



**CITY OF CRYSTAL LAKE**  
**AGENDA**

**CITY COUNCIL**  
**REGULAR MEETING**

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
April 19, 2016  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Administration of Oaths of Office**
  - a. **Police Commander Richard Neumann**
  - b. **Police Sergeant Daniel Porzezinski**
  - c. **Police Officer David Lang**
  - d. **Firefighter Paramedic Kamil Chociej**
5. **Proclamations**
  - a. **Comcast Cares Day**
  - b. **Arbor Day**
6. **Approval of Minutes - April 5, 2016 Regular City Council Meeting**
7. **Accounts Payable**
8. **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.*
9. **Mayor's Report**
10. **City Council Reports**
11. **Consent Agenda**
  - a. **Downtown Crystal Lake/Main Street Temporary Use Permit request to allow the Farmers Market to be held in Downtown Crystal Lake every Saturday morning from June 4, 2016 through October 15, 2016 and waiver of the Temporary Use Permit application fee.**
12. **Halftime Pizza, 256 N. Oak St. – City Code Amendment to increase the number of Class “4” liquor licenses.**
13. **Casey’s General Stores, Inc., 639 E. Terra Cotta Ave. – City Code Amendment to increase the number of Class “13” liquor licenses.**

14. **Willow Creek Church, 100 S. Main – Special Use Permit for a Religious Organization.**
15. **Authorization for the City Manager to sign documentation pertaining to becoming a Tree City USA member; and adoption of an ordinance amending Chapter 33, Divisions and Departments, Article V. Public Works Department.**
16. **Text Amendment to Chapter 295 regarding quorum for the Historic Preservation Commission.**
17. **Discussion Only-Text Amendment for various provisions of the City Code.**
18. **Ordinance reserving the State of Illinois volume cap for private activity bonds.**
19. **Resolution authorizing the participation in the 2016 Suburban Purchase Cooperative Pavement Marking Joint Purchasing Program for the purchase of thermoplastic pavement markings; and reject all bids from previous bids for thermoplastic pavement markings.**
20. **Bid award and resolution authorizing the execution of an agreement with Best Quality Cleaning for general cleaning and maintenance services.**
21. **Public Hearing; Ordinance approving and adopting the Annual Budget for the 2016/2017 Fiscal Year; Salary Ordinance for the 2016/2017 Fiscal Year; Ordinance amending Section 515, Water and Sewer, of the City Code.**
22. **Council Inquiries and Requests.**
23. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
24. **Reconvene to Regular Session.**
25. **Adjourn.**

*If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact 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: 11a**

**City Council  
Agenda Supplement**

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- Meeting Date:** April 19, 2016
- Item:** Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Farmers Market)
- Recommendation:** Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Farmers Market), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.
- Staff Contact:** Michelle Rentzsch, Director of Community Development
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**Background:** The applicant has applied for a Temporary Use Permit to allow the Farmers Market to be held in Downtown Crystal Lake. The event would be held every Saturday morning from June 4, 2016 through October 15, 2016.

Downtown Crystal Lake/Main Street is requesting to again this year use the space on both the east and west sides of the drive, as well as the drive itself, near the Veterans Memorial (see attached map) due to an increased demand for vendors and the recent improvements to the park. They have received a verbal approval from the Union Pacific Railroad, owner of the depot property, for the use of the lot for the Farmers Market on Saturdays. The official letter is forthcoming.

The applicant is also requesting a waiver of the \$40.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit is valid on Saturday mornings from June 4, 2016 through October 15, 2016.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each market day.
3. Adequate trash receptacles shall be supplied.
4. Signs shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Farmers Market.
7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County

Health Department.

9. Access

- A. During the Farmers Market events, the closure of the depot driveway is approved.
- B. Barricades can be borrowed from Public Works to block the drive aisle during the Farmers Market. Emergency vehicle access shall be maintained on the drive aisle.
- C. A restriction should be placed which allows only accessible vehicles and buses to enter the drive aisle from Grant Street. Pedestrian drop-off and taxicab standing shall be located in the "horseshoe" area just south of the one-way drive aisle (see attached aerial photo).
- D. Signs shall be placed along Grant Street and Woodstock Street, which direct vehicles to the temporary drop-off area. Placement of signage and content of signs must be approved by the City.
- E. Barricades shall be placed, as shown in aerial photo, to ensure adequate turning space for a bus if all accessible spaces are in use.
- F. Access both in and out of all accessible spaces must be maintained at all times.
- G. Structures shall not be located in the sight-line triangles where the driveway intersects with Woodstock Street. The sight-line triangle is determined by the two intersecting street center lines and a third line connecting a point located on each of the street center lines at points one hundred feet from the junction of the street center lines.

10. Tents/Canopies

- A. No smoking is permitted in or under any tents or canopies.
- B. Enclosed tents shall be 20 feet from all buildings and other tents/canopies tents open on all sides are required to be 12 feet away from any structure.
- C. The tents shall be properly anchored.
- D. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
- E. A portable fire extinguisher shall be present.

11. Inspections from the Fire Rescue Department may be completed.

12. The approval letter from the Union Pacific Railroad shall be provided.

The applicant has been made aware of these recommended conditions and advised to attend the April 19, 2016 City Council meeting to answer any questions.

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



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 19, 2016

**Item:** City Code Amendment to Increase the Number of Class “4” Liquor Licenses– Applicant: Halftime Pizza

**Staff Recommendation:** Motion to adopt an ordinance increasing the number of Class “4” Liquor Licenses from the current permitted 1 licenses to 2 licenses.

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

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**Background:**

The City has received a request from Fritz L. Larsen, president/owner of Halftime Pizza, 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 “4” liquor licenses from the current 1 licenses to 2 licenses. Halftime Pizza is located at 256 N. Oak Street and has plans to expand their business in this location to provide a bar area.

Section 329-5-B of the City Code permits the issuance of a Class “4” liquor license for the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and 10:00 a.m. on Sunday and 1:00 a.m. on Monday.

Other current holders of a Class “4” liquor license are Wings, Etc.

The applicant does not currently hold a liquor license with the City of Crystal Lake. The issuance of the license will be dependent on the applicant passing a criminal investigation check and submitting all of the necessary paperwork.

**Votes Required to Pass:**

Simple majority



**DRAFT**

**ORDINANCE AMENDING THE CODE  
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

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

1. Class 4 License shall be increased from 1 to 2.

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

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

DATED at Crystal Lake, Illinois, this 19<sup>th</sup> day of April 2016.

APPROVED:

\_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED: April 19, 2016

APPROVED: April 19, 2016

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



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 19, 2016

**Item:**

City Code Amendment to Increase the Number of Class "13" Liquor Licenses – Applicant: Casey's General Stores, Inc., 639 E. Terra Cotta Ave.

**Staff Recommendation:**

Motion to adopt an ordinance increasing the number of Class "13" Liquor Licenses from the current permitted 20 licenses to 21 licenses.

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

The City has received a request from Casey's General Store, a recently approved gasoline service station located at 639 E. Terra Cotta Ave., for the adoption of an ordinance providing for an amendment to the liquor license provisions of the City Code increasing the number of Class "13" Liquor Licenses from the current permitted 20 licenses to 21 licenses. As the Council may recall, at the February 16, 2016 City Council meeting, the City Council approved a Special Use Permit to allow a Gasoline Service Station and Convenience Store and other variations at 639 E. Terra Cotta Ave. The site will include a 4,558 square foot store and an 8-pump gas fueling area.

The City Code permits the issuance of a Class "13" liquor license for 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.

The applicant does not currently hold a liquor license with the City of Crystal Lake. The issuance of the license will be dependent on the applicant passing a criminal investigation check and submitting all of the necessary paperwork.

The existing locations that dispense gasoline and have a liquor license are listed below:

- *Sam's Club (5670 Northwest Highway) – Class 13*  
Sam's Club received a Class 13 liquor license in 1992 when the fueling station was not operational. The fueling station was approved in 2004.
- *Bucky's Express #907 (8108 Pyott Road) – Class 13*
  - This license was approved on September 2, 2014 but has not yet been issued.

The following liquor licenses were granted as part of an annexation into the City:

- *Citgo Convenience Store (7615 U.S Route 14) – Class 13*
- *Open Pantry / Shell #801 (4811 Northwest Highway) – Class 13*
- *Crystal Lake Gas Depot (4410 Northwest Highway) – Class 15 (As of 2015 is now closed)*

The following chart compares the size of the Casey's General Store with other convenience establishments that have a liquor license:

	<i>Address</i>	<i>Liquor License</i>	<i>Approx. Sq. Footage</i>
7-Eleven	60 W. Terra Cotta	Class 13	1,345
Oak Street Food and Liquor	256 N. Oak St.	Class 13	2,000
Convenient Food Mart	201 E. Virginia	Class 13	2,400
Open Pantry/Shell	4811 Route 14	Class 13	2,975
<b>Casey's General Store</b>	639 Terra Cotta	Pending	4,558
Citgo Convenience Store/McDonalds	7615 Route 176	Class 13	4,500
General Store	1309 North Ave.	Class 13	4,800
Bucky's Express	8108 Pyott Rd.	Pending	7,054
Walgreens	151 Route 14	Class 13	7,200

In addition, the below table shows the approximate square footages of several gasoline stations that do not have liquor licenses:

	<i>Address</i>	<i>Approx. Sq. Footage</i>
Mobil	Route 14 and Florence	1,000
Shell	681 Terra Cotta (Route 14 and 176)	1,200
Marathon	220 W. Virginia (Route 14 and McHenry)	1,500

Other establishments currently holding a Class "13" liquor license include: 7-Eleven, Bucky's Express (approved-not yet issued), Midwest Petroleum (by McDonald's), Convenient Food Mart, Cost Plus World Market, Crystal Lake Food & Liquor, CVS Pharmacy, Fresh Market, Fresh Thyme Farmer's Market, General Store, Joseph's Marketplace, LaRosita of Mesos Group, Inc., Oak Street Food & Liquor, Open Pantry/Shell #801, Osco Drug, Sam's Club, Target, Walgreens (Rte. 31 & Rte. 14) and Wal-Mart.

**Votes Required to Pass:**

Simple majority





**DRAFT**

**ORDINANCE AMENDING THE CODE  
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

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

1. Class 13 License shall be increased from 20 to 21.

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

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

DATED at Crystal Lake, Illinois, this 19<sup>th</sup> day of April 2016.

APPROVED:

\_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED: April 19, 2016

APPROVED: April 19, 2016

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



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	April 19, 2016
<b><u>Item:</u></b>	Willow Creek Church
<b><u>Request:</u></b>	Special Use Permit for Willow Creek Church for a Religious Organization
<b><u>Petitioner:</u></b>	Don Greetham, petitioner
<b><u>PZC Recommendation:</u></b>	To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit for Willow Creek Church at 100 S. Main Street.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Community Development Director

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**Background:**

- Willow Creek Church (Willow Creek) currently operates out of 220 Exchange Drive in a 56,000 square foot tenant space. With the expansion of their congregation and the desire to provide more community amenities, Willow Creek is looking to expand into a larger facility.
- Willow Creek plans to occupy the 190,000 square-foot building at 100 S. Main. There are several existing tenants in the building, which would relocate. Willow Creek plans to lease space to The Friendship House, the existing daycare in the building, to allow them to continue to stay there.
- Phase 1 would consist of improvements to the parking area and ingress / egress to comply with the traffic study; interior renovations to create the Worship Center; and the repurposing of existing areas for classrooms and the children's worship area. They also plan to start some of the exterior architectural enhancements adding an exposed iron beam canopy area out front as part of their welcoming entrance.
- Phase 1.5 would be the roadway improvements. The petitioner is going to coordinate their required improvements with the City's intersection improvements to minimize the disruption to the traffic lanes in this area. The City plans to start the roadway improvements in 2018, with utility line relocation starting in 2017.
- Phase 2 would include additional improvements to the gathering space, the café and the children's worship area, creating a space for the junior and senior high school students.

This phase would also include some landscape improvements to the rear parking area and around the building.

- Phase 3 would include the landscape improvements for the front and side parking areas; the removal of the one front parking area; the exterior renovations to the building to construct the new multi-purpose area and family center; and the construction of the outside gathering area including splash pad, amphitheater and plaza area.
- Willow Creek is in their first phase of fundraising, which will allow them to complete the Phase 1 improvements. They plan to fundraise every 3-4 years, which is when each next phase would be able to be completed. They are estimating a 12 year build-out.
- **RAILROAD PROJECT PARTICIPATION:** Staff has suggested condition #7 regarding the future railroad relocation. When Immanuel Lutheran Church received their subdivision approval, there was discussion that Teckler Boulevard needed to cross the railroad tracks and connect to Congress Parkway at Main Street and a condition for participation was included in that approval. In addition to this intersection improvement, future modifications to the area would remove the at-grade track crossings on Main Street and Crystal Lake Avenue, create a new rail storage yard and install a new spur for train maneuvering. These improvements would benefit all properties in this area including those at the intersection at Main Street and Crystal Lake Avenue. A phased implementation plan is being finalized for City Council's consideration in the near future. The suggested condition #7 would allow Willow Creek to review the methodology and costs associated with the phased implementation plan, if this long-term project moves forward.

### **Neighborhood Meeting:**

- Willow Creek was encouraged by staff to hold a neighborhood meeting to speak with any interested residents prior to the public hearings. They looked at notifying people within 400 feet, twice the distance required by State statutes, and that still did not reach enough people so they added additional properties from the surrounding residential neighborhoods and downtown area. In total, they mailed out a notification post card to 158 people. The map of people notified is attached as Exhibit B.
- The neighborhood meeting was held March 9<sup>th</sup> at 7:00 pm. There were approximately 50-60 people in attendance. Many of which were supporters from the local businesses. There were 10-12 people who spoke in favor of the project. There were three attendees that spoke in opposition to the project, Jim Tomasello and both Michelle and Dale Nelson.
- Willow Creek provided a presentation for their vision for the property. They then opened the meeting up to a 'question and answer' session. The petitioner then spent another 30 minutes speaking with some residents that stayed to ask additional questions. The meeting lasted around 75 minutes. The concerns raised were:
  - Congestion and traffic at the intersection of Crystal Lake and Main Street.
  - Traffic entering and exiting the site from services.
  - The installation of the concrete barrier median along Crystal Lake Avenue.
  - Removal of the railroad spur track line along Main Street.
  - What well will this property receives its water from?
  - If Willow Creek is a non-profit.

- Questions regarding the maintenance of the sidewalk north of Crystal Lake Avenue.

**PZC Highlights:**

- Several neighbors spoke about the traffic on East Street, the barrier median, the traffic and the possible congestion of this intersection and where the water comes from that serves this site.
  - The petitioner utilized one of the City’s approved traffic consultants, Civiltech, that analyzed the impact of this use on the intersection. Improvements including a barrier median, dedicated right and left turn lanes into the site and restriping of the parking lot are required.
  - Staff answered that the water is part of a community system and not tied to an individual well.
  - The traffic consultant stated that at the peak period between services the intersection would function the same as it does now at the peak evening time during the weekday.
- The PZC reviewed the Findings of Fact and found that this petition meets the criteria.

The PZC recommended **approval (5-0)** of the petitioner’s request with the following conditions:

**Recommended Conditions:**

If a motion to recommend approval of the petitioner’s Special Use Permit request to allow a Religious Organization is made, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Greetham, received 02/24/16)
  - B. Site Plan (BLDD, dated 04/01/16, received 04/01/16)
  - C. Architectural Plans (BLDD, dated 02/03/16, received 02/24/16)
  - D. Traffic Study (CivilTech, dated 04/01/16, received 04/01/16)
  - E. Phasing Plan (BLDD, dated 03/02/16, received 03/03/16)
  - F. Landscape Plan (Midwest Arbor, dated 01/20/16, received 03/03/16)
2. All signage shall meet the requirements of the Unified Development Ordinance.
3. Architecture and Landscape
  - A. Work with staff during the phased exterior improvements to the building façade to ensure the architecture is high quality and provides a consistent look for the building.
  - B. Work with staff on the final landscape design and materials.
4. The petitioner shall work with staff to provide the necessary plat and easement documents:
  - A. A plat of dedication shall be provided which dedicates the necessary right-of-way along Main Street and Crystal Lake Avenue to accommodate the City’s intersection improvement project. **The City shall take the least amount of land needed to complete the roadway improvement. (Amended by the PZC)**
  - B. A plat of easement shall be provided which dedicates a **20-foot** municipal utility easement **that should be sufficient to satisfy the City’s needs** for water main directly adjacent to

- the detention pond to allow for future water system improvements. **(Amended by the PZC)**
- C. Temporary construction easements shall be donated to the City for construction of the City's intersection improvement project, as well as, the required improvements specific for this use.
  - D. Work with staff to dedicate property for the future railroad spur, which likely would clip the southeast and northeast corners of the lot, **but it should not interfere with their overflow parking.** **(Added by the PZC)**
5. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Public Works, Police and Community Development Departments.
  6. The petitioner shall comply with the recommendations in the final Traffic Study.
    - A. Work with staff to complete the necessary roadway network modifications and driveway improvements specifically required due to this use, in conjunction with the City's intersection improvement project. The petitioner is required to pay for the engineering services and cost for the improvements specifically warranted by this use. **The City will acquire the necessary right-of-way.** **(Amended by the PZC)** Specifically listed as:
      - i. A northbound right turn lane should be constructed into the site at Access Drive #1. It should be 11 feet wide to the edge of pavement, with a 120-foot storage length, and a 175-foot taper.
      - ii. The proposed painted median between Access Drives #1 and #2 should be restriped to provide a southbound left turn lane into the site at Access #1. It should provide 125 feet of storage and a 155-foot taper.
      - iii. The proposed painted median between Access Drives #3 and #4 should be restriped to provide a southbound left turn lane into the site at Access #3. It should provide 125 feet of storage and a 155-foot taper.
      - iv. An eastbound right turn lane should be constructed into the site at Access Drive #4. It should be 11 feet wide, with a 100-foot storage length, and a 155-foot taper.
      - v. Extension of the barrier median along Crystal Lake Avenue at the eastern railroad tracks to ensure left turns are not allowed into this site at Willow Creek's eastern Crystal Lake Avenue driveway.
    - B. Prior to occupancy, install centerline delineators along Crystal Lake Avenue west of the railroad tracks near East Street to eliminate the ability of westbound traffic to turn left into the far eastern driveway.
    - C. It is recommended that a marked crosswalk be constructed along the south leg at the intersection of Main Street and Crystal Lake Avenue. This will likely necessitate relocation of traffic and/or railroad signal equipment in order to install a section of sidewalk from the intersection, along the south side of Crystal Lake Avenue, to the site. This may also require a revision to the striping, signal timing, and/or pedestrian signal equipment on the Intersection Design Study. The petitioner is responsible for this cost including the construction, railroad costs and fees and the engineering service.
    - D. The petitioner shall work with staff and Civiltech on the site layout/parking plan for both Phase I and the Full Build-Out. Modifications are anticipated based on City and Civiltech review comments. These parties will continue to work toward a site plan which strives to meet the needs of both the City and Willow Creek Church.

7. The owner acknowledges that the City is pursuing the relocation of certain railroad lines abutting the Property (the "Railroad Relocation Project"), and that such Railroad Relocation Project will benefit the Property and help to reduce the impacts of the development of the Property upon the surrounding area. The owner agrees to cooperate with the City in establishing a fair allocation of the costs of the Railroad Relocation Project, including owner's participation in any special service area (SSA) that may be established to help pay for the costs associated with the Railroad Relocation Project. For any SSA, the owner reserves the right to review the final costs and methodology utilized to determine the allocation of financial obligation. (Added by City Staff)

**Votes Required to Pass:**

A simple majority vote.

# EXHIBIT A

## SPECIAL USE LIST - 100 SOUTH MAIN

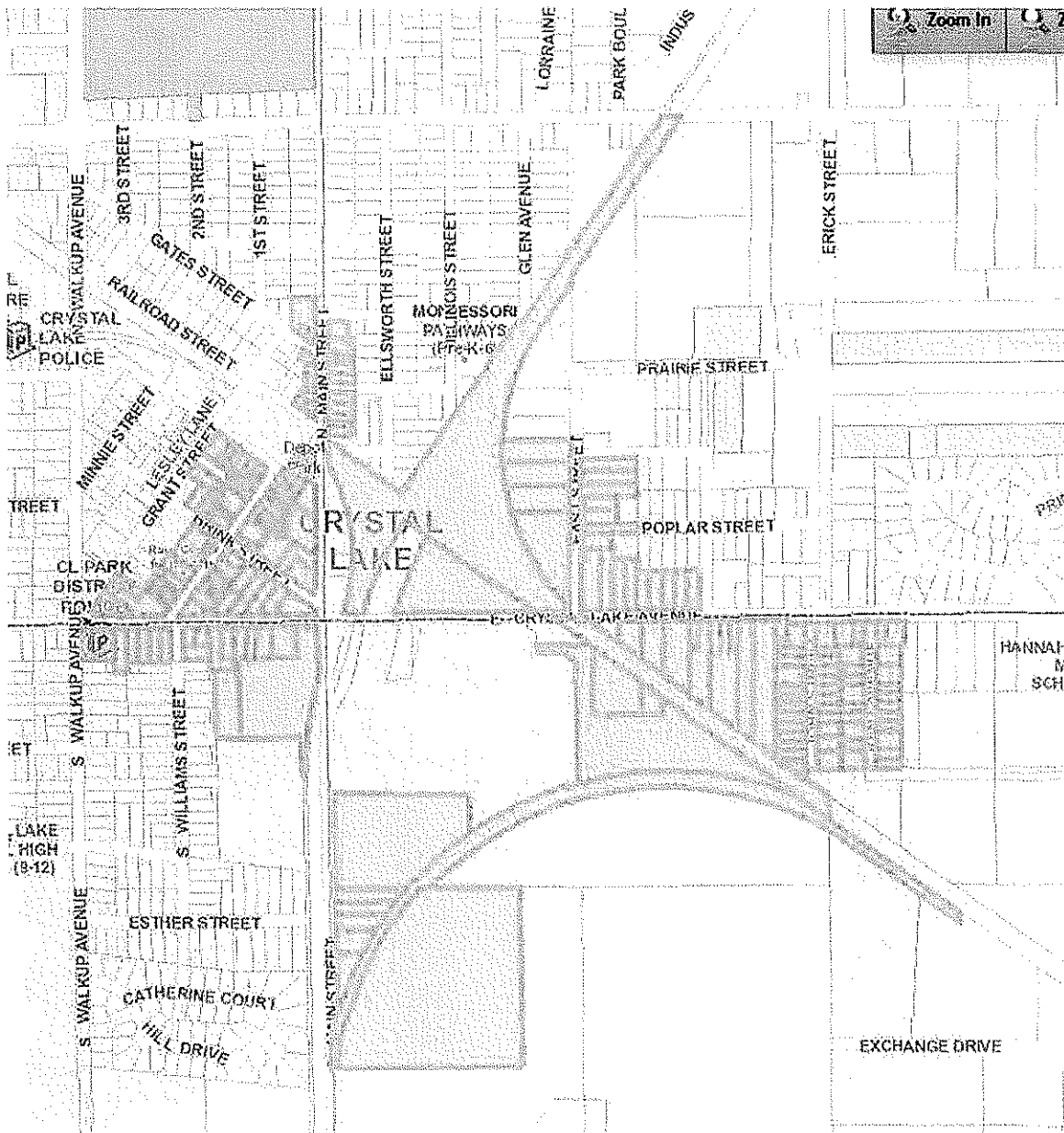
Adult Education
Café with Light Food for Attendees & Guests
Care Center
Children's Education
Community Garage Sales
Community Meeting Space
Community Park
Concert Venue
Farmer's Market
Fountains
Global Leadership Summit
Graduations
Gymnasium
Homeless Day Shelter
Indoor Athletic Venue
Indoor & Outdoor Recreation
Kids Summer Camps
Lakes for Baptism, Fishing, Ice Skating
Leadership Training Center
Multi-Season Outdoor Venue (sledding, skating, etc)
Nature Trail
NGO/Non-Profit Training Center
Outdoor Amphitheater
Outdoor Athletic Venue
Overnight Shelter
Overnight Student Lock-Ins
Paintball Field
Party Venue
Parent's-on-site Childcare
Playground/Special Needs Playground
Recording Studio
Recreational Room Use
Retail Bookstore
Rock Climbing Wall
Early Learning School/Daycare
Skate Park
Skating Rink
Splash-pad
Staff Offices
Swimming Pool
Thrift Store
Trunk or Treat
Tutoring
Weddings and Funerals
Women's Shelter
Worship Gatherings
Youth Education

TEMPORARY USE PERMIT

TEMPORARY USE PERMIT, DEPENDING ON EXPECTED ATTENDANCE

# EXHIBIT B

## Willow Crystal Lake 100 South Main Neighborhood Meeting Invite Map March, 2016





ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

AN ORDINANCE GRANTING A SPECIAL USE PERMIT  
AT 100 S. MAIN STREET

DRAFT

WHEREAS, pursuant to the terms of a Petition (File #2016-08) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow Willow Creek Church at the property located at 100 S. Main Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on March 21, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on April 6, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on April 6, 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 #2016-08, dated as of April 7, 2016; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit 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 be issued to allow Willow Creek Church for the property commonly known as 100 S. Main Street (19-04-101-002 & 016), 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 (Greetham, received 02/24/16)
  - B. Site Plan (BLDD, dated 04/01/16, received 04/01/16)
  - C. Architectural Plans (BLDD, dated 02/03/16, received 02/24/16)
  - D. Traffic Study (CivilTech, dated 04/01/16, received 04/01/16)
  - E. Phasing Plan (BLDD, dated 03/02/16, received 03/03/16)
  - F. Landscape Plan (Midwest Arbor, dated 01/20/16, received 03/03/16)
2. All signage shall meet the requirements of the Unified Development Ordinance.

3. Architecture and Landscape
  - A. Work with staff during the phased exterior improvements to the building façade to ensure the architecture is high quality and provides a consistent look for the building.
  - B. Work with staff on the final landscape design and materials.
  
4. The petitioner shall work with staff to provide the necessary plat and easement documents:
  - A. A plat of dedication shall be provided which dedicates the necessary right-of-way along Main Street and Crystal Lake Avenue to accommodate the City's intersection improvement project. The City shall take the least amount of land needed to complete the roadway improvement.
  - B. A plat of easement shall be provided which dedicates a municipal utility easement that should be sufficient to satisfy the City's needs for water main directly adjacent to the detention pond to allow for future water system improvements.
  - C. Temporary construction easements shall be donated to the City for construction of the City's intersection improvement project, as well as, the required improvements specific for this use.
  - D. Work with staff to dedicate property for the future railroad spur, which likely would clip the southeast and northeast corners of the lot, but it should not interfere with their overflow parking.
  
5. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Public Works, Police and Community Development Departments.
  
6. The petitioner shall comply with the recommendations in the final Traffic Study.
  - A. Work with staff to complete the necessary roadway network modifications and driveway improvements specifically required due to this use, in conjunction with the City's intersection improvement project. The petitioner is required to pay for the engineering services and cost for the improvements specifically warranted by this use. The City will acquire the necessary right-of-way. Specifically listed as:
    - i. A northbound right turn lane should be constructed into the site at Access Drive #1. It should be 11 feet wide to the edge of pavement, with a 120-foot storage length, and a 175-foot taper.
    - ii. The proposed painted median between Access Drives #1 and #2 should be restriped to provide a southbound left turn lane into the site at Access #1. It should provide 125 feet of storage and a 155-foot taper.
    - iii. The proposed painted median between Access Drives #3 and #4 should be restriped to provide a southbound left turn lane into the site at Access #3. It should provide 125 feet of storage and a 155-foot taper.
    - iv. An eastbound right turn lane should be constructed into the site at Access Drive #4. It should be 11 feet wide, with a 100-foot storage length, and a 155-foot taper.
    - v. Extension of the barrier median along Crystal Lake Avenue at the eastern railroad tracks to ensure left turns are not allowed into this site at Willow Creek's eastern Crystal Lake Avenue driveway.

- B. Prior to occupancy, install centerline delineators along Crystal Lake Avenue west of the railroad tracks near East Street to eliminate the ability of westbound traffic to turn left into the far eastern driveway.
  - C. It is recommended that a marked crosswalk be constructed along the south leg at the intersection of Main Street and Crystal Lake Avenue. This will likely necessitate relocation of traffic and/or railroad signal equipment in order to install a section of sidewalk from the intersection, along the south side of Crystal Lake Avenue, to the site. This may also require a revision to the striping, signal timing, and/or pedestrian signal equipment on the Intersection Design Study. The petitioner is responsible for these costs including the construction, railroad costs and fees and the engineering service.
  - D. The petitioner shall work with staff and Civiltech on the site layout/parking plan for both Phase I and the Full Build-Out. Modifications are anticipated based on City and Civiltech review comments. These parties will continue to work toward a site plan which strives to meet the needs of both the City and Willow Creek Church.
7. The owner acknowledges that the City is pursuing the relocation of certain railroad lines abutting the Property (the "*Railroad Relocation Project*"), and that such Railroad Relocation Project will benefit the Property and help to reduce the impacts of the development of the Property upon the surrounding area. The owner agrees to cooperate with the City in establishing a fair allocation of the costs of the Railroad Relocation Project, including owner's participation in any special service area (SSA) that may be established to help pay for the costs associated with the Railroad Relocation Project. For any SSA, the owner reserves the right to review the final costs and methodology utilized to determine the allocation of financial obligation.

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 19th day of April, 2016.

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MAYOR

ATTEST:

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CITY CLERK

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



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 19, 2016

**Item:**

Tree City USA Application and Public Works Department  
City Code Amendment

**Staff Recommendation:**

- 1) Motion to adopt a resolution authorizing the City Manager to sign documentation related to becoming a Tree City USA member, and
- 2) Adopt an ordinance amending Chapter 33, Divisions and Departments, Article V. Public Works Department, in the City Code to include the Public Works Director as the authority to oversee City owned trees.

**Staff Contact:**

Victor C. Ramirez, Director of Public Works

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**Background:**

The Tree City USA program has been in existence since 1976. This program provides the framework necessary for communities to manage and expand their public trees. To date more than 3,400 communities have made a commitment to becoming a Tree City USA. In order to achieve recognition, a community must meet the following core standards:

- Maintain a tree board or department ----- City action required
- Have a community tree ordinance ----- City meets standard
- Spend at least \$2 per capita on forestry ----- City meets standard
- Celebrate Arbor Day (Arbor Day Proclamation) --- City meets standard

To date, the City has met the requirements of the last three standards. The City has language regarding community tree care found in Section 4 of the Unified Development Ordinance. The City's annual programming in the Streets Division provides a robust program for tree removal, tree trimming, and tree planting. The City annually spends more than \$2 per capita on forestry activities and has sufficiently budgeted funds for the tree program for many years. The City also observes Arbor Day, annually by passing and reciting an official Arbor Day proclamation.

However, additional language is needed for our City Code to meet the requirements of the first standard. More specifically, a City staff member must be legally responsible for the care of all trees on City-owned property. As a result, the Director of Public Works will be the public official in charge of making decisions that impact community trees. Once the City Code is amended, City staff will submit the application to become a Tree City USA member.

Legal staff has reviewed this ordinance.

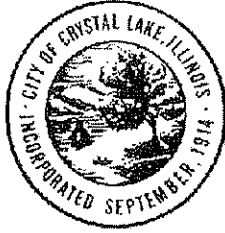
The City has taken a proactive approach in maintaining and improving the urban forestry and this action will acknowledge this activity.

**Recommendation:**

Staff recommends adopting an ordinance amending the City Code to include the Public Works Director as authority to oversee the care of City owned trees and authorize the City Manager to sign any documentation related to applying to become a Tree City USA member.

**Votes Required to Pass:**

Simple majority



**The City of Crystal Lake**

**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to sign documentation related to applying to become a Tree City USA member.

DATED this 19th day of April, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED: April 19, 2016

APPROVED: April 19, 2016



**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE AMENDING CHAPTER 33 OF THE CITY OF CRYSTAL LAKE  
CODE OF ORDINANCES PERTAINING TO PUBLIC WORKS DEPARTMENT  
DUTIES**

WHEREAS, the City of Crystal Lake, McHenry County, Illinois is a home rule municipality with authority under the provisions of Article VII, Section 6 of the Illinois Constitution; and

WHEREAS, the City will apply to be recognized as a member of Tree City USA; and

WHEREAS, Tree City USA sets certain standards each member must comply; and

WHEREAS, the Public Works Director of designee is legally responsible for the care of all trees on city-owned property; and

WHEREAS, the City has determined that the authorization is in the public's interest.

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

SECTION 1: Recitals. The foregoing recitals are hereby incorporated by reference as though fully set forth herein.

SECTION 2: Addition to Section 33-20. Section 33-20 of the City Code of Ordinances is hereby amended as follows:



H. The Director of Public Works or designee shall be responsible to study, investigate, counsel, and develop and/or update annually, and administer a plan for care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs from public areas and along public streets.

DATED at Crystal Lake, Illinois, this 19<sup>th</sup> day of April, 2016.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: April 19, 2016

Approved: April 19, 2016



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 19, 2016

**Item:** Text Amendment to Chapter 295 of the City Code regarding quorum for the Historic Preservation Commission.

**PZC Recommendation:** Motion to adopt an ordinance amending the City Code.

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

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**Background:**

- The proposed City Code text amendment would address an issue with a specific quorum requirement that was inserted in the City Code years ago. The current Code specifies that the current quorum for the Historic Preservation Commission (HPC) is 3 members; which would prohibit two members from talking to each other at any one time. The members often collaborate and research together on matters pertaining to Commission projects and this necessitates staff collecting and distributing information to all the members. It is not an easy or efficient method of communication for a nine-member board.
- The proposed change alters quorum to a majority of the members actively appointed to the Commission so two members may talk to each other about the Commission projects.
- The HPC is a 9-member board. Seven members are currently appointed. Four is a quorum; three is a majority of quorum, so two members may speak freely without constituting a public meeting.

**Request:**

**Chapter 295: Historic Preservation**

<b>Proposed Text</b>	<b>Explanation</b>
295-8: Changes to the number required for a quorum.	Changes to increase the quorum requirement that it shall consist of a majority of the members actively appointed to the Commission. Currently the quorum is 3 which prohibits 2 members from talking, which hinders their collaboration on research projects.

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



DRAFT

**The City of Crystal Lake Illinois**

**AN ORDINANCE AMENDING SECTION 295-8 OF THE CODE OF ORDINANCES OF  
THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

**SECTION I:** That Section 295-8 be amended to read as follows:

B. A quorum shall consist of a majority of the appointed members. A concurring vote of a majority of those members present and constituting a quorum is necessary to render a decision on any matter upon which the Commission is authorized to act.

**SECTION II:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION III:** 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 19<sup>th</sup> day of April, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal  
Corporation

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

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CITY CLERK

PASSED: April 19, 2016

APPROVED: April 19, 2016

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



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 19, 2016

**Item:** Text Amendments for various provisions of the City Code.

**Recommendation:** For discussion only.

**Staff Contact:** Michelle Rentzsch, Community Development Director  
Victor Ramirez, Director of Public Works

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**Background:**

- The proposed City Code text amendments would address issues observed by staff, based on their day-to-day application of the City Code, and would simplify the requirements and procedures for businesses and residents.

**Request:**

- Changes are proposed to Chapters 241, 251, 392, 515, 570 and 575. A marked-up listing of all the existing and proposed code changes is attached as Exhibit A.
- The following charts provide a brief explanation of the proposed text changes. This can be utilized during the review of the Exhibit A document.

**Chapter 241 Fees**

<b>PROPOSED TEXT</b>	<b>EXPLANATION</b>
<i>241-33: Overtime Fees</i>	Provide a set hourly rate for overtime required for inspections as opposed to utilizing the actual hourly rate of the personnel completing the work. This overtime fee would be used for larger commercial projects where the contractor completes work on weekends or later into the evening past normal working hours. The contractor will be made aware of this charge prior to the inspection occurring.
<i>241-34: Professional Services</i>	Add additional services which may require the City to retain a professional consultant or technician.
<i>241-35: New subdivision or individual property plan review and inspection by City staff</i>	Change the language to make it clearer by removing confusing language and reference the changes proposed in 241-33 and 241-34.

241-38: Stormwater Fees	Add fees for stormwater permit reviews completed by City staff. These fees mirror McHenry County fees.
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**Chapter 251: Fire Code**

PROPOSED TEXT	EXPLANATION
251-2: Additions, insertions and amendments	Provide further clarification for fire apparatus access roads and posted fire lanes for varying road widths.

**Chapter 392: Plumbing Code**

PROPOSED TEXT	EXPLANATION
392-1: Adoption of standards by reference	Updated to current code amendment published by the State of Illinois Department of Health.
392-2: Additions, insertions and amendments	890.200c: The old code did not specifically say that the City has the ability to restore a water service after settling of outstanding water bills. This amendment explicitly gives the City this power.
	890.410.b.1: This is a new requirement. The practice of installing a clothes washing machine under a countertop is becoming more common. This requirement will help prevent water damage due to the possible overflow of the drainage pipe for this specific installation.
	890.420.a.4: Specified City of Crystal Lake to match style of other code sections.
	890.1130.g.8: The City has been following this practice for protection of the public water supply as a policy. This amendment will formalize the requirement.
	890.1150.a.2: This section is no longer necessary The plumbing code does not allow for sewer and water installations to be within 24 inches in the same trench. The requirement for six-foot water burial depth (section 890.1150.a.3) and overhead sewer installation (section 890.1320.a.1) has negated the possibility that such an installation could occur.
	890.1150.a.3: This section re: minimum depth of water service pipe was reworded for clarity and style.

	<p><i>890.1150.a.5:</i> The City maintains water supply from main to curb stop (b-box). City code now allows other material than copper to be used for the customer water service line between the b-box and the building. When completing a repair or replacement work on a b-box, the Public Works Department needs to reconnect the customer water service line running from the b-box to the building. This requirement would standardize the fitting type required to facilitate a repair and restoration of the water service. The standard fitting type would be copper. It would be impractical for Public Works to carry multiple fittings for multiple pipe materials.</p>
	<p><i>890.1190.b:</i> This amendment clarifies some language of the existing code section.</p>
	<p><i>890.1190.b.1:</i> This amendment gives the Building Commissioner the authority to approve the style of lockable water meter.</p>
	<p><i>890.1190.h:</i> This section is no longer necessary. This requirement is now in the body of the Illinois State Plumbing Code.</p>
	<p><i>890.1190.f.1:</i> The City currently requires this as a matter of policy. This requirement provides tenants of commercial spaces access to water control in their space in a readily accessible location. This is useful in emergencies or when repairs are necessary. This amendment will formalize the requirement.</p>
	<p><i>890.1240:</i> This section is no longer necessary. Water softener installations are no longer covered by the Illinois State Plumbing Code.</p>
	<p><i>890.1320.a.1:</i> This is a new requirement which replaces the protections currently in 890.1360.a.3. This will help prevent basement flooding caused by Public Works performing repairs or maintenance of the sanitary sewer. This requirement has better protections than the requirements of Section 890.1360.a.3, which will be deleted.</p>
	<p><i>890.1360.a.3:</i> Section is being replaced by section 890.1320.a.1.</p>
	<p><i>890.1960:</i> The requirements of this section are duplicated in the International Building Code, Residential Code, and Property Maintenance Code.</p>
	<p><i>890, appendix A:</i> This section restricts the types of pipe materials used for sewer and water installations. This amendment allows the use of certain types of non-metal pipes, such as Pex brand pipes. Pex is a lower cost material for this type of installation.</p>

**Chapter 515: Water and Sewer**

<b>PROPOSED TEXT</b>	<b>EXPLANATION</b>
515-2: Submission of written request; approval; deposit	Changes to the language to make it clearer and strengthen the City's position. The amendment gives the City the authority to go back to the applicant and increase the amount of the security for extending water and sewer facilities if the amount of the security becomes insufficient. The amendment also adds the bond rating requirement present in the UDO for developers. The amendment clarifies that the City may accept different forms of performance and maintenance securities. This amendment mirrors the requirements for developers posting performance and maintenance securities.
515-3: Responsibility for costs	This amendment allows the City Engineer and Chief of Fire Rescue the authority to approve a water main extension that uses a pipe smaller than eight inches. The old code required City Engineer and City Council approval for this.
515-13: Building sewers and connections	The amendment now includes a fine for a violation. The amendment adds water main and sanitary sewer disconnections to the list of expenses for which the building owner is responsible. The amendment also adds language that governs the abandonment of sanitary sewer lines in connection with a building demolition.
515-29: Meter accuracy tests	Clarifies testing by meter company for accuracy and fee language.
515-43: Water System	Clarifies the limits of the public water supply and consumers water systems, maintenance and repair responsibility, and abandonment requirements.

**Chapter 570: Parking Lot, Driveway and Sidewalk Construction**

<b>PROPOSED TEXT</b>	<b>EXPLANATION</b>
570-1: Residential parking lots and driveways	Modifications to match the Unified Development Ordinance chapter.
570-2: Commercial parking lots and driveways	Modifications to match the Unified Development Ordinance chapter.
570-3: Sidewalks	Modifications to match the Unified Development Ordinance chapter.

**Chapter 575: Planning and Development**

<b>PROPOSED TEXT</b>	<b>EXPLANATION</b>
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575-2: Procedure	Modifications to match the current process regarding payment. Reduction in number of approved traffic consultants from six to three as a wide range of quality exists with six consultants.
575-3: Consultant Selection	Modifications to match the current process.

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



DRAFT

**The City of Crystal Lake Illinois**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE CODE OF  
ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

**SECTION I:** That Section 241-33 be amended to read as follows:

If overtime is necessary in order to perform inspections or plan reviews, in addition to other fees prescribed in the section, a fee of \$100 shall be charged for the first hour or part thereof. Any time beyond the first hour shall be charged in quarter-hour increments at a rate of \$25 per quarter hour. All overtime fees shall be paid by the owner or permittee.

**SECTION II:** That Section 241-34 be amended to read as follows:

All fees, actual costs or actual expenses related to the City retaining a professional service consultant or technician to conduct any plan review, inspections, economic impact analysis, environmental analysis, legal fees, or other due diligence development costs on behalf of the City shall be paid for by the owner or permittee, in addition to other fees or costs required by the City. The petitioner shall execute a consultant fee reimbursement acknowledgement form.

**SECTION III:** That Section 241-35A be amended to read as follows:

A. The minimum fee shall be computed as 1.25% of the cost estimate for public and/or private property site improvements as approved by the City Engineer.

**SECTION IV:** That Section 241-35B(5) be amended to read as follows:

(5) Overtime fees as stated in §241-33 and §241-34 incurred by City staff or consultant inspectors when developer's contractor(s) chooses to work overtime, Saturdays or holidays.

**SECTION V:** That Section 241-38 be amended to read as follows:

§ 241-38 Stormwater fees.

The following stormwater review and inspection fees shall be charged when the review is not completed by a professional service consultant:

- A. General Permit #1: \$150.
- B. General Permit #2: \$400.
- C. Minor development: \$400.
- D. Intermediate development: \$550.
- E. Major development: \$850 + \$50 per additional acre.

**SECTION VI:** That Section 251-2A(2)(b) be amended to read as follows:

- b. Appendix D is adopted in its entirety with the following amendments:
  - i. D103.1, Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 28 feet (back of curb to back of curb). See Figure D103.1.
  - ii. D103.6.1, Roads 20 feet to 24 feet in width. Fire apparatus access roads 20 feet up to but less than 24 feet wide (back of curb to back of curb) shall be posted on both sides as a fire lane.
  - iii. D103.6.2, Roads 24 feet to 28 feet in width. Fire apparatus access roads 24 feet wide up to but less than 28 feet wide (back of curb to back of curb) shall be posted on one side of the road as a fire lane.
  - iv. D103.6.3, Roads more than 28 feet in width. Fire apparatus access roads greater than or equal to 28 feet wide (back of curb to back of curb) shall not be required to post either side as a fire lane.

**SECTION VII:** That Section 392-1 be amended to read as follows:

The Illinois State Plumbing Code, effective date April 24, 2014, and subsequent amendments thereto published by the State of Illinois Department of Public Health, shall be and is hereby adopted by reference as the Plumbing Code for the City of Crystal Lake, and all terms and conditions contained in the Illinois State Plumbing Code, with an effective date of April 24, 2014, and subsequent amendments thereto published by the Illinois Department of Public Health, shall be part of the ordinances of the City of Crystal Lake, the same as if they were adopted verbatim.

**SECTION VIII:** That Section 392-2B be amended to read as follows:

- B. Section 890.200c) is hereby added as follows: A building or structure wherein sewer or water service is required to serve the building or structure, and service is shut off due to nonpayment of the water bill, a water service leak or any failure of the water or sewer

service, shall not be occupied by persons thereafter until such time as remedial repairs are made and approved by the Plumbing Inspector or payment of services has been made and the water service has been restored by the City of Crystal Lake. This section is not intended to prevent occupancy of the building while maintenance or repairs of the sewer or water service are being performed to restore service.

3

**SECTION IX:** That the following be inserted into a new section after Section 392-2B:

Section 890.410 b) 1) is hereby added as follows: Clothes Washing Standpipe. The standpipe inlet for an automatic clothes washing machine shall be a minimum of 24 inches above the trap weir.

**SECTION X:** That Section 392-2C be amended to read as follows:

C. Section 890.420 a) 4), Pipe Cleanouts; Location of Cleanouts within a Building Drain, is hereby amended as follows: A full-size cleanout shall be located within five feet of the building foundation, inside or outside, in direct line with the building drain and sewer. A monitoring manhole may be installed as an alternative to an outside cleanout and shall also be located outside of the building within five feet of the building foundation and installed in such a manner that it meets the approval of the City of Crystal Lake Community Development Department or Public Works Department.

**SECTION XI:** That the following be inserted into a new section after Section 392-2C:

Section 890.1130 g) 8) is hereby added as follows: A backflow prevention device shall be installed on each customer water service supply serving any building, other than a single-family dwelling; such installation shall be performed in accordance with the Illinois Plumbing Code. This requirement shall apply whenever there is an installation of a new customer service supply pipe, alteration to an existing building, renovation of an existing building or replacement of an existing customer service supply pipe.

**SECTION XII:** That Section 392-2F be amended to read as follows:

F. Section 890.1150a)3) is hereby amended as follows: The minimum depth for any water service pipe shall be at least six feet or the maximum frost penetration of the local area, whichever is greater.

**SECTION XIII:** That the following be inserted into a new section after Section 392-2F:

Section 890.1150 a) 5) is hereby added as follows: Nonmetallic water services shall have a solid copper wire wrapped and taped around the water service pipe. The tracer wire shall not be less than eighteen-gauge wire suitable for direct burial. The tracer wire shall terminate above grade at the curb stop or in the valve vault and extend inside the building to the first control valve at the water meter.

**SECTION XIV:** That Section 392-2G be amended to read as follows:

G. Section 890.1190b) is hereby amended as follows: Water Supply Control Valves and Meter: A water meter shall be installed on every water service pipe entering every building. Water meters shall be approved and supplied by the City of Crystal Lake. The

water meter shall be installed within the building in an accessible location. Meters may not be installed in crawl spaces or pits within the building. The meter shall have unions on the inlet and outlet opening and is required to have shutoff valves on both the inlet and outlet sides for all installations. Valves shall be full-port valves with an open area at least that of the water service pipe and be provided with a drip valve installed on the outlet side of the meter. Any variations of the water meter placement shall be subject to the approval of the Director of Public Works or his/her designated representative.

4

**SECTION XV:** That Section 392-2H be amended to read as follows:

H. Section 890.1190b)1), Non-Single-Family Water Meter Installation, is hereby added as follows: The valve on the inlet side before the domestic water meter shall be a lockable style approved by the Building Commissioner or his/her duly designated representative.

**SECTION XVI:** That the following be inserted into a new section after 392-2H

Section 890.1190 f)1) is hereby added as follows: Line valves shall be readily accessible and located no more than five feet above the finished floor. Valves shall be located in the tenant or occupant space where the fixtures are located.

**SECTION XVII:** That the following be inserted into a new section after 392-2J

Section 890.1320 a)1) is hereby added as follows: All new buildings with basements, floors, rooms or occupancy areas below ground level shall have the building drain located above the finished floor. Footing drains shall be connected to sump pumps for discharge outside the building or into the storm sewer system with Public Works Department approval. No footing drain or drainage tile shall be connected to the sanitary sewer system.

**SECTION XVIII:** That Section 392-2N be amended to read as follows:

N. Section 890, Appendix A, Tables, Plumbing Materials, Equipment, Use Restrictions and Applicable Standards. The following amendments to Appendix A, Tables, shall be made as follows:

(1) Table A, Approved Materials for Water Service Pipe.

(a) Delete items 1, 2, 4, 7, 8, 9, 10, 11, 12 and 13.

(b) Approved for use: 3 Cast-iron (ductile iron) water pipe; 5 Cross Linked Polyethylene Distribution Systems; 6 Type K copper tube with compression or flared connections.

(2) Table A, Approved Materials for Water Distribution Pipe.

(a) Delete items 2, 7 and 8.

(b) Approved for use: Items 1, 3, 4, 5, 6, 9 and 10.

(3) Section 890, Appendix A, Table B, Minimum Number of Plumbing Fixtures, plumbing materials, equipment, use restrictions and applicable standards, single

dwelling or multiple dwelling units, condo or apartment or hotel/motel unit, other fixtures, add as follows: Install a minimum of one antisiphon self-draining frostproof sill cock at ground level for attached or detached single-family dwellings, when separate water service and water meter is provided for each dwelling unit.

5

**SECTION XIX:** That the following sections of Chapter 392 be deleted and the remaining sections be renumbered in sequential order:

- Section 392-2E
- Section 392-2I
- Section 392-2J
- Section 392-2K
- Section 392-2L
- Section 392-2M

**SECTION XX:** That Section 515-2 be amended to read as follows:

- A. Any property owner, hereinafter referred to as "applicant," desiring an extension of the City water or sewer main or other conveyance to his/her property shall submit to the City a detailed plan showing the location of the extensions to the property. The applicant shall state in said request that he/she agrees to pay the cost of the extension, unless otherwise provided by § 241-46 of the City Code. Such request shall be subject to the approval of the City Engineer, or his/her designee.
- B. Upon approval of the request, the applicant shall submit to the City a surety for 120% of the estimated amount of the cost chargeable to him/her for the extension. The surety may be a letter of credit, bond, cash deposit, as may be designated by the City, or other security approved by the City, in a format approved by the City (hereinafter, "performance security"). Upon completion of any portion of such improvements, a reduction to the performance security may be requested and the City may grant a reduction at its sole discretion. If, at any time, the City determines that the funds remaining in the performance security are not sufficient to pay in full the remaining unpaid costs of such improvements, within 30 days of written notice the performance security shall be increased to an amount determined by the City to be sufficient to pay in full the remaining costs of such improvements. Failure to increase the amount of the performance security shall be grounds to draw down the entire remaining balance of the performance security. Any performance security submitted to the City in the form of a bond shall be issued by an insurance company that has a current rating of A++, A+, or A as rated by A.M. Best rating company. Any performance security must be issued by a business licensed to do business in the State of Illinois and redeemable in the State of Illinois.
- C. A bond, letter of credit, cash deposit, as may be designated by the City, or other security approved by the City, in a form approved by the City (hereinafter, "maintenance security"), in the amount not less than 5% of the approved engineer's estimate of cost of the installation of such improvements, providing guarantee of workmanship and materials for a period of two years from the final inspection and acceptance of such improvements, shall be submitted. If, at any time, the City determines that the funds remaining in the maintenance security are not sufficient to pay for correcting defects and deficiencies of such

improvements, within 30 days of written notice, the maintenance security shall be increased to an amount determined by the City to be sufficient to pay for correcting defects and deficiencies of such improvements. Failure to increase the amount of the maintenance security shall be grounds to draw down the entire remaining balance of the maintenance security. Any maintenance security submitted to the City in the form of a bond shall be issued by an insurance company that has a current rating of A++, A+, or A as rated by A.M. Best rating company. Any maintenance security must be issued by a business licensed to do business in the State of Illinois and redeemable in the State of Illinois.

6

**SECTION XXI:** That Section 515-3A be amended to read as follows:

- A. Water main extension. The applicant will be required to pay the cost of the water main extension of a size suitable for his/her needs, but in no event shall the size be smaller than an eight-inch main unless approved by the City Engineer and Chief of Fire Rescue.

**SECTION XXII:** That Section 515-13A be amended to read as follows:

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Community Development Department. Any person, firm or corporation who or which utilizes an unauthorized connection or unauthorized use shall be fined for each offense as set forth in Chapter 248, Fines.

**SECTION XXIII:** That Section 515-13C be amended to read as follows:

C. Allocation of costs.

- (1) All costs and expenses incident to the installation, connection, disconnection, repair, or maintenance of the building sewer shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation, connection, disconnection, repair and maintenance of the building sewer.
- (2) All costs and expenses incident to the installation, connection, disconnection, repair, or maintenance of the building water service shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation, connection, disconnection, repair, and maintenance of the building water service.

**SECTION XXIV:** That Section 515-13M be created and reads as follows:

M. Abandonment of sanitary sewer lines.

- (1) All existing portions of the sanitary sewer system serving a building or property that will not be re-used as part of building demolition or remodeling must be properly disconnected and abandoned by the property owner from the point where such system connects to the sewer main.

(2) The sanitary sewer service lateral shall be capped at the public right-of-way. An abandonment fee will be charged for grouting the service line at the sanitary main, which shall be based on the City's annual grouting program cost. 7

(3) Upon abandonment of a sewer line, as required by this subsection, the owner of the property serviced by such line shall be required to restore all property disturbed by such abandonment, including compacted backfill, restoration of grounds, sidewalk, pavement, or other features to match surrounding conditions.

**SECTION XXV:** That Section 515-29 be amended to read as follows:

In the event of a disputed water and/or sewer bill, or for other cause, the building owner or occupant may request a water meter accuracy test. Water meter accuracy testing shall be scheduled by the Public Works Department and conducted by a third-party meter testing company. The meter shall be deemed accurate if it meets the AWWA meter accuracy standards as they apply to each specific meter. Should the meter accuracy test prove the meter to be accurate a meter testing fee of \$25 plus the City cost for the third-party test will be assessed, and the amount of the water and/or sewer bill in dispute owed. Should the meter be determined to be defective, no meter testing fee will be assessed and the water and/or sewer bill in question will be adjusted based on the inaccuracy percentage determined, provided that such adjustment shall be for a period not exceeding one year.

**SECTION XXVI:** That Section 515-43E be amended to read as follows:

E. The consumer's water system shall include all parts of the facilities used to convey water from the public water supply distribution system to the point of use, beyond the curb stop or shut-off valve. In the event that no curb stop or shut-off valve exists, the consumer's water system shall include all parts of such facilities located within the consumer's property.

**SECTION XXVII:** That Section 515-43F be amended to read as follows:

F. Water service line installation. No water service line shall be installed or used to supply water to more than one parcel or building unless a separate curb stop or shut-off valve is installed in the public right-of-way or easement for each parcel or building. Each parcel or building with a water service line shall have a City water meter installed for billing purposes.

**SECTION XXVIII:** That Sections 515-43G through 515-43I be created a reads as follows:

G. Maintenance and repair responsibilities.

(1) The City shall repair and/or replace any leaky or defective condition of the public water supply system and the public water distribution system. The consumer shall be responsible to repair and/or replace any leaky or defective condition of the consumer's water system. The consumer shall be notified by the City either in person or in writing of such leak or defective condition. If a defective condition is not repaired within 10 business days after



such notice, the water supply shall be shut off and not reinstated until defective conditions have been corrected. Shut-off fees shall be charged per Chapter 248, Fines.

8

- (2) In such cases where the operation, use, maintenance or repair of the consumer's water system results in the need to repair or replace the curb stop or shut-off valve, the consumer shall be responsible to repair and/or replace the curb stop or shut-off valve.

#### H. Abandonment of water lines.

- (1) All existing portions of the water system serving a building or property that will not be re-used as part of building demolition or remodeling must be properly disconnected and abandoned by the property owner from the point where such system connects to the water main.
- (2) Water service lines shall be disconnected at the water main and sealed. The corporation stop or valve at the water main shall be either capped or removed per the direction of the Director of Public Works.
- (3) Upon abandonment of a water line, as required by this subsection, the owner of the property serviced by such line shall be required to restore all property disturbed by such abandonment, including compacted backfill, restoration of grounds, sidewalk, pavement, or other features to match surrounding conditions.

- I. Any person, firm, or corporation who or which draws water from the public water supply through an unauthorized connection or unauthorized use shall be fined for each offense as set forth in Chapter 248, Fines.

#### **SECTION XXIX:** That Chapter 570 be amended to read as follows:

##### § 570-1 Residential parking lots and driveways.

- A. Parking lots for one to six vehicles. Pavement design shall be according to Chapter 650, Section A-700. The parking lot must be graded for surface drainage. The driveway shall have sufficient crown to provide surface runoff. The driveway must be graded in such a manner that it will drain from the lot line to the street drainage system. The concrete public sidewalk shall extend through the driveway per the City standard detail. The driveway shall end at a depressed concrete curb (if curbs exist) or at the edge of the paved roadway. A depressed driveway section must be installed in those driveways that cross a drainage swale. It is the responsibility of the permittee to call for City inspection before the concrete or bituminous paved surface is applied. The permittee shall provide the City inspector with verification of material thickness and compaction. All single-family residentially zoned sections shall have a minimum of one enclosed parking space (garage) for each dwelling unit. Driveways shall be offset a minimum of 18 inches from the property lines, unless local conditions or design are approved by the City Engineer. All sidewalks shall be constructed in such a manner so as to provide access to the sidewalk for handicapped persons by means of an inclined ramp at the curblin where the sidewalk intersects the driveway and at the curblin where the sidewalk intersects the street line per the City standard detail.

B. Parking lots for more than six vehicles. The same structural specification applies to this parking section that applies to the parking area in Subsection A. Drainage for this capacity of parking area must be obtained by a system of catch basins and dry wells of sufficient capacity to drain this surface for a ten-year-frequency storm. Ponding of no more than 0.75 foot is permitted. Drainage to an existing storm sewer of adequate capacity through underground conduit connected to a system of inlets located in the parking area is acceptable. Surface runoff onto adjoining areas is prohibited. 9

(1) The driveway shall be drained in the same manner or with the parking area. The concrete sidewalk shall extend through the driveway. It shall be a high point in the driveway to facilitate drainage to the street from that point and also back into the driveway drainage system.

(2) All sidewalks shall be constructed in such a manner as to provide access to the sidewalk for handicapped persons by means of an inclined ramp at the curblin where the sidewalk intersects the driveway and at the curblin where the sidewalk intersects the street line, per the City standard detail.

(3) All standards and materials referred to in this subsection shall follow the City standard details or Standard Specifications for Road and Bridge Construction for the State of Illinois Highway Department, most current edition.

C. A site plan will be required for all parking lots. The elevations shown shall be to USGS datum. A permit must be obtained before construction begins.

§ 570-2 Commercial parking lots and driveways.

A. Pavement design shall be according to Chapter 650, Section A-700. Portland cement concrete shall be reinforced with 6-6/6-6 welded wire mesh and be treated with a membrane curing and sealing compound per IDOT standards. The paved surface shall be graded to produce positive drainage to a series of inlets connected by underground conduit to an existing storm sewer or drainage ditch of adequate capacity. A system of catch basins and dry wells can be used if none of the above-noted outlets are available. The drainage system shall be designed to convey 100% of the runoff for a ten-year storm. Refer to Chapter 595, Stormwater Management, for additional requirements. No more than 0.75 foot of ponding is permitted. The parking lot shall have an arrangement of islands, planted with trees, ground cover and shrubbery, as required by Chapter 650, Unified Development Ordinance.

B. The entrance and any areas within the parking lot that will provide for a service truck route shall need to follow the heavy-duty pavement design per Chapter 650, Section A-700.

C. All standards and materials referred to in this section are to follow the City details or the Standard Specifications for Road and Bridge Construction for the State of Illinois Highway Department, most current edition.

D. Site plans covering the entire parking area shall be submitted to the City Engineer for approval. The plans shall be detailed and complete, showing the drainage plan with

elevations shown to produce positive drainage to all drainage structures. The elevations shall be to USGS datum.

10

- E. All curbs constructed upon private property shall be constructed of Portland cement concrete in accordance with specifications as determined by the City Engineer. The curb or curb and gutter width shall not be included in the parking lot drive aisle width. Sidewalks immediately adjacent to curbs shall be a minimum six-foot width.
- F. In the event the use of property zoned for commercial, business, industrial or manufacturing uses pursuant to Chapter 650, Unified Development Ordinance, of the Ordinances of the City of Crystal Lake is intensified or expanded beyond the use in existence on the effective date of this section, or in the event property is rezoned for any of said uses subsequent to said date, or in the event of any new construction on said property subsequent to the effective date of this section, curbs shall be constructed in the public right-of-way when required by the City Engineer.
- G. Permit. A permit issued by the Community Development Department shall be required for all parking lot, driveway and curb work.

§ 570-3 Sidewalks.

A. General specifications.

- (1) Concrete sidewalks in the public right-of-way shall conform with Chapter 650, Section 4-100.
- (2) The width of commercial sidewalks in the Central Business District are to be consistent with adjacent commercial parcels, but not less than five feet.
- (3) A permit issued by the Community Development Department shall be required for all sidewalk installations.
- (4) Sidewalks shall be constructed if none exist whenever a new house is erected, unless otherwise provided by the City Council of the City of Crystal Lake.

B. Construction specifications shall conform with Chapter 650, Section A-800.

**SECTION XXX:** That Chapter 575, Article I, shall be amended to read as follows:

§ 575-1 Purpose.

The City of Crystal Lake requires the periodic use of private traffic engineering consultants to provide independent, unbiased evaluations of developments where traffic studies are required or deemed necessary by the City Engineer.

§ 575-2 Procedure.

- A. The Engineering Services Division shall determine if a traffic study is necessary or if specific traffic issues need to be evaluated as part of the development review process, as outlined in Chapter 650, Unified Development Ordinance.

- B. The Engineering Services Division shall review the proposed development and, based upon a suitable site plan, shall develop a scope of services or request a scope of services from one of the approved traffic engineering firms. 11
- C. The developer/owner shall be given the choice to select the private traffic consulting firm to be retained by the City that will complete the traffic study using one of the following two selection procedures:
- (1) The developer/owner can opt to select one of the three approved traffic engineering firms to complete the traffic study/analysis, pursuant to the process outlined in Subsection D below.
  - (2) The developer/owner can opt to select one of the three approved traffic engineering firms to complete the traffic study/analysis using the request for proposal (RFP) process outlined in Subsection E below.
- D. In order to expedite the traffic review procedure, the developer/owner shall have the option of selecting an approved traffic consultant to complete the traffic study/analysis, exclusive of the RFP process. The City shall furnish the developer/owner with a list of six approved traffic consultants having been selected pursuant to the selection process in §575-3.
- (1) The developer/owner shall select one of the six approved traffic consultants, and notify the City in writing of the selection. Upon receipt of the developer's/owner's selection, the Engineering Services Division shall request a scope of services from the selected consultant and request a quote from the consultant, to include a "not to exceed" amount, for review and approval.
  - (2) The developer/owner shall execute a task order, in a form provided by the City Engineer, that acknowledges and agrees that the services provided by the consultant are for the benefit of the developer/owner. The developer/owner shall, pursuant to §241-34 of this Code, be responsible for payment to the City of all fees, actual costs or actual expenses related to the City retaining a traffic consultant pursuant to this section.
  - (3) Upon compliance with Subsection D(2), the City shall enter into a contract with the selected consultant. A completed and finally approved copy of the consultant's report shall be furnished to the developer/owner.
- E. At the request of the developer/owner, the traffic study/analysis can be completed using the request for proposal (RFP) process.
- (1) The Engineering Division shall send a request for proposals to a list of six traffic engineering consultants.
  - (2) All tendered proposals shall be furnished to the developer/owner, who will have the right to select the proposal/consultant of its choice.
  - (3) The developer/owner shall execute a task order, in a form provided by the City Engineer, that acknowledges and agrees that the services provided by the consultant are for the benefit of the developer/owner. The developer/owner shall, pursuant to §241-34 of this

Code, be responsible for payment to the City of all fees, actual costs or actual expenses related to the City retaining a traffic consultant pursuant to this section.

12

- (4) Upon compliance with Subsection E(3), the City shall enter into a contract with the selected consultant. A completed and finally approved copy of the consultant's report shall be furnished to the developer/owner.

§ 575-3 Consultant selection.

- A. The selection of traffic engineering consultants shall be the duty of a committee comprised of the City Manager, Director of Community Development and the City Engineer, who shall be subject to confirmation and approval by the Mayor and City Council.
- B. Statements of qualifications from interested consultants will be received by the committee and evaluated to obtain the most qualified field of candidates.
- C. It is the policy of the City to include three qualified consultants on an active list that would be called upon to review traffic-related issues pertinent to development projects and provide proposals to the City for studying same.
- D. The essential criteria used to select consultants would include, but may not be limited to:
- (1) Traffic engineering experience.
  - (2) Qualifications of principals and staff engineers to supervise and perform the scope of intended services.
  - (3) Suitable, comparable results in previous studies performed with the City of Crystal Lake or other reliable references.
  - (4) Adequate available personnel to accomplish the scope of services in a timely manner.
  - (5) That the consultant does not perform engineering services to private developers/owners seeking approvals within the City of Crystal Lake.
- E. The three consultants selected pursuant to this section shall be subject to removal from the list, at any time, by direction of the committee referred to in § 573-3A. If, in the opinion of the City selection committee, results are unsatisfactory on a second successive study or other negative quality issue, that firm may be dropped and replaced with the next most highly qualified firm.

**SECTION XXXI:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION XXXII:** 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 XX<sup>th</sup> day of May, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

13

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED: DATE, 2016

APPROVED: DATE, 2016

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



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	April 19, 2016
<b><u>Item:</u></b>	Private activity bond volume cap reservation.
<b><u>Recommendation:</u></b>	Motion to adopt an ordinance reserving the State of Illinois volume cap for private activity bonds.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Community Development Director

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**Background:** The City of Crystal Lake received notification from the Governor's office regarding the reservation of Crystal Lake's volume cap. Private activity bonds can be issued as Industrial Revenue Bonds using the volume cap allocation. The State requires that all eligible municipalities pass an Ordinance to reserve their volume cap for the fiscal year.

For 2016, each home rule municipality is authorized a volume cap amount equal to \$100 per capita. Using this formula, Crystal Lake's allocation equals \$4,049,300, based upon the State's assigned population of 40,493.

At this time, there have been no official applications from private businesses for the City to allocate our volume cap in the form of Industrial Revenue Bonds. However, staff has had discussions with several businesses recently regarding the issuance of Industrial Revenue Bonds for pending or prospective developments. According to the State Office of Management and Budget, after the volume cap has been reserved, the municipality is supposed to allocate the amount reserved for private activity bonds by December 31 of that year. If the City does not allocate our volume cap by December 31, we can request to carry-over our allocation for up to three years for a variety of different projects, but not for qualified small issue bonds (Industrial Revenue Bonds). The attached ordinance reserves the City's allocation for possible future use.

There is no obligation to the municipality in issuing Industrial Revenue Bonds. All the payment responsibility rests with the private party. The lien is on the property, secured by the Industrial Revenue Bonds. Under Federal law, the City can utilize the authorized volume cap as additional incentive for industrial firms to relocate or expand facilities within its jurisdiction. Industrial Revenue Bonds can be attractive to industrial firms because of the difference to the bond buyers between the tax-free interest rates and the prevailing taxable interest rates.

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

ORDINANCE NO. \_\_\_\_  
FILE NO. \_\_\_\_



DRAFT

AN ORDINANCE RESERVING VOLUME CAP IN CONNECTION WITH  
PRIVATE ACTIVITY BOND ISSUES, AND RELATED MATTERS.

WHEREAS, the City of Crystal Lake, McHenry County, Illinois (*the "Municipality"*), is a Municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (*the "Code"*), provides that the Municipality has volume cap equal to \$100 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, *30 Illinois Compiled Statutes 1998, 345/1 et seq.*, as supplemented and amended (*the "Act"*), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2016 to be applied toward the issuance of private activity bonds (*the "Bonds"*), for unidentified projects, as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

SECTION I: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2016, in the amount of \$4,049,300, based upon the State of Illinois assigned population of 40,493, is hereby reserved by the Municipality, which shall issue Bonds using such volume cap, or shall transfer such cap, without further action required on the part of the Municipality; and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds, provided that any such transfer shall be evidenced by a written instrument executed by the Mayor or any



other proper officer or employee of the Municipality.

SECTION II: That the City of Crystal Lake shall maintain a written record of this Ordinance in its records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

SECTION III: That the Mayor, the City Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

SECTION IV: That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase, or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases, and provisions of this Ordinance.

SECTION V: 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 19<sup>th</sup> day of April, 2016.

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MAYOR

ATTEST:

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CITY CLERK

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



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

**Meeting Date:** April 19, 2016

**Item:** 2016 Thermoplastic Pavement Marking Program

**Staff Recommendation:**

1. Motion to reject all bids for the 2016 Thermoplastic Pavement Marking Program opened on March 7, 2016.
2. Motion to adopt a resolution authorizing the City's participation in the 2016 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program, and the not-to-exceed expenditure of \$50,000 for the purchase of thermoplastic pavement markings through the Suburban Purchasing Cooperative 2016 Pavement Marking Joint Purchasing Program.

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

**Background:**

On March 7, 2016, the City opened and publicly read the bids received for the 2016 Thermoplastic Pavement Marking Program. The City received four bids and the results are tabulated below.

Firm	Amount of Bid
Superior Road Striping <sup>1</sup> Melrose Park, IL	\$51,902.50 <sup>2</sup>
Mark It Corporation Romeoville, IL	\$67,798.65
Marking Specialists Corporation Arlington Heights, IL	\$77,000.50
Maintenance Coatings Company South Elgin, IL	\$79,650.00

<sup>1</sup> Indicates Recommended Lowest Responsible Bidder

<sup>2</sup> Corrected Bid Amount Based on Unit Prices Provided

Subsequent to the bid opening, the City received the pricing for thermoplastic pavement marking through the Suburban Purchasing Cooperative (SPC). The low bidder through the SPC program

was also Superior Road Striping, and their prices were better through the SPC than what they submitted for the City's bid. The following compares the prices:

Item	SPC Price	City-Bid Price
4" Thermoplastic Line	\$0.48	\$0.50
6" Thermoplastic Line	\$0.70	\$0.75
12" Thermoplastic Line	\$1.40	\$1.50
24" Thermoplastic Line	\$3.50	\$3.75
Thermoplastic Letters and Symbols	\$3.25	\$3.75

The Northwest Municipal Conference (NWMC) conducts joint purchasing programs for several different goods and services for its member municipalities through the SPC program. Among those is a joint purchase for thermoplastic lane-marking services. Since many different municipalities participate in this program, the SPC is able to leverage the large quantities into better unit prices for thermoplastic marking. The City has participated in this program for the last several years and it has yielded a significant unit cost savings over when the City bids these services on its own.

The City has a long experience with Superior Road Striping and has been very satisfied with their work. They have been the low bidder for many years and have done an excellent job each year. This project is included in the proposed FY 2016-2017 budget.

**Votes Required to Pass:**

Simple majority vote



DRAFT

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City is hereby authorized to participate in the 2016 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

**BE IT FURTHER RESOLVED** that the City be authorized to spend the not-to-exceed amount of \$50,000 for the purchase of thermoplastic pavement marking through the 2016 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

**DATED** this 19<sup>th</sup> day of April, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
Mayor

SEAL

ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: April 19, 2016

APPROVED: April 19, 2016



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

**Meeting Date:** April 19, 2016

**Item:** Cleaning Services Agreement

**Staff Recommendation:** A motion awarding the bid for general cleaning and maintenance services to the lowest responsive and responsible bidder, Best Quality Cleaning, and adopting a resolution authorizing the City Manager to execute a three-year agreement, with the option of three additional, one-year terms, with Best Quality Cleaning in the amounts bid.

**Staff Contact:** Victor Ramirez, Director of Public Works

**Background:**

On March 23, 2016, the City of Crystal Lake publicly opened and read aloud the bids received for a three-year contract, with the option of three additional, one-year terms, to provide labor, supervision, equipment and cleaning materials necessary to provide general cleaning and minor maintenance of the City of Crystal Lake Municipal Complex and other City facilities. The total price below provides a year to year comparison for janitorial porter services (three porters at 8 hours each). A breakdown of additional services such as window and carpet cleaning and buff/stripping of hard floors is attached.

**CLEANING SERVICES CONTRACT COMPARISON  
Years 1-6**

<b>Best Quality Cleaning</b> √	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Franklin Park, IL	\$77,400.00	\$77,400.00	\$77,400.00	\$78,960.00	\$78,960.00	\$78,960.00
<b>EcoClean Maintenance</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Schaumburg, IL	\$81,516.00	\$81,516.00	\$81,516.00	\$83,076.00	\$83,076.00	\$83,076.00
<b>Alpha Building Maint. Services</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Homer Glen, IL	\$93,600.00	\$93,600.00	\$93,600.00	\$94,848.00	\$94,848.00	\$94,848.00
<b>All Cleaners, Inc.</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Willowbrook, IL	\$100,800.00	\$100,800.00	\$100,800.00	\$100,800.00	\$100,800.00	\$100,800.00
<b>All Pro Resources</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Lombard, IL	\$108,360.00	\$108,360.00	\$108,360.00	\$111,600.00	\$111,600.00	\$111,600.00

√ - Indicates lowest responsive and responsible bidder

The new contract will include three porters for the day-to-day cleaning services. Each porter will work full-time shifts.

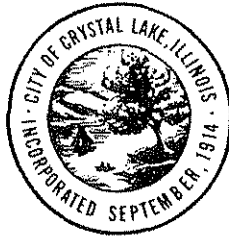
As part of the bid, firms were requested to submit pricing for three years with an option for an additional three, one-year terms. The terms of the proposal stipulate that the City may terminate the contract with 30 days written notice. Although there would be the availability to terminate the agreement, the pricing for the professional services would be set for the full term; contingent on City approval. The bid allows the City to take advantage of greater economies of scale, as well as ensuring consistency for cleaning services over the period of the contract.

### **Recommendation**

The Public Works Department has reviewed all proposals received for completeness and accuracy in accordance with the Invitation to Bid document. It is staff's recommendation to award the bid for the provision of general cleaning and maintenance services and adopt a resolution authorizing the City Manager to execute a three-year agreement, with the option of three additional, one-year terms, with Best Quality Cleaning. Best Quality Cleaning, Inc. holds the current cleaning services contract.

### **Votes Required to Pass:**

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a three-year agreement, with the option of three additional, one-year terms, with Best Quality Cleaning for cleaning services per the submitted bid amounts.

DATED this 19<sup>th</sup> day of April, 2016

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: April 19, 2016  
APPROVED: April 19, 2016



**Agenda Item No: 21**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 19, 2016

**Item:**

Public Hearing/Annual Budget Ordinance/Salary Ordinance, and Water and Sewer City Code Amendment

**Staff Recommendation:**

Motion to Adopt:

1. An Ordinance approving and adopting the Annual Budget for the 2016/2017 Fiscal Year,
2. The Salary Ordinance for the 2016/2017 Fiscal Year, and
3. An Ordinance amending Section 515, Water and Sewer, of the City Code.

**Staff Contact:**

Gary J. Mayerhofer, City Manager  
George J. Koczwara, Director of Finance/Treasurer

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**Budget:**

The Council is requested to adopt the budget in accordance with State Statutes, which requires the budget to be adopted prior to the beginning of the Fiscal Year, which begins on May 1, 2016.

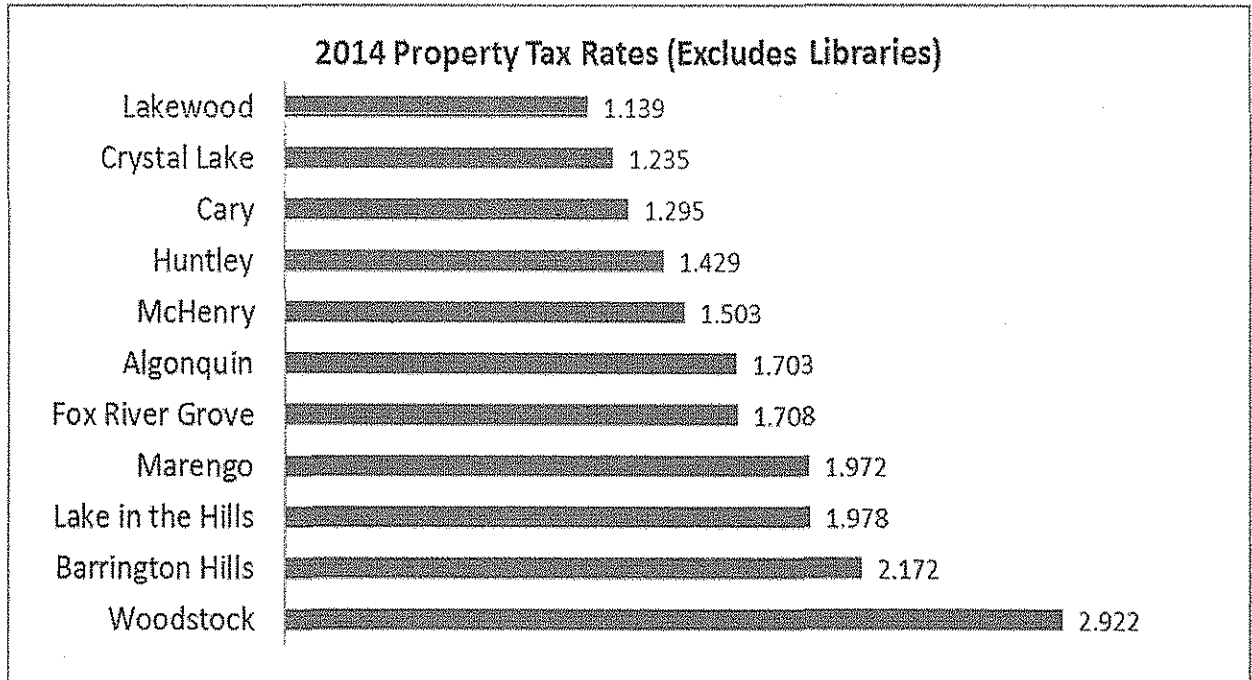
On April 5, 2016, the City Council placed on public display, the proposed balanced fiscal year 2016/2017 Budget that maintains the high quality City services offered to residents while allowing for capital investment in facilities and improvements, as well as the development of other initiatives to help establish a solid foundation for the community for years to come.

Despite the continued economic challenges, the City has worked diligently to present a proposed annual budget that is:

- ✓ Balanced
- ✓ Continues the City's commitment to public safety
- ✓ Continues the City's investment in infrastructure
- ✓ Within the parameters of the City's financial policies

The proposed budget continues the funding of General Fund services without the use of a General Fund property tax. City residents enjoy one of the lowest municipal tax rates in the area. The chart below illustrates a comparison of municipal tax rates (excluding libraries).





Budgeted expenditures and other uses for all funds in fiscal year 2016/2017 total \$96,166,859 (including the Library), a decrease of \$9,477,218 or 8.97% from the 2015/2016 fiscal year budget. Revenues projected for fiscal year 2016/2017 reflect a conservative view and can be positively impacted by reductions in unemployment or increases in consumer spending and construction activities.

The fiscal year 2016/2017 City budget reflects capital expenditures of \$21.37 million. In addition to resurfacing and roadway improvements, other major capital purchases reflected in this budget are:

- Pavement preservation, pavement marking and manhole cover replacements
- Curb and sidewalk replacement
- Construction of a pedestrian path in the vicinity of the Country Club Subdivision
- Culvert replacements
- Traffic signal upgrades along Route 14 and Route 176
- Illuminated street signs
- Prairie Trail tunnel repairs
- Chlorides reduction study (EPA mandate)
- Enhancement of Water Treatment Plant #2 (Engineering)
- Rehabilitation of Wastewater Treatment Plants #2 and #3
- Water tower rehabilitation (Water Treatment Plant #1)
- Lift Station #9 and forecmain replacement
- Emerald Ash Borer (EAB) eradication
- Flooding mitigation
- Audio video equipment (Council Chambers) upgrade
- Sidewalk and raised planter restoration
- Automotive equipment

- Fiber optic network
- Telephone system replacement
- Cardiac monitors replacement
- Wireless alarm network backup system
- In-car vehicle camera system upgrades
- LED lighting upgrade
- Closed-circuit camera system enhancements
- Computer hardware and software
- Parking lot expansion and switchback design (Three Oaks Recreation Area)

With the challenges posed by the slow economic recovery, a number of adjustments were made to balance the budget. These adjustments include:

#### Personnel

Since the start of the Great Recession, the City has eliminated a number of positions. Through the 2015/2016 budget, a total of 6.8% of positions have been eliminated through attrition. An additional four (4) full-time positions have been eliminated in the 2016/2017 budget, bringing the total number of full-time equivalent positions eliminated to twenty-two and one-quarter positions or 8.3%. None of the eliminated positions were sworn police or firefighter positions.

#### Insurance

Through concerted efforts and enhancements in the City's risk management program, the City is able to take advantage of very favorable insurance costs. Increases in the City's liability insurance overall are budgeted at 2%. In an effort to better control health care costs, the City joined the Intergovernmental Personnel Benefit Cooperative (IPBC). The IPBC is an entity created under Illinois State laws, which allows municipal groups to band together for the purposes of health insurance. The IPBC was established in 1979 and includes 91 municipalities or municipal entities as members.

The purpose of the IPBC is to provide economies of scale and risk pooling that will allow members more financial stability than offered by the commercial insurance market. In response to a number of variables, including the Affordable Health Care Act and its effect on health care costs across the region, funding for the City's own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal 2015/2016.

#### Capital Expenditures

One-time capital expenditures will be funded using unassigned fund balances coupled with bond proceeds. Bonds shall not be used to finance operating deficits and fund balances shall be maintained in accordance with the City's financial policies.

The fiscal year 2016/2017 budget reflects \$2,000,000 for the City's annual street resurfacing program. The annual street resurfacing program, combined with other roadway improvements budgeted in the Motor Fuel Tax Fund, total over \$4.04 million. Roadway improvements budgeted in the Motor Fuel Tax Fund includes:

- Route 176/Main Street intersection improvements (Phase I engineering)
- Crystal Lake Avenue and Main Street intersection improvements (Phase II engineering)

Funds to provide for intersection improvements at Route 176/Briarwood Road, as well as those for roadway improvements along Pingree Road, McHenry Avenue and South Main Street have been re-budgeted. These projects are complete; however, the City has not received final construction invoices from the State of Illinois.

Streets programmed for resurfacing in fiscal year 2016/2017 are:

Street Name:	From:	To:
Amberwood Drive	Golf Course Road	Bennington Drive
Ballard Road	Briarwood Road	Pauline Avenue
Beechcraft Lane	Knaack Boulevard	Millennium Drive
Bennington Drive	Augusta Drive	Amberwood Drive
Briarwood Circle	Briarwood Road	Butternut Drive
Broadway Avenue (eastbound lane)	Country Club Road	Meridian Street
Butternut Drive	City Limit	Briarwood Road
Concord Drive	Windslow Drive	High School Access Road
Country Club Road	Lake Avenue	Wedgewood Drive
Cumberland Lane	Country Club Road	Broadway Avenue
Essex Lane	Country Club Road	Broadway Avenue
Florence Street	Virginia Street	Pierson Street
Goldenrod Court	Wedgewood Drive	End
Heather Drive	Gardina Lane	Mulberry Lane
Heather Drive	Butternut Drive	Bunker Lane
Iris Court	Wedgewood Drive	End
King Street	Virginia Street	Pierson Street
Knaack Boulevard	Beechcraft Lane	Dakota Street
Lake Avenue	Country Club Road	City Limit
Lake Court	Leonard Parkway	End
Lakeside Avenue	Country Club Road	Broadway Avenue
Lakeview Drive	Wedgewood Drive	Huntley Road
Leonard Parkway	Lake Shore Drive	End
Melrose Lane	Country Club Road	Broadway Avenue
Meridian Street	Country Club Road	Broadway Avenue
Millennium Drive	Beechcraft Lane	Dakota Street
Monterey Drive	Brentwood Drive	McHenry Avenue
Oriole Trail	Crystal Lake Avenue	Rockland Drive
Oxford Lane	Country Club Road	Broadway Avenue
Park Lane	Leonard Parkway	End
Riverside Drive East	Country Club Road	Lake Avenue
Riverside Drive West	Country Club Road	Broadway Avenue
Washington Street	Virginia Street	Lake Street
Wedgewood Drive	Boneset Dr	Eastern Court
Windsor Drive	Dartmoor Drive	Golf Course Road
Woodmar Drive	Cress Creek Lane	Monterey Drive
Woodland Drive	End	End

### Financial Stewardship

The City takes its role as financial steward very seriously. The Government Finance Officers Association (GFOA) voted to award the City of Crystal Lake's budget document the Distinguished Budget Presentation Award for the 2015/2016 fiscal year. This award is the highest form of recognition in governmental budgeting. Also this year, the City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the twenty-sixth year in a row the City has received this award and it is expected that this year the City will again receive this award. Finally, the City's financial strength is exemplified by the fact that in 2009, which is the last time the City utilized Moody's Investor Services as part of a bond issuance, they upgraded the City's bond rating from an Aa3 to an Aa2, which was subsequently recalibrated to an Aa1 in a global scale change. In 2009, Standard and Poor's rated the City for the first time with an AA+ rating. The AA+ rating was affirmed by Standard and Poor's again in 2012, 2013, and 2014. In its most recent review, Standard & Poor's increased their financial assessment of the City in large measure due to the City's Financial Policies. The direct quote was "We view the city's management conditions as very strong, with strong financial practices. We changed the city's financial management assessment (FMA) score to 'strong' from 'good'."

### **Salary Ordinance:**

Included as part of the adoption of the proposed Annual Budget for Fiscal Year 2016/2017 is the salary ordinance. As in past years, staff has conducted a salary survey. This data is used in the review of the City's non-collectively bargained position classifications. Based on staff's review, the minimum and maximum of the ranges in the proposed salary ordinance were adjusted 2.5%. Non-union employees' ability to receive a raise (from 0% to 2.5%) is based upon their individual performance, or merit, and not cost of living.

### **Year Three of the Utility Rate Study:**

Previously, the City Council approved contracts with consultants to provide Wastewater and Water Master Plans. The purpose of these plans was to identify significant capital improvements to repair, rehabilitate and enhance the City's water and sewer system. In addition, the City approved a contract with Baxter and Woodman to evaluate the financial impacts of undertaking the proposed capital improvements, review the existing rate structure and make recommendations regarding five-year rate modifications to support capital improvements.

Based on these studies, a number of options were presented during the 2014 budget workshop to determine the utility rates and connection fees for the next five years. Ultimately, a rate structure was approved that not only will support the existing debt service and to make the minimum capital investment required to avoid critical system failure, but also the infrastructure improvements necessary for maintaining the integrity of the systems. These improvements were identified by the Public Works Department utilizing the Wastewater and Water Master Plans. In order to fund these capital improvements, existing operations and existing debt payments, an annual rate increase of 11.4% is required. The proposed budget incorporates the third year of 11.4% increases in the water and sewer rates which would go into effect on May 1, 2016.

### **Votes Required to Pass:**

Simple majority



DRAFT

**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF  
CRYSTAL LAKE, ILLINOIS, FOR THE FISCAL YEAR  
BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017**

WHEREAS, the City Council designates a Budget Officer for the City who shall compile an annual budget for the City of Crystal Lake; and

WHEREAS, the Budget Officer has proposed to the corporate authorities a budget as required by Section 8-2-9.3 of the Illinois Municipal Code; and

WHEREAS, Section 8-2-9.9 of the Illinois Municipal Code requires that the corporate authorities of the City of Crystal Lake allow for public inspection of the tentative annual budget at least ten (10) days prior to its passage; and

WHEREAS, the tentative annual budget has been available for public inspection in the Office of the City Manager from April 5, 2016; and

WHEREAS, after proper notice being given, a public hearing was conducted on April 19, 2016, to obtain public comment on the tentative annual budget for the City of Crystal Lake for the fiscal year beginning May 1, 2016 and ending April 30, 2017.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

Section 1: The fiscal year budget of the City of Crystal Lake, McHenry County, Illinois, for the fiscal year beginning May 1, 2016 and ending April 30, 2017, in the form attached hereto is hereby approved and adopted.

Section 2: That a certified copy of this Ordinance and a copy of the budget hereby approved shall be filed with the McHenry County Clerk in accordance with the provisions of the statutes of the State of Illinois.

DATED at Crystal Lake, Illinois, this 19<sup>th</sup> day of April 2016.

APPROVED:

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Aaron T. Shepley, Mayor

ATTEST:

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Nick Kachiroubas, City Clerk

PASSED: April 19, 2016

APPROVED: April 19, 2016

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



DRAFT

**AN ORDINANCE ESTABLISHING CERTAIN ANNUAL, DAILY OR HOURLY PAY RATES AND PAY RANGES AND THE SALARY ADMINISTRATION SCHEDULE FOR THE CITY OF CRYSTAL LAKE EMPLOYEES**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS;

**SECTION I: ANNUAL, DAILY OR HOURLY RATES**

That the ranges of annual, daily or hourly rates for the employees of the City are hereby to read as follows on attached chart:

**SECTION II: SALARY ADMINISTRATION PROCEDURES**

- A. The City Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee's wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.
- B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
  - 1. Quality of performance since the employee's last salary adjustment.
  - 2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
  - 3. Position of an employee's current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.
- C. The City Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the City of Crystal Lake or of like size and comparable composition.
- D. The City Manager shall annually approve salary rates and their effective dates for all employees.
- E. The City Manager may initiate exceptions to this policy when, in his judgment, such action is for the good of the organization.

SECTION III: JOB CLASSIFICATION:

That all positions of the City shall be separated into classifications and each classification shall have a pay range and the designation of an annual, daily, or hourly rate of pay. The classifications of positions may be modified as deemed appropriate by the City Manager.

All employees, including department directors, part-time and seasonal employees, shall receive such compensation as shall be determined from time to time by the City Manager provided, however, no expenditure shall be made on account of or pursuant to appointment or employment by the City Manager unless sufficient funds have been appropriated in the annual budget.

SECTION IV: REPEALER

That all ordinances or parts of ordinances, rules and regulations in conflict with this ordinance shall be and are hereby repealed.

SECTION V: EFFECTIVE DATE

That this Ordinance shall be in full force and effect from and after the first day of May 2016.

DATED at Crystal Lake, Illinois, this 19<sup>th</sup> day of April 2016.

APPROVED:

\_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: April 19, 2016

APPROVED: April 19, 2016

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



Compensation Plan - Full-Time Non-Represented Employees <sup>(1)</sup>  
 Effective 05.01.2016 to 04.30.2017

	Grade	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Office Assistant	1	37,225	55,528	17.90	26.70
Maintenance Custodian	2	39,101	58,326	18.80	28.04
Police Records Assistant	2	39,101	58,326	18.80	28.04
Accounts Payable Clerk	3	41,041	61,232	19.73	29.44
Utility Customer Service Representative	4	43,898	65,493	21.10	31.49
Permit Assistant	4	43,898	65,493	21.10	31.49
Community Service Officer	4	43,898	65,493	21.10	31.49
Administrative Assistant	4	43,898	65,493	21.10	31.49
Payroll Clerk	4	43,898	65,493	21.10	31.49
Human Resources Assistant	6	50,294	75,021	24.18	36.07
Executive Assistant	7	54,302	80,987	26.11	38.94
Accountant	8	57,564	85,839	27.68	41.27
Administrative Analyst	8	57,564	85,839	27.68	41.27
Engineering & Building Inspector	8	57,564	85,839	27.68	41.27
Fire Inspector	8	57,564	85,839	27.68	41.27
Support Services Coordinator	8	57,564	85,839	27.68	41.27
Plans Examiner	9	62,745	93,575	30.17	44.99
Planner	9	62,745	93,575	30.17	44.99
Lab Supervisor	9	62,745	93,575	30.17	44.99
Plumbing Inspector	9	62,745	93,575	30.17	44.99
Public Works Supervisor	10	72,786	100,961	34.99	48.54
Police Records Supervisor	10	72,786	100,961	34.99	48.54
Assistant to the City Manager	11	75,707	104,982	36.40	50.47
Assistant to the Director of Public Works	11	75,707	104,982	36.40	50.47
Civil Engineer	12	78,735	109,178	37.85	52.49
Senior Planner	12	78,735	109,178	37.85	52.49
Police Sergeant <sup>(2)</sup>		96,411	106,658	46.35	51.28
Public Works Superintendent	14	85,152	118,094	40.94	56.78
Assistant Finance Director	14	85,152	118,094	40.94	56.78
City Engineer	15	88,542	122,268	42.57	58.78
Economic Development Manager	15	88,542	122,268	42.57	58.78
Building Commissioner	15	88,542	122,268	42.57	58.78
Police Commander	15	88,542	122,268	42.57	58.78
Fire Bureau Chief	15	88,542	122,268	42.57	58.78
Fire Battalion Chief	15	88,542	122,268	33.69	46.52
Deputy Police Chief	17	95,769	139,488	46.04	67.06
Deputy Fire Chief	17	95,769	139,488	46.04	67.06
Director of Information Technology	18	99,607	142,875	47.89	68.69
Director of Human Resources	18	99,607	142,875	47.89	68.69
Director of Finance	19	103,594	154,304	49.80	74.18
Deputy City Manager	19	103,594	154,304	49.80	74.18
Director of Community Development	19	103,594	154,304	49.80	74.18
Director of Public Works	20	107,730	160,488	51.79	77.16
Fire Rescue Chief	20	107,730	160,488	51.79	77.16
Police Chief	20	107,730	160,488	51.79	77.16

(1) Full-time equivalent hours equal 2,080 except for Fire Battalion Chief position which equal 2,628.08 hours.

(2) For internal equity purposes, Sergeant pay ranges are linked to Fire Lieutenant step ranges

**Compensation Plan - Regular & Temporary Part-Time Non-Represented Employees**  
 Effective 05.01.2016 to 04.30.2017

	Grade	Hourly	
		Minimum	Maximum
<b>Temporary/Seasonal Positions</b>			
Seasonal Laborer			
Public Works Fleet		8.25	9.25
Public Works Streets Summer		8.25	9.25
Public Works Water		8.25	9.25
Public Works Wastewater		8.25	9.25
Three Oaks Attendant		8.25	10.50
Three Oaks Lifeguard		9.00	11.00
Three Oaks Assistant Site Supervisor		10.50	12.50
Public Works Streets Winter		17.50	18.50
Interns			
Administrative Intern		9.00	25.00
Engineering Intern		9.00	15.00
<b>Regular Part-Time Positions</b>			
Office Assistant	1	17.90	26.70
Police Records Assistant	2	18.80	28.04
Firefighter II/EMT-B Trainee		8.25	8.25
Firefighter II/EMT-B <sup>(1)</sup>		15.50	19.00
Three Oaks Security Assistant		10.50	12.00
Three Oaks Recreation Manager		16.25	19.00

(1) Fire Rescue Part Time Staff: Additional \$0.50/hour for each certification on top of base for for additional Certifications of Paramedic, FAE. Or Firefighter III; Additional \$0.50/hour for 10 years or more service to CLFRD



DRAFT

## ORDINANCE AMENDING THE CRYSTAL LAKE CITY CODE

BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

Section 1: Amendment of City Code § 515-15, Rates and Charges, of Chapter 515, Water and Sewer, of the City Code is hereby repealed and replaced in its entirety with the following:

### § 515-15. Rates and Charges.

The consumer or user on all property or premises upon which any building or structure has been or may hereafter be erected having connection with any mains or pipes which exist or may hereafter be constructed and used in connection with the water and sewage or water or sewage systems of the City of Crystal Lake shall pay the following rates according to the following schedule:

A. Water rate. Beginning May 1, 2016, the following rates shall apply:

- (1) Monthly service charge: \$5.87.
- (2) Each 1,000 gallons: \$4.00 per 1,000 gallons.

B. Sewer rate. Beginning May 1, 2016, the following rates shall apply:

- (1) Monthly service charge: \$7.01.
- (2) Each 1,000 gallons: \$4.01 per 1,000 gallons.

C. The rates and charges herein established shall be collected from owners, occupants, consumers and users of the premises for all such use from and after each scheduled rate adjustment. The minimum rate for water and sewer monthly billing shall be equal to the combined water and sewer monthly service charge for the rate period covered. The fee paid for sewer use shall be determined by the water meter reading. No discounts shall be allowed for any difference between the water meter reading and actual sewer use.

D. Senior citizens may qualify for a water and sewer rate discount of 20% for the first 5,000 gallons billed each month by requesting the discount and registering with the Finance Department. To receive the discount, a senior citizen must be 65 years of age, and must reside at the address and the account must be in his/her name.

E. Water users outside corporate limits of the City of Crystal Lake shall pay 1 1/3 times the fee charged for the same services within the City (except those users covered by contractual agreements whose fees should be determined in accordance with such contracts).

F. Bulk water sales made by metered connections to secondary community water supplies or via metered hydrant for on-site use or via metered hydrant to a tanker for transport to an end

user (except those users covered by contractual agreements) shall be billed monthly and pay the following rates according to the following schedule:

(1) Bulk water rate (except those users covered by contractual agreements). Beginning May 1, 2016, and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

- (a) Monthly service charge: \$31.41.
- (b) Each 1,000 gallons: \$12.23 per 1,000 gallons.

G. Water used during construction of new buildings. Beginning May 1, 2016, and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

- (1) One- and two-family residences: \$76.32.
- (2) Multifamily, commercial, industrial:
  - (a) Under 2,000 square feet, minimum fee: \$76.32.
  - (b) Each additional square foot over 2,000 to 10,000: \$0.045.
  - (c) Each additional square foot over 10,000 to 50,000: \$0.014.
  - (d) Each additional square foot over 50,000: \$0.009.

H. Surcharge for industrial users. When the average concentrations of BOD and/or suspended solids exceeds 300 mg/l or 350 mg/l, respectively, a surcharge shall be \$0.52 per pound of BOD, and \$0.26 per pound of suspended solids. All measurements, tests, and analysis of the characteristics of water and wastes to determine the industrial user surcharge factors shall be conducted in conformance with § 515-13. All commercial and institutional users shall be reclassified "industrial" as per the Office of Management and Budget's "Standard Industrial Classification Manual," 1972 Edition, under the category "Division D Manufacturing," when any of their wastes exceed the concentration of § 515-13 of this article.

I. New Account Deposit.

1. All new water/sewer accounts shall be required to make a utility deposit with the City to their utility account prior to receiving any water/sewer service. Upon application for service, all new customers must indicate whether the service is being requested for property that is owned or rented.
2. The new customer deposit shall be fifty dollars (\$50.00) for water/sewer service.
3. Utility deposits shall be credited to utility customers in "good standing" having had twenty-four (24) consecutive months with a minimum of twenty-two (22) timely payments and no payments or drafts having been returned for insufficient funds. Utility deposits credited shall be applied to the customer's next bill following the 24th consecutive month of timely payments. No deposits to current accounts shall be refunded directly to the customer until account closure.
4. The deposit requirement shall be waived in the event the applicant applies for participation in the City's "Direct Debit Program" and remains in good standing. A customer in good standing is one that has not had direct payments returned to the City on two consecutive billing periods. The Finance Director is authorized to process a

refund of deposits held by the City on behalf of water and sewer customers who participate in the Direct Debit Program. Refunds shall be processed in the form of an account billing credit.

## J. Terms of Payment

1. **Liability For Payment Of Fees For Water/Sewer Service:** The user of the City's water/sewer service and the occupant and owner of the property, or the owner's agent, if different from the user, shall be jointly and severally liable for the payment of any user fees, penalties, or special assessments billed for water/sewer service.

2. **Owner Notified If Tenant Delinquent:** After the account has been delinquent for sixty (60) days, if the owner has provided the City with the owner's name and address, the City shall deliver notice of the tenant's or occupant's delinquency to the owner. Depositing the required notice in the mail, addressed to the owner at the address listed in the City's records, postage prepaid, shall constitute delivery.

3. **Manner Of Correcting Inaccurate Bills:** In any instance where a customer's bill has been incorrectly calculated or stated for any reason except unlawful use of utility services, the City shall correct the billing for any period of time not exceeding twelve (12) months during which incorrect bills were rendered for underbilled accounts and twelve (12) months for credits due to an error which caused the account to be overbilled.

4. **Deferred Payment Plan:** Where a customer has been underbilled, the City may enter into a written deferred payment agreement with the customer, whereby the amount due to the billing error may be paid in equal installments over a period not to exceed twelve (12) months from the date on which the agreement is signed.

5. **Termination Of Service:** The City shall have and hereby reserves the right, power and authority to suspend or terminate water/sewer service as provided for in § 515-16 to any customer at any time without incurring any liability or cause of action for damages of any kind.

6. **Resumption Of Service:** If service is discontinued because the customer's bills for service are in arrears, or for violation of any provisions of this Article after notice, such service shall not be restored until all charges, costs and damages, if any, shall have been paid to the Finance Department; or the violation has been corrected; and any charges for reinstatement of service pursuant to this Chapter have been paid to the Finance Department.

7. **Responsibility For Meter With Customer:** If water service is terminated pursuant to this Section, the customer shall remain liable for protecting the water meter from damage from freezing or other causes. If the meter is damaged, the customer shall be required to return the damaged meter to the City, purchase a new meter, and have the new meter installed in accordance with City Code requirements, all at his/her own expense.

8. Collection: The City may take all legal action necessary to collect user fees from delinquent accounts including, without limitation, termination of service, recording a lien against the property, foreclosing on such lien, hiring a collection agency, refusing to grant any other utility service, or to issue any City permit or license to the delinquent customer until the delinquent account has been paid in full, including any penalties, costs incurred to record liens or releases of lien, or costs of collection.

9. Blanket Policy: The City shall also have the right to disconnect or refuse service to any customer with one or more installations if the bills are not paid at any one installation.

10. Charges And Discounts Prorated: The charges and discounts established in this Article shall be prorated by the Finance Department for customers receiving service for less than a full billing period.

K. Periodic review of charges. The adequacy of the water and sewer charge shall be reviewed by the City Manager at least annually as part of the annual budget process. The water and sewer service charge shall be revised periodically to reflect change in local operation, maintenance and repair costs, including capital replacement costs.

L. Disposition of revenues. All revenues and moneys derived from the operation of the water and sewer system shall be deposited in the Water and Sewer Fund. The Director of Finance shall receive all such revenues from the water and sewer system and all other funds and moneys incidental to the operation of such system as the same may be delivered to him/her and deposit the same in the account of the fund designated as the Water and Sewer Fund of the City of Crystal Lake.

M. Accounts. The Director of Finance shall establish a proper system of accounts and shall keep proper books, records and accounts in which complete and correct entries shall be made of all transactions relative to the water and sewer system, and at regular annual intervals he/she shall cause to be made an audit by an independent auditing concern of the books to show the receipts and disbursements of the sewerage system.

Section 2: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

DATED at Crystal Lake, Illinois, this 19<sup>th</sup> day of April 2016.

APPROVED:

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Aaron T. Shepley, Mayor

ATTEST:

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Nick Kachiroubas, City Clerk

PASSED: April 19, 2016

APPROVED: April 19, 2016

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