



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 3, 2016
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation**
 - a. **Think Ink**
 - b. **Country Donuts**
 - c. **Ed's Rental**
5. **Approval of Minutes - April 19, 2016 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**

The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
8. **Mayor's Report**
9. **City Council Reports**
10. **Consent Agenda**
 - a. **Lucky Brake Bicycles - Road closure of Country Club Road between Lake Avenue and Golf Course Road and waiving of speed limit and traffic laws for the Run and Roll for the Dole Duathlon.**
11. **First Congregational Church – Request for the use of McCormick Park and closure of Pierson Street between Florence and King Streets for a church-wide picnic.**
12. **St. Paul's United Church of Christ, 485 Woodstock St. – Temporary Use Permit for a Special Promotion (Flea Market) and waiver of fees.**
13. **Lakeside Legacy Foundation, 401 Country Club Road – Request for two Class "19" Temporary Liquor Licenses and Special Event for the 37th Annual Lakeside Festival.**
14. **Lakeside Legacy Foundation, 401 Country Club Road – City Code Amendment to increase the number of Class "21" liquor licenses.**

15. **Bentley's Pet Stuff, 5300 Northwest Highway, Unit 5 - New Retailer Job Creation and Investment Program Matching Grant.**
16. **Amendment to the City Code-Repeal of Chapter 385; Article V: Panhandling.**
17. **Resolution authorizing the execution of the Intergovernmental Agreement between the Crystal Lake Park District, The McHenry County Conservation District, and the City of Crystal Lake of the re-routing of the Prairie Trail.**
18. **Resolution authorizing the execution of the local agency agreement for Federal participation with IDOT for design engineering for the Prairie Trail re-route improvement.**
19. **Discussion only – Text amendments for various provisions of the City Code.**
20. **Resolution authorizing the execution of an amendment to extend the agreement with Prairie Analytical for one year for Water and Wastewater sample laboratory services, with the option for a second, one-year extension.**
21. **Bid award and resolution authorizing the execution of an agreement with American Painting, Inc. for staining at Three Oaks Recreation Area.**
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: 10a

**City Council
Agenda Supplement**

Meeting Date:

May 3, 2016

Item:

Lucky Brake Bicycles request for closing Country Club Road between Lake Avenue and Golf Course Road and waiving of speed limit and traffic laws to accommodate the Run and Roll for the Dole Duathlon

Staff Recommendation:

Motion to approve the closure of Country Club Road between Lake Avenue and Golf Course Road on Sunday, October 2, 2016 between 8:00 AM and Noon, and to waive speed limit and traffic laws for bicycles for the Run and Roll for the Dole Duathlon subject to the recommended conditions.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background:

Lucky Brake Bicycles is organizing this year's Run and Roll for the Dole Duathlon, which benefits the Lakeside Legacy Foundation. This is the seventh year for this event. This year's event is being planned for Sunday, October 2, 2016. The race will begin at 8:00 AM and finish at approximately 10:30 AM. The race will consist of a 2-mile run, 20K (12.6 mile) bike course, and another 2-mile run. There will also be a 2-mile family fun run/walk.

The 2-mile running course will take place on Crystal Lake roads. The 20K bike ride will take place throughout the City of Crystal Lake, the Village of Lakewood, and the Village of Lake in the Hills. The City Council approved similar requests in previous years.

The organizers are requesting the following:

- The closure of Country Club Road between Lake Avenue and Golf Road for the duration of the race. This portion of Country Club Road is the beginning and end point of the race.
- Assistance from the Crystal Lake Police Department along the race course that is within the City's jurisdiction. As was approved in previous year's event, the organizer is

requesting that the City of Crystal Lake provide police services at no charge for the event this year. The recommended number of Police officers and volunteers for the event is detailed in the attached Exhibit C. Volunteers will be stationed along the race course to assist with safety and race direction only.

- A waiver of the speed limit and traffic laws for bicyclists, per State Law Chapter 625 Illinois Compiled Statutes 5/11-1514.

City staff has reviewed the petitioner's request and offers the following conditions:

- 1) Approval for the Run and Roll for the Dole is contingent upon approval from other participating jurisdictions. The Village of Lakewood and Village of Lake in the Hills shall be responsible for coordinating public safety services within and adjacent to their corporate boundaries. The event organizers shall submit to the City a letter from the Village of Lakewood and Village of Lake in the Hills stating their approval for the event.
- 2) The City will have flexibility to alter the race course based on any concerns from the Police and Fire Rescue Departments.
- 3) The event organizers must provide the City with a site plan for set-up at the Dole Mansion and parking plan for the event for review by City Departments.
- 4) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on the north half of Broadway.
- 5) The volunteers for both races will carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 6) The event organizers shall coordinate with the Crystal Lake Police, Fire Rescue, and Public Works Departments regarding assistance during the event.
- 7) "Race In Progress" signs must be posted a minimum of three days prior to the event.
- 8) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner has submitted a Barricade Borrowing Application.
- 9) The petitioner must send a notice to all affected property owners along Country Club Road.
- 10) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 11) Local traffic access to Country Club Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 12) All debris created by the event shall be cleaned up during and after the event.
- 13) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 14) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.

- 15) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 16) Any additional permits or requests for signage shall be made through the Community Development Department.
- 17) Compliance with State Law regarding Bicycle Racing;
625 ILCS 5/11-1514 – (a) Bicycle racing on a highway shall not be unlawful when a racing event has been approved by the State or local authorities on any highway under their respective jurisdictions. Approval of bicycle racing events shall be granted only under conditions which assure reasonable safety for all race participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience highway users.
(b) By Agreement with the approving authority, participants in an approved bicycle highway racing event may be exempt from compliance with any traffic laws otherwise applicable thereto, provided that traffic control is adequate to assure the safety of all highway users.
- 18) In the case of inclement weather, an alternate date can be approved by the City Manager.
- 19) This event will require one sergeant and eleven officers to direct traffic and race participants throughout City streets. Per previous approvals, the applicant was not required to pay for Police Services, which are hereby waived this year. Please contact the Police Department by September 1, 2016 to determine/arrange for police officers for traffic control, lead vehicle, etc.

In past years, the City Council has not required the event organizers to pay for the Police Officers assisting with the race. The cost to the City for 1 sergeant and 11 officers for a 3 hour detail would be a maximum of \$2,335.29.

The applicant has been made aware of these recommended conditions and advised to attend the May 3, 2016 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote



Agenda Item No: 11

City Council Agenda Supplement

- Meeting Date:** May 3, 2016
- Item:** First Congregational Church request for use of McCormick Park and closure of Pierson Street between Florence and King Streets for a church-wide picnic.
- Staff Recommendation:** Motion to approve the use of McCormick Park and the closure of Pierson Street between Florence and King Streets from 8:00 AM to 2:00 PM on Sunday, August 28, 2016 for First Congregational Church's picnic subject to the recommended conditions.
- Staff Contact:** Michelle Rentzsch, Director of Community Development
-

Background:

The First Congregational Church has requested to use McCormick Park to hold a church-wide picnic. As part of this event, they have also requested to close Pierson Street in front of the church for safe access between the church building and the park.

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

- 1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner will complete a Barricade Borrowing Application.
- 2) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 3) The petitioner must send a notice to all affected property owners along Pierson Street.
- 4) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
- 5) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
- 6) Tents and canopies used for this event must comply with the following conditions:

- a. Provide documentation of the size of any Tents/Canopies and the uses that will occur under the Tent/Canopy.
 - b. Canopies that are open on all sides are required to be 12 feet from any structure, tent, or parked cars, and tents are required to be 20 feet away from any structure, other tent/canopy or parked cars.
 - c. Canopies and awnings open on all sides can be combined, side-by-side up to 700 square feet, and then a firebreak of 12 feet is required.
 - d. Tents/canopies shall be of a flame resistant material or treated as such.
 - e. No smoking is permitted in or under any tent or canopy and "No Smoking" signs are to be posted.
 - f. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device is permitted inside of or within 20 feet of any tent or canopy open to the public.
 - g. Special requirements may be needed for Tents/Canopies that have cooking or heat producing equipment. Heating or cooking equipment shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code and approved by the code official.
 - h. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of 20 feet.
 - i. Any propane tanks shall be located a minimum of 10 feet from the tent. Safety release valves shall be pointed away from the tent, canopy, or membrane structure.
 - j. A portable fire extinguisher of minimum size 2A10BC or other approved fire suppression equipment is needed for the cooking area and other tents/canopies. When cooking areas include deep fat fryers, a listed Class K portable fire extinguisher shall be provided.
 - k. The tents/canopies shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
 - l. Waste materials in/under and within 30 feet of all tents/canopies must be stored in approved containers.
- 7) Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
 - 8) Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
 - 9) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
 - 10) Contact the Fire Prevention Bureau at 815-356-3640 three days prior to the event to schedule a site inspection.
 - 11) All debris created by the event shall be cleaned up during and after the event.
 - 12) Provide male and female accessible restroom facilities.
 - 13) Obtain any necessary approvals from the McHenry County Department of Health.
 - 14) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
 - 15) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The special event application has been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	May 3, 2016
<u>Item:</u>	St. Paul's United Church of Christ Temporary Use Permit request for a Special Promotion (Flea Market)
<u>Recommendation:</u>	Motion to approve the Temporary Use Permit for St. Paul 's United Church of Christ for a Special Promotion (Flea Market), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background: The applicant has applied for a Temporary Use Permit to allow a Flea Market to be held in the vacant lot to the west of St. Paul's at 485 Woodstock Street. The event would be held on Saturday, June 4, 2016. The lot will be marked off in 20 feet by 20 feet squares for both church members and friends to utilize to sell their items. There will also be walkways marked for pedestrians.

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, June 4, 2016.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of the day.
3. Adequate trash receptacles shall be supplied.
4. Pedestrian ways or fire lanes shall not be obstructed.
5. Any other permits or requests for signs should be made through the Building Division.
6. The area of the flea market shall be barricaded off to keep vehicles from entering that area. Barricades may be borrowed from Public Works
7. 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.

8. Contact the Fire Prevention Bureau at 815-356-3640 three (3) days prior to the event to schedule a site inspection.
9. All current parking restrictions are to be followed on both Woodstock Street and the church parking lot (handicap and fire lanes).

The applicant has been made aware of these recommended conditions and advised to attend the May 3, 2016 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

May 3, 2016

Item:

Approval for a Special Event and Two Class "19" Temporary Liquor Licenses for the 37th Annual Lakeside Festival

Staff Recommendation:

Motion to approve the Lakeside Legacy Foundations request for issuance of two Class "19" Temporary Liquor Licenses and the application for a special event for the 37th Annual Lakeside Festival to be held June 30 through July 3, 2016 subject to the recommended conditions.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background:

The Lakeside Legacy Foundation is currently planning the 37th annual Lakeside Festival on June 30 through July 3, 2016. The Lakeside Festival is one of McHenry County's largest festivals, and attracts around 50,000 people every year. The festival will be operated much as it has been in the past, with two stages of live entertainment, a carnival featuring rides and midway games, food vendors from the area, and other fun events. The daily schedule of the event is:

- Thursday, June 30: 4:00 PM to 11:00 PM
- Friday, July 1: Noon to 11:00 PM
- Saturday, July 2: Noon to 11:00 PM
- Sunday, July 3: Noon to 10:00 PM

As part of the planning they have requested the approval of the special event, as well as requesting approval for two Class "19" Temporary Liquor Licenses.

City staff has reviewed the request and recommends its approval as proposed with the following conditions:

1. Comply with all City Code regulations pertaining to the request.
2. Comply with all of the Carnival License requirements.
3. All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal

background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.

4. All patrons are required to wear a nontransferable, one use only, disposable wristband identifying them as patrons of the beer garden that is subject to the license.
5. Provide a list of members of the organization who will be selling beer at the location pursuant to the license.
6. The area where beer is sold must be in a contained location.
7. Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the beer garden location.
8. The applicant will provide a Proof of Insurance for Liquor sales.
9. Trash must be picked up on a daily basis.
10. There must be sufficient lighting around the portable toilet area.
11. Any lighting should be placed so as not to disturb the neighbors.
12. The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the festival.
13. The petitioner shall work with the City regarding parking for the festival. In addition to on-site parking for the event, the petitioner has requested from the Park District the use of the "triangle" and the Main Beach lot for parking. Also, the petitioner has requested the use of District 47's South Elementary and Lundahl parking lots for parking.
14. The Lakeside Festival is exempt from the City's Noise Ordinance (City Code Chapter 358).
15. The Police and Fire Rescue Departments must be included in any meetings regarding public safety issues.
16. Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers:

<i>Date</i>	<i>Times</i>	<i>Police Department Detail</i>
Thursday, June 30	4:00 PM to 11:00 PM	8 Officers
Friday, July 1	Noon to 5:00 PM	6 Officers
Friday, July 1	5:00 PM to 11:00 PM	8 Officers
Saturday, July 2	Noon to 5:00 PM	6 Officers
Saturday, July 2	5:00 PM to 11:00 PM	8 Officers
Sunday, July 3	Noon to 5:00 PM	6 Officers
Sunday, July 3	5:00 PM to 10:00 PM	8 Officers

The Lakeside Legacy Foundation has requested that the City of Crystal Lake provide police services at no charge for the event. The City Council approved a similar request in the past.

17. The Women of Today will be required to apply for a parade permit for the children's bike decorating parade on Lake Shore Drive and Country Club Road and coordinate the logistics of the parade through the Crystal Lake Police Department. The Police Department will use two squad cars to assist with the parade.

18. In the event of inclement weather during the festival, South Elementary School and Lakeside Legacy Foundation will be used as sheltering sites.
19. Tents and canopies used for this event must comply with the following conditions:
 - a. Provide documentation of the size of any Tents/Canopies and the uses that will occur under the Tent/Canopy.
 - b. Canopies that are open on all sides are required to be 12 feet from any structure, tent, or parked cars, and tents are required to be 20 feet away from any structure, other tent/canopy or parked cars.
 - c. Canopies and awnings open on all sides can be combined, side-by-side up to 700 square feet, and then a firebreak of 12 feet is required.
 - d. Tents/canopies shall be of a flame resistant material or treated as such.
 - e. No smoking is permitted in or under any tent or canopy and "No Smoking" signs are to be posted.
 - f. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device is permitted inside of or within 20 feet of any tent or canopy open to the public.
 - g. Special requirements may be needed for Tents/Canopies that have cooking or heat producing equipment. Heating or cooking equipment shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code and approved by the code official.
 - h. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of 20 feet.
 - i. Any propane tanks shall be located a minimum of 10 feet from the tent. Safety release valves shall be pointed away from the tent, canopy, or membrane structure.
 - j. A portable fire extinguisher of minimum size 2A10BC or other approved fire suppression equipment is needed for the cooking area and other tents/canopies. When cooking areas include deep fat fryers, a listed Class K portable fire extinguisher shall be provided.
 - k. The tents/canopies shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
 - l. Waste materials in/under and within 30 feet of all tents/canopies must be stored in approved containers.
20. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
21. Provide male and female accessible restroom facilities.
22. Obtain any necessary approvals from the McHenry County Department of Health.
23. Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.

The Lakeside Festival will require staffing officers and supervisors as the City has provided in the past. This year, the total man-hours would be 258 hours. The estimated cost of staff salary only for the Lakeside Festival is between \$11,654.80 to \$16,873.56. As stated above, the applicant has requested to waive these fees, and the City Council has granted this request in the past.

Votes Required to Pass:

Simple majority vote



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: May 3, 2016

Item: City Code Amendment to Increase the Number of Class "21" Liquor Licenses – Applicant: Lakeside Legacy Foundation.

Staff Recommendation: Motion to adopt an ordinance increasing the number of Class "21" Liquor Licenses from the current permitted 1 license to 2 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The Lakeside Legacy Foundation (Lakeside) has held a Class "12" liquor license since 2010. This license authorizes the retail sale of alcoholic liquor for "a special occasion facility organized for the purposes of providing banquets, wedding and other receptions, meetings, parties or other special events upon a contractual engagement. The special occasion facility shall not be open to the general public and shall be limited to the contracting party and his/her invited guests." Other Class "12" liquor license holders include Park Place and Four Seasons Banquet Hall. After a review of the current operations at Lakeside, a Class "12" license is not appropriate for Lakeside's current operations. The Class "12" license does not allow Lakeside to sell alcohol during events that are open to the public, such as First Friday Art Shows and Listening Room performances.

Since the existing Class "12" liquor license is more appropriate for banquets or special occasion facilities, the petitioner is requesting a change in their license classification to Class "21". This license would authorize sales during art shows, exhibits, theatrical, musical or live performances or during contracted rentals that are not open to the public. The Raue Center for the Arts is the only other holder of a Class "21" license. If the City Council increases the number of Class "21" liquor licenses to accommodate the petitioner, the number of Class "12" liquor license would automatically be reduced with the surrendering of the Class "12" license by Lakeside.

The full text of the Class "21" license is depicted below:

Class 21 license which shall authorize the retail sale of alcohol for consumption on the licensed premises where the major and primary business is that of a cultural/performing arts facility as defined herein, subject to the following conditions:

- (1) Sale of alcohol shall be limited to regularly scheduled art shows, exhibits, theatrical, musical or live performances or during contracted rentals that are not open to the general public and at such other times as the Mayor and City Council shall approve.
- (2) The facility may not be promoted as a drinking establishment. Sale of alcohol shall not be allowed at any time a regularly scheduled performance or activity is not in actual operation.
- (3) The annual fee for such license shall be the sum of \$500 effective January 1, 2009.

As is the current practice, Lakeside would still be required to apply for either a temporary Class "16", "19" or "20" license for all outdoor events including the Lakeside Festival.

Votes Required to Pass:

Simple majority



The City of Crystal Lake Illinois

**AN ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE**

DRAFT

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

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

1. Class 21 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 5th day of May, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: May 5, 2016

Approved: May 5, 2016



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: May 3, 2016

Item: New Retailer Job Creation and Investment Program Matching Grant application request #2015-62-02 for Bentley's Pet Stuff, at 5300 Northwest Highway, Unit 5, to request \$10,000 in matching grant funds.

Lisa Senafe, Bentley's Pet Stuff

Recommendations: City Council's discretion:

1. Motion to approve the Grant Agreement with Bentley's Pet Stuff, and to award \$10,000 in grant funding for the new retail business's furniture, fixtures and equipment and employees with the recommended condition.
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

- On November 1, 2011, the City Council approved the Retailer and Manufacturer Job Creation and Investment Programs, which provide grant funding to new and existing retailers who occupy vacant space and hire new full-time or part-time employees and/or install eligible furniture, fixtures, and equipment.
- In March of 2013, several changes were made to the grant program. The New Retailer Job Creation and Investment Program allows for grant funds to be disbursed to new businesses that purchase furniture, fixtures, and equipment, and hire new full-time and part-time employees.

Key Factors:

BENTLEY'S PET STUFF (5300 Northwest Highway, Unit 5)

Matching Grant

Bentley's Corner Barkery opened its doors in 2008 with a mission to feed animal lovers' pets genuine real meat products made in the USA. Their dedication to customers' animals is why they hand pick and research every item stocked on their shelves, allowing customers to be at ease when making a purchase at any of their retail stores throughout the Chicagoland area. Started from a single retail store seven years ago, Bentley's Corner Barkery grew to encompass seven locations offering natural pet food, a variety of treats, toys and more! In November 2015, Bentley's Corner

Barkery acquired Pet Stuff and the newly formed company, Bentley's Pet Stuff, now features 15 locations across Chicagoland.

They plan to spend over \$37,000 in eligible expenses and hire 6 full time employees. In accordance with the matching grant program guidelines, Bentley's Pet Stuff is eligible for a \$10,000 grant award.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentations must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the grant in case the business closes before the required four-year period. The agreement and application are attached.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
 Meets *Does not meet*
2. Applicant must meet a minimum annual taxable sales threshold of at least \$100,000.
 Meets *Does not meet*
3. Applicant's business must provide a stocked retail showroom for retail products.
 Meets *Does not meet*
4. Applicant must provide written proof of employment recruitment and of FFE costs.
 Meets *Does not meet*
5. Applicant must file an application for grant funding prior to commencing improvements.
 Meets *Does not meet*
6. Grant recipient may re-apply after 5 years from the date of recipient's previous award.
 Meets *Does not meet*
7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
 Meets *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet 7 of the 7 eligibility criteria.

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the grant funding requests. For the 2015-16 Fiscal Year, there is \$80,000 budgeted for reimbursements to awarded recipients. The job creation and investment programs share the same funding source (\$80,000).

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2015-62-01	Retro Bistro	83 N. Williams	\$10,000.00			\$10,000.00	\$10,000.00
2015-62-02	Bentley's Pet Stuff	5300 Nw Hwy	\$10,000.00			\$10,000.00	
	<i>Totals</i>		<i>\$60,000.00</i>			<i>\$20,000.00</i>	<i>\$70,000.00</i>

A suggested condition for the City Council's consideration would be:

- 1) The grant will be disbursed in two equal payments. The first half payable after the signed agreement and receipts for FFE purchases have been verified. The second half once verification of taxable sales generated for the preceding year have been submitted to the City for review.

Votes Required to Pass: A 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 Manager is hereby authorized and directed to execute an agreement with Bentley's Pet Stuff for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$10,000. The grant will be disbursed in two equal payments. The first half payable after the signed agreement and receipts for FFE purchases have been verified. The second half once verification of taxable sales generated for the preceding year have been submitted to the City for review.

DATED at Crystal Lake, Illinois, this 3rd day of May, 2016.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: May 3, 2016

APPROVED: May 3, 2016



Agenda Item No: 16

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	May 3 rd , 2016
<u>Item:</u>	City Code Amendment to Reflect Changes to State Law
<u>Staff Recommendation:</u>	A motion to repeal Chapter 385; Article V: Panhandling of the City Code.
<u>Staff Contact:</u>	James Black, Chief of Police

Background:

In August of 2015 the United States Court of Appeals, Seventh Circuit, presented its opinion in the case, *Norton v City of Springfield, Illinois* (806 F.3d 411 (7th Cir. 2014)). At issue was the constitutionality of the City of Springfield's anti-panhandling ordinance. In the Seventh Circuit's decision, the City of Springfield's anti-panhandling ordinance was deemed unconstitutional.

The decision in the *Norton v City of Springfield* case was prompted by the U.S. Supreme Court's decision in *Reed v Town of Gilbert, Arizona* (707 F.3d 1057 (9th Cir. 2013)), a case which redefined the limits of sign regulations as it relates to First Amendment speech rights. In essence, if a regulation limits a person's activity by the "content" of the speech, the regulation will be invalid unless the government can show that there is a compelling government interest to support the law and the law limits speech in the least restrictive way.

Norton v City of Springfield noted that because the Springfield ordinance restriction was based upon an "immediate request for money", it was a content based restriction which required that it be viewed under the "strict scrutiny" test of a compelling governmental interest and least restrictive method. As panhandling requests, by their very nature, involve a request for money, the *Norton v City of Springfield* decision made it clear that few panhandling ordinances would survive constitutional scrutiny.

An examination of the City of Crystal Lake's panhandling ordinance located under Chapter 385; Article V found that the Springfield ordinance is similar to the Crystal Lake ordinance. An immediate suspension on enforcement of this ordinance was put in place until a more thorough review of the issue could be completed. Alternative enforcement measures such as trespassing, disorderly conduct, and/or assault were used and proved successful in addressing panhandling complaints.

On February 29, 2016, the United States Supreme Court turned down an appeal from Springfield, Illinois officials seeking to overturn the Norton decision, thus allowing the Seventh Circuit Court of Appeals decision to stand.

In light of the decision in Norton v City of Springfield staff is recommending that Article V of Chapter 385, regulating panhandling be repealed. The attached ordinance effectuates this repeal.

Legal staff has reviewed this amendment.

Votes Required to Pass:

Simple Majority



DRAFT

AN ORDINANCE REPEALING ARTICLE V OF CHAPTER 385 OF THE CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE PERTAINING TO PANHANDLING

WHEREAS, the City of Crystal Lake (the “City”) is a home rule municipality as contemplated under Article VII Section 6 of the Constitution of the State of Illinois and the passage of this Ordinance constitutes an exercise of the City’s home rule powers; and

WHEREAS, Article V of Chapter 385 of the Code of Ordinances of the City of Crystal Lake (the “ City Code”) sets forth certain prohibitions with respect to the act of panhandling, as defined by Article V; and

WHEREAS, recent case authority, including the decision of the United States Seventh Circuit Court of Appeals in Norton v. Springfield, 806 F.3d 411 (2016), challenges the constitutionality of municipal ordinances which regulate panhandling; and

WHEREAS, the Mayor and City Council have found and determined that other laws regulating trespass, disorderly conduct and assault, adequately address the issues which Article V of Chapter 385 of the Code was intended to address.

NOW, THEREFORE, be it ordained by the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois as follows

1. **Recitals.** The foregoing recitals are hereby adopted and restated as though fully set forth herein.
2. **Repeal of Article V of Chapter 385 of the City Code.** Article V of Chapter 385 of the City Code is hereby repealed, in its entirety.
3. **Effective Date.** This Ordinance shall be in full force and effect following its passage, approval and publication in the manner provided by law.

DATED at Crystal Lake, Illinois, this ___ day of _____, 2016

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED:

APPROVED: 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**

Meeting Date: May 3, 2016

Item: Intergovernmental Agreement between the Crystal Lake Park District, the McHenry County Conservation District, and the City regarding re-routing the Prairie Trail.

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with the Crystal Lake Park District and the McHenry County Conservation District regarding re-routing of the Prairie Trail.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

A vital link for the Prairie Trail has been identified by the cooperative efforts of the City, Crystal Lake Park District (CLPD), and McHenry County Conservation District (MCCD). This link will re-route the Prairie Trail away from the existing unsignalized crossing of Route 176 near Glen Avenue to the signalized Walkup Avenue intersection, creating a safer crossing for bicyclists and pedestrians. This project was awarded federal Transportation Alternative Program (TAP) Funding in October of last year. At the February 2, 2016 City Council meeting, the City Council approved Civiltech Engineering to begin design of the improvement.

The City, CLPD, and MCCD have been working in a spirit of cooperation to develop an agreement between all three agencies for this project to ensure that there is united, visible, and responsible leadership. The attached agreement defines the scope of the project and responsibilities of each agency for the construction and maintenance of the improvement. The City will be the lead agency for the improvement and will coordinate the design and construction.

Each agency will also be responsible for one third of the funding not covered by the federal TAP grant. CLPD and the MCCD asked that their total share not exceed \$15,000 without their consent. Throughout the design process, all three agencies will review and discuss the project. Should the agencies one-third share of the construction cost be estimated to be more than \$14,167.75, the costs will be reviewed before proceeding with construction.

This agreement has been reviewed by the City's special counsel and attorneys for both CLPD and MCCD. Both the Park District Board of Commissioners and the MCCD Board of Trustees approved this agreement at their respective meetings on April 21, 2016.

Votes Required to Pass:

Simple majority of City Council present.



The City of Crystal Lake Illinois

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the intergovernmental agreement with the McHenry County Conservation District and the Crystal Lake Park District for the re-route of the Prairie Trail.

DATED this 3rd day of May, 2016

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: May 3, 2016

APPROVED: May 3, 2016



Agenda Item No: 18

City Council Agenda Supplement

Meeting Date:

May 3, 2016

Item:

Local Agency Agreement for Federal participation with IDOT for design engineering of the Prairie Trail Re-route improvement.

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute the Local Agency Agreement for Federal participation with IDOT for design engineering of the Prairie Trail Re-route improvement.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

A vital link for the Prairie Trail has been identified by the cooperative efforts of the City, Crystal Lake Park District (CLPD), and McHenry County Conservation District (MCCD). This link will re-route the Prairie Trail away from the existing unsignalized crossing of Route 176 near Glen Avenue to the signalized Walkup Avenue intersection, creating a safer crossing for bicyclists and pedestrians. This project was awarded federal Transportation Alternative Program (TAP) Funding in October of 2015. At the February 2, 2016 City Council meeting, the City Council approved Civiltech Engineering to begin design of the improvement.

The attached agreement defines the local agency's funding responsibility for design engineering being performed by Civiltech. The City, the Crystal Lake Park District, and the McHenry Conservation District will equally share the local agency responsibility for funding the engineering. This agreement is the standard agreement that is used for all projects using Federal funds.

The City will use Motor Fuel Tax proceeds to fund its local share of construction. The City will fund the engineering up-front, and then get reimbursed by IDOT and the other agencies. This project is included in the FY 2016-2017 budget.

Votes Required to Pass:

A simple majority of the City Council in attendance.

City of Crystal Lake
Location: Prairie Path Trail: Walkup Road to Prairie Path Trail
Section No.: 15-00123-00-BT
Project No.: TE-01D1(042)
Job No.: D-91-195-16



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the City of Crystal Lake endeavors to re-route the Prairie Trail to Walkup Road in order to cross Walkup Road at a signalized crossing that is approximately 0.67 miles in length and known to the Illinois Department of Transportation as MFT Section Number 15-00123-00-BT and State Job Number D-91-195-16.

WHEREAS, the cost of said improvement has necessitated the use of federal funds.

WHEREAS, the federal funding source requires a match of local funds.

WHEREAS, the use of federal funds requires a Local Public Agency Agreement for Federal Participation with the Illinois Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City of Crystal Lake authorizes \$2,500.00 or as much of such sum as may be needed to match federal funds in the completion of the aforementioned project known as MFT Section Number 15-00123-0-BT.

BE IT FURTHER RESOLVED that the City Manager be authorized to execute the Local Public Agency Agreement for Federal Participation for the Prairie Trail Re-route.

DATED this 3rd day of May, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: May 3, 2016

APPROVED: May 3, 2016



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: May 3, 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

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

PROPOSED TEXT	EXPLANATION
241-33: Overtime Fees	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.
241-34: Professional Services	Add additional services which may require the City to retain a professional consultant or technician.
241-35: New subdivision or individual property plan review and inspection by City staff	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.
	890.1190.b: This amendment clarifies some language of the existing code section.
	890.1190.b.1: This amendment gives the Building Commissioner the authority to approve the style of lockable water meter.

	<i>890.1190.h</i> : This section is no longer necessary. This requirement is now in the body of the Illinois State Plumbing Code.
	<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.
	<i>890.1240</i> : This section is no longer necessary. Water softener installations are no longer covered by the Illinois State Plumbing Code.
	<i>890.1320.a.1</i> : This is a new requirement which replaces the protections currently in <i>890.1360.a.3</i> . 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 <i>890.1360.a.3</i> , which will be deleted.
	<i>890.1360.a.3</i> : Section is being replaced by section <i>890.1320.a.1</i> .
	<i>890.1960</i> : The requirements of this section are duplicated in the International Building Code, Residential Code, and Property Maintenance Code.
	<i>890, appendix A</i> : This section specifies 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.

Chapter 515: Water and Sewer

PROPOSED TEXT	EXPLANATION
<i>515-2</i> : 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.
<i>515-3</i> : 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

PROPOSED TEXT	EXPLANATION
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

PROPOSED TEXT	EXPLANATION
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.



The City of Crystal Lake Illinois

DRAFT

**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.

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.

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) 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.

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.

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.
 - (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.
 - (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 curblines where the sidewalk intersects the driveway and at the curblines 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.

(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.

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.

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.

(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 XXth day of May, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

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: 20

**City Council
Agenda Supplement**

Meeting Date:

May 3, 2016

Item:

Water & Wastewater Sample Laboratory Services Contract Extension

Staff recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an amendment to extend the agreement with Prairie Analytical for one year for Water and Wastewater sample laboratory services with the option for a second, one-year extension in the submitted bid amounts.

Staff Contact:

Victor Ramirez, Director of Public Works

Background:

On July 8, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for a qualified laboratory to perform all drinking water and wastewater analytical testing required by the Illinois Environmental Protection Agency. The contract was awarded to Prairie Analytical for three years. The request for bids at the time also requested pricing for years 4 and 5. In the case of the awarded contractor, Prairie Analytical, their submitted bid included a base price plus a 2.5% increase for each of the extended years.

The IEPA requires all community water suppliers and treatment works to conduct routine monitoring of water that is treated at their facilities. An IEPA certified laboratory must be used to analyze for the presence of micro-organisms and chemicals in the finished drinking water, and at various stages of wastewater treatment. This information must be routinely reported to the IEPA for compliance with maximum contaminants levels and is summarized in the annual Consumer Confidence Report.

Since 2009, Prairie Analytical has performed and reported IEPA required drinking water laboratory services on behalf of the City of Crystal Lake.

Recommendation:

The Public Works Department is pleased with the sample laboratory services Prairie Analytical has provided and recommends that the Mayor and City Council authorize the City Manager to

execute an amendment which would extend the agreement for an additional year, and the option of a second year, subject to a 2.5% increase per year. The City's special counsel has reviewed this matter.

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 is hereby authorized and directed to amend, and the City Clerk is hereby directed to attest, an extension to the agreement with Prairie Analytical for laboratory testing for a period of one year, with the option to extend a second year in the submitted bid amounts.

DATED this 3rd day of May 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: May 3, 2016

APPROVED: May 3, 2016



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date:

May 3, 2016

Item:

Three Oaks Recreation Area Staining

Staff Recommendation:

Motion to award the bid for staining at the Three Oaks Recreation Area to the lowest responsive and responsible bidder, American Painting, Inc., in the bid amount of \$39,950.00, and adopt a resolution authorizing the City Manager to execute an agreement with American Painting, Inc. with a 10 percent contingency for additional quantities.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

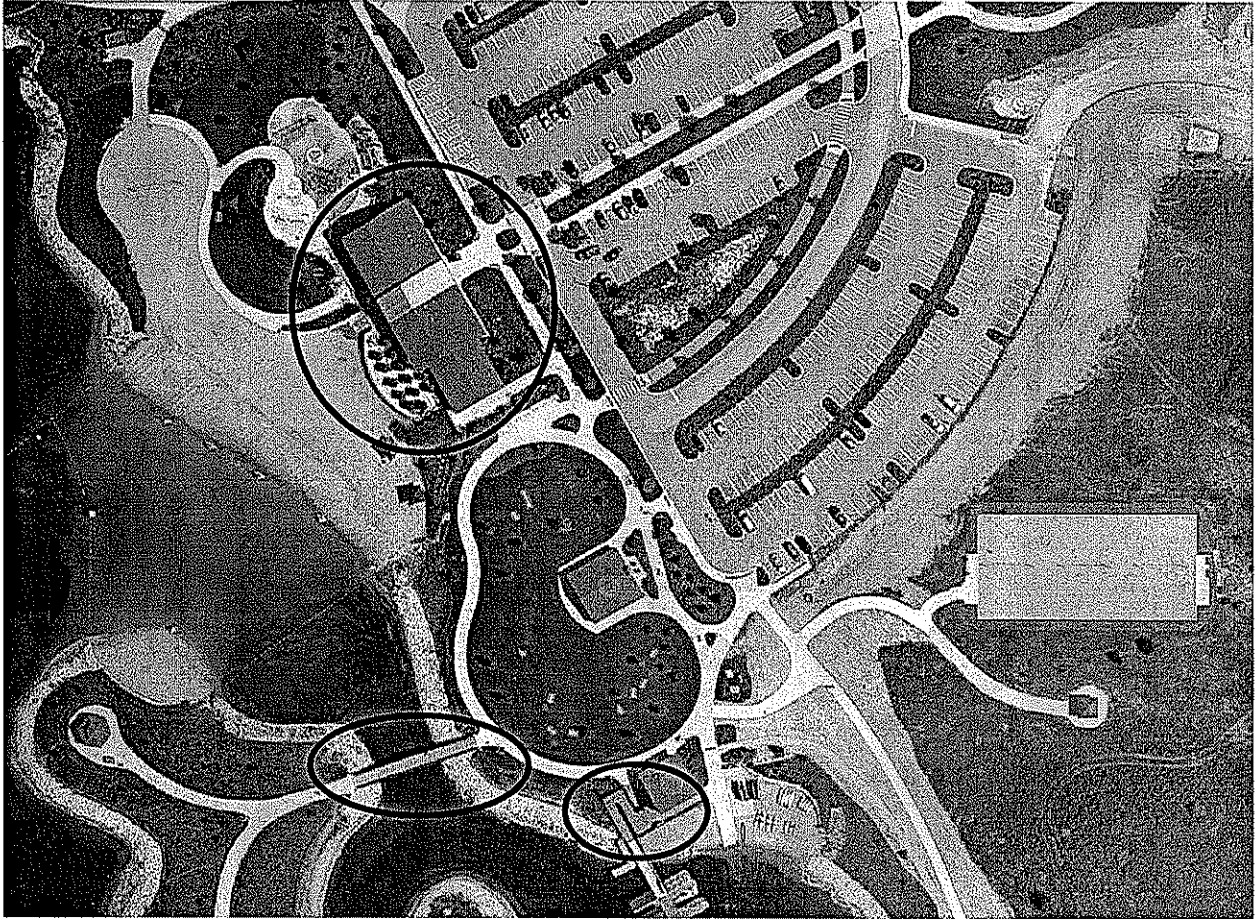
Background:

On April 26, 2016 the City opened and publicly read bids for the Three Oaks Recreation Area staining project. The results are tabulated below:

<i>Firm</i>	<i>Amount of Bid</i>
American Painting, Inc. ¹ St. Charles, IL	\$39,950
International Decorators, Inc. Barrington, IL	\$60,252
Triangle Decorating Company Schaumburg, IL	\$72,330
Ascher Brothers Chicago, IL	\$133,850

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

Three Oaks Recreation Area is entering its sixth year of operation. Due to the impact of weather and use on buildings and structures at Three Oaks, it is important to perform maintenance to preserve the upkeep of the entire facility. This bid includes necessary staining and painting projects at the Lake House, Island Bridge and Marina, as depicted below.



City staff specified that the vendor use Rymar Log Siding stain. In the fall of 2015, City staff researched the Rymar stain based on a recommendation from the representative at Sherwin Williams. This is the recommended product to use on the cedar siding and the railings that are at Three Oaks. In addition, this product offers longevity by being projected to last approximately three to four years before maintenance may be required. Following staff's research of this product, last fall the Rymar stain was applied to the Gate House and Boat House buildings. City staff has been satisfied with the result of this product on those buildings, and therefore, recommended that the same product be used on the areas as specified in this bid.

As for the island bridge, the product that City staff specified in the bid for the deck of the bridge is Rymar Extreme Weather Wood Sealer. This was recommended by the representative at Sherwin Williams. This is a clear, semi-transparent sealer. Initially, the deck of the bridge was stained, but due to wear and tear, it is more important to get the deck cleaned, sealed and protected from further wear, rather than just re-staining it. The railings on the island bridge, as well as at the Marina, will be stained with the Rymar Log Siding stain, similar to the Lake House building.

The recommended vendor, American Paining, Inc., is based out of St. Charles, IL. American Paining has done work for the St. Charles Park District, including staining/painting of several of their historic pavilions. American Paining was positively recommended by the St. Charles Park District.

The schedule for this work is to commence immediately following the approval of this bid and to have a majority of the work completed prior to Memorial Day weekend. If the project continues beyond the Memorial Day weekend, City staff will ensure that work is done with as little impact to guests' enjoyment of the park as possible. In regards to the staining of the Lake House, staff will ensure that the high impact areas, such as the lakeside, the breezeway, and the splash park sides of the Lake House building be the first areas completed. This will ensure minimal impact to guests when the beach opens on Memorial Day weekend if the project extends beyond this time period. Pending any weather setbacks, the vendor has agreed to meet the timeframe listed in the bid.

The City followed the standard bid advertisement procedures. City staff verified references provided by bidder. Funds for staining are included in the Fiscal Year 2016-2017 Three Oaks Recreation Area budget.

Votes Required to Pass:

Simple majority vote



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement staining at the Three Oaks Recreation Area with American Painting, Inc., in the submitted bid amounts, with a 10 percent contingency for additional quantities.

DATED this 3rd day of May, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: May 3, 2016
APPROVED: May 3, 2016