



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
October 4, 2016  
7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes - September 20, 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) Barrington Harris Bank Trust 114690, 4419 Route 14 - Continuation to the October 18, 2016 regular City Council meeting for the Annexation Public Hearings.
  - b) Chicago Title Land Trusts 1004004149 & 1004004152 & Reinhardt/Kirk Annexation Public Hearings - Continuation to the October 18, 2016 regular City Council meeting for the Annexation Public Hearings.
  - c) Knights of Columbus Council #10678, 1023 McHenry Ave. – Temporary Class “16” Liquor License request for an Oktoberfest event to be held on October 8, 2016.
10. St. Thomas the Apostle Alumni Association, 451 W. Terra Cotta Ave. – Temporary Class “16” Liquor License request for a social mixer event to be held on November 5, 2016.
11. McHenry County College, 8900 Route 14 – Request for the issuance of eleven Class “19” Temporary Liquor Licenses for 2017 Slainte student restaurant service.
12. Nick's Pizza & Pub, 856 Pyott Road - City Code Amendment to increase the number of Class “8” Liquor Licenses from the current permitted 6 to 7 licenses.
13. Hammerl, 6207 Commercial Road – Special Use Permit for outside storage of vehicles and parts and a Variation to allow outside storage and parking.
14. Suran Built, 350 W. Terra Cotta Ave. - Annexation Public Hearing and approval of an Annexation Agreement, Adoption of the Annexation Ordinance, Comprehensive Plan Amendment to change the designation to Industry, Rezoning to W-Watershed upon Annexation, and Special Use Permit for outdoor storage of materials and equipment.

15. **Precision Waterjet, Inc., 684 Tek Drive – Manufacturing Job Creation and Investment Grant Program Matching Grant.**
16. **Resolution authorizing the execution of agreements with SNI Solutions Inc. for anti-icing chemicals.**
17. **Proposal award and Resolution authorizing the execution of an agreement with ADS Environmental Services for the Water Distribution System Leak Detection Survey Program.**
18. **Bid award and Resolution authorizing the execution of a contract with Behm Pavement Maintenance, Inc., for the 2016 Crack Sealing Program.**
19. **Council Inquiries and Requests.**
20. **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.**
21. **Reconvene to Regular Session.**
22. **Adjourn.**

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



**Agenda Item No: 9a**

**City Council  
Agenda Supplement**

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**Meeting Date:** October 4, 2016

**Item:** Barrington Harris Bank Trust 114690 Property (4419 Route 14)  
Annexation Public Hearing Continuation

**Recommendation:** Motion to continue the Barrington Harris Bank Trust 114690  
Property (4419 Route 14) Annexation request to the October 18,  
2016 City Council meeting for the Annexation Public Hearing.

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

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**Background:**

**Harris Bank Trust #114690 (D'Andrea Banquets)** is a 2.254-acre parcel located at 4419 Route 14 and is improved with D'Andrea Banquets and part of its associated parking area. In earlier letters requesting annexation, the response has been that there was no interest in annexation. Prior to the August 16, 2016 City Council meeting, the property owner contacted the City to learn about voluntary annexation. City staff met with the property owners on-site and provided them the draft annexation petition and annexation agreement. One of the property owners was leaving the country for vacation and was not returning until September 15<sup>th</sup>, too late to review the documents for the September 20<sup>th</sup> City Council meeting; therefore, he requested that we continue the annexation of the property to the October 4<sup>th</sup> City Council meeting to give him adequate time to review documents and respond to the City.

The property owner has passed on the annexation information to his attorney and is waiting for a response. The property owners respectfully request that this matter be continued to the October 18, 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**

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**Meeting Date:** October 4, 2016

**Item:** Chicago Title Land Trusts 1004004149 & 1004004152 (Whiskey Business and Shopping Center) and Reinhardt/Kirk Annexation Public Hearing Continuation

**Recommendation:** Motion to continue the 1) Chicago Title Land Trusts 1004004149 & 1004004152 and 2) Reinhardt/Kirk request to the October 18, 2016 City Council meeting for the Annexation Public Hearings.

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

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**Background:**

**Chicago Title Land Trusts-** The petitioner is requesting the annexation of three parcels that total approximately 3.04 acres, located at 4616 Route 176, 4709 Route 176 and lot 13 on Reiland Drive. The parcels are improved with Whiskey Business, a commercial retail shopping center, auto repair business and outdoor storage.

**Reinhardt/Kirk-** The property is contiguous with the above property and consists of one parcel that totals approximately 0.28 acres, located at 851 Reiland Drive. The property would be involuntarily annexed after the annexation of the Chicago Title Land Trusts.

City staff respectfully requests that this matter be continued to the October 18, 2016, City Council meeting for the Annexation Public Hearing in order to continue to work with the petitioner on the annexation agreement.

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



**Agenda Item No: 9c**

**City Council  
Agenda Supplement**

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**Meeting Date:**

October 4, 2016

**Item:**

Class 16 Temporary Liquor License Request –  
Knights of Columbus Council #10678

**Staff Recommendation:**

Motion to approve issuance of a Class “16” Temporary  
Liquor License to the Knights of Columbus Council  
#10678

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

The City has received a request from the Knights of Columbus Council #10678 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Oktoberfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on October 8, 2016 from 5:30 p.m. to 10:30 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:**

October 4, 2016

**Item:**

Class 16 Temporary Liquor License Request –  
St. Thomas the Apostle Alumni Association

**Staff Recommendation:**

Motion to approve issuance of a Class “16” Temporary  
Liquor License to St. Thomas the Apostle Alumni  
Association

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

The City has received a request from the St. Thomas the Apostle Alumni Association for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Social Mixer event being held at the St. Thomas the Apostle Church, Oak Street Church Community Center, located at 451 W. Terra Cotta Avenue, on November 5, 2016 from 6:00 p.m. to 8:30 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** October 4, 2016

**Item:** Class 19 Temporary Liquor Licenses Request –  
McHenry County College-2017 Restaurant Service

**Staff Recommendation:** Motion to approve issuance of eleven (11) Class 19  
Temporary Liquor Licenses to McHenry County College  
for 2017 Restaurant Service at *Slainte*.

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

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**Background:**

The City has received a request from McHenry County College for the issuance of Temporary Liquor Licenses for the College's 2017 student restaurant service. McHenry County College is requesting eleven (11) Class 19 Temporary Liquor Licenses for a student run restaurant called *Slainte*. The restaurant is part of the culinary program at McHenry County College, 8900 U.S. Highway 14.

The restaurant would like to serve alcohol during its 2017 season, from 6:00 p.m. - 7:30 p.m., on the following dates:

Wednesday, February 15, 2017	Thursday, March 23, 2017
Thursday, February 16, 2017	Wednesday, April 5, 2017
Wednesday, February 22, 2017	Thursday, April 6, 2017
Thursday, February 23, 2017	Wednesday, April 12, 2017
Wednesday, March 1, 2017	Thursday, April 13, 2017
Thursday, March 2, 2017	Wednesday, April 19, 2017
Wednesday, March 8, 2017	Thursday, April 20, 2017
Thursday, March 9, 2017	Wednesday, April 26, 2017
Wednesday, March 15, 2017	Thursday, April 27, 2017
Thursday, March 16, 2017	Wednesday, May 3, 2017
Wednesday, March 22, 2017	Thursday, May 4, 2017

Section 329-5-S of the City Code permits the issuance of a Class "19" Temporary Liquor License for the retail sale of beer, wine and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not

to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

McHenry County College has submitted the required application forms, certificates of insurance and fees for the eleven (11) Class 19 Temporary Liquor Licenses.

**Votes Required to Pass:**

Simple majority





**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:**

October 4, 2016

**Item:**

City Code Amendment to Increase the Number of Class "8" Liquor Licenses – Applicant: Nick's Pizza & Pub

**Staff Recommendation:**

Motion to adopt an ordinance increasing the number of Class "8" Liquor Licenses from the current permitted 6 licenses to 7 licenses.

**Staff Contact:**

Eric Helm, Deputy City Manager

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**Background:**

The City has received a request from Nick's Pizza & Pub, located at 856 Pyott Road, to change their liquor license classification from a Class "7" liquor license, to a Class "8" liquor license. The petitioner wishes to make this change to allow for earlier serving times on Sunday. Their current Class "7" license allows sales on Sunday beginning at noon; the Class "8" license would allow for sales on Sunday to begin at 10:00 a.m.

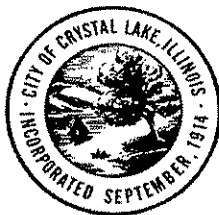
Other than the serving time on Sunday, the Class "7" and Class "8" liquor licenses are similar. The type of alcohol allowed to be served and location of service would not change. Under the Class "8" license, the petitioner would no longer be able to sell packaged alcohol. The petitioner is agreeable to this change.

Section 329-5-H of the City Code permits the issuance of a Class "8" liquor license for the retail sale, on the premises specified, which shall include not only the interior of the building but also an open unroofed area immediately contiguous to the building where alcoholic beverages are served or consumed, of alcoholic liquor, for consumption, on the premises between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and 10:00 a.m. on Sunday and 1:00 a.m. on Monday.

Six establishments currently hold a Class "8" liquor license., Goal Line Sports Bar & Grill, Chen Chinese Cuisine, Chipotle Mexican Grill, Papa Saverio's, Village Squire, and Buffalo Wings & Rings.

If the City Council elects to increase the number of Class "8" liquor license to accommodate a license for Nick's Pizza, the number of Class "7" licenses will automatically be reduced.

**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 8 License shall be increased from 6 to 7.

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 4<sup>th</sup> day of October, 2016.

City of Crystal Lake, an  
Illinois municipal corporation

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

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: October 4, 2016  
Approved: October 4, 2016



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:** October 4, 2016

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
6207 Commercial Road

**Request:** Special Use Permit to allow Outside Storage for vehicles and parts with variations from Article 2-400 and 4-200 to allow outside storage and parking to occur on an unapproved surface.

**Petitioner:** Joe Gottemoller, attorney  
David Hammerl, petitioner  
6207 Commercial Road

**PZC Recommendation:** To approve the PZC recommendation and adopt an ordinance granting the Special Use Permit and Variations for 6207 Commercial Road.

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

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**Background:**

- The building houses an industrial tenant, which purchases ambulances, disassembles them and repurposes the parts or sells the scrap metal. No more than 20 ambulances would be stored on this site.
- Prior to this tenant moving in last year, the building was vacant for almost four years.
- The disassembly takes place inside the building and only some vehicles and the scrap metal dumpster are stored outside. The petitioner would construct a 6-foot board on board fence to extend from the eastern edge of the building to the property line to screen the outside storage from the roadway.

**PZC Highlights:**

- The Planning and Zoning Commission (PZC) reviewed the requested variations and conditions of approval. Although many new businesses have been improving this area, there are still some sub-standard lots. The PZC did not feel that the petitioner needed to

fully pave the lot, but were ok with asphalt millings being added to reduce the dust from the gravel.

- The PZC reviewed the Findings of Fact and found that this petition meets the criteria.

The PZC recommended **approval (6-1)** 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 (Hammerl, received 09/01/16)

B. Plat of Survey (VSEI, dated 08/15/16, received 08/22/06)

2. Ordinance No. 6180 shall remain applicable unless modified by this request.

3. ~~The parking lot must be paved, curbed and striped by May 1, 2017. This area includes any portion required for customer and employee parking. The driveway must be narrowed to the maximum 55 feet as permitted by Ordinance No. 6180.~~ **The parking lot shall be improved with asphalt millings by June 1, 2017. (Modified by PZC)**

4. The outside storage area shall be paved by May 1, 2017 **improved with asphalt millings by June 1, 2017. (Modified by PZC)**

5. ~~A landscape plan shall be provided to staff illustrating year round landscape screening for review by November 1, 2016. Once approved all required landscape must be planted by May 1, 2017.~~ **(Deleted by PZC)**

6. A 6-foot solid wood fence shall be installed to screen the outside storage in all locations not screened by landscape materials.

7. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City's Stormwater Consultant.

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



**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND A VARIATION  
AT 6207 COMMERCIAL ROAD**

WHEREAS, pursuant to the terms of a Petition (File #2016-41) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow Outside Storage for vehicles and parts with a Variation from Article 2-400 and 4-200 to allow outside storage and parking to occur on an unapproved surface for the property located at 6207 Commercial Road; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 4, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on September 21, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on September 21, 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 and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-41, dated as of September 22, 2016; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit and a Variation 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 be issued to allow Outside Storage for vehicles and parts with a Variation from Article 2-400 and 4-200 to allow outside storage and parking to occur on an unapproved surface for the property commonly known as 6207 Commercial Road (19-08-277-002, 19-08-277-003, and 19-08-277-004), Crystal Lake, Illinois.

Section II: Said Special Use and Variations are issued with the following conditions:

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

- A. Application (Hammerl, received 09/01/16)
- B. Plat of Survey (VSEI, dated 08/15/16, received 08/22/06)

2. Ordinance No. 6180 shall remain applicable unless modified by this request.

3. The parking lot shall be improved with asphalt millings by June 1, 2017.

4. The outside storage area shall be improved with asphalt millings by June 1, 2017.

5. A 6-foot solid wood fence shall be installed to screen the outside storage in all locations not screened by landscape materials.

6. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City's Stormwater Consultant.

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

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

DATED at Crystal Lake, Illinois, this 4th day of October, 2016.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: October 4, 2016

Approved: October 4, 2016



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** October 4, 2016

**ANNEXATION PUBLIC HEARING**

**Item:** Suran Annexation

**Requests:**

- 1) Comprehensive Plan Amendment to change the land use designation from Office to Industry,
- 2) Rezoning upon annexation to W – Watershed, and
- 3) Special Use Permit for outdoor storage of materials and equipment.

**Petitioner:** Kamil Suran, Suran Built  
350 W. Terra Cotta Ave

**Recommendation:** Motion to:

- 1) Adopt an ordinance authorizing execution of the annexation agreement.
- 2) Adopt the annexation ordinance and approve the Planning and Zoning Commission recommendations and adopt an ordinance for a Comprehensive Plan Amendment to Industry, rezoning upon annexation to the W – Watershed District with M – Manufacturing and B-2 – General Commercial uses and granting a special use permit for outdoor storage of materials and equipment for the property located at 350 W. Terra Cotta Avenue.

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

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**Background:**

**Existing Use:** The property consists of three parcels; two parcels along Route 176 improved with a manufacturing building and the rear parcel that is vacant. Under McHenry County's jurisdiction, the property has been used to sell firewood in the recent past.

**History:** The buyer of the property is voluntarily annexing the three parcels. Suran Built is an existing business in Crystal Lake, with a storefront location at 30 N. Williams Street in

Downtown Crystal Lake. This building would be utilized for custom countertop construction for their Crystal Lake business.

**Key Factors:**

- The annexation, rezoning and special use permit are contingent on the sale of the property to Mr. Suran.
- The improvement of the property would take place in stages.
  - Stage 1: Improve the building to be usable, remove the greenhouse, improve the parking lot and clean up the front of the property so the business can move into the building.
  - Stage 2: In the future, remove the trees located behind the building, grade the area, install a board-on-board fence for screening and use the area for outdoor storage of countertop stone.
- There will be no outdoor storage of the materials until the required screening has been installed.
- The petitioner has agreed not to use the narrow lot located behind the residential properties along Oak Street for the business use.

**PZC Highlights:**

- The PZC was excited to hear that a Crystal Lake business was expanding in town.
- A neighboring property owner expressed concern over the current state of the property and wanted to make sure the outdoor storage would be screened.
- The petitioner explained that the business attracts high-end clients from all over the region and will be improving the property. The outdoor storage would be screened.
- The PZC felt the Findings of Fact have been met.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's request with the following conditions of approval:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Petition to Annex (Suran, received 08/25/16)
  - B. Outdoor storage map (Suran, received 09/02/16)
2. Outdoor storage area
  - A. The outdoor storage is limited to countertop materials only.
  - B. The outdoor storage area must be screened with a solid board-on-board wooden fence. In addition, along the residential properties, work with staff to ensure that landscaping is provided to further screen the outdoor storage area to meet the UDO requirements.
  - C. In the designated vehicle parking areas, all vehicles must be parked on an approved surface.
3. The development and any future redevelopment of this property must meet the Watershed Ordinance requirements.

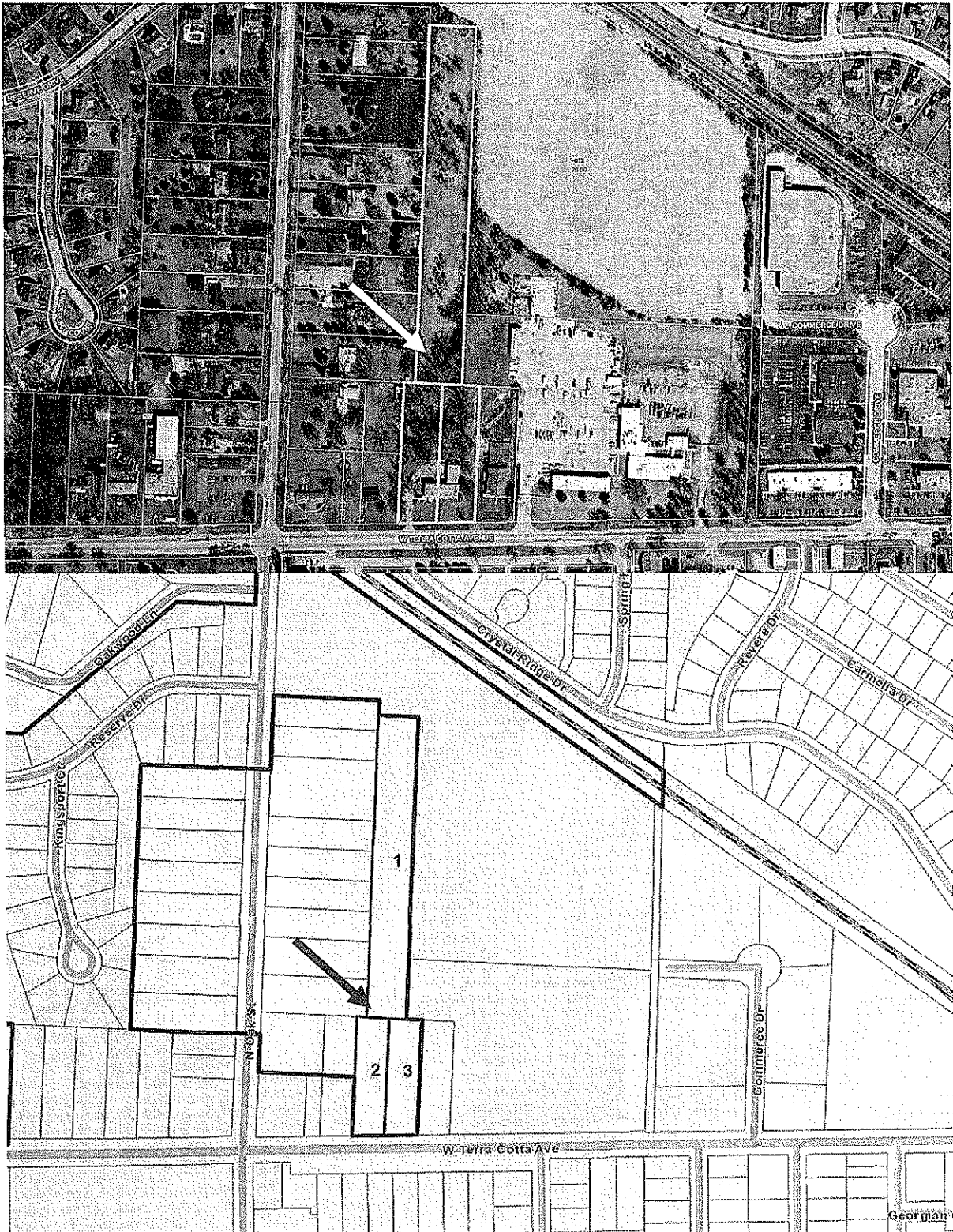


4. The petitioner shall comply with the requirements of the Community Development Department.
5. **The work for Phase 1 and Phase 2 will be on two separate permits so each can be reviewed by staff. (Added by PZC)**
6. **Parcel 1 as labeled in the staff report shall remain in its current land use and unaltered until a time plans are brought forward for full city review and approval. (Add by PZC)**

The draft annexation agreement is attached. This document has been reviewed by an attorney and staff and is an acceptable format.

**Votes Required to Pass:** A super majority vote (5 votes) is required to approve the annexation agreement.

Suran – 350 W. Terra Cotta Ave PIQ





**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE AUTHORIZING THE EXECUTION  
OF AN ANNEXATION AGREEMENT**

WHEREAS, Kamil Suran (hereinafter, “the Owner”) is the record title owner of a certain tract of land located in Nunda Township in unincorporated McHenry County, Illinois, and legally described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the “Subject Property”); and

WHEREAS, there are no electors residing on the subject property; and

WHEREAS, the Subject Property consists of approximately 4.9 acres and is depicted on the plat of annexation attached as Exhibit B attached hereto (the “Plat of Annexation”); and

WHEREAS, the Subject Property is contiguous to the corporate limits of the City and is not within the corporate limits of any municipality; and

WHEREAS, the Owner desires and proposes to have the Subject Property annexed to the City of Crystal Lake pursuant to and in accordance with the provisions of Section 7-1-8 of the Illinois Municipal Code (the “Annexation”); and

WHEREAS, prior to approval of the Annexation, the City and the Owner desire to establish by agreement terms for the Annexation of the Subject Property; and

WHEREAS, pursuant to the provisions of Section 11-15.1-1 *et seq.* of the Illinois Municipal Code, a proposed annexation agreement, in substance and form substantially the same as the agreement attached hereto as Exhibit C, was submitted to the Corporate Authorities of the City of Crystal Lake and, pursuant to notice published in the Northwest Herald on September 19, 2016, as provided by statute, a public hearing was held thereon by the Corporate Authorities commencing on October 4, 2016.

WHEREAS, the Mayor and City Council of the City of Crystal Lake have found and determined that it is in the best interests of the City that an annexation agreement with the Owner be approved and the execution and attestation of such agreement be authorized;

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

SECTION I: The foregoing recitals are incorporated as though fully set forth herein.

SECTION II: That the Mayor be and he is hereby authorized and directed to execute, and the City Clerk is directed to attest, the Annexation Agreement, a copy of which is attached hereto and made a part hereof as Exhibit C.

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

AYES:

NAYS:

ABSENT:

PASSED this 4th day of October, 2016.

APPROVED by me this 4th day of October, 2016.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: October 4, 2016

Approved: October 4, 2016

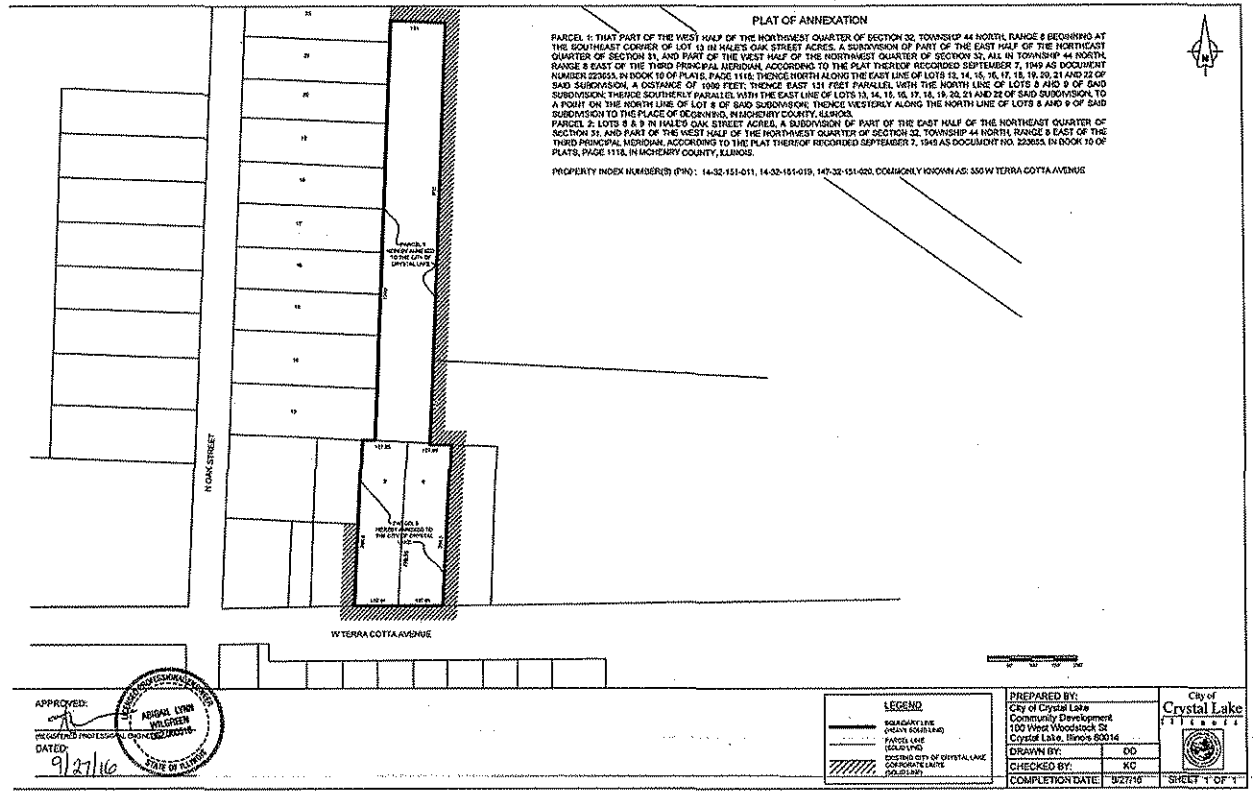
**EXHIBIT A**  
**LEGAL DESCRIPTION OF SUBJECT PROPERTY**

Parcel 1: That part of the West half of the Northwest Quarter of Section 32, Township 44 North, Range 8 beginning at the Southeast corner of Lot 13 in Hale's Oak Street Acres, a Subdivision of part of the East half of the Northeast Quarter of Section 31, and part of the West half of the Northwest Quarter of Section 32, all in Township 44 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded September 7, 1949 as Document Number 223655, in Book 10 of Plats, Page 1118; thence North along the East line of Lots 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 of said Subdivision, a distance of 1000 feet; thence East 131 feet parallel with the North line of Lots 8 and 9 of said Subdivision; thence Southerly parallel with the East line of Lots 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 of said Subdivision, to a point on the North line of Lot 8 of Said Subdivision; thence Westerly along the North line of Lots 8 and 9 of said subdivision to the place of beginning, in McHenry County, Illinois.

Parcel 2: Lots 8 & 9 in Hale's Oak Street Acres, a Subdivision of part of the East Half of the Northeast Quarter of Section 31, and part of the West half of the Northwest Quarter of Section 32, Township 44 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded September 7, 1949 as Document No. 223655, in Book 10 of Plats, Page 1118, in McHenry County, Illinois.

PIN No: 14-32-151-011, 14-32-151-019 and 14-32-151-020  
Common Address: 350 W. Terra Cotta Ave, Crystal Lake, IL 60014

# EXHIBIT B PLAT OF ANNEXATION



**EXHIBIT C**  
**ANNEXATION AGREEMENT**



Ord. No. ....  
File No. ....



**DRAFT**

**The City of Crystal Lake Illinois**

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

WHEREAS, a written Petition, signed by the legal owners of all land within the territory hereinafter described, has been filed with the City Clerk of the City of Crystal Lake, McHenry County, Illinois, requesting that said territory be annexed to the City of Crystal Lake; and

WHEREAS, the said territory is not within the corporate limits of any municipality but is contiguous to the City of Crystal Lake; and

WHEREAS, said territory is not part of any public library district; and

WHEREAS, legal notices regarding the intention of the City to annex said territory have been sent to all public bodies required to receive such notice by State statute; and

WHEREAS, all Petitions, documents and other necessary legal requirements are in full compliance with the requirements of the Statues of the State of Illinois, specifically 65 ILCS 5/7-1-8; and

WHEREAS, annexation of the territory by the City is also authorized under, and is in compliance with the requirements of, Section 7-1-10 of the Illinois Municipal Code, 65ILCS 5/7-1-10; and

WHEREAS, it is in the best interests of the City of Crystal Lake that said territory be annexed thereto.

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

SECTION I: The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION II: That the territory legally described in Exhibit "A" attached hereto and made a part hereof, be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION III: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed territory is situated, a certified copy of this Ordinance together with an accurate map of the territory hereby annexed, said map being attached hereto and made a part hereof and labeled Exhibit "B". Additionally, the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with an accurate map to be filed in the Office of the County Clerk of McHenry County, Illinois.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval.

AYES:

NAYS:

ABSENT:

PASSED this 4th day of October, 2016.

APPROVED by me this 4th day of October, 2016.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: October 4, 2016

Approved: October 4, 2016

**CERTIFICATION**

I, NICK KACHIROUBAS, do hereby certify that I am the duly elected, authorized and acting City Clerk of the City of Crystal Lake, County of McHenry, and State of Illinois, and that as such City Clerk I am the keeper of the records and minutes of the proceedings of the Mayor and Councilmembers to the said City.

I do hereby certify that the following "AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS" is a true and correct copy of Ordinance Number \_\_\_\_\_ duly passed and approved at a regular meeting of said Mayor and Council; held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, at which time \_\_\_ councilmembers were present and \_\_\_ councilmembers were absent.

Motion was made by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ that the following Ordinance be passed and approved. Upon roll-call vote, \_\_\_ councilmembers voted AYE and \_\_\_\_\_ councilmembers voted NAY; whereupon said Ordinance was declared duly passed and was thereupon approved by the Mayor.

(SEAL)

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

Return to:  
City of Crystal Lake  
100 W. Woodstock Street  
Crystal Lake, IL 60014

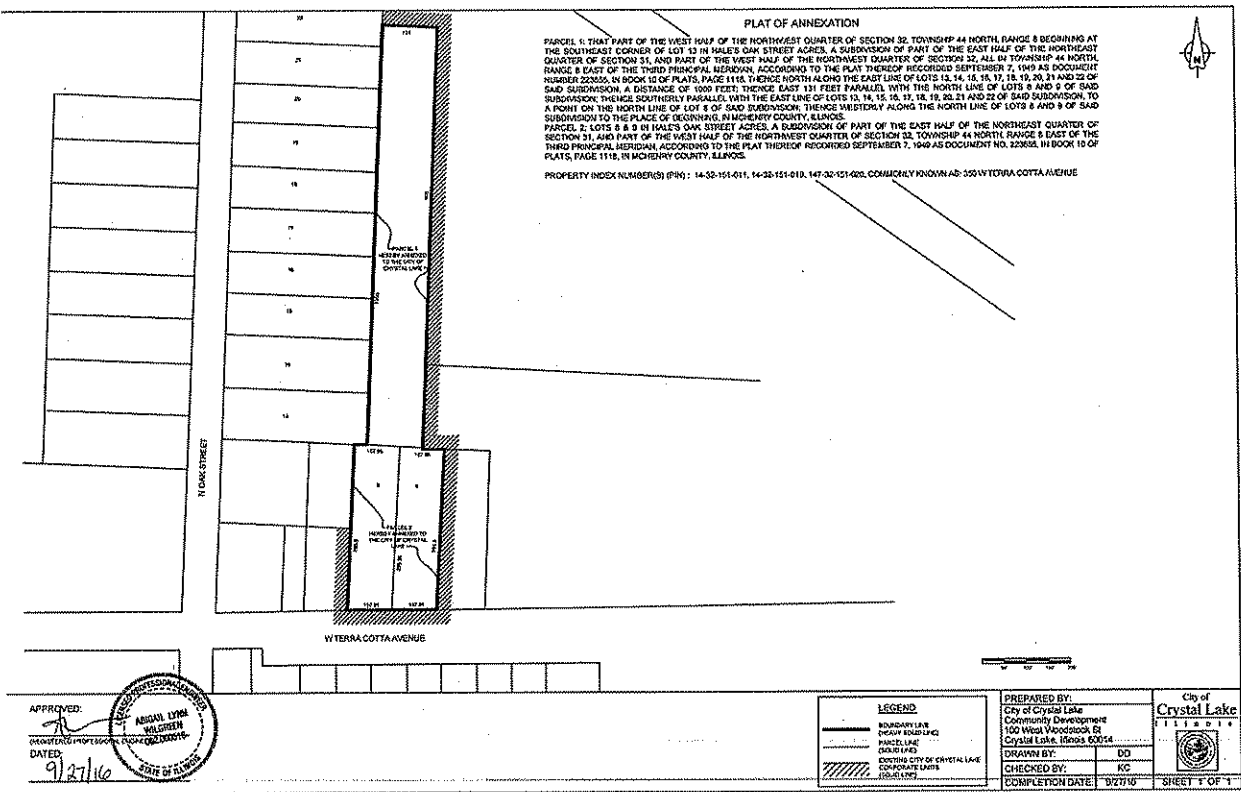
**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

Parcel 1: That part of the West half of the Northwest Quarter of Section 32, Township 44 North, Range 8 beginning at the Southeast corner of Lot 13 in Hale's Oak Street Acres, a Subdivision of part of the East half of the Northeast Quarter of Section 31, and part of the West half of the Northwest Quarter of Section 32, all in Township 44 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded September 7, 1949 as Document Number 223655, in Book 10 of Plats, Page 1118; thence North along the East line of Lots 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 of said Subdivision, a distance of 1000 feet; thence East 131 feet parallel with the North line of Lots 8 and 9 of said Subdivision; thence Southerly parallel with the East line of Lots 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 of said Subdivision, to a point on the North line of Lot 8 of Said Subdivision; thence Westerly along the North line of Lots 8 and 9 of said subdivision to the place of beginning, in McHenry County, Illinois.

Parcel 2: Lots 8 & 9 in Hale's Oak Street Acres, a Subdivision of part of the East Half of the Northeast Quarter of Section 31, and part of the West half of the Northwest Quarter of Section 32, Township 44 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded September 7, 1949 as Document No. 223655, in Book 10 of Plats, Page 1118, in McHenry County, Illinois.

PIN No: 14-32-151-011, 14-32-151-019 and 14-32-151-020  
Common Address: 350 W. Terra Cotta Ave, Crystal Lake, IL 60014

# EXHIBIT "B" PLAT OF ANNEXATION





**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE ZONING CERTAIN PROPERTY**  
**“W” WATERSHED DISTRICT with Manufacturing and General**  
**Commercial Uses,**  
**GRANTING A SPECIAL USE PERMIT,**  
**AND AMENDMENT OF THE COMPREHENSIVE LAND USE PLAN**

WHEREAS, Kamil Suran (hereinafter, the “Owner”) is the owner of property legally described in Exhibit A, attached hereto (hereinafter, the “Subject Property”); and

WHEREAS, pursuant to an application filed by the Owner, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 6, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on September 21, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed zoning of the Subject Property to “W” Watershed District with “M” Manufacturing and “B-2” General Commercial uses, granting of a Special Use Permit to allow outdoor storage of materials and equipment, and Comprehensive Land Use Plan Amendment to change the land use designation from Office to Industry; and

WHEREAS, on September 21, 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 zoning of the Property be changed to “W” Watershed District with manufacturing and general commercial uses, granting of a Special Use Permit to allow outdoor storage of materials and equipment, and Comprehensive Land Use Plan Amendment to change the land use designation from Office to Industry all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-39, dated as of September 22, 2016; and

WHEREAS, the City Council of the City of Crystal Lake, pursuant to notice duly published on September 19, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on October 4, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed annexation of the subject property; and

WHEREAS, said territory is the subject of a certain Annexation Agreement; and

WHEREAS, said territory has been duly annexed by ordinance to the City of Crystal Lake;

and

WHEREAS, it is in the best interests of the City of Crystal Lake that a Special Use Permit;

and

WHEREAS, by the terms of said Annexation Agreement, said territory is to be zoned “W”

Watershed zoning with manufacturing and general commercial uses; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the property legally described herein below be classified and zoned as indicated.

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

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



SECTION II: That the Subject Property is hereby zoned and classified “W” Watershed district with manufacturing and general commercial uses.

SECTION III: That a Special Use Permit is hereby granted for the Subject Property for outdoor storage of material and equipment subject to the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Petition to Annex (Suran, received 08/25/16)
  - B. Outdoor storage map (Suran, received 09/02/16)
2. Outdoor storage area
  - A. The outdoor storage is limited to countertop materials only.
  - B. The outdoor storage area must be screened with a solid board-on-board wooden fence. In addition, along the residential properties, work with staff to ensure that landscaping is provided to further screen the outdoor storage area to meet the UDO requirements.
  - C. In the designated vehicle parking areas, all vehicles must be parked on an approved surface.
3. The development and any future redevelopment of this property must meet the Watershed Ordinance requirements.
4. The petitioner shall comply with the requirements of the Community Development Department.
5. The work for Phase 1 and Phase 2 will be on two separate permits so each can be reviewed by staff.
6. Parcel 1 as labeled in the staff report shall remain in its current land use and unaltered until a time plans are brought forward for full city review and approval.

SECTION IV: That the City Clerk is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the Special Use Permit, Comprehensive Land Use Map amendment, and zoning classification of the above-described property in accordance with the provisions of this Ordinance, as provided by law.

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

AYES:

NAYS:

ABSENT:

PASSED this 4th day of October, 2016.

APPROVED by me this 4th day of October, 2016.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: October 4, 2016

Approved: October 4, 2016

## EXHIBIT A

Parcel 1: That part of the West half of the Northwest Quarter of Section 32, Township 44 North, Range 8 beginning at the Southeast corner of Lot 13 in Hale's Oak Street Acres, a Subdivision of part of the East half of the Northeast Quarter of Section 31, and part of the West half of the Northwest Quarter of Section 32, all in Township 44 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded September 7, 1949 as Document Number 223655, in Book 10 of Plats, Page 1118; thence North along the East line of Lots 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 of said Subdivision, a distance of 1000 feet; thence East 131 feet parallel with the North line of Lots 8 and 9 of said Subdivision; thence Southerly parallel with the East line of Lots 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 of said Subdivision, to a point on the North line of Lot 8 of Said Subdivision; thence Westerly along the North line of Lots 8 and 9 of said subdivision to the place of beginning, in McHenry County, Illinois.

Parcel 2: Lots 8 & 9 in Hale's Oak Street Acres, a Subdivision of part of the East Half of the Northeast Quarter of Section 31, and part of the West half of the Northwest Quarter of Section 32, Township 44 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded September 7, 1949 as Document No. 223655, in Book 10 of Plats, Page 1118, in McHenry County, Illinois.

PIN No: 14-32-151-011, 14-32-151-019 and 14-32-151-020  
Common Address: 350 W. Terra Cotta Ave, Crystal Lake, IL 60014



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:** October 4, 2016

**Item:** Manufacturing Job Creation and Investment Grant Program Matching Grant application request for Precision Waterjet, Inc., 684 Tek Drive, requesting \$10,000 in matching grant funds.

**Recommendations:** City Council's discretion:

1. Motion to award \$10,000 in Manufacturing Job Creation and Investment Grant Funds to Precision Waterjet, Inc., located at 684 Tek Drive, and to adopt a resolution authorizing the City Manager to execute the Grant Agreement with Precision Waterjet, Inc., or
2. Motion to deny the grant application request.

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

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**Background:**

The Retailer and Manufacturer Job Creation and Investment Program was instituted in 2011 as a tool to help attract new businesses to Crystal Lake. This program provides matching grant funding to new and existing retailers and manufacturers who occupy vacant space, hire new full-time or part-time employees, and/or install eligible furniture, fixtures, and equipment (FFE).

**KEY FACTORS**

Precision Waterjet is a family manufacturing business currently located in Cary. They use the latest technology and proprietary techniques to provide their customers with high quality waterjet machining services. They are moving to Crystal Lake to a larger building to add new manufacturing capabilities and expand their business. They will be restoring and retrofitting the building at 684 Tek Drive as part of their relocation. They currently employ 10 full-time employees, and estimate adding 2 or 3 more once they have expanded. In addition, they are purchasing a new 4,000 watt metal cutting laser. Precision Waterjet is eligible for a \$10,000 grant award under the matching grant program guidelines.

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

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

1. The program is open to any new manufacturer or professional service provider that will occupy vacant manufacturing space or a building, or that will construct a new building for its business.  
 *Meets*             *Does not meet*
  
2. Applicant business must develop and manufacture finished hard or soft goods, provide technological products, equipment, or software.  
 *Meets*             *Does not meet*
  
3. Applicant must provide written proof of employment recruitment and of fixture, furniture, and equipment (FFE) costs.  
 *Meets*             *Does not meet*
  
4. Applicant must file an application for grant funding prior to commencing improvements.  
 *Meets*             *Does not meet*
  
5. Grant recipient may re-apply after five years from the date of recipient's previous award.  
 *Meets*             *Does not meet*
  
6. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.  
 *Meets*             *Does not meet*
  
7. Applicant's business must be new to Crystal Lake City limits; in-town relocations are ineligible.  
 *Meets*             *Does not meet*

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

FUNDING STATUS OF 2016-2017 PROGRAM

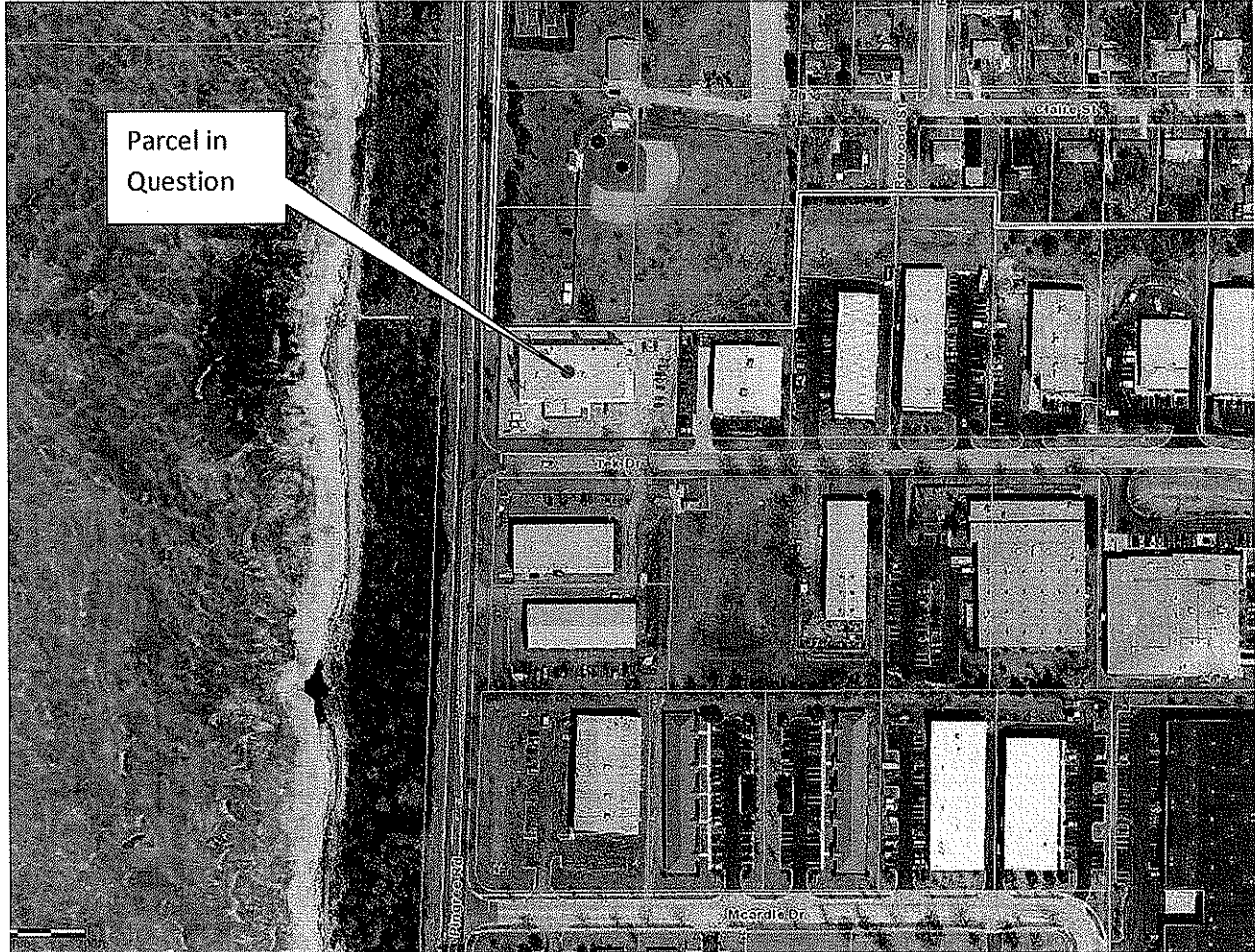
For the 2016-2017 Fiscal Year, there is \$80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the second application received this fiscal year for the program, so there are sufficient funds for the grant.

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Date Approved	Amount Approved
2016-16-01	Aroma Café	77 E. Woodstock St	\$10,000	-	-	\$10,000	5/17/16	\$10,000
2016-42	Precision Waterjet	684 Tek Drive		-	\$10,000	\$10,000	Pending	Pending
	<i>Totals</i>		<i>\$10,000</i>	-	-	<i>\$20,000</i>		<i>\$10,000</i>

**Votes Required to Pass:**

A simple majority of the City Council in attendance.

Manufacturing Job Creation and Investment Grant Request  
Location Map  
Precision Waterjet, Inc., 684 Tek Drive





**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager is hereby authorized and directed to execute an agreement with Precision Waterjet, Inc., for a Manufacturing Job Creation and Investment Matching Grant in an amount not to exceed \$10,000.

**DATED** at Crystal Lake, Illinois, this 4<sup>th</sup> day of October, 2016.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: October 4, 2016

APPROVED: October 4, 2016





## Agenda Item No: 16

### City Council Agenda Supplement

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**Meeting Date:**

October 4, 2016

**Item:**

Liquid Anti-Icing Chemical Purchase

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute agreements with SNI Solutions Inc. for the purchase of anti-icing chemicals in the submitted bid amount.

**Staff Contact:**

Victor Ramirez, Director of Public Works

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**Background:**

The Public Works Department requested liquid anti-icing chemicals as part of the Fiscal Year 2016/2017 Budget. The City uses organic anti-icing chemicals in conjunction with rock salt to de-ice roads during or after major snow/ice events. As weather conditions warrant, the organic chemical is added to the salt to lower the effective temperature and burn any ice bond on the street. The Public Works Department estimates it will utilize up to 30,000 gallons of the organic anti-icing chemical for its snow and ice control operations this winter.

For this anti-icing chemical product, an invitation to bid was sent to prospective bidders. The results are as follows:

Vendor	Unit Price
√ SNI Solutions, Inc.	\$0.90
K-Tech Specialty Coatings	\$1.16

√ Indicates recommended lowest responsive and responsible bidder

Staff also compared these bid results to the Suburban Purchasing Cooperative (SPC) rate for this product. The price through SPC was \$1.48 per gallon. As a result, our bid resulted in a more competitive price than SPC provides. SPC is the only consortium staff is aware of that has a current contract for these chemicals.

**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, SNI Solutions Inc., for the purchase of liquid anti-icing chemicals unit price amount of \$0.90. Funds have been budgeted for this purchase.

**Votes Required to Pass:**

Simple Majority



DRAFT

## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute Purchase Agreements between the CITY OF CRYSTAL LAKE and SNI Solutions Inc., for anti-icing chemicals, in the submitted bid amount.

DATED this 4th day of October, 2016.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: October 4, 2016  
APPROVED: October 4, 2016



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:**

October 4, 2016

**Item:**

Water Distribution System Leak Detection Survey Program

**Staff Recommendation:**

Motion to award the proposal for professional services for the Water Distribution System Leak Detection Survey Program to the most responsible and responsive proposer, ADS Environmental Services and adopt a resolution authorizing the City Manager to execute an agreement with ADS Environmental Services in the proposed amount.

**Staff Contact:**

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

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**Background:**

The Public Works Department solicited proposals for water leak detection services. This program includes water distribution system leak detection and correlation for approximately 230 miles of watermain, which includes approximately 3,310 fire hydrants, 3,000 system main valves, and service lines. This program intends to reduce/eliminate water wasted by identifying and locating active leaks in the City's water distribution system. The area that will be surveyed includes the entire water distribution system of the City. The City requested that interested vendors send proposals with the following elements:

- complete leak detection survey of the entire water distribution system through listening to all accessible fire hydrants, main line valves and needed appurtenances to ensure complete coverage of the system;
- pinpointing/correlation of found leaks; and
- compilation of the leak detection information into a complete and comprehensive report.

Proposals for this project were provided as follows:

<b>Vendor</b>	<b>Project Cost</b>
x Consulting Engineering Inc.	\$20,037.60
√ ADS Environmental Services	\$47,968.80
M.E. Simpson	\$48,576.00
MatchPoint	\$51,126.64

√ - Indicates recommended lowest responsive and responsible bidder  
x -References were unsatisfactory

Each vendor was required to submit five municipal references for similar projects completed. The firm that provided the lowest project cost, Consulting Engineering Inc., provide only four similar municipal reference projects and those references were not satisfactory. One reference was provided for a project completed 26 years ago, in 1990. The reference for this project is currently a part time employee for Consulting Engineering; therefore, the City has concerns regarding the validity of this reference. Another reference could not verify if Consulting Engineering ever completed work for their agency. The two other references were either not responsive or indicated that Consulting Engineering provides non-competitive work for their agency.

Finally, the City has concerns that Consultant Engineering Inc. would not be able to fulfill specifications outlined in the RFP. The RFP requested services for *emergency* leak pinpointing. Consulting Engineering is based in Ohio and City staff has concerns regarding their responsiveness during emergencies. City staff does not have the same concern with ADS Environmental Services since they are based in the Chicagoland area.

While there is a cost difference between vendors, due to the lack of quality references, a company background that does not specializing in water leak detection surveys, and concerns regarding responsiveness during emergency needs, staff recommends working with another vendor.

It should be noted that City staff is not aware of any consortiums that offer this service.

### ***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 four firms in response to the request.

Public Works Department staff reviewed the proposals and ranked the firms based on their qualifications. The qualification 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
9. Cost

**Discussion:**

The Public Works Department identified ADS Environmental Services as being the most responsive and responsible proposer for the following reasons:

- proposal adequately addressed the aspects of this project;
- proposal identified past projects of a similar scope to the Crystal Lake project;
- proposal provided the City with a feasible schedule; and
- references were contacted and they highly recommended ADS.

**Recommendation:**

Based upon a qualifications review to the RFP requirements and associated costs, staff recommends selecting ADS Environmental Services for the Water Distribution System Leak Detection Survey Program.

Funds have been budgeted for this project in the Fiscal Year 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 Manager is authorized to execute an agreement with ADS Environmental Services for the Water Distribution System Leak Detection Survey Program in the amount submitted.

DATED this 4<sup>th</sup> day of October, 2016.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: October 4, 2016  
APPROVED: October 4, 2016



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

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**Meeting Date:** October 4, 2016

**Item:** 2016 Crack Sealing Program

**Staff Recommendation:** Motion to award the 2016 Crack Sealing Program bid to the lowest responsive and responsible bidder, Behm Pavement Maintenance, Inc., in the bid amount of \$45,000.00, and adopt a resolution authorizing the City Manager to execute the contract with Behm Pavement Maintenance, Inc., allowing for a 10 percent contingency.

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

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**Background:**

On September 27, 2016, bids received for the 2016 Crack Sealing Program were opened and publicly read. The City received two bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Behm Pavement Maintenance, Inc. <sup>1</sup> Crystal Lake, IL	\$45,000.00
SKC Construction, Inc. West Dundee, IL	\$48,900.00

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

The City has conducted crack sealing programs since 2012, and has found it to be a very cost-effective way to extend the usable life of the City's streets. As an example, roadways which were previously crack sealed exhibited much less distress during the harsh winter of 2014.

Specifications were mailed to various contractors and standard bid advertisement procedures were followed. Behm Pavement Maintenance has completed two previous crack sealing programs for the City. They were very professional and did an excellent job. This year, the City received very favorable bid prices for the project. The low bidder had a price of \$0.45 per lineal foot of crack sealing, compared to previous years' low bids. The following table shows a comparison of low bid prices.

<i>Bid Month and Year</i>	<i>Low bid price per lineal foot of crack routing, cleaning, and sealing of cracks</i>
September 2016	\$0.45
September 2015	\$0.48
October 2014	\$0.519
October 2013	\$0.55

This project is included in the Fiscal Year 2016-17 budget.

**Votes Required to Pass:**

Simple majority





**The City of Crystal Lake Illinois**

**DRAFT**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute the contract with Behm Pavement Maintenance, Inc. for the 2016 Crack Sealing Program in the amount of \$45,000.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this 4<sup>th</sup> day of October, 2016.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: October 4, 2016

APPROVED: October 4, 2016