



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – June 21, 2016 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a. **TMJ Land, Inc. Annexation Public Hearing continuation to the August 2, 2016 regular City Council meeting for the Annexation Public Hearing at the petitioner's request.**
 - b. **Downtown Crystal Lake Main Street request for a Temporary Use Permit for a Special Promotion for the Johnny Appleseed Festival and Great Ball Race on September 24, 2016 and a waiver of the Temporary Use Permit application fee.**
 - c. **Crystal Lake Brewing request for Temporary Use Permits to allow Mobile Food Vendors.**
10. **Library Expansion Advisory Referendum Question**
11. **Maxwell, 707 Woodland Drive – Ordinance granting Simplified Residential Zoning Variations from the encroachment into the required setback and expansion of a non-conforming structure for the reconstruction of a second story deck.**
12. **Myers, 880 Abbington Drive – Ordinance granting a Simplified Residential Zoning Variation from the minimum front yard setback for a 4-foot fence.**
13. **Refuge for Women, 1291 North Avenue – Ordinance granting a Special Use Permit Amendment to allow Refuge for Women to locate at the subject property.**
14. **City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 0 to 1 license and to increase the number of Video Gaming Licenses from the current permitted 0 to 1 license for Fire Bar & Grill, 435 Angela Lane.**

15. **City Code Amendment to increase the number of Class “28” Liquor Licenses from the current permitted 1 license to 2 licenses and to increase the number of Video Gaming Licenses from the current permitted 1 license to 2 licenses, for Majesty Investments DBA, The Cottage, 6 E. Crystal Lake Avenue.**
16. **1) Refer the Geske (400 E. Terra Cotta Avenue), Hughes (652 Terra Cotta Avenue), and Copley (4709 Terra Cotta Avenue) annexation requests to the August 3, 2016 Planning & Zoning Commission meeting for zoning consideration and to the September 6, 2016 City Council meeting for the annexation public hearing; 2) Refer the U-Haul (4504 Northwest Highway) annexation request to the August 3, 2016 Planning & Zoning Commission meeting for zoning consideration and to the August 16, 2016 City Council meeting for the annexation public hearing; 3) Refer the ASR Prop. Inc. (5219 Terra Cotta Avenue) annexation request to the August 17, 2016 Planning & Zoning Commission meeting for zoning consideration and to the September 6, 2016 City Council meeting for the annexation public hearing. 4) Refer the Space Management (6905 Cog Circle) annexation request to the September 7, 2016 Planning & Zoning Commission meeting for zoning consideration and to the September 20, 2016 City Council meeting for the annexation public hearing;**
17. **1) Continue the annexation meeting date for the U-Haul and Harris Bank Trust No. 114690 properties to the August 16, 2016 City Council meeting. 2) Continue the annexation meeting date for the ASR Prop, Inc., Geske, Hughes, Copley, Harms and Overly properties to the September 6, 2016 City Council meeting. 3) Continue the annexation meeting date for the Space Management property to the September 20, 2016 City Council meeting.**
18. **1) Adopt an annexation ordinance for the Christensen property, a vacant parcel at 439 E. Terra Cotta Avenue, as legally described in the annexation ordinance; 2) Adopt an annexation ordinance for the JLZ Prop, LLC property at 495 E. Terra Cotta Avenue, as legally described in the annexation ordinance; and 3) Adopt an annexation ordinance for the Reinhardt property at 851 Reiland Drive, the CTLT Trust No. 4004149 property at 4616 Terra Cotta Avenue, and the CTLT Trust No. 4004152 property at 4702 Terra Cotta Avenue, all as legally described in the annexation ordinance.**
19. **Continue the annexation meeting date for the Jemco property to the August 2, 2016, 2016 City Council meeting and publish notice for annexation agreement hearing in anticipation of an ordinance authorizing a pre-annexation agreement for the Jemco property at 800, 801 and 824 Reiland Drive.**
20. **Discussion Only - New Insurance Services Office (ISO) Public Protection Classification**
21. **Resolution authorizing execution of an agreement with the Illinois Water/Wastewater Agency Response Network (ILWARN) for mutual aid assistance.**
22. **Resolution authorizing execution of a Access Agreement with Marlin Environmental for the installation and operation of monitoring wells in the Sands Road right-of-way near 4410 Northwest Highway.**
23. **Resolution authorizing execution of an Agreement with CDS Office Technologies for the purchase of 21 Panasonic Arbitratory Police Vehicle Video Systems and a Tempoary Detention Facility Video Surveillance System.**
24. **Resolution authorizing execution of a two-year lease agreement with Lou Street Lockup for use of the property at 6210 Lou Street.**
25. **Resolution authorizing payment of the annual Illinois Environmental Protection Agency Pollution Discharge Elimination System (NPDES) Permit Fees.**
26. **Proposal Award and Resolution authorizing execution of a Service Agreement for Automatic Vehicle Locating (AVL) Global Positioning Systems (GPS)**
27. **Bid Award and Resolution authorizing execution of a Service Agreement for the Boiler Room Heating Systems Project.**
28. **Council Inquiries and Requests.**

- 29. 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.**
- 30. Reconvene to Regular Session.**
- 31. Adjourn.**

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



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: July 19, 2016

Item: TMJ Land, Inc. Annexation Public Hearing Continuation

Recommendation: Motion to continue the petitioner's request to the August 2, 2016 City Council meeting for the Annexation Public Hearing.

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

Background: The petitioner is requesting the annexation of three parcels that total approximately 2.9 acres, located at 500 W. Terra Cotta Avenue. The parcels are improved with the Querhammer & Flagg Funeral Home.

The petitioner respectfully requests that this matter be continued to the August 2, 2016, City Council meeting for the Annexation Public Hearing.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

July 19, 2016

Item:

Downtown Crystal Lake/Main Street Temporary Use Permit for a Special Promotion (Johnny Appleseed Festival and Great Ball Race)

Recommendation:

Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Johnny Appleseed Festival and Great Ball Race), pursuant to the recommendations listed below, and waive the Temporary Use Permit application fee.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background: The applicant has applied for a Temporary Use Permit for a Special Promotion for the 23rd annual Johnny Appleseed Festival on Saturday, September 24, 2016, from 9:00 a.m. to 4:00 p.m. City Council approval is required because the applicant is requesting permission to close off Brink Street between Williams and Main Streets from 2:00 p.m. to 3:30 p.m. for the 14th annual Great Ball Race and close the Brink Street Market parking lot until 5:00 p.m. (please see the attached site plans). The event also includes a Craft Fair located on the Ormsby Motors lot as well as a Food Court/Entertainment area at Depot Park.

This year's event would be very similar to previous years' events and would include demonstrations and entertainment, food vendors, crafts, pony rides, a pumpkin train, pumpkin bowling, an apple ride, a giant slide, a petting zoo, and storytelling. Horse-drawn wagon rides would be given, which would circle the block that includes the Brink Street Market. For the Great Ball Race, brightly colored and numbered plastic balls would be rolled down Brink Street from their starting point at Williams Street to their ending point before Main Street. Also, the Farmers' Market, which is held every Saturday in the Depot Park, will be relocated to the parking lot at Brink and Grant Streets for this day only.

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

If the request is approved, staff recommends the following conditions:

1. The Temporary Use Permit shall be valid on Saturday, September 24, 2016. The closure of

Brink Street from Williams Street to Main Street is permitted from 2:00 p.m. to 3:30 p.m. The closure of the Brink Street Market parking lot is permitted from 9:00 a.m. until 5:00 p.m.

2. The event shall be in accordance with the attached site plan, with the exception of both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Begin temporary closure of Williams Street east of the alley entrances and end the closure WEST of the gas station driveways. Any additional changes to the site plan shall be provided prior to the inspection by the Fire Prevention Bureau.

3. The Farmers' Market at the Grant Street parking lot must keep displays, tables, tents, etc. off the bioswale along Brink Street. Please keep all foot traffic off the bioswale area and ensure that all trash is picked up from the parking lot, as rainwater will cause debris to flow from the pavement surface into the bioswale.

4. All electrical shall comply with the 2005 National Electric Code and is subject to an inspection prior to starting the event.

5. A standard Hold Harmless agreement between Downtown Crystal Lake/Main Street and the City, including insurance coverage covering these events, is required.

6. The applicant shall contact the Crystal Lake Police Department to coordinate parking and traffic procedures.

7. Any additional permits or requests for signage shall be made through the Building Division. Signs shall not obstruct the view of traffic or be attached to utility poles.

8. No liquor shall be served at the event.

9. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.

10. All outside vendors must be approved by Downtown Crystal Lake Main Street at least 7 days prior to the event (September 16, 2016).

11. The applicant shall provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping shall be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans shall be provided for waste.)

12. The event organizer shall schedule a meeting with the Fire Prevention Bureau at least one week prior to the event by calling 815-356-3640 regarding cooking and other requirements for tents and canopies. Canopies/tents shall be adequately anchored using sand, water, concrete, or guide lines. No drilling stakes into the concrete or asphalt. Cooking tents/canopies shall be of a flame-resistant material, or treated as such. No smoking is allowed in or under any tents/canopies. A portable fire extinguisher(s) shall be present under tents/canopies.

13. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This shall include a minimum 20-foot access in the parking areas serving the alley to the rear of Williams Street and the Brink Street lot near the Raue Center. Access to both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Any barricades used shall be easily moveable for emergency access.

14. If the sidewalks cannot accommodate the pedestrian traffic sufficiently and people are using the streets, consideration to close the roadway to traffic should be made. The decision to close the roadway would be made by the on-duty police patrol supervisor and the event organizers.

15. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.

16. The petitioner shall erect approved barricades and advance-warning signs for the temporary closure of Brink Street during the hours of 2:00 and 3:30 p.m. only. These signs and barricades

shall only be in place during the approved time for the road closure.

17. Restrict parking in the three Brink Street Z-lots until after 3:30 p.m. or provide temporary signs at these spaces noting that vehicles cannot be moved out of this area between the hours of 2:00 p.m. and 3:30 p.m.

18. Temporary pedestrian crossing warning signs at the intersection of Brink Street and Grant Street shall be provided. Contact the Public Works Department for these signs.

19. Any vendors must be located off all roadways and parking areas that are not approved for closure.

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

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9c

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 19, 2016
<u>Item:</u>	Crystal Lake Brewing / Temporary Use Permits request to allow mobile food vendors.
<u>Recommendation:</u>	Motion to approve the issuance of Temporary Use Permits for Crystal Lake Brewing to allow Mobile Food Vendors, pursuant to the recommended conditions below.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background: Crystal Lake Brewing and two mobile food vendors have applied for Temporary Use Permit (TUP) approval to allow for the temporary use of food vendors for various Friday nights at the Crystal Lake Brewing property at 150 North Main Street.

Mario's Kart and Mina's Mexican are the food vendors that would like to be on-site on Friday nights on a rotating schedule (not all Friday nights would be utilized) from June through May of 2017.

Section 2-500.8 of the UDO (UDO regulations attached) allows up to six mobile vendors of which three may be food vendors which may be issued administratively by the Director of Community Development. The TUP is issued for a period of one year effective from May 1 through April 30. TUP requests beyond the limits defined in the UDO must be reviewed and approved by the City Council. Currently, there are three mobile food vendors who have received administrative approval – all of them for Crystal Lake Brewing. On June 7, 2016, the City Council approved three additional food trucks for Crystal Lake Brewing; Pierogi Wagon, Ana's Eats and Treats, and Wooden Paddle.

If approved, the following conditions are recommended:

1. These Temporary Use Permits shall be valid for Mario's Kart and Mina's Mexican mobile food trucks –limited to a single mobile food vendor at a time- at Crystal Lake Brewing at 150 N. Main Street for the Fridays from July 22, 2016 to May 31, 2017. The location of the mobile food trucks will be on the west side of the building, north of the entrance/exit onto Grant Street.
2. Any junk or debris that may be created by the mobile food truck shall be cleaned up on a continuing basis. Waste materials need to be stored in approved containers away from the mobile unit, such as in the Crystal Lake Brewing dumpster.

3. The indicated location for the mobile food truck is acceptable. Ensure that a 20-foot access for emergency vehicles to gain access to the building, fire hydrants, and Fire Department Connection is maintained.
4. All mobile food trucks shall have an annual inspection by the Fire Prevention Bureau prior to use within the City. Contact the Fire Prevention Bureau at 815-356-3640 ext 4147 to schedule the inspection.
5. The heat source used in the mobile food truck was not indicated (LP gas or electric). If LP gas is used the following conditions exist:
 - A. Cooking/warming equipment shall be in good working condition and cleaned of grease or other combustible material.
 - B. Portable LP gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP gas containers shall be securely fastened in place by use of an approved method to prevent unauthorized movement, tipping, or regulator damage.
 - C. Fittings, valves, and hoses used with LPG equipment shall be maintained in good working condition. When, in the opinion of the Fire Code Official, an unsafe condition exists with the fitting, valve, or hose used by the equipment, it shall be replaced or the equipment shall not be used.
 - D. LP containers shall be stored within a suitable enclosure or otherwise protected against tampering.
5. A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooling appliances used for commercial purposes that produce grease-laden vapors. 2006IFC Section 609.2.
6. Combustible materials shall be kept a minimum of three feet from cooking appliances.
7. Provide a fire extinguisher of minimum size 2A10BC in the cooking area. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable fire extinguisher. 2006 IFC Section 904.11.5.
8. Comply with all other requirements for mobile food vendors, as detailed in the UDO Temporary Use Permit section.
9. The point of sale shall be noted as Crystal Lake for sales tax. Provide a copy of your vendor's Illinois Business Tax (IBT) number to Community Development.
10. Provide copy of McHenry County Health Department certificate/approval prior to opening.

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

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

July 19, 2016

Item:

Library Expansion Advisory Referendum Question

City Council Discretion:

A motion to adopt an ordinance authorizing the Crystal Lake Public Library expansion advisory question to be placed on the November 8, 2016 election ballot.

Staff Contact:

Gary Mayerhofer, City Manager
George Koczwar, Finance Director

Background:

The Crystal Lake Public Library Board of Trustees and Executive Director conducted four community engagement sessions to discuss their proposal for a possible library expansion. The Crystal Lake Public Library is a semi-autonomous municipal corporation organized under the Local Library Act [75 ILCS 5/1-1 et seq.] and is governed by a Board of Library Trustees, appointed by the City of Crystal Lake Mayor with City Council approval. Day-to-day operations are managed by an Executive Director hired by the Library Board of Trustees. The Crystal Lake Library Board of Trustees does not have the ability to issue debt. Any library organized under the Local Library Act can only issue bonds with the permission of corporate authorities of the City.

Based on the outcome of the community engagement sessions, at their June 29, 2016 meeting, the Crystal Lake Library Board voted unanimously to recommend to the City Council that a new 75,000 square foot Library be built at the current location with the following wording for the Advisory Referendum ballot question:

“Shall bonds in the amount of \$30,100,000 be issued by the City of Crystal Lake, McHenry County, Illinois, on behalf of the Crystal Lake Public Library, for the purpose of constructing a replacement library building adjacent to the existing library and acquiring necessary furnishings and equipment, which amounts to an estimated increase of \$132 per year for a \$200,000 home?”

Representatives from the Crystal Lake Library will be in attendance at the July 19th City Council meeting to formally request that the City Council adopt an ordinance authorizing the Crystal Lake Public Library expansion advisory question to be placed on the November 8, 2016.

Financing Options:

City staff contacted PMA Securities, the City’s financial advisor, to determine the impact of a bond if an advisory referendum is successful. The attached information includes various debt scenarios and their impact to individual property owners.

The presentation has a summary of each option by amount and term. The summary includes the estimated debt service, estimated tax rate increase, and estimated payment increase for homes valued at \$100,000, \$200,000 and \$300,000.

Also included in the PMA information is a table for one of the options as a sample of the detail that feeds into the summary. Finally, a graphical representation for each project amount with the three different payback options is also included.

The above analysis is only for the capital improvement portion of the proposed library expansion. A larger library facility will require additional operating costs. In 2014, the Library contracted with Ehlers and Associates to conduct a financial analysis. The attached Ehlers financial analysis addresses approximately \$122,510 in additional operating costs.

Because the Crystal Lake Library is a component unit of the City of Crystal Lake, the Library cannot issue debt on its own. Instead, any bond issuance would need to be approved by the City Council.

Below are the next steps assuming that an advisory referendum question would be placed on the November 8, 2016 ballot.

November 8, 2016 - General Election	
Library presents plan and concepts to the City Council. City Council approves advisory referendum question.	July 19, 2016
Last Day for local governing boards to adopt a resolution or ordinance for public questions to appear on the ballot	Monday, August 22, 2016
Public Question Certification with County. Last day for City to submit public question to the County.	Thursday, September 1, 2016 (should be submitted a week in advance, since County will do a layout and proof the submission).
Referendum Election Day	Tuesday, November 8, 2016

An advisory referendum, which is allowed under the State Election Code, is strictly advisory and has no legal effect if adopted or rejected.

Votes Required to Pass:

Simple Majority

DRAFT



The City of Crystal Lake Illinois

AN ORDINANCE TO PLACE ADVISORY REFERENDUM ON THE BALLOT AT THE NEXT ELECTION IN THE CITY OF CRYSTAL LAKE, ILLINOIS

WHEREAS, the City of Crystal Lake is a home rule unit of local government under and pursuant to Section 6 of Article VII of the Constitution of the State of Illinois and has the authority to exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and,

WHEREAS, the Crystal Lake Library is a semi-autonomous municipal corporation organized under the Local Library Act [75 ILCS 5/1-1 et seq.] and is governed by a board of library trustees, appointed by the City of Crystal Lake Mayor with City Council approval; and,

WHEREAS, the Crystal Lake Library can only issue bonds with the permission of corporate authorities of the City; and,

WHEREAS, the Crystal Lake Library has conducted four community engagement sessions to discuss the possibility of expanding the existing library; and,

WHEREAS, based on the outcome of the community engagement sessions, at their June 29, 2016 meeting, the Crystal Lake Library Board voted unanimously to recommend to the City Council that a new 75,000 square foot Library be built adjacent to the current location; and,

WHEREAS, the Crystal Lake Library Board is recommending that an advisory referendum question be placed at the next regularly scheduled election in the municipality; and,

WHEREAS, the Illinois Municipal Code (65 ILCS 5/3.1-40-60) allows the City of Crystal Lake, by a vote of the majority of the members of the City Council, to authorize an advisory question of public policy to be placed on the ballot at the next regularly scheduled election in the municipality; and,

WHEREAS, that the next regularly scheduled election in the City of Crystal Lake is November 8, 2016; and,

WHEREAS, the City of Crystal Lake has determined it is in the best interest of the health, safety and welfare of the residents of the City of Crystal Lake to place on the ballot at the next regularly scheduled election for the municipality to be held on November 8, 2016, an advisory question of public policy;

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS, AS FOLLOWS:

Section One. An advisory referendum shall be placed by the County Clerk of McHenry County on the November 8, 2016 ballot for all voters residing in the City of Crystal Lake to vote on the following question:

NONBINDING REFERENDUM

<p>Shall bonds in the amount of \$30,100,000 be issued by the City of Crystal Lake, McHenry County, Illinois, on behalf of the Crystal Lake Public Library, for the purpose of constructing a replacement library building adjacent to the existing library and acquiring necessary furnishings and equipment, which amounts to an estimated increase of \$132 per year for a \$200,000 home?</p>	<p>YES _____</p>	<p>NO _____</p>
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Section Two. Following the passage of this ordinance, the City Clerk shall forthwith forward to the McHenry County Clerk the foregoing advisory question of public policy in the form set forth above, along with a version of the foregoing question translated by certified translator into Spanish.

Section Three. Severability. If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section Four. Repeal. All ordinances, resolutions, motions or parts thereof in conflict herewith shall be and the same are hereby repealed.

Section Five. Publication. This ordinance shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

DATED at Crystal Lake, Illinois, this 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

July 19, 2016

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2016-23 Maxwell

Request:

Simplified Residential Variations:

1. Front yard setback encroachment of 39 feet into the required 130-foot averaged setback to allow the re-construction of a deck 16 feet off the house;
2. Expansion of a non-conformity to allow an attached deck to be expanded.

David Maxwell
707 Woodland

PZC Recommendation:

To approve the PZC recommendation and adopt an ordinance granting the Variations for the reconstruction of a second-story deck at 707 Woodland Drive.

Staff Contact:

Michelle Rentzsch, Community Development Director

Background:

- Existing Use: The property is improved with a single-family home along Crystal Lake. There is an existing deck off the lake side of the house.
- History: For lakefront lots, the lake side of the lot is defined as the front yard. The front yard is determined by the average setback of the adjacent houses for a total of 400 feet or the length of the block, whichever is less. The average setback was determined to be 130 feet from the seawall. The house currently sits 82 feet from the seawall.

Key Factors:

- Request: To repair and expand the deck and expand the depth which would make it closer to the lake. The entire existing and future deck portion would be within the setback.
- UDO Standard: Decks attached to the principal structure are required to meet principal structure setbacks. If they are open and not enclosed they are permitted a 4-foot encroachment.

PZC Highlights:

The following discussion took place during the Planning and Zoning Commission hearing:

- The Commission noted that the deck, although it is within the setback, is behind the farthest point of the house. This should be looked at as it would not actually be expanding the non-conformity since the house is much closer to the lake.
- The Commission felt the petition met the Findings of Fact standards for the Variation.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner's request.

If the Council chooses to make a motion to approve, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Maxwell, received 05/27/16)
 - B. Plat of Survey (LUCO, dated 03/31/14, received 05/27/16)
 - C. Deck Plans (Acorn Landscape, dated 03/1/16, received 06/03/16)
 - D. Site Plan (Acorn Landscape, dated 03/01/16, received 05/27/16)
2. The petitioner shall address all of the review comments and requirements of Community Development Department.

Votes Required to Pass:

A simple majority vote.

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

AN ORDINANCE GRANTING VARIATIONS
AT 707 WOODLAND DRIVE

WHEREAS, pursuant to the terms of the Application (File #2016-23) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variations from: A. Article 3-300 B3. Front yard setback to construct a deck, which extends 16 feet from the house, an encroachment of 39 feet into the required 130-foot averaged setback; and B. Article 7-300 B4 to allow enlargement of a non-conforming structure to repair and expand the second-story deck to be 16' x 19' 3"; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 28, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on June 15, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on June 15, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-23, dated as of June 16, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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 Variations be granted from the Crystal Lake Unified Development Ordinance from: A. Article 3-300 B3. Front yard 130-foot averaged setback to allow a 39-foot encroachment; and B. Article 7-300 B4 to allow enlargement of a non-conforming structure to repair and expand the second-story deck to be 16' x 19' 3" at the property at 707 Woodland Drive (19-06-177-004), Crystal Lake, Illinois.

SECTION II: That the Variations be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

- A. Application (Maxwell, received 05/27/16)
- B. Plat of Survey (LUCO, dated 03/31/14, received 05/27/16)
- C. Deck Plans (Acorn Landscape, dated 03/1/16, received 06/03/16)
- D. Site Plan (Acorn Landscape, dated 03/01/16, received 05/27/16)

2. The petitioner shall address all of the review comments and requirements of Community Development Department.

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

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

DATED at Crystal Lake, Illinois, this 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 19, 2016
<u>Item:</u>	Myers Variation at 880 Abbington Drive
<u>Request:</u>	Simplified Residential Variation from the required 30-foot front yard setback to allow for a 4-foot fence to have a setback of 23 feet, a variation of 7 feet per Articles 3-200(A) and 3-300(B)(3).
<u>Petitioner:</u>	William and Sheryl Myers, petitioners
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance granting the variation from the minimum front yard setback for a 4-foot fence at 880 Abbington Drive.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- **Existing Use:** The property is currently improved with a single-family dwelling with a 3'6" split-rail fence that has a setback of 23 feet. There are no variations or building permits on file for the existing fence.
- **Background:** The property is a corner lot, the front yard is considered to be the yard fronting Barrow Drive. The petitioner would like to replace an existing 3'6" fence with a solid picket 4-foot fence which would extend into the required front yard setback.

Key Factors:

- **Request:** The petitioner is requesting a variation to allow a 7-foot encroachment into the required 30-foot front yard setback for a 4-foot fence.
- **UDO Standard:** The minimum front yard setback is 30 feet in the R-2 Single-Family zoning district.

PZC Highlights:

- The PZC felt that this was required maintenance and that the fence would improve the neighborhood.
- The PZC felt that the Findings of Fact had been met.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Myers, dated 05/19/16, received 05/19/16)
 - B. Fence Plan (Aronson Fence, received 05/19/16)
2. The 7-foot encroachment into the front yard is granted for the 4-foot fence only.
3. The petitioner shall address all of the review comments and requirements of the Fire Rescue and Community Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A VARIATION
AT 880 ABBINGTON DRIVE

WHEREAS, pursuant to the terms of the Application (File #2016-20) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 3-200(A) and Article 3-300(B)(3) from the required 30-foot front yard setback to allow for a 4-foot fence to have a setback of 23 feet, a variation of 7 feet; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 30, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on June 15, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on June 15, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-20, dated as of June 16, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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 a Variation be granted to allow a 7-foot encroachment into the require 30-foot front yard setback for a 4-foot fence at the property at 880 Abbington Drive (19-08-405-006), Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

- A. Application (Myers, dated 05/19/16, received 05/19/16)
- B. Fence Plan (Aronson Fence, received 05/19/16)

2. The 7-foot encroachment into the front yard is granted for the 4-foot fence only.

3. The petitioner shall address all of the review comments and requirements of the Fire Rescue and Community Development Departments.

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

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

DATED at Crystal Lake, Illinois, this 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



Agenda Item No: 13

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 19, 2016
<u>Item:</u>	Refuge for Women – 1291 North Ave
<u>Request:</u>	Special Use Permit Amendment to allow Refuge for Women to locate at 1291 North Avenue.
<u>Petitioner:</u>	Lisa Waggoner, on behalf of the petitioner
<u>PZC Recommendation:</u>	To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit Amendment for Refuge for Women at 1291 North Avenue.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- Existing Use: The home is currently an institutional use and is occupied by Home of the Sparrow.
- Background:
 - In 1997, the property was granted a Special Use Permit for an institutional use with the restriction that the SUP was for Home of the Sparrow.
 - In 2008, the SUP was amended to allow Home of the Sparrow to convert the garage to an office.
 - Refuge for Women is a not for-profit organization that shares a common mission with Home of the Sparrow. Both organizations provide women in need with a home during a time of crisis.

Key Factors:

- Request: The petitioner is requesting to amend condition #1 of the Special Use Permit Ordinance # 4092 to allow Refuge for Women to locate at the subject property. Essentially, the petitioner is requesting to transfer the Special Use Permit from Home of the Sparrow to Refuge for Women.
- UDO Standard: The UDO allows for special use permit amendments.

PZC Highlights:

- The PZC felt there is a need in the community for this use.
- A neighbor was present and shared his concerns about another not for-profit locating at the property as he felt that Home of the Sparrow were not good neighbors because of fighting and drug use.
- The petitioner stated that an employee of the not for-profit will be present 24/7 and they would only have 4-6 residents at a time, which is half the number of women as Home of the Sparrow had living at the home.
- The PZC felt that the Findings of Fact had been met.

The PZC recommended **approval (4-1)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Waggoner, dated 05/23/16, received 05/25/16)
 - B. Organization Information (Schultz, received 05/25/16)
 - C. Survey (received 05/25/16)
2. The Special Use Permit is amended to allow Refuge for Women to occupy 1291 North Avenue, if the use of the property changes, the Special Use Permit would be rendered invalid, and the property should revert back to a residential use.
3. Conditions of Ordinances #6410 and #4092 shall remain in effect except for condition #1 of ordinance #4092 which was amended by this petition.
4. The petitioner shall comply with all of the requirements of the Community Development, Police and Fire Rescue Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT
AT 1291 NORTH AVENUE**

WHEREAS, pursuant to the terms of a Petition (File #2016-22) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow Refuge for Women for the property located at 1291 North Avenue; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 29, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on June 15, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on June 15, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-22, dated as of June 16, 2016; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment be issued as requested in said Petition.

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 a Special Use Permit Amendment be issued to allow Refuge for Women for the property commonly known as 1291 North Avenue (18-01-326-011), Crystal Lake, Illinois.

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

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:

A. Application (Waggoner, dated 05/23/16, received 05/25/16)

B. Organization Information (Schultz, received 05/25/16)

C. Survey (received 05/25/16)

2. The Special Use Permit is amended to allow Refuge for Women to occupy 1291 North Avenue, if the use of the property changes, the Special Use Permit would be rendered invalid, and the property should revert back to a residential use.

3. Conditions of Ordinances #6410 and #4092 shall remain in effect except for condition #1 of ordinance #4092 which was amended by this petition.

4. The petitioner shall comply with all of the requirements of the Community Development, Police and Fire Rescue Departments.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit Amendment in accordance with the provisions of this Ordinance, as provided by law.

Section IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: July 19, 2016

Item: City Code Amendment to Increase the Number of Class “28” Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Fire Bar & Grill, 435 Angela Lane

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class “28” Liquor Licenses from the current permitted, 0 licenses to 1 license.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted, 0 licenses to 1 license.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

At the April 5, 2016 City Council meeting, the City Council amended Chapters 268, 329 and 248 of the City Code to allow video gaming. Per the City Code, when an applicant desires to offer video gaming at its establishment, it must receive both a supplemental liquor license and a video gaming license. The City Council evaluates whether the number of supplemental liquor licenses should be increased. Following this consideration, the Mayor grants the supplemental liquor license. Similarly, the City Council also evaluates whether the number of video gaming licenses should be increased. Following this consideration, the City Manager grants the actual video gaming license.

The City has received a request from Fire Bar and Grill for the issuance of a Class “28” Supplemental Liquor License and a Video Gaming License. The petitioner is requesting the supplemental Class “28” license in order to operate video game machines in their establishment. Section 329-5-AB of the City Code permits the issuance of a Class “28” liquor license, which authorizes the retail sale of alcoholic liquors, for consumption on the premises, at a bar or restaurant, as defined by § 268-3 of this Code, to an applicant which possesses a valid video gaming location license issued by the Illinois Gaming Board and which also holds, for a period of not less than one year, a current and valid liquor license to sell alcoholic liquor at such bar or restaurant.

Application Review

City staff has reviewed the application from the Fire Bar and Grill and compared it to the City Code requirements. City staff has reviewed the application for completeness and determined that it meets all of the necessary conditions. The below table depicts the applicant's compliance with the City Code requirements:

Requirement	City Code Section	Compliance Status
The establishment is an eligible bar or restaurant.	268-3 Definitions	Yes.
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The petitioner has held a Class "3" Liquor License since 2007.
Applicant submitted necessary documents, including site plan.	268-3 (C)	Yes.
Applicant has a State Video Gaming License.	268-3 (C)	Yes.
Applicant will be using a licensed video game terminal operator.	268-3 (C)	Yes.
The establishment is outside of the 100 foot radius of any church or school in the vicinity.	State of Illinois Requirement	Yes.
Location screening and supervision	268-3 (K)	Yes. The terminals are located in a segregated area which shall not be accessible by patrons under 21 years of age.
Signage	268-3 (N)	Yes. The terminals will not be visible from the street. There is no advertising of the availability of video gaming.
Applicant will be using an approved video surveillance system.	268-3 (O)	Yes. The terminal operator will provide the terminal descriptions and video surveillance specifications upon approval of the Video Gaming license.
Video Gaming is incidental to establishment's business.	268-3 (P)	Yes.

Site Plan Review

The petitioner's site plan is included in this application. The site plan shows that the video gaming terminals will be placed in a segregated area which shall not be accessible to persons under the age of 21.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

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

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 28 License shall be increased from 0 to 1.

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 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



DRAFT

The City of Crystal Lake Illinois

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

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 268 Gambling Section 268-3E(2) Limitations on licenses shall be amended as follows:

1. Video Gaming Licenses shall be increased from 0 to 1.

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 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: July 19, 2016

Item: City Code Amendment to Increase the Number of Class "28" Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Majesty Investments DBA, The Cottage, 6 E. Crystal Lake Avenue.

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class "28" Liquor Licenses from the current permitted, 1 license to 2 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming Licenses from the current permitted, 1 license to 2 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

At the April 5, 2016 City Council meeting, the City Council amended Chapters 268, 329 and 248 of the City Code to allow video gaming. Per the City Code, when an applicant desires to offer video gaming at its establishment, it must receive both a supplemental liquor license and a video gaming license. The City Council evaluates whether the number of supplemental liquor licenses should be increased. Following this consideration, the Mayor grants the supplemental liquor license. Similarly, the City Council also evaluates whether the number of video gaming licenses should be increased. Following this consideration, the City Manager grants the actual video gaming license.

The City has received a request from the Cottage Restaurant for the issuance of a Class "28" Supplemental Liquor License and a Video Gaming License. The petitioner is requesting the supplemental Class "28" license in order to operate video game machines in their establishment. Section 329-5-AB of the City Code permits the issuance of a Class "28" liquor license, which authorizes the retail sale of alcoholic liquors, for consumption on the premises, at a bar or restaurant, as defined by § 268-3 of this Code, to an applicant which possesses a valid video gaming location license issued by the Illinois Gaming Board and which also holds, for a period of not less than one year, a current and valid liquor license to sell alcoholic liquor at such bar or restaurant.

Application Review

City staff has reviewed the application from the Cottage Restaurant and compared it to the City Code requirements. City staff has reviewed the application for completeness and determined that it meets all of the necessary conditions. The below table depicts the applicant's compliance with the City Code requirements:

<u>Requirement</u>	<u>City Code Section</u>	<u>Compliance Status</u>
The establishment is an eligible bar or restaurant.	268-3 Definitions	Yes.
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The petitioner has held a Class "22" Liquor License since 1987.
Applicant submitted necessary documents, including site plan.	268-3 (C)	Yes.
Applicant has a State Video Gaming License.	268-3 (C)	Yes.
Applicant will be using a licensed video game terminal operator.	268-3 (C)	Yes.
The establishment is outside of the 100 foot radius of any church or school in the vicinity.	State of Illinois Requirement	Yes.
Location screening and supervision	268-3 (K)	Yes. The terminals are located in a segregated area which shall not be accessible by patrons under 21 years of age.
Signage	268-3 (N)	Yes. The terminals will not be visible from the street. There is no advertising of the availability of video gaming.
Applicant will be using an approved video surveillance system.	268-3 (O)	Yes.
Video Gaming is incidental to establishment's business.	268-3 (P)	Yes.

Site Plan Review

The petitioner's site plan is included in this application. The site plan shows that the video gaming terminals will be placed in a segregated area which shall not be accessible to persons under the age of 21.

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

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

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 28 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 19th day of June, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: June 19, 2016

Approved: June 19, 2016

DRAFT



The City of Crystal Lake Illinois

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

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 268 Gambling Section 268-3E(2) Limitations on licenses shall be amended as follows:

1. Video Gaming Licenses 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 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016
Approved: July 19, 2016



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: July 19, 2016

Item: Pocketed Annexations – Referrals for Voluntary Annexation

Recommendation:

- 1) Motion to refer the Geske (400 E. Terra Cotta Avenue), Hughes (652 Terra Cotta Avenue), and Copley (4709 Terra Cotta Avenue) annexation requests to the August 3, 2016 Planning & Zoning Commission meeting for zoning consideration and to the September 6, 2016 City Council meeting for the annexation public hearing;
- 2) Motion to refer the U-Haul (4504 Northwest Highway) annexation request to the August 3, 2016 Planning & Zoning Commission meeting for zoning consideration and to the August 16, 2016 City Council meeting for the annexation public hearing; and
- 3) Motion to refer the ASR Prop. Inc. (5219 Terra Cotta Avenue) annexation request to the August 17, 2016 Planning & Zoning Commission meeting for zoning consideration and to the September 6, 2016 City Council meeting for the annexation public hearing.
- 4) Motion to refer the Space Management (6905 Cog Circle) annexation request to the September 7, 2016 Planning & Zoning Commission meeting for zoning consideration and to the September 20, 2016 City Council meeting for the annexation public hearing;

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

- As part of the Centennial Strategic Plan, the City Council identified a key strategy in development and reinvestment in the community by exploring annexation opportunities.

Pursue annexation of strategic properties in order to provide better realignment of corporate boundaries.

Key Factors:

- These commercial properties are completely surrounded by the City and could be involuntarily annexed.
- The City has been able to work with a number of property owners over the past years to get them to successfully annex with a voluntary petition. Because the City asked them, these following properties have voluntarily annexed to the City: Gary Reece (Heartland

Cabinets), Smith Cartage, Blomsness Thebault, Athans Company, and Parrish and Querhammer Funeral Home are in the process.

- In July of 2016, the final letters (attached) were sent to the remaining 15 properties that have not voluntarily annexed to the City. As of Wednesday July 13th, seven of those properties have petitioned to annex. The remaining eight properties (D'Andrea Banquets, Dog N Suds, Overly, Northern Key and Lock strip center, JLZ, Christensen, Harms, and Reinhardt) have either never responded to the City's communications or have contacted us and do not wish to be annexed.

Benefits to annexing these completely surrounded parcels:

- Many of these annexations would secure the sales tax from the relevant businesses that benefit from being a part of the Crystal Lake community;
- These annexations would ensure that no additional billboards, cell towers, or other potential undesirable land uses be established on these lots internal to our community; and
- These final annexations would ensure parity for those property owners that voluntarily annexed when the City asked that of them.

These petitioners are requesting annexation of their respective properties. A summary of each property follows:

Geske is a 5-acre parcel located at 400 Terra Cotta Avenue and improved with a road paving company and their associated outdoor storage.

Hughes is two parcels comprising a total of .83 acres located at 652 Terra Cotta Avenue and improved with a sign company and their associated storage areas.

Copley is two parcels comprising a total of 5.8 acres located at 4709 Terra Cotta Avenue and improved with a roofing company, their associated outdoor storage, roofing materials recycling and a billboard.

U-Haul is an 8.4-acre parcel located at 4504 Northwest Highway and is improved with a U-Haul rental truck company, an indoor rental storage facility and a billboard.

ASR Prop. Inc. is a 1.42-acre parcel located at 5219 Terra Cotta Avenue and improved with two commercial buildings that contain commercial tenants and their associated outdoor storage and parking areas.

Space Management is two parcels comprising a total of 2.8 acres located at 6905 Cog Circle and improved with a mini-storage business, a billboard, and two cell towers.

The petitioners respectfully request that their items be referred to the specified Planning & Zoning Commission meetings for zoning consideration and the specified City Council meetings for the annexation public hearing.

Votes Required to Pass: Simple majority vote (4 votes) necessary to refer a petition for zoning and annexation pursuant to 65 ILCS 5/7-1-13.



Agenda Item No: 17

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 19, 2016
<u>Item:</u>	Pocketed Annexations - Continuations
<u>Recommendation:</u>	<ol style="list-style-type: none">1) Motion to continue the annexation meeting date for the U-Haul and Harris Bank Trust No. 114690 properties to the August 16, 2016 City Council meeting.2) Motion to continue the annexation meeting date for the ASR Prop, Inc., Geske, Hughes, Copley, Harms and Overly properties to the September 6, 2016 City Council meeting.3) Motion to continue the annexation meeting date for the Space Management property to the September 20, 2016 City Council meeting.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

The motions are divided by date to accommodate the various properties that are now voluntarily annexing. As these parcels are adjacent to property owners that are now voluntarily annexing, these items need to be continued to the respective City Council meeting to allow time for the voluntary annexations to be heard by the Planning and Zoning Commission for zoning consideration and then appear at the City Council meeting for annexation.

U-Haul has petitioned to annex. **Harris Bank Trust No. 114690 (D'Andrea Banquets)** is a 2.25-acre parcel located at 4419 Route 14 and improved with a banquet facility. In response to previous letters and an email, Mr. Peter Spentzos responded that he had no interest in annexation. Since then, there has been no further response to the City letters.

ASR, Geske, Hughes, and Copley have petitioned to annex. **Gail Harms** is a .6-acre parcel located at 845 E. Terra Cotta Avenue and is a vacant heavily treed lot located west of Burger King and east of the Copley property. Back in 2014, Mrs. Harms called in response to a letter and that time she responded that she had no interest in annexation. Since then, there has been no further response to the City's letters.

Overly is a 1.45 acre parcel located at 390 E. Terra Cotta Avenue and is a vacant lot that is located west of the Geske property and east of the City's lift station along Route 176. Not more than 50% of the property owners have signed the petition to annex, which does not satisfy the statutory requirement. Mr. Overly is a one-quarter owner of this property and has not forwarded along the

City's letters until this most recent legal notice was delivered. The other two owners are not in the area and did not sign the petition within the timeframe provided. The property owners are looking to sell the property and the new owner could rezone to the appropriate zoning district once a use is decided for the site.

Space Management has petitioned to annex.

Votes Required to Pass: Simple majority vote (4 votes) necessary to continue consideration of annexation pursuant to 65 ILCS 5/7-1-13.



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: July 19, 2016

Item: Annexation of Surrounded Properties

Recommendation:

- 1) Motion to adopt an annexation ordinance for the Christensen property, a vacant parcel at 439 E. Terra Cotta Avenue, as legally described in the annexation ordinance;
- 2) Motion to adopt an annexation ordinance for the JLZ Prop, LLC property at 495 E. Terra Cotta Avenue, as legally described in the annexation ordinance; and
- 3) Motion to adopt an annexation ordinance for the Reinhardt property at 851 Reiland Drive, the CTLT Trust No. 4004149 property at 4616 Terra Cotta Avenue, and the CTLT Trust No. 4004152 property at 4702 Terra Cotta Avenue, all as legally described in the annexation ordinance.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

These properties are completely surrounded by the City and have been asked repeatedly since 2012 to annex. A summary of their response is included in the parcel descriptions below.

Christensen is a 3.69-acre parcel located at 439 E. Terra Cotta Avenue and is a vacant lot between Davenport Funeral Home and Ed's Rental. Due to the legal notice being recently sent, Knud Christensen called in on July 7th asking for information. An annexation petition and a draft annexation agreement were faxed to him the same day. There has been no further response.

JLZ Prop, LLC is a 3.73-acre parcel located at 495 E. Terra Cotta Avenue and is a predominantly vacant lot between Ed's Rental and Countryside Nursery. There is a small shed structure and some outdoor storage occurring at the rear of the property. There has never been any response from this property owner to the City's annexation communications.

Reinhardt/Kirk is a 0.28-acre parcel located at 851 Reiland Drive and is improved with a residence. Due to the legal notice being recently sent, Dale Kirk, the son of the property owner (now deceased) contacted the City and met with staff on July 11th. Elaine Reinhardt (Kirk) is the property owner and is deceased. Her beneficiary, Mr. Kirk's sister, is also deceased. Until the

ownership of the property is resolved through the family, nobody is able to sign the annexation documents. Mr. Kirk and his family reside at the property and would like to continue to do so. The involuntary annexation is agreeable to them and actually helps their situation, granting them E Estate residential zoning. Currently, the County has this property zoned as B-1 Commercial, so the house is a non-conforming structure and no structural alterations are allowed. Mr. Kirk would like to continue to live there and make improvements to the property.

CLTC Trust No. 4004149 is a 0.21-acre parcel located at 4616 E. Terra Cotta Avenue and is improved with a bar establishment, the former Suds R Us, a billboard, and an electronic billboard as part of their freestanding sign. Tom Zanck contacted the City back in 2014 about an annexation letter. They were not interested in annexation as this bar has a video gaming license through the County. Since then, there has been no further communication from the property owner. If the property is annexed, the current County liquor license will have no force or effect. If the owner qualifies for an available liquor license of the City, it would be entitled to apply for a City liquor license, as well as a City video gaming license.

CLTC Trust No. 4004152 is comprised of two parcels that total 2.72 acres located at 4702 E. Terra Cotta Avenue and is improved with a multi-tenant strip center with a vacant parcel by Reiland Drive. There has never been any response from this property owner to the City's annexation communications.

Votes Required to Pass: Simple majority vote (4 votes) necessary to adopt an annexation ordinance pursuant to 65 ILCS 5/7-1-13.

DRAFT

Ord. No.

File No.



The City of Crystal Lake Illinois

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO
THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS**

WHEREAS, there exists certain unincorporated territory that is legally described in Exhibit A and depicted in Exhibit B attached hereto and made a part hereof (the "*Territory*"), which Territory is not more than 60 acres and is wholly surrounded by the corporate limits of the City of Crystal Lake (the "*City*"); and

WHEREAS, the Territory is currently located within the Crystal Lake Rural Fire Protection District, and the City provides fire and library services within its corporate limits; and

WHEREAS, the Territory is also located within Nunda Township, and the County of McHenry; and

WHEREAS, the Mayor and City Council of the City have determined that the Territory qualifies for annexation pursuant to 65 ILCS 5/7-1-13, and have therefore caused a notice that the City is contemplating annexation of the Territory pursuant to 65 ILCS 5/7-1-13 (the "*Notice*," a copy of which is attached hereto as Exhibit C) to be delivered via certified mail to the owners of record or properties located within the Territory at least 15 days prior to the passage of this Ordinance; and

WHEREAS, the Mayor and City Council of the City have also caused such Notice to be published in the *Northwest Herald*, a newspaper of general circulation within the Territory, not less than ten (10) days prior to the passage of this Ordinance; and

WHEREAS, in accordance with Division 7-1 of the Illinois Municipal Code, 65 ILCS 5/7-1-1 *et seq.*, the Mayor and City Council of the City of Crystal Lake have also caused the Notice to be

sent by certified mail, not less than ten (10) days prior to the passage of this Ordinance, to: the Nunda Township Supervisor; Nunda Township Road Commissioner; the Trustees of Nunda Township; the Trustees of the Crystal Lake Rural Fire Protection District, the County Board of the County of McHenry [in care of the County Board Chair, and County Clerk]; and

WHEREAS, an Affidavit that service via certified mail of said Notice as hereinabove described is attached hereto as Exhibit D and made a part hereof; and

WHEREAS, the Mayor and City Council of the City have determined that it is in the best interests of the City and its residents that said Territory be annexed thereto.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF MCHENRY, STATE OF ILLINOIS, AS FOLLOWS:

SECTION I: That the Territory legally described in Exhibit A to this Ordinance be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION II: That the City Clerk of the City is hereby authorized and directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, a certified copy of this Ordinance (including all exhibits attached hereto).

SECTION III: That this Ordinance shall be in full force and effect from the after its passage and approval, and when a certified copy thereof, together with Exhibits A-D are recorded in the Office of the Recorder of Deeds of McHenry County, Illinois, and filed in the Office of the County Clerk of McHenry County, Illinois; and thereupon said Territory shall be subject to the jurisdiction of the City of Crystal Lake.

AYES:

NAYS:

ABSENT:

PASSED this 19th day of July, 2016.

APPROVED by me this 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO
THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS**

WHEREAS, there exists certain unincorporated territory that is legally described in Exhibit A and depicted in Exhibit B attached hereto and made a part hereof (the “*Territory*”), which Territory is not more than 60 acres and is wholly surrounded by the corporate limits of the City of Crystal Lake (the “*City*”); and

WHEREAS, the Territory is currently located within the Crystal Lake Rural Fire Protection District, and the City provides fire and library services within its corporate limits; and

WHEREAS, the Territory is also located within Nunda Township, and the County of McHenry; and

WHEREAS, the Mayor and City Council of the City have determined that the Territory qualifies for annexation pursuant to 65 ILCS 5/7-1-13, and have therefore caused a notice that the City is contemplating annexation of the Territory pursuant to 65ILCS 5/7-1-13 (the “*Notice*,” a copy of which is attached hereto as Exhibit C) to be delivered via certified mail to the owners of record or properties located within the Territory at least 15 days prior to the passage of this Ordinance; and

WHEREAS, the Mayor and City Council of the City have also caused such Notice to be published in the *Northwest Herald*, a newspaper of general circulation within the Territory, not less than ten (10) days prior to the passage of this Ordinance; and

WHEREAS, in accordance with Division 7-1 of the Illinois Municipal Code, 65 ILCS 5/7-1-1 *et seq.*, the Mayor and City Council of the City of Crystal Lake have also caused the Notice to be

sent by certified mail, not less than ten (10) days prior to the passage of this Ordinance, to: the Nunda Township Supervisor; Nunda Township Road Commissioner; the Trustees of Nunda Township; the Trustees of the Crystal Lake Rural Fire Protection District, the County Board of the County of McHenry [in care of the County Board Chair, and County Clerk]; and

WHEREAS, an Affidavit that service via certified mail of said Notice as hereinabove described is attached hereto as Exhibit D and made a part hereof; and

WHEREAS, the Mayor and City Council of the City have determined that it is in the best interests of the City and its residents that said Territory be annexed thereto.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF MCHENRY, STATE OF ILLINOIS, AS FOLLOWS:

SECTION I: That the Territory legally described in Exhibit A to this Ordinance be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION II: That the City Clerk of the City is hereby authorized and directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, a certified copy of this Ordinance (including all exhibits attached hereto).

SECTION III: That this Ordinance shall be in full force and effect from the after its passage and approval, and when a certified copy thereof, together with Exhibits A-D are recorded in the Office of the Recorder of Deeds of McHenry County, Illinois, and filed in the Office of the County Clerk of McHenry County, Illinois; and thereupon said Territory shall be subject to the jurisdiction of the City of Crystal Lake.

AYES:

NAYS:

ABSENT:

PASSED this 19th day of July 2016.

APPROVED by me this 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



DRAFT

Ord. No.

File No.



The City of Crystal Lake Illinois

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO
THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS**

WHEREAS, there exists certain unincorporated territory that is legally described in Exhibit A and depicted in Exhibit B attached hereto and made a part hereof (the “*Territory*”), which Territory is not more than 60 acres and is wholly surrounded by the corporate limits of the City of Crystal Lake (the “*City*”); and

WHEREAS, the Territory is currently located within the Crystal Lake Rural Fire Protection District, and the City provides fire and library services within its corporate limits; and

WHEREAS, the Territory is also located within Nunda Township, and the County of McHenry; and

WHEREAS, the Mayor and City Council of the City have determined that the Territory qualifies for annexation pursuant to 65 ILCS 5/7-1-13, and have therefore caused a notice that the City is contemplating annexation of the Territory pursuant to 65ILCS 5/7-1-13 (the “*Notice*,” a copy of which is attached hereto as Exhibit C) to be delivered via certified mail to the owners of record or properties located within the Territory at least 15 days prior to the passage of this Ordinance; and

WHEREAS, the Mayor and City Council of the City have also caused such Notice to be published in the *Northwest Herald*, a newspaper of general circulation within the Territory, not less than ten (10) days prior to the passage of this Ordinance; and

WHEREAS, in accordance with Division 7-1 of the Illinois Municipal Code, 65 ILCS 5/7-1-

1 *et seq.*, the Mayor and City Council of the City of Crystal Lake have also caused the Notice to be sent by certified mail, not less than ten (10) days prior to the passage of this Ordinance, to: the Nunda Township Supervisor; Nunda Township Road Commissioner; the Trustees of Nunda Township; the Trustees of the Crystal Lake Rural Fire Protection District, the County Board of the County of McHenry [in care of the County Board Chair, and County Clerk]; and

WHEREAS, an Affidavit that service via certified mail of said Notice as hereinabove described is attached hereto as Exhibit D and made a part hereof; and

WHEREAS, the Mayor and City Council of the City have determined that it is in the best interests of the City and its residents that said Territory be annexed thereto.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF MCHENRY, STATE OF ILLINOIS, AS FOLLOWS:

SECTION I: That the Territory legally described in Exhibit A to this Ordinance be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION II: That the City Clerk of the City is hereby authorized and directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, a certified copy of this Ordinance (including all exhibits attached hereto).

SECTION III: That this Ordinance shall be in full force and effect from the after its passage and approval, and when a certified copy thereof, together with Exhibits A-D are recorded in the Office of the Recorder of Deeds of McHenry County, Illinois, and filed in the Office of the County Clerk of McHenry County, Illinois; and thereupon said Territory shall be subject to the jurisdiction of the City of Crystal Lake.

AYES:

NAYS:

ABSENT:

PASSED this 19th day of July, 2016.

APPROVED by me this 19th day of July, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



Agenda Item No: 19

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 19, 2016
<u>Item:</u>	Jemco Pre-Annexation Agreement, 800, 801 and 824 Reiland Drive
<u>Recommendation:</u>	Motion to (i) continue the annexation meeting date for the Jemco property to the August 2, 2016, 2016 City Council meeting. (ii) publish notice for annexation agreement hearing in anticipation of an ordinance authorizing a pre-annexation agreement for the Jemco property at 800, 801 and 824 Reiland Drive.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

In 2014, the property owner met with staff in response to an annexation letter. At that time, the owner was trying to sell the property and also had a waste hauler type tenant that could not be within City limits, per the City's licensing agreement with MDC. The property owner was agreeable to a pre-annexation agreement that would prohibit cell towers and billboards from being constructed on the property.

At this time, a new tenant occupies the property, the property is still for sale and the draft pre-annexation agreement is offered that contains stipulations that no cell tower or billboards can be erected on the site and that the property must be annexed to the City within one year, unless sold to another party first. At that point, the purchaser would annex to the City as part of that agreement. This property is comprised of 6 parcels that totals 4.22 acres located at the terminus of Reiland Drive, west of Route 31 and north of Route 176.

Under the Illinois Compiled Statutes, a public notice and hearing is required prior to consideration of the proposed pre-annexation agreement. The motion above sets that hearing date for the August 2, 2016 City Council meeting.

Votes Required to Pass: A simple majority (4 votes) is needed to (a) direct the publication of notice for the annexation agreement hearing, and (b) continue consideration of the Section 7-1-13 annexation.

PRE-ANNEXATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of July, 2016, by and between the CITY OF CRYSTAL LAKE, a Municipal Corporation in the State of Illinois (hereinafter referred to as "City"), by and through its Mayor and Members of the City Council (hereinafter referred to, collectively, as "Corporate Authorities"), and Jemco Properties, LLC (hereinafter referred to as "Owner").

RECITALS

WHEREAS, the Owner is the legal owner of record of real property which is the subject of this Pre-Annexation Agreement described in Exhibit "A", attached hereto and incorporated herein by reference; and

WHEREAS, the real estate described in Exhibit "A" is hereinafter referred to as the "Subject Property"; and

WHEREAS, the Owner has filed with the City a petition for approval of a Pre-Annexation Agreement of the Subject Property to the City contingent upon the terms and provisions of this agreement, which petition has been filed in accordance with the applicable provisions of the Illinois Municipal Code and the ordinances of the City; and

WHEREAS, the Subject Property consists of approximately 4 acres and is wholly bounded by the City; and

WHEREAS, the Subject Property has no electors residing thereon; and

WHEREAS, the Subject Property is presently zoned B-1 Business District, pursuant to the McHenry County Zoning Ordinance; and

WHEREAS, this Agreement is made pursuant to and in accordance with the applicable provisions of the Illinois Municipal Code; and

WHEREAS, prior to the date of this Agreement, all public hearings were held upon proper notice and publication as are required for the City to effect the terms of this Agreement.

NOW, THEREFORE, for an in consideration of the respective agreements set forth herein, the City and the Owner hereby agree as follows:

1. Development. The Owner agrees that during the term of this Agreement cell towers and billboards are prohibited and shall not be erected, or maintained upon on the Subject Property.

2. Permitted Uses. During the term of this Agreement, the only uses that will be permitted on the Subject property will be those uses which are classified as permitted uses under the B-1 Business District of the County of McHenry

3. Voluntary Annexation by Owner. The owner agrees that within one (1) year of the execution of this Agreement it shall file with the City a petition for the voluntary annexation of the Subject Property and shall pursue such application in good faith and shall not withdraw such application. If, prior to the expiration of the aforesaid one (1) year period, the Owner enters into an agreement for the sale of the Subject Property, the Owner shall: 1) prior to closing on such sale execute a petition for voluntary annexation of the Subject Property to the City; and 2) include in any such agreement for such sale a requirement that the contract purchaser of the Subject Property shall execute the voluntary petition for annexation and agrees to pursue such voluntary petition in good faith.

4. Agreement Not to Involuntarily Annex- The City agrees that provided that the Owner complies with the requirements of this Agreement, it shall not, during the term of this Agreement, initiate an involuntary annexation of the Subject Property pursuant to 65 ILCS 5/7-1-13 as now in force or as is hereinafter amended.

5. Binding Effect and Term. This Agreement shall be binding upon and inure to the benefit of the parties hereto, successor owners of record and their heirs, assigns and lessees, and upon successor municipal authorities of the City and successor municipalities for a period of ten (10) years from the date of execution hereof, and any extended time agree to by amendment to this Agreement.

6. That in the event that the Owner elects to seek the voluntary annexation of the Subject Property the City may require the Owner to enter into an amended pre-annexation agreement subject to such terms as the City may approve.

7. Enforceability. It is agreed that the parties to this Agreement may enforce and compel performance, whether by law or in equity, by suit, mandamus, injunction, declaratory judgment, or other court procedure, only in courts of the State of Illinois, except that no such action may be brought in any Federal Court. In the event that either party to the agreement files suit to compel performance by the other, the prevailing party shall be entitled to recover, as part of the costs otherwise allowed, its reasonable attorney's fees incurred therein.

8. Waiver. The failure of the City to insist, in any one or more instances upon performance of any terms or conditions of this Agreement, shall not be construed as a waiver of future strict performance of any such term, covenant or condition and the obligations of the Owner shall continue in full force and effect.

9. Severability. If any provision of this Agreement, other than the provisions relating to the requested zoning changes described herein and the ordinance adopted in connection therewith, is held invalid by any court of competent jurisdiction, such provision shall be deemed to be excised herefrom and the invalidity thereof shall not affect any of the other provisions contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated above.

CITY OF CRYSTAL LAKE,
a Municipal Corporation

Jemco Properties, LLC

BY: _____

MAYOR

BY:  _____

An Officer

ATTEST:

CITY CLERK



Agenda Item No: 20

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 19, 2016
<u>Item:</u>	New Insurance Services Office (ISO) Public Protection Classification
<u>Recommendation:</u>	Discussion Only
<u>Staff Contact:</u>	Paul DeRaedt, Fire Rescue Chief

Background:

Periodically, the Insurance Services Office (ISO) conducts surveys of municipalities in order to update classifications for insurance rating purposes. ISO is a leading supplier of data and analytics for the property/casualty insurance industry.

ISO recently completed a Public Protection Classification (PPC) survey in order to conduct an analysis of the structural fire suppression delivery system provided in the City, Crystal Lake Rural Fire Protection District, and Village of Lakewood for which Crystal Lake Fire Rescue provides fire rescue services. Many insurers use the PPC classification for underwriting and calculating premiums for residential, commercial, and industrial properties. In general, the price for fire insurance in a community with a good PPC classification is substantially lower than in a community with a poor PPC. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

Based upon the most recent survey, the City has improved its ISO PPC rating from 3 to 2. ISO has evaluated and classified over 48,000 fire protection areas across the United States. The City's new Class 2 rating places the City within the top 2.17% of fire suppression services as indicated on page 6 of the attached PPC Summary Report.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association (NFPA) and the American Water Works Association (AWWA). A Community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems (10% of the total classification).

- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction (50% of the total classification).
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of water available compared to the amount needed to suppress fires up to 3,500 gallons per minute (40% of the total classification).

The following is a breakdown of the total points Crystal Lake earned for each feature of the available credit:

Feature	Earned Credit	Credit Available
Emergency Communications	8.80	10.00
Fire Department	37.21	50.00
Water Supply	32.58	40.00
Community Risk Reduction	3.64	5.50

Votes Required to Pass: Discussion Only



Agenda Item No: 21

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 19, 2016
<u>Item:</u>	Illinois Water/Wastewater Agency Response Network (ILWARN) Agreement
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute an agreement with the Illinois Water/Wastewater Agency Response Network for mutual aid assistance.
<u>Staff Contact:</u>	Victor Ramirez, P.E., Director of Public Works

Background:

Following the impacts of Hurricane Katrina, the Illinois Water/Wastewater Agency Response Network (ILWARN) was formed as a mutual aid program intended specifically for the water and wastewater field. Water production and wastewater treatment industries require specialized equipment, knowledge, and licenses/permits to operate effectively. During emergency situations having access to knowledgeable operators and tools is vital to a rapid recovery. Since water and wastewater service is vital to everyday life, ILWARN was created to ensure that necessary resources were available in collaboration by the following agencies:

- U.S. Environmental Protection Agency;
- Illinois Environmental Protection Agency;
- Illinois Rural Water Association;
- Illinois Water Environment Association;
- Illinois Department of Public Health; and
- Illinois Section American Water Works Association.

More specifically, ILWARN benefits include:

- no cost to become a member;
- increased planning and coordination;
- enhanced access to specialized resources;
- a single agreement provides access to all member utilities statewide;

- provides access to resources during an emergency without precontractual limitations or retainer fees;
- expedites arrival of aid;
- signatories have a pre-established relationship under which they are able to share resources during an emergency at the discretion of each participating agency;
- consistency with the National Incident Management System (NIMS);
- provides a list of emergency contacts and phone numbers;
- reduces administrative conflicts;
- agreement contains indemnification and workers' compensation provisions to protect participating utilities, and provides for reimbursement of costs, as needed; and
- increases hope that recovery will occur quickly.

Recommendation:

The Public Works Department recommends the City Council authorize the City Manager to execute an agreement with ILWARN for mutual aid assistance. This agreement has been reviewed by the City's special counsel.

Votes Required to Pass:

Simple Majority

DRAFT

16R-_____



The City of Crystal Lake

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 Illinois Water/Wastewater Agency Response Network (ILWARN) for mutual aid assistance.

DATED this 19th day of July 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date: July 19, 2016

Item: Access Agreement with Marlin Environmental for Access to the Sand Road Right-Of-Way for Monitoring Well Installation.

Staff Recommendation: Motion to adopt a resolution authorizing the execution of an access agreement for the installation and operation of monitoring wells in the Sands Road right-of-way near 4410 Northwest Highway.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

On May 19, 2016, Marlin Environmental approached the City about the need to install monitoring wells near the former Gas Depot Services Station at 4410 Northwest Highway, which is the northwest corner of Northwest Highway and Sands Road. Marlin Environmental is exploring a possible leak from the underground storage tanks (UST) at this location. In order to monitor the leak properly, Marlin Environmental is requesting to install two monitoring wells on the east side of the Sand Road right-of-way, which would be across the street from the Gas Depot site.

Marlin Environmental will use the wells to collect samples of surface soils and groundwater on a periodic basis. Once Marlin Environmental has completed all testing necessary under Illinois Environmental Protection Agency regulations, they will remove the wells and restore the area to its original condition.

The City has entered into similar agreements in the past for other gas stations that had evidence of UST leaks. The agreement was reviewed the City's special counsel and has been deemed acceptable.

Votes Required to Pass:

Simple majority of City Council present.



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 be authorized to execute the access agreement for the installation and operation of monitoring wells in the Sands Road right-of-way near 4410 Northwest Highway with Marlin Environmental

DATED this 19th day of July, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: July 19, 2016

APPROVED: July 19, 2016



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

July 19, 2016

Item:

Temporary Detention Facility and Police Vehicle Video Systems.

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with CDS Office Technologies for the purchase of twenty-one (21) Panasonic Arbitrator Police Vehicle Video systems and a Temporary Detention Facility Video Surveillance system.

Staff Contact:

James Black, Chief of Police
Greg Fettes, Director of Information Technology

Background:

The Police Department's Patrol fleet is currently equipped with Watchguard Police Vehicle Video systems that capture video and audio media when patrol officers are conducting traffic stops, responding to emergency calls for service, effecting the arrests of traffic violators (DUI, for example), and other investigatory purposes. The captured media is often retained and/or viewed for court purposes (evidence), review of an officer's performance, training, and to investigate citizen complaints which may be levied against members of the Department. State Statutes require the retention of recorded media for at least 90 days, and significantly longer if the media captured any portion of an arrest or in cases of possible civil litigation arising from the performance of law enforcement duties. The captured media has proven vital in numerous events, including the prosecution of alleged offenders of the law.

On the current Watchguard system, video is recorded to a DVD, which is then placed into evidence storage for at least the minimum amount of time required for retention. The media stored on the DVD is often provided to the courts, when requested, as part of criminal proceedings. The Watchguard systems currently installed in Department vehicles are 7 years or older and their warranties have expired. The Police Department has experienced a decline in the performance of the Watchguard systems, failing at a steadily higher rate over the course of the past two (2) years, sometimes resulting in the loss of media that should have been recorded, largely in part due to system failures resulting in corrupted files or failures to record properly. Repair costs of the Watchguard systems have nearly tripled since FY2014.

The Police Department has researched available replacement video systems for our fleet and has determined the best available product, based both upon performance and pricing, is the Panasonic Arbitrator. The Panasonic Arbitrator Video System would provide the Police

Department with reliable and contemporary technology, operating over a wireless network for data/media transfer to a secure server-based storage system. The Arbitrator equipment is warrantied for five (5) years and many Departments are utilizing Arbitrator equipment that exceeds ten (10) years in age. Panasonic continues to support these older Arbitrator systems and ensures that any software updates and enhancements continue to support their older hardware platforms.

The Panasonic Arbitrator system is the leading in-vehicle video surveillance system in use today. It is in use by literally thousands of Police Departments throughout the United States and has a proven record in its long history. The Police Department field tested an Arbitrator system for several months, having it installed in a vehicle from our fleet and using a temporary wireless system connected to a temporary server for storage. The Department was highly satisfied with the performance of the Arbitrator system, from the clarity of the media captured to its media retention capabilities. The Arbitrator system would greatly enhance the Police Department's ability to capture and retain media needed for a variety of professional purposes with a high degree of dependability. The total cost of the equipment needed to outfit the Patrol fleet with the Arbitrator systems would be \$157,333.97.

While working with other City Departments to research and plan the implementation of new video surveillance technology throughout the entire Municipal Complex and other City facilities, Information Technology and the Police Department staff discussed the video surveillance needs of a few specific high importance locations within the Police Department: The Temporary Detention Facility (TDF), Sally Port and the Department's four (4) interview rooms.

The Police Department and Information Technology would support the implementation of the City-wide system throughout the majority of the Police Department portion of the Municipal Complex; however, both Departments believe that it would be beneficial to have the TDF, Sally Port and the four (4) noted interview rooms included as a component of the proposed Panasonic Arbitrator system.

Having one centralized system where the media captured on the Police Vehicle Arbitrator system and the media captured on the TDF, Sally Port and interview rooms system would ensure proper retention periods are observed for court-related purposes and appropriate record retention requirements. Specifically addressing court-related purposes: The Police Department is required to retain any media associated with an arrest until the criminal case has been adjudicated (longer if there are any pending civil actions). A centralized system where all media captured from the moment of contact with a defendant on a traffic stop (or police vehicle transport for non-traffic related arrests) through the offender's processing and release from the TDF would be uploaded and catalogued on the same system. This process would enhance the efficiency of the current process and lessen staff's time to properly identify, catalog and retrieve and retain media from two separate systems. It would also lessen the likelihood of needed recorded media from mistakenly being overlooked. The total cost to complete the TDF/interview room's project would be \$46,614.00.

Storage requirements for the Police Department Vehicle and TDF, Sally Port and Interview Room systems would be provided through a server which will be outfitted with approximately sixty (60) Terabytes (TB) of storage. This server is proposed to be acquired through State of Illinois Joint Purchasing contracts with Dell. This server will not only provide for reliable and effective long term storage and management of the video and audio captured through these systems, but would be sized appropriately for the addition of a Body Worn Camera system for

the Department should one be acquired in the future. The cost for this server, through the State of Illinois Joint Purchasing Program, is \$17,548.37.

The majority of the equipment needed to outfit the squads, TDF, Sally Port and interview rooms is available through the State of Illinois Joint Purchasing Program and the U.S. General Services Administration. The equipment not available through the aforementioned programs is proprietary to the requested systems and necessary to complete the installations. This equipment includes the actual cameras and domes that would be installed in the interior of the building, miscellaneous power supplies, software and hardware installation costs, maintenance agreements wireless access points and certified storage cards for the Police Vehicle systems. The total cost of the equipment not available through the programs is less than \$20,000.00 and, per City Code §102-3(C)(1) and §102-3(D), respectively, the City Manager would be authorized to approve the purchase under a sole source procurement.

Costs Outlined

System	Under Contract	Sole Source	Total Cost
Arbitrator- Squads	\$148,313.97	\$9,020.00	157,333.97
TDF/Interview Rooms	\$38,514.00	\$8,100.00	\$46,614.00
Storage Server	\$17,548.37		\$17,548.37
Totals	\$204,376.34	\$17,120.00	\$221,496.34

Future Considerations:

The Police Department has also researched the costs and practical application of implementing a body-worn camera (BWC) program. If such a program is eventually implemented in a future fiscal year, a BWC system would integrate seamlessly into the Arbitrator system being proposed in this supplement, thereby lessening potential future costs due to the lack of the need to implement an entirely new operating system. The storage requirements for the currently proposed system have taken into account the possible future acquisition of a BWC system so that additional storage would not have to be purchased at that time. The Panasonic Arbitrator system has a very well developed BWC system that seamlessly integrates with the proposed Police Vehicle and TDF, Sally Port and Interview Rooms system being proposed.

Recommendation:

It is the recommendation of the Police Department and the Department of Information Technology to purchase twenty-one (21) Panasonic Arbitrator Police Vehicle units, a compatible Temporary Detention Facility/Sally Port/Interview Room Video Surveillance System in the amount of \$203,947.97 from CDS Office Technologies and requisite server storage from Dell in the amount of \$17,548.37 through the State of Illinois Joint Purchasing Program, the U.S. General Services Administration, and sole source procurement. This program will be funded from the Police Department’s restricted use escrow accounts and not from tax dollars, and has been budgeted for this purchase in the FY 2016/2017 budget.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is authorized to participate in the State of Illinois Joint Purchasing Program and General Services Administration Purchasing System and that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and CDS Office Technologies for the purchase of twenty-one (21) Police Arbitrator Squad Video Systems and a Temporary Detention Facility Surveillance/Interview Room System in the amount of \$203,947.97, and a Purchase Agreement with Dell for the purchase of a network server in the amount of \$17,548.37. The funds to purchase these systems will be from the Fiscal Year 2016/2017 Budget.

DATED this 19th day of July, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: July 19, 2016
APPROVED: July 19, 2016



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: July 19, 2016

Item: Lease Agreement with Lou Street Lockup

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a two year lease agreement with Lou Street Lockup for the use of the property at 6210 Lou Street, at a rate of \$2,000 per month

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City's Police Department utilizes off-site storage for vehicles and equipment that have been impounded and are required to be stored. Since 2007, the City has utilized Lou Street Lockup, located at 6210 Lou Street, for this purpose. Since the rent has not increased since 2007, and the facility currently meets the City's needs, it is recommended that the lease with Lou Street Lockup continue until July 17, 2018.

Votes Required to Pass:

Simple majority



DRAFT

RES. # _____

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 a two (2) year lease agreement with Lou Street Lockup for the use of the property at 6210 Lou Street, Suite 1 at a rate of \$2,000 per month.

DATED this 19th day of July, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: July 19, 2016

APPROVED: July 19, 2016



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date:

July 19, 2016

Item:

Illinois Environmental Protection Agency Annual National Pollution Discharge Elimination System (NPDES) Permit Fees

Staff Recommendation:

Motion to adopt a resolution authorizing payment in the amount of \$48,500.00, for annual NPDES permit fees under protest, and the addition of an equal amount to the Accounts Payable list.

Staff Contact:

Victor C. Ramirez, P.E., Director of Public Works

Background:

As part of the State of Illinois' adoption of its annual budget in 2003 and its efforts to overcome a budget deficit, unprecedented annual fees were established for holders of National Pollution Discharge Elimination System (NPDES) Permits. These permits, which regulate the operation and discharges of the City's wastewater and storm water systems, are required under the Clean Water Act and are issued by the IEPA. Operation of wastewater and storm water facilities in violation of the permit requirements, or without a permit, constitutes violations of the Clean Water Act and the State of Illinois compiled statutes relative to Water Pollution Control. Violators are subject to civil and criminal prosecution. The fees are "justified" by the Governor and Legislature as being needed to fund the IEPA and its oversight of NPDES holders' operations, which have, prior to 2003, been funded without permit fees other than new water and sewer extension permit application fees.

The annual permit fees for the wastewater plants are based on design average flows (DAF), with facilities with a DAF of more than one Million Gallons per Day (MGD) and less than five MGD receiving an annual fee of \$15,000.00. This would be the fee for WWTP #3 since the DAF is 1.7 MGD. Facilities with a DAF greater than five MGD and less than ten MGD are to be charged \$30,000.00. The DAF of WWTP #2 is 5.8 MGD. The IEPA has invoiced the City of Crystal Lake in the amount of \$30,000.00 for WWTP #2 and \$15,000.00 for WWTP #3, with a payment due date of August 8, 2016. In addition to these fees, a fee of \$2,500.00 per year is assessed for our Sludge Generator Land Application permit.

Storm water annual permit fees have been assessed to the City for its municipally-owned and operated separate storm sewer system (MS4) in the amount of \$1,000.00 and these annual permit fees are due by August 8, 2016.

These NDPES permit fees were unforeseen and not publicized and were, therefore, unbudgeted when first implemented in 2003, but have been budgeted items in subsequent fiscal years. The fees were established within the State of Illinois' FY2004 Budget Implementation Act and became effective July 1, 2003 and, in spite of intense political rhetoric, have not been repealed or modified. The City Council has voted to pay these fees under protest since 2003. A copy of the letter to be submitted with the 2016 payment is attached, in addition to the invoices for the current year.

The City has been assessed a total of \$632,000 in NPDES fees since 2003.

The IEPA website includes the ominous statement that failure to pay the required fees will result in referral to the Attorney General's office for "prosecution as provided for within the act".

Attached for consideration is a resolution authorizing payment of the NPDES Permit Fees in the amount invoiced, totaling \$48,500.00.

Votes Required to Pass:

Simple Majority

DRAFT

16R-_____



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 authorized to authorize payment under protest in the amount of \$48,500.00 for annual NPDES permit fees and add an equal amount to the Accounts Payable list.

DATED this 19th day of July, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: July 19, 2016
Approved: July 19, 2016



Agenda Item No: 26

City Council

Agenda Supplement

Meeting Date: July 19, 2016

Item: Automatic Vehicle Locating (AVL)/Global Positioning Systems (GPS)

Staff recommendation: Motion to award the proposal for AVL/GPS systems to most responsive and responsible bidder, Fleet Analytics, and adopt a resolution authorizing the City Manager to execute a service agreement with Fleet Analytics in the proposal amounts.

Staff Contact: Victor Ramirez, Director of Public Works

Background:

On March, 28, 2016, the City of Crystal Lake opened and publicly read aloud the proposals received for the vehicle mounted GPS/AVL hardware and monitoring system for Public Works vehicles. The information in the chart below includes hardware costs and monthly service charges:

Vendor	Unit Price	Annual Service Rate per Unit	Unit Price + Annual Rate
✓Fleet Analytics Suwanee, GA	\$100.00	\$180.00	\$280.00
MotionLink Atlanta, GA	\$110.00	\$203.40	\$313.40
Marshall and Associates Boise, ID	\$99.00	\$228.00	\$327.00
Networkfleet, Inc San Diego, CA	\$126.00	\$227.40	\$353.40
Mobile Binaries, Inc. Laguna Nigual, CA	\$175.00	\$180.00	\$355.00
Nexteq Naperville, IL	\$27.95	\$335.40	\$363.95
Thingtech Atlanta, GA	\$129.00	\$239.88	\$368.88

USA Fleet Solutions Reno, NV	\$115.00	\$263.00	\$378.00
Sageplan, Inc. Austin, TX	\$196.00	\$316.32	\$512.32

✓Indicates recommended lowest responsive and responsible proposer

Alternate Bid

Vendor	Unit Price	Annual Service Rate per Unit	Unit Price + Annual Rate
+Fleet Analytics-Alternate Suwanee, GA	\$250.00	\$180.00	\$430.00

+The alternate bid included a different type of hardware

Consultant Selection Process

The Public Works Department followed the City’s Purchasing Policy to secure a qualified vendor to address this project. The City received proposals from nine vendors in response to this request.

Staff from the Public Works Department reviewed the proposals based on their qualifications. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm’s reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel
8. Interview

Fleet Analytics provided a base proposal as well as an alternate proposal; the difference in proposals is in the type of hardware. The base proposal’s hardware is Xirgo XT technology while the alternate proposal includes Calamp LMU-2720 hardware. The Calamp hardware provides more report options, such as fuel usage, for heavy duty vehicles. At this time staff recommends accepting the base proposal from Fleet Analytics and not the alternate proposal.

In addition, Fleet Analytics has the ability to provide a “route completion” report. This report will illustrate percentage of the roads that have been serviced. For example, during snow plowing operations, supervisors will be able to view how much of a snow route has been completed. This will also show which roads have been serviced and which roads still require attention. As a result, this reporting will enable supervisors to more efficiently allocate resources.

Part of this request for proposals asked vendors to provide an option for leasing. Fleet Analytics submitted a leasing option but over the length of the contract it was deemed more cost effective to purchase the units. To lease the Xirgo XT hardware, the cost is \$3 per month.

Discussion:

The vehicle tracking system will be a great benefit to the Department, and an important management tool for the public works leadership team.

The benefits that the City will receive from these GPS units are essential to our operations. Snow supervisors will be able to monitor the fleet in real time, giving them insight as to the progress made in clearing City streets. The reporting functions can be used to maintain fleet maintenance schedules and monitor actual use. In addition, monitoring the daily activities of vehicles in general can be a great management tool to track time on a job site, provide quantitative data for performance measures, increase accountability and improve efficiencies.

Recommendation

Staff has reviewed all proposals for completeness and accuracy in accordance with the specifications set forth, verified references, and ran actual demonstration on two City trucks. It is the recommendation of the Public Works Department that the contract for AVL/GPS systems be awarded to Fleet Analytics, in the total base proposed amount. The contract will be a three year base term with two optional, one year terms. The additional one year terms will have the same service rates.

Votes Required to Pass:

Simple majority

DRAFT



The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to executive an agreement between the City of Crystal Lake and Fleet Analytics for Automatic Vehicle Locating (AVL)/Global Position System (GPS) in the proposal amounts submitted.

DATED this 19th day of July, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: July 19, 2016
Approved: July 19, 2016



Agenda Item No: 27

**City Council
Agenda Supplement**

Meeting Date:

July 19, 2016

Item:

Boiler Room Heating Systems Project

Staff Recommendation:

Motion to award the bid for the Boiler Room Heating Systems Project to the lowest responsible and responsive bidder, Jensen's Plumbing and Heating, Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Jensen's Plumbing and Heating, Inc. in the amount bid with a 10% contingency for unforeseen expenses.

Staff Contact:

Victor Ramirez, P.E., Director of Public Works

Background:

On June 7, 2016, the City of Crystal Lake publicly opened and read aloud bids the Municipal Complex Boiler Room Heating Systems Project. In total, three vendors submitted bids for the contract. The following is a breakdown of the bid prices:

Contractor	Total Project Cost
√Jensen's Plumbing and Heating	\$86,805.00
Hayes Mechanical	\$92,525.00
Amber Mechanical	\$140,000.00

√ Indicates recommended lowest responsive and responsible bidder

The Boiler Room Heating Systems Project includes improvements to the existing Municipal Complex system. Specifically, the project includes the installation of two new supply fans with Variable Frequency Drives (VFDs) and one hot water heating coil to provide pre-heated make up air to the boiler room, and a new control system for boiler room pressurization located in the mechanical room. Control system improvements include enhanced communication with current alarms. In addition, a new combustion air intake and electric heater that serves the Mezzanine Mechanical Room is included as part of the project.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is the recommendation of staff to award the bid to the lowest responsible and responsive bidder, Jensen's Heating and Plumbing, Inc., for the Boiler Room Heating Systems Project. The Public Works Department has used this vendor in the past with satisfactory results.

Votes Required to Pass:

Simple Majority

DRAFT

16R-_____



The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to executive an agreement between the City of Crystal Lake and Jensen's Heating and Plumbing, Inc. for the Boiler Room Heating Systems Project in the amount bid with a 10% contingency for unforeseen expenses.

DATED this 19th day of July, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: July 19, 2016

Approved: July 19, 2016