to the preliminary PUD approval for City Square at 110 West Woodstock Street.

Contact:

Michelle Rentzsch, Community Development Director

Background:

- History: The City's Unified Development Ordinance sets expiration time periods for certain approvals. A preliminary or final planned unit development approval is valid for two years, unless extended by the City Council.
- History: City Square was approved in January 2008 for 57 townhome units with variations to the rear and side yard setbacks and the density. The Preliminary PUD approval was valid for 2 years.
- Previous Approvals:
 - The City had approved a Comprehensive Extension for all PUD, SUP and Plat applications that extended this approval to May 2013.
 - The petitioner was granted their first one-year extension to May 2014, their second one-year extension to May of 2015 and their third one-year extension to May of 2016.

Key Factors:

- Request: To request a fourth one-year extension of the City Square Preliminary PUD approval to May 2017.
- UDO Standard: The City Council typically has the authority to grant (3) one-year extensions.
- With the recession and the housing market just now picking up momentum, additional extensions have been granted on other project approvals beyond the standard (3) one-year extensions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

- Meeting Date:** February 16, 2016
- Item:** Paltronics Court/Mitchell Court
- Request:** A Final Plat Amendment to change the name of Paltronics Court to Mitchell Court.
- Staff Recommendation:** To adopt an ordinance granting the Final Plat Amendment to change the name of the Paltronics Court cul-de-sac to be changed to Mitchell Court.
- Staff Contact:** Michelle Rentzsch, Community Development Director
-

Background:

- In 2004, an ordinance was adopted to change the name of the cul-de-sac portion of Mitchell Court to Paltronics Court at the request of Paltronics Corporation.
- Paltronics Corporation is no longer the property owner of 1145 Paltronics Court. The new owner, Variable Operations Technologies, Inc. (Vo-Tech) has requested that the cul-de-sac's name be returned to the original name, Mitchell Court. Vo-Tech has experienced issues with deliveries, as well as, with Nicor and Com Ed not being able to locate their property. The renaming of Mitchell Court should eliminate these issues.
- No new vanity street names have been approved since 2004, as the city has moved away from vanity street naming. Vanity street naming can cause issues with emergency response time, USPS parcel delivery and the delivery of utilities.
- 1145 Paltronics Court is the only property with a Paltronics Court address. The surrounding properties have a Mitchell Court address or are undeveloped.
- The current street names are visible on a map in Exhibit A, see attached.
- The proposed street name change is demonstrated in Exhibit B, see attached.

Votes Required to Pass: A simple majority vote.

Exhibit A

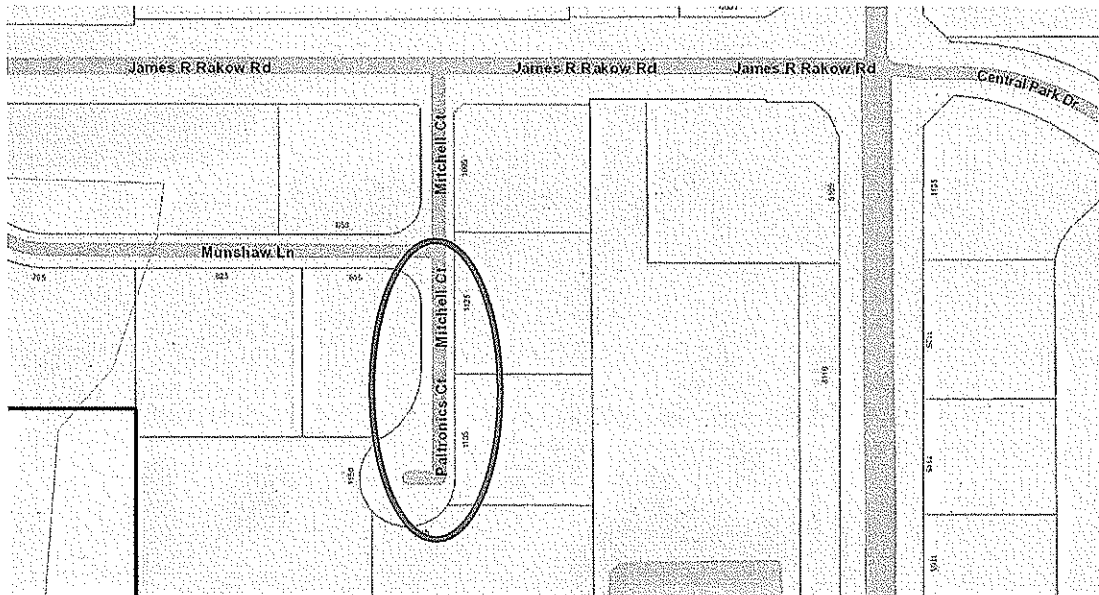
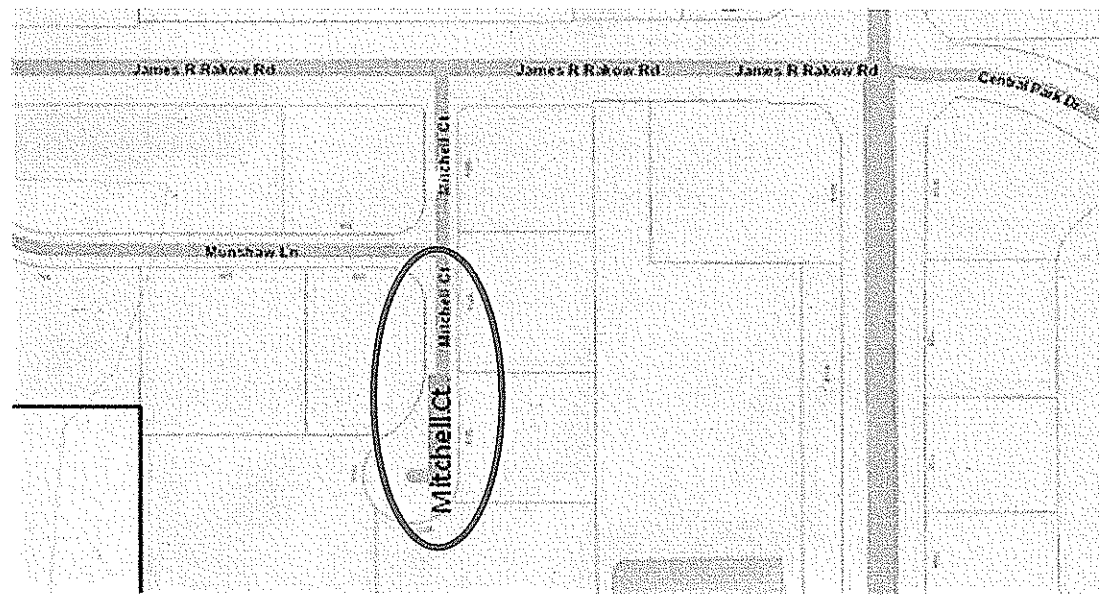


Exhibit B



DRAFT

ORDINANCE NO. _____
FILE NO. _____

ORDINANCE

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHenry County, Illinois, that the cul-de-sac portion of Mitchell Court (Lots 7, 8 and 9 in the Lakeview Business Center II Subdivision) that was changed to Paltronics Court by Ordinance 5768 on April 20, 2004 is hereby rescinded.

PASSED this ____ day of _____, 20__.

DATED this ____ day of _____, 20__.

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**

<u>Meeting Date:</u>	February 16, 2016
<u>Item:</u>	Achieve Footwear – 1AW Crystal Lake Plaza
<u>Request:</u>	A Final PUD Amendment to the master sign plan to allow a 54 square-foot sign on the 48 square-foot sign band.
<u>Petitioner:</u>	Katie Van Diggelen, petitioner
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance granting the Final PUD Amendment to the master sign plan at 1AW Crystal Lake Plaza.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- Existing Use: Achieve Footwear, formerly known as New Balance, is a tenant in the Crystal Lake Plaza.
- Background: In 2009, a Final Planned Unit Development (PUD) Amendment for Crystal Lake Plaza was approved. The amendment allowed for a façade renovation and approval of a master sign plan.

Key Factors:

- Request: The petitioner is requesting a Final PUD Amendment to the master sign plan to allow a 54 square-foot sign on a 48 square-foot sign band.
- UDO Standard: The UDO sets standards for commercial wall signage. Since the Crystal Lake Plaza is a PUD, the standards for signage outlined in the PUD ordinance take precedence.
- 2009 PUD Amendment Standard: The master sign plan states that individual tenants are allowed signage that fits within 85% of the sign band area above the store; therefore, the maximum allowable sign for a 48 square-foot sign band would be 40.8 square feet.

PZC Highlights:

- The sign in question will be relocated from the existing tenant space so the side sign copy areas will not have any signage and the sign bands will be removed.
- The PZC felt that the Findings of Fact had been met.

The PZC recommended **approval (5-1)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Kaie Van Diggelen, received 01/13/16)
 - B. Sign Plan (Hughes Signs, received 01/13/16)
2. The petitioner shall comply with all of the requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR CRYSTAL LAKE PLAZA – ACHIEVE FOOTWEAR

WHEREAS, pursuant to the terms of the Petition (File #2016-03) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Crystal Lake Plaza – Achieve Footwear to amend the master sign plan to allow a 54 square-foot sign on a 48 square-foot sign band; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 16, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 3, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on February 3, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Amendment to the Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-03, dated as of February 4, 2016; 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 amend the master sign plan to allow a 54 square-foot sign on a 48 square-foot sign band permit for the property located at 1AW Crystal Lake Plaza (19-05-382-010, 011; 19-05-453-008, 010 & 011), Crystal Lake, Illinois.

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

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Katie Van Diggelen, received 01/13/16)
 - B. Sign Plan (Hughes Signs, received 01/13/16)
2. The petitioner shall comply with all of the requirements of the Community Development Department.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the granting of 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, approval and publication as provide by law.

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

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 13

**City Council
Agenda Supplement**

- Meeting Date:** February 16, 2016
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
Casey's Gas Station
- Request:**
1. Special Use Permit to allow a Gasoline Service Station and Convenience Store with gasoline electronic pricing signs.
 2. Final Plat of Subdivision for 2 lots.
 3. Variations from:
 - a. Article 2-400 13 c and d. Special Use Criteria for Gasoline Stations from the requirements to construct a solid fence adjacent to residential and a peaked canopy.
 - b. Article 4-200 Parking and Loading from the required on-site parking to allow 15 spaces, a variation of 2 spaces.
 - c. Article 4-1000 Signs to allow 252.05 square feet of wall signage, which is over 150 square feet of signage allowed, a variation of 102.05 square feet.
 - d. Article 5 Subdivision approving a deferral from the requirement to bury the overhead utility lines and install sidewalk along the frontage, until such time that an area wide program is established.
- Petitioner:** Steve Schwartz, petitioner
639 Terra Cotta Avenue (Route 176)
- PZC Recommendation:** To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit and Final Plat of Subdivision with variations for the Casey's Gas Station at 639 E. Terra Cotta Avenue.
- Staff Contact:** Michelle Rentzsch, Community Development Director
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Background:

- The former site of the Crystal Lake Rib House would be subdivided into two lots. The west half of the property would be developed in the future. The east half is planned for the Casey's Gas Station and Convenience Store.
- The convenience store would be 4,558 square feet and feature convenience store grocery items as well as hot pizza and sub sandwiches.
- The station would provide 16 new fueling stations. With the restrictions on the gas stations at the intersection of Routes 176 and 31, due to the new roadway design, Casey's feels this would be a heavily used station and is a good location for them.
- The building was designed to meet the Design Standards in the UDO and is constructed of brick with detailed banding and columns.
- Casey's has requested four variations which are:
 1. Article 2-400 13 c. Special Use Criteria for Gasoline Stations from the requirements to construct a solid fence adjacent to residential.
The site has been designed to move the gas station to the north portion of the site away from the residence. The detention basin is along the south half and would provide a buffer to the residence.
 2. Article 2-400 13 d. Special Use Criteria for Gasoline Stations from the requirements to construct a peaked canopy.
The convenience store has been designed with a flat parapet style roof. The petitioner would like the gas canopy to match this roof style.
 3. Article 4-1000 Signs to allow 214 square feet of wall signage, which exceeds the allowable 150 square feet by 64 square feet.
During the PZC discussion the petitioner offered to remove some advertising signs on the gas station canopy columns reducing the signage variation they were requesting.
 4. Article 5 Subdivision approving a deferral from the requirement to bury the overhead utility lines and install sidewalk along the frontage, until such time that an area wide program is established.
Currently, there are no sidewalks on this side of the road that provide a consistent connection. The overhead utility lines are high-wattage and until a comprehensive City-wide burial takes place it would not make sense for this petitioner to bury this small stretch of lines.

PZC Highlights:

- The Planning and Zoning Commission (PZC) asked about the environmental impacts of the site. Steve Swenson with St. John – Mittelhauser & Associates, Inc. was hired by the City to prepare the Environmental Impact Statement (EIS). He was able to address the PZC's questions by explaining that there are regulations in place and there is a spill plan

that the employees adhere to. One of the conditions of approval requests that Casey's provide us a copy of this plan.

- Included in the EIS was a statement saying, "Based on the design of the proposed station, there is no reason to expect that day to day operations of the proposed station will result in a release of sufficient magnitude to negatively impact the soil and groundwater surrounding the Site."
- The PZC also discussed the traffic in the area. One condition of approval was added, which required a turn lane to be added on Terra Cotta Road. The petitioner has reviewed this condition of approval and has created a revised site drawing illustrating how the striping could be amended to create a left turn-lane on Terra Cotta Road. The petitioner has agreed to this condition and would re-stripe the roadway. The site drawing is attached.
- The PZC reviewed the Findings of Fact and found that this petition meets the criteria.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (ARC Design, received 12/30/15)
 - B. Plat of Subdivision (ARC Design, undated, received 01/22/16)
 - C. Site Plans (ARC Design, dated 1/19/16, received 1/22/16)
 - D. Elevations (Red Leonard Associates, undated, received 12/18/15)
 - E. Signage (Persona, dated 02/27/12, received 1/21/16)
 - F. Truck Turning Plan (ARC Design, dated 08/27/15, received 01/21/16)
 - G. Stormwater Management Report (ARC Design, undated, received 12/16/15)
 - H. Environmental Impact Statement (St. John-Mittelhauser, dated 01/25/16, received 01/26/16)
2. Site and Landscape Plan
 - A. Add trees and shrubs to the landscape islands to meet the UDO requirements.
 - B. Work with staff to provide proper cross-access and site circulation between this development and the future development to the west.
3. Final Plat of Subdivision
 - A. The "County Highway" signature block needs to be amended to an IDOT signature block.
4. Provide the City with a hazard mitigation plan illustrating proper procedure in case of a spill or emergency.
5. Work with staff to reduce the size of the brick area around the free-standing sign.
6. Petitioner shall secure an IDOT permit and address any associated comments.
7. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City's Stormwater

Consultant.

8. A left turn lane for two stacked cars for the southern most entrance to the site from Terra Cotta Road shall be provided. (Added by PZC)

9. The petitioner shall designate an area for two parking spaces to be landbanked until they are needed. (Added by PZC)

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT THE SOUTHWEST CORNER OF ILLINOIS ROUTE 176 AND TERRA COTTA ROAD

WHEREAS, pursuant to the terms of a Petition (File #2015-66) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a Gasoline Service Station and Convenience Store with a Gasoline Electronic Pricing signs; Final Plat of Subdivision for 2 lots; and Variations from: A. Article 2-400 13 c and d. Special Use Criteria for Gasoline Stations from the requirements to construct a solid fence adjacent to residential and a peaked canopy; B. Article 4-200 Parking and Loading from the required on-site parking to allow 15 spaces, a variation of 2 spaces; C. Article 4-1000 Signs to allow 252.05 square feet of wall signage, which is over 150 square feet of signage allowed, a variation of 102.05 square feet; and D. Article 5 Subdivision approving a deferral from the requirement to bury the overhead utility lines and install sidewalk along the frontage, until such time that an area wide program is established for the property located at the southwest corner of Illinois Route 176 and Terra Cotta Road; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 19, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 3, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit, Final Plat of Subdivision, and Variations; and

WHEREAS, on February 3, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2015-66, dated as of February 4, 2015; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit, Final Plat of Subdivision, 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 Special Use Permit to allow a Gasoline Service Station and Convenience Store with a Gasoline Electronic Pricing signs; Final Plat of Subdivision for 2 lots; and Variations from: A. Article 2-400 13 c and d. Special Use Criteria for Gasoline Stations from the requirements to construct a solid fence adjacent to residential and a peaked canopy; B. Article 4-1000 Signs to allow 215 square feet of wall signage, which is over 150 square feet of signage allowed, a variation of 64 square feet and eliminate the changeable signs on the brick columns; and C. Article 5 Subdivision

approving a deferral from the requirement to bury the overhead utility lines and install sidewalk along the frontage, until such time that an area wide program is established for the property located at the southwest corner of Illinois Route 176 and Terra Cotta Road (14-33-426-010, 014, 016, 019, and 020), Crystal Lake, Illinois.

Section II: Said Special Use Permit, Final Plat of Subdivision, and Variations are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (ARC Design, received 12/30/15)
 - B. Plat of Subdivision (ARC Design, undated, received 01/22/16)
 - C. Site Plans (ARC Design, dated 1/19/16, received 1/22/16)
 - D. Elevations (Red Leonard Associates, undated, received 12/18/15)
 - E. Signage (Persona, dated 02/27/12, received 1/21/16)
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 - H. Environmental Impact Statement (St. John-Mittelhauser, dated 01/25/16, received 01/26/16)
2. Site and Landscape Plan
 - A. Add trees and shrubs to the landscape islands to meet the UDO requirements.
 - B. Work with staff to provide proper cross-access and site circulation between this development and the future development to the west.
3. Final Plat of Subdivision
 - A. The "County Highway" signature block needs to be amended to an IDOT signature block.
4. Provide the City with a hazard mitigation plan illustrating proper procedure in case of a spill or emergency.
5. Work with staff to reduce the size of the brick area around the free-standing sign.
6. Petitioner shall secure an IDOT permit and address any associated comments.
7. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City's Stormwater Consultant.
8. A left turn lane for two stacked cars for the southern most entrance to the site from Terra Cotta Road shall be provided.

9. The petitioner shall designate an area for two parking spaces to be landbanked until they are needed.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the 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, approval and publication as provide 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: 14

**City Council
Agenda Supplement**

Meeting Date: February 16, 2016

Item: Generator Maintenance contract extension.

Staff Recommendation: Motion to approve two, one (1) year contract extensions for Generator Maintenance with Lion Heart Engineering, and adopt a resolution authorizing the City Manager to execute two, one (1) year contract extensions

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

Background:

At the March 5, 2013 City Council meeting, following a competitive bid process, the City Council approved a three (3) year contract with the lowest responsible and responsive bidder, Lion Heart Engineering to perform both scheduled and emergency maintenance work on City owned generators. This bid contract also included two (2), optional one (1) year extensions.

The City has twenty-two (22) generators included in the maintenance program. The generators are located at various facility sites throughout Crystal Lake, including the Municipal Complex, fire stations, water treatment plants, lift stations, and wastewater treatment plants. In addition to scheduled preventative maintenance service, the service contract bid includes provisions for regular and emergency service within a limited response time. The bid specifications include an optional generator load test program for each generator. A load test is a type of performance test used to measure the strength, durability, and useful life of a generator.

Recommendation:

The pricing submitted as part of the original bid included a 3% escalator for years 4 and 5 of the contract. City staff's experience with Lion Heart Engineering for this project has been positive. It is the recommendation of the Director of Public Works to approve two, one (1) year contract extensions to the contract for Generator Maintenance with Lion Heart Engineering.

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 approve two, one (1) year contract extensions between the CITY OF CRYSTAL LAKE and Lion Heart Engineering to perform both scheduled and emergency maintenance work on city owned generators.

DATED this 16th day of February, 2016

CITY OF CRYSTAL LAKE, an Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: February 16, 2016

Item: Crystal Lake Access Control System Bid

Staff Recommendation: Motion to award the base bid for Access Control System services to the lowest responsive and responsible bidder, e. Norman Security Systems Inc; and to adopt a resolution authorizing the City Manager to execute an agreement with e. Norman Security Systems Inc; in the submitted bid amount with a 10% contingency for unforeseen expenses.

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

Background:

On January 27, 2016, the City of Crystal Lake publicly opened and read aloud the bids received for the Access Control System project. This project will increase the number of proximity (prox) card readers at the municipal complex. The following is a breakdown of the base bids received:

BIDDER	BASE BID TOTAL
x Applied Communications Group Schaumburg, IL	\$63,686.93
✓e. Norman Security Systems Inc. Naperville, IL*	\$65,997.01
Alarm Systems Quincy, IL	\$146,223.01
FBP Systems	\$209,400.00

✓ Indicates lowest responsive and responsible bidder

X Applied Communications Group submitted the lowest base bid proposal, however City staff checked references they provided and received negative feedback.

*e. Norman Security Systems Inc. also submitted an alternate bid for the base bid option which totaled \$61,000. While this option was lower than Applied Communication Group's base bid, e. Norman Security Systems Inc. alternate bid included new software and other considerations. After discussion of this proposal, City staff had concerns about modifying our current platform.

The City's Access Control Systems project will upgrade existing door entries that have traditional key entry to a more modern prox card system. This will bring these door entries into conformity with other existing doors. The base bid includes 20 new prox card readers and related equipment for areas in the Public Works Garage and Information Technology area. These areas will have enhanced security and accountability as the City will now be able to monitor who is accessing these doors. In addition, only appropriate staff will be given access on such prox cards to enter these areas of the facility.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that the base bid for the Access Control System be awarded to the lowest responsive and responsible bidder, e. Norman Security Systems Inc., in the submitted bid amount. The City has worked with e. Norman Security Systems Inc. previously and has been satisfied with their work.

This project was approved for the FY2015/2016 Budget.

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 hereby authorized and directed to award the base bid for Access Control System services in the submitted bid amount with a 10% contingency for unforeseen expenses to the lowest responsive and responsible bidder, e. Norman Security Systems, Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with e. Norman Security Systems, Inc.

DATED this 16th day of February, 2016

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 16, 2016
APPROVED: February 16, 2016



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: February 16, 2016

Item: Lift Station Grounding and Bonding Bid

Staff Recommendation: Motion to award the bid for lift station grounding and bonding services to the lowest responsive and responsible bidder, Newcastle Electric Inc., and to adopt a resolution authorizing the City Manager to execute a service agreement with Newcastle Electric Inc. in the submitted bid amount with a 10% contingency for unforeseen expenses.

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

Background:

On February 3, 2016, the City of Crystal Lake publicly opened and read aloud the bids received for the grounding and bonding of the City's lift stations. The completion of this project will address electrical deficiencies. The following is a breakdown of the base bids received:

BIDDER	BID TOTAL
✓ Newcastle Electric Inc. Itasca, IL	\$65,305.00
Ron Jones Electric South Elgin, IL	\$83,059.20
Associated Electrical Contractors, LLC Woodstock, IL	\$118,099.82

✓ Indicates lowest responsive and responsible bidder

Since the lift stations exclusively handle water, grounding is of the utmost importance. This project will involve all metallic parts to be bonded to avoid a shock hazard should personnel be in contact with multiple surfaces during a fault. Time and the corrosive elements present have been found to cause breaks in what would normally be continuous metal to metal joints. All enclosures, raceways, metal surfaces involved with power will be bonded. Additionally, all bonding and grounding will comply with the following requirements:

1. NFPA 70-2011 National Electrical Code (NEC),
2. Local codes and ordinances, and
3. Utility company providing electrical service.

The City invited nine vendors to perform professional electrical services at 20 sanitary lift stations.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that grounding and bonding of City Lift Stations be awarded to the lowest responsive and responsible bidder, Newcastle Electric Inc., in the submitted bid amount. The grounding and bonding project was approved for the FY2015/2016 Budget.

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 hereby authorized and directed to award the bid for lift station grounding and bonding service in the submitted bid amount with a 10% contingency for unforeseen expenses to the lowest responsive and responsible bidder, Newcastle Electric Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Newcastle Electric Inc..

DATED this 16^h day of February 2016

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 16, 2016
APPROVED: February 16, 2016



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: February 16, 2016

Item: Building Mechanical Systems Maintenance & Service Contract

Staff Recommendation: Motion to award the bid for the Building Mechanical Systems Maintenance & Service program to the lowest responsible and responsive bidder, Hayes Mechanical, and adopt a resolution authorizing the City Manager to execute a service agreement with Hayes Mechanical in the amount bid with an option to extend the agreement up to two additional, one-year extensions with a 10% contingency for unforeseen expenses.

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

Background:

On January 26, 2016, the City of Crystal Lake publicly opened and read aloud bids received for a two-year contract with an option for two, one (1) year extensions for the Building Mechanical Systems Maintenance and Service Program for City owned facilities. In total, five (5) vendors submitted bids for the contract. The breakdown of bids received is:

Contractor	Parts Markup	Year One Total	Year Two Total	Optional Year Three Total	Optional Year Four Total
√ Hayes Mechanical Chicago, IL	15%	\$32,781.00	\$32,111.00	\$32,672.00	\$44,243.00
Sherman Mechanical Cary, IL	25% plus shipping	\$58,617.00	\$58,875.00	\$59,941.00	\$60,239.00
Athoff Industries Crystal Lake, IL	35%	\$62,135.00	\$63,166.00	\$64,114.00	\$65,076.00
RJ O'Neil Montgomery, IL	20%	\$111,042.00	\$114,440.00	\$117,935.00	\$121,530.00
Mechanical Inc. Freeport, IL	15%	\$125,510.00	\$125,510.00	\$129,315.00	\$132,315.00

√ Indicates recommended lowest responsive and responsible bidder

The bid document requested vendors to provide a flat fee for the routine maintenance of the HVAC systems and annual backflow preventer inspection and certifications for City owned facilities. In addition, the vendors were asked to provide the City with a standard labor rate and parts markup price for any additional, or non-routine, maintenance or repairs.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is the recommendation of staff to award the bid to the lowest responsible and responsive bidder, Hayes Mechanical, for the Building Mechanical Maintenance and Services Program for the contract period with the optional two, one year extensions in accordance with the terms and conditions of the invitation to bid document. Hayes Mechanical has received positive feedback from references that were provided similar services.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a two year service contract with two optional, one year agreements between the CITY OF CRYSTAL LAKE and Hayes Mechanical for the Building Mechanical Systems Maintenance & Service in the amount bid with a 10% contingency for unforeseen expenses.

DATED this 16th day of February, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 16, 2016
APPROVED: February 16, 2016