



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
November 1, 2016
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – October 18, 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**
10. **Alexander Leigh Center for Autism, 610-630 Route 31 – Final PUD Amendment to allow changes to the approved site plan and elevations and Special Use Permit for the expansion of the Alexander Leigh Center for Autism.**
11. **Talon, 444 N. Route 31 – Final Plat of Subdivision to create a condominium plat for Building #3 in Lot 2.**
12. **Downtown Crystal Lake, Special Event Approval for the Festival of Lights Parade and parking restrictions request on November 25, 2016.**
13. **Coleman's Crystal Lake, 7608 Virginia Rd. - City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 7 to 8 licenses and to increase the number of Video Gaming Licenses from the current permitted 7 to 8 licenses.**
14. **Finn McCools, 72 Williams St. - City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 8 to 9 licenses and to increase the number of Video Gaming Licenses from the current permitted 8 to 9 licenses.**
15. **Williams Street Tap, 80 N. Williams St. - City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 9 to 10 licenses and to increase the number of Video Gaming Licenses from the current permitted 9 to 10 licenses.**
16. **Amending Chapter 226 of the City Code; Article I: Possession of Cannabis and Article II: Synthetic Alternative Drugs.**
17. **Bid award and Resolution authorizing the execution of a service agreement with Hoerr Construction, Inc. for sanitary sewer pipe lining services.**

18. **Bid award and Resolution authorizing the execution of a one-year purchase agreement with the option of a second year with Carus Corporation for Gases Chlorine.**
19. **Bid award and Resolution authorizing the execution of a purchase agreement with Ultra Strobe Communications, Inc. for Plow Truck Lighting Upgrades.**
20. **Bid award and Resolution authorizing the execution of a service agreement with Acres Group Landscaping and Landscape Concepts Management for Tree Pruning Services.**
21. **Bid award and Resolution authorizing the execution of a one-year purchase agreement with Compass Minerals America Inc. for the purchase and delivery of Clear Southern Rock Salt.**
22. **Resolution authoring the execution of an agreement with Foster Coach Sales, Inc. for the purchase of one ambulance through the Suburban Purchasing Cooperative Program.**
23. **Resolution authorizing designation and auction of surplus vehicles and execution of an agreement with Obenauf Auction Service, Inc. for the sale of surplus vehicles and utilization of their online auction.**
24. **Resolution authorizing the Development of a Borrowing plan for Special Service Area 46 Refinancing.**
25. **Council Inquiries and Requests.**
26. **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.**
27. **Reconvene to Regular Session.**
28. **Historic Preservation Committee Appointment.**
29. **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: 10

**City Council
Agenda Supplement**

Meeting Date:

November 1, 2016

Item:

Alexander Leigh Center for Autism – 610-630 Route 31

Request:

- 1) Final PUD Amendment to allow changes to the approved site plan and elevations; and
- 2) Special Use Permit Amendment for the expansion of Alexander Leigh Center for Autism.

Petitioner:

Kelly Weaver, petitioner

PZC Recommendation:

To approve the PZC recommendation and adopt an ordinance granting the Final Planned Unit Development and Special Use Permit Amendment to allow changes to the approved site plan and elevations and allow the expansion of Alexander Leigh Center for Autism at 610-630 Route 31.

Staff Contact:

Michelle Rentzsch, Community Development Director

Background:

- Existing Use: The subject property is currently occupied by Alexander Leigh Center for Autism, the Boy Scouts administration and two office users who would be relocating.
- Previous Approvals: The subject property was annexed into city limits in 1999 and the Final PUD approval was in 2000. The Final PUD included approved elevations and a site plan.
- Alexander Leigh Center for Autism was granted a Special Use Permit in 2011 to allow the educational service, elementary or secondary school to locate at 620 N. Route 31. Alexander Leigh has been located at the complex since 2011 and provides education and therapy for children with autism, as well as, family support services. Classes operate at a 1:1 student to teacher ratio.
- The expansion of the use to the three buildings requires a Special Use Permit Amendment since the previous approval was only for 620 N. Route 31.
- Landscape Buffer: The PUD approval included a landscape plan with a landscaped berm to screen the office use and the neighboring residential use. The berm complies with the approved landscape plan. Included in the packet are photos of the recently planted evergreen trees to fill in the hole that was created from the removal of dead Austrian Pines.

PZC Highlights:

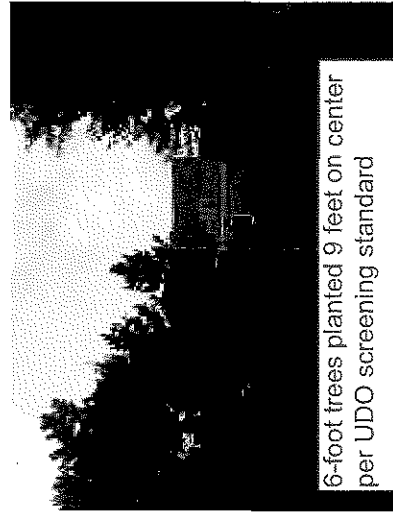
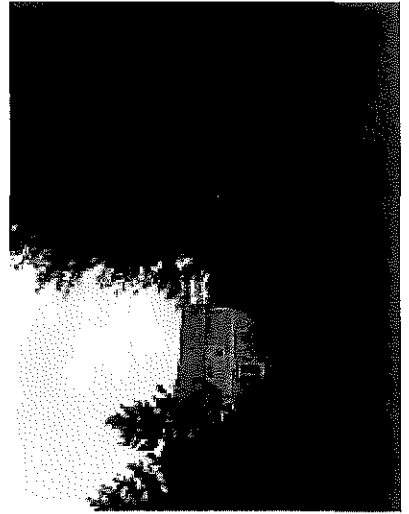
- Two neighbors were present and asked that the landscape buffer be maintained along the west property line.
- The PZC agreed that the property owner should be responsible for maintaining the landscaping and they should work with the City to ensure the landscaping meets the landscaping requirements.
- Upon review of the landscaping, the berm was found to meet the landscaping requirements.
- The PZC felt that the Findings of Fact had been met.

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

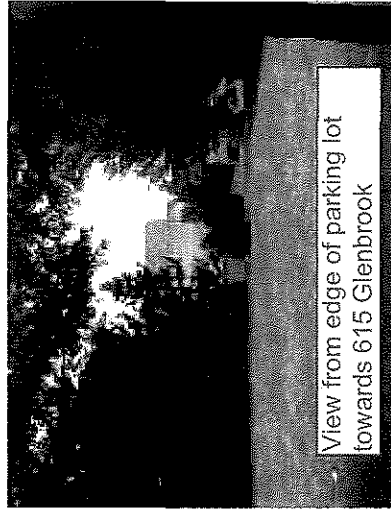
1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Kelly Weaver, dated 09/29/16, received 09/30/16)
 - B. Site Plan (ALA, dated 09/30/16, received 09/30/16)
 - C. Elevations (ALA, dated 09/30/16, received 09/30/16)
 - D. Floor Plan (ALA, dated 09/30/16, received 09/30/16)
2. The Conditions of Ordinance #6682, from the original PUD/SUP approval, shall remain in effect.
3. Elevations
 - A. Glass storefront windows that extend to the ground are not permitted.
 - B. Add a matching stone half-wall below the windows to the addition that connects 610 and 620 to match the existing façade.
4. The petitioner shall comply with all of the requirements of the Community Development, Police, Public Works and Fire & Rescue Departments.

Votes Required to Pass:

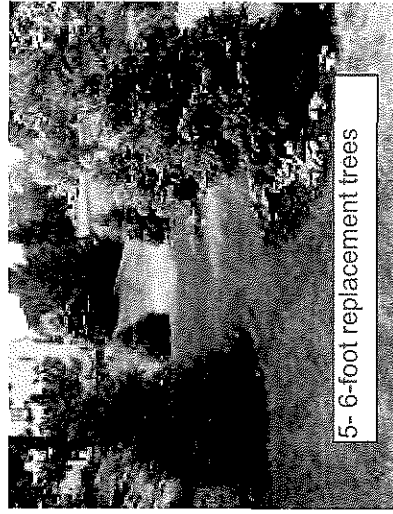
A simple majority vote.



6-foot trees planted 9 feet on center per UDO screening standard



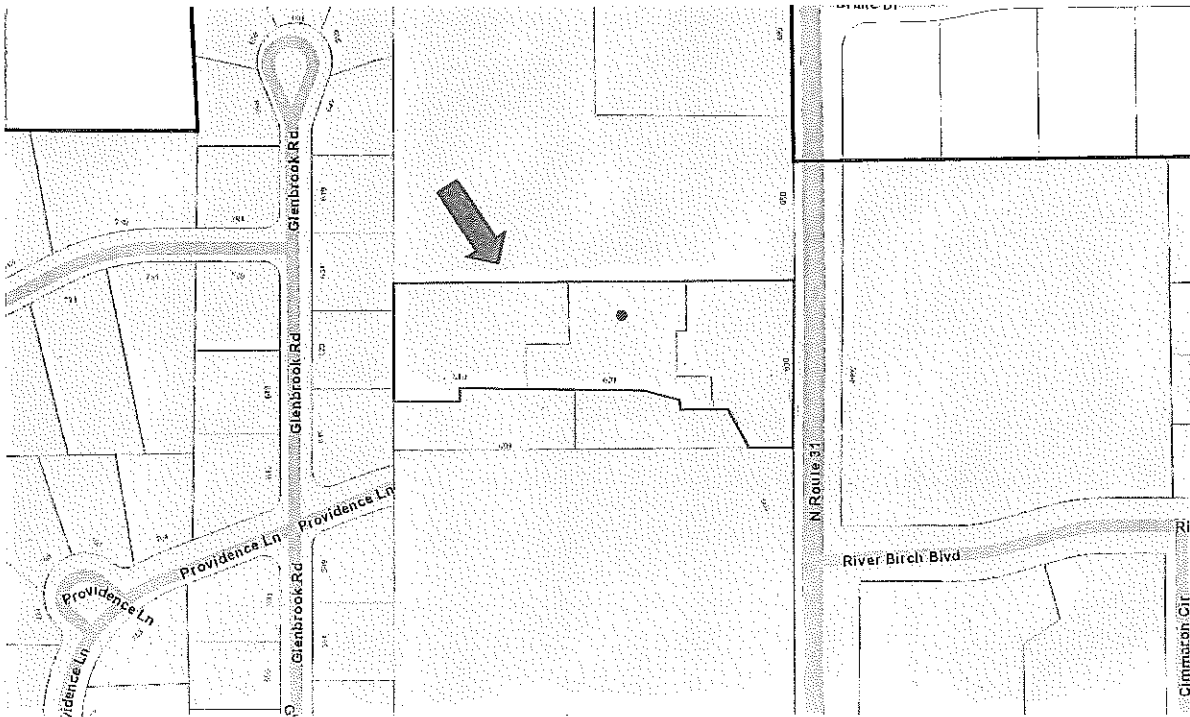
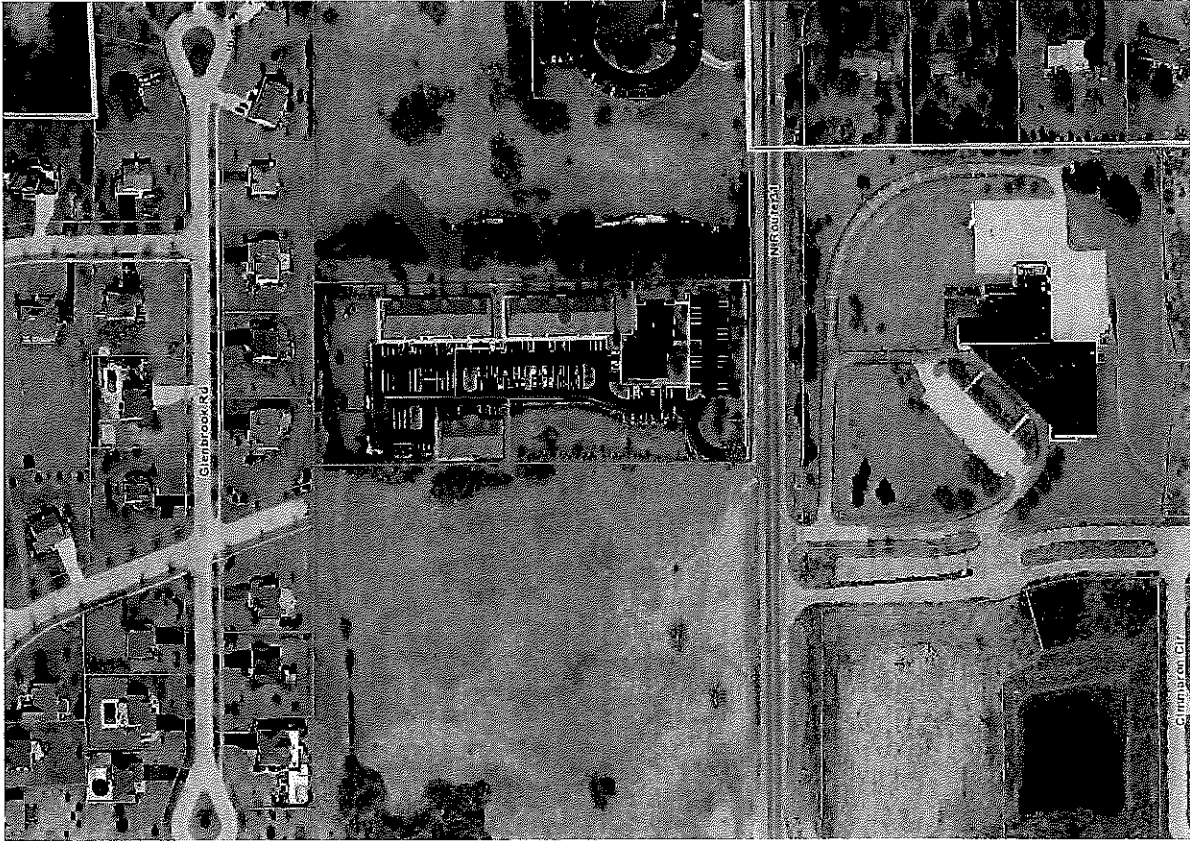
View from edge of parking lot towards 615 Glenbrook



5- 6-foot replacement trees



2016-44 Alexander Leigh Center for Autism – 620 N. Rt. 31





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING AMENDMENTS
TO THE FINAL PUD AND SPECIAL USE PERMIT
FOR ALEXANDER LEIGH CENTER FOR AUTISM**

WHEREAS, pursuant to the terms of the Petition (File #2016-44) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to allow changes to the approved site plan and elevations and an Amendment to the Special Use Permit for the expansion of Alexander Leigh Center for Autism at 610-630 N. Route 31; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on October 4, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on October 19, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendments to the Final Planned Unit Development and Special Use Permit; and

WHEREAS, on October 18, 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 Amendments to the Final Planned Unit Development and Special Use Permit be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-44, dated as of October 20, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendments to the Final Planned Unit Development and Special Use Permit be granted 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 an Amendment to the Final Planned Unit Development to allow changes to the approved site plan and elevations and an Amendment to the Special Use Permit for the expansion of Alexander Leigh Center for Autism be granted for the property located at 610-630 N. Route 31 (14-27-377-001, 14-27-377-002, and 14-27-377-003), Crystal Lake, Illinois.

SECTION II: That the Final PUD and the Special Use Permit Amendments be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Kelly Weaver, dated 09/29/16, received 09/30/16)
 - B. Site Plan (ALA, dated 09/30/16, received 09/30/16)
 - C. Elevations (ALA, dated 09/30/16, received 09/30/16)
 - D. Floor Plan (ALA, dated 09/30/16, received 09/30/16)
2. The Conditions of Ordinance #6682, from the original PUD/SUP approval, shall remain in effect.
3. Elevations
 - A. Glass storefront windows that extend to the ground are not permitted.
 - B. Add a matching stone half-wall below the windows to the addition that connects 610 and 620 to match the existing façade.
4. The petitioner shall comply with all of the requirements of the Community Development, Police, Public Works 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 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 1st day of November, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: November 1, 2016

Approved: November 1, 2016



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	November 1, 2016
<u>Item:</u>	Talon, Plat of Condominium Subdivision - 444 N. Route 31
<u>Request:</u>	Final Plat of Subdivision to create Condominium plat for Building #3 in Lot 2 of Talon Professional Center.
<u>Petitioner:</u>	William Hellyer, petitioner
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance granting the Final Plat of Condominium Subdivision for 444 N. Route 31.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- The site is an existing development with both retail and office buildings.
- The property owner received subdivision approval in 2006 for a two-lot subdivision to divide the office buildings from the retail buildings. At that time, it was mentioned that there would be a condominium, but no formal plat was filed with the city.
- The property owner filed the necessary paperwork with McHenry County Recorder's Office and received the condominium approval and separate PINs for each unit. The owner is now proceeding through our process to clean up the site and finalize the subdivision.
- Building 3 would be divided into three units to be individually owned.

PZC Highlights:

- The Planning and Zoning Commission (PZC) did not have any concerns with the request.

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

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

- A. Application (Hellyer, received 09/30/16)
- B. Plat of Condominium (LUCO Construction, dated 05/25/15, received 09/30/16)
- C. 5th Amendment to the Talon Professional Center CC&Rs (recorded 2015, received 06/15/16)

Votes Required to Pass: A simple majority vote.

Talon Condo Plat – Preliminary/Final Plat of Subdivision





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A FINAL PLAT OF CONDOMINIUM
FOR TALON PROFESSIONAL CENTER**

WHEREAS, Talon Professional Center, has submitted a Final Plat of Condominium (File #2016-46) in general conformance with the pertinent ordinances of the City of Crystal Lake, Illinois; and

WHEREAS, the Final Plat of Condominium complies with the Crystal Lake Comprehensive Land Use Plan; and

WHEREAS, the Final Plat of Condominium meets the requirements of the Unified Development Ordinance; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake held a public meeting at 7:30 p.m., on October 19, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed plat of condominium; and

WHEREAS, on October 19, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public meeting 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 Final Plat of Condominium be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-46, dated as of October 20, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Final Plat of Condominium be granted as requested in said Petition,

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

SECTION I: The Final Plat of Condominium attached thereto is hereby approved as platted.

SECTION II: Said Final Plat of Condominium is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Hellyer, received 09/30/16)
 - B. Plat of Condominium (LUCO Construction, dated 05/25/15, received 09/30/16)
 - C. 5th Amendment to the Talon Professional Center CC&Rs (recorded 2015, received 06/15/16)

2. The petitioner shall provide a Mylar copy of the recorded Condominium Plat to the City.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake 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 1st day of November, 2016.

MAYOR

ATTEST:

CITY CLERK

Passed: November 1, 2016

Approved: November 1, 2016



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	November 1, 2016
<u>Item:</u>	Festival of Lights Parade and Parking Restrictions Request
<u>Staff Recommendation:</u>	Motion approve the 2016 Festival of Lights Parade on Friday, November 25, 2016, as requested subject to the conditions contained in this agenda supplement.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

Downtown Crystal Lake is requesting approval to hold the annual Festival of Lights Parade on Friday, November 25, 2016 at 7:00 p.m. in Downtown Crystal Lake. Since they are requesting road closures, establishment of temporary no-parking zones, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

The parade participants and vehicles will line-up at City Hall and use the far-east entrance/exit off Woodstock Street into City Hall. Parade participants will be asked to use the Alexander Commuter Lot to park their personal vehicles during the parade. During the parade, the Fire Rescue, Police, and Public Works Departments will use the west entrance/exit to City Hall. A map of the parade route has been attached to this agenda supplement.

The following roads will be closed starting at about 6:30 p.m. for the parade route and will open when the route clears at about 8:30 p.m.

- Woodstock Street between Walkup Avenue and Caroline Street, and between Grant Street and Williams Street
- Caroline Street between Woodstock Street and Crystal Lake Avenue
- Crystal Lake Avenue between Caroline Street and Main Street
- Grant Street between Crystal Lake Avenue and Woodstock Street
- Williams Street between Woodstock Street and Crystal Lake Avenue

The road closures are the same as previous years, with the exception of Crystal Lake Avenue. In previous years, Crystal Lake Avenue was closed between Caroline Street and Williams Street.

However, the parade organizers and the Police Department met to discuss this year's parade, and determined that closing Crystal Lake Avenue to Main Street would be safer for the disbursing crowd after the tree lighting ceremony. The parade vehicle return route has also been changed to send vehicles down Franklin Street, which is easier to navigate with larger vehicles than the former route down Paddock Street.

In addition, the Downtown Crystal Lake organization is requesting to prohibit parking temporarily along the following streets from 5:00 p.m. until the end of the parade at approximately 8:30 p.m.:

- Both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue,
- Both sides of Franklin Avenue between Williams Street and Walkup Avenue,
- Both sides of Woodstock Street between Grant Street and Williams Street,
- Both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and
- Both sides of Grant Street between Crystal Lake Avenue and Woodstock Street.

The Crystal Lake Police Department will place "NO PARKING AFTER 5 P.M. BY POLICE ORDER" signs along Caroline Street, Franklin Street, Williams Street, Grant Street, and Woodstock Street. The Downtown Crystal Lake organization will place City-owned barricades and parking cones to restrict parking along Williams Street and Woodstock Street.

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

- 1) The Downtown Crystal Lake organization shall coordinate with the Crystal Lake Police Department and the Crystal Lake Public Works Department regarding staffing, signage, and other needs for the parade.
- 2) Signs shall be posted restricting parking on the following streets:
 - a. Both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue,
 - b. Both sides of Franklin Avenue between Williams Street and Walkup Avenue,
 - c. Both sides of Woodstock Street between Grant Street and Williams Street,
 - d. Both sides of Williams Street between Woodstock Street and Crystal Lake Avenue
 - e. Both sides of Grant Street between Crystal Lake Avenue and Woodstock Street

The signs shall be removed after the parade has concluded.

- 3) City-owned barricades and parking cones will be used by the petitioner to block parking on Woodstock Street, both sides of Williams Street and Grant Street. The petitioner must complete and submit a Barricade Borrowing Application.
- 4) The petitioner shall continue to work with City staff on how best to control spectators which may include 3-foot tall metal barricades, additional parade marshals, additional police assistance, or other acceptable crowd control measures to ensure the safety of all spectators and participants.
- 5) Any vendor present at this event, or present within the immediate area during the event, must have permission and approval from the Downtown Crystal Lake / Main Street organization, along with the appropriate proof of insurance and a vendor license. In

addition, any business conducting a promotional activity must coordinate with the Downtown CL organization to ensure the activity does not conflict with the parade approval.

- 6) All debris created by the event shall be cleaned up during and after the event. In addition, MDC Environmental Services, Inc., the City's refuse contractor, will conduct a special collection following the parade.
- 7) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 8) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
- 9) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
- 10) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions and will be present at the November 1, 2016 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: November 1, 2016

Item: City Code Amendment to Increase the Number of Class “28” Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Coleman’s Crystal Lake, 7608 Virginia Rd.

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class “28” Liquor Licenses from the current permitted 7 licenses to 8 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted 7 licenses to 8 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:
Chapter 268 of the City Code establishes the regulations for video gaming in the City of Crystal Lake. 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 Coleman’s Crystal Lake 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 Coleman's Crystal Lake 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:

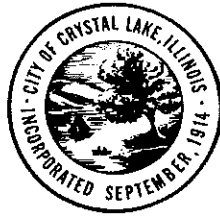
<u>Requirement</u>	<u>City Code Section</u>	<u>Compliance Status</u>
The establishment is an eligible bar or restaurant.	268-3 Definitions	Yes. Bar
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The establishment has held a Class "7" Liquor License since 1999.
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. Awesome Hand Gaming
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
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 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 attached site plan depicts the petitioners request to build a 4' solid wall with an additional 2.5' of etched plexiglass to create a segregated area for the terminals. There will be no visibility of the machines from the outside. City staff performed a site visit and recommends approval of the suggested site plan.

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 7 to 8.

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 1st day of November, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: November 1, 2016
Approved: November 1, 2016



The City of Crystal Lake Illinois

DRAFT

**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 7 to 8.

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 1st day of November, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: November 1, 2016
Approved: November 1, 2016



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: November 1, 2016

Item: City Code Amendment to Increase the Number of Class "28" Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Finn McCools, 72 Williams St.

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class "28" Liquor Licenses from the current permitted 8 licenses to 9 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted 8 licenses to 9 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

Chapter 268 of the City Code establishes the regulations for video gaming in the City of Crystal Lake. 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 Finn McCools 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 Finn McCools 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. Bar
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The establishment has held a Class "9" 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. Gold Rush Amusements
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.
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 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 attached site plan depicts the petitioners request to use an existing space in their establishment as a gaming area. The petitioner will build a 4' solid wall with 2'5" opaque plexiglass top across the current entrance to screen the machines. There will be a 5' opening/entrance for visibility from the bar. The new gaming area will be limited to patrons over the age of 21. There will be no dining services in this area. The windows will be screened by tinting and shades. City staff performed a site visit and recommends approval of the suggested site plan.

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 8 to 9.

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 1st day of November, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: November 1, 2016
Approved: November 1, 2016



The City of Crystal Lake Illinois

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

DRAFT

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

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

1. Video Gaming Licenses shall be increased from 8 to 9.

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 1st day of November, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: November 1, 2016

Approved: November 1, 2016



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

November 1, 2016

Item:

City Code Amendment to Increase the Number of Class "28" Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Williams Street Tap, 80 N. Williams St.

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class "28" Liquor Licenses from the current permitted 9 licenses to 10 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted 9 licenses to 10 licenses.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

Chapter 268 of the City Code establishes the regulations for video gaming in the City of Crystal Lake. 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 Williams Street Tap 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 Williams Street Tap 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. Bar
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The establishment has held a Class "25" Liquor License since 1993.
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. Awesome Hand Gaming
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.
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 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 attached site plan depicts the petitioners request to build a 4' solid wall with 2.5' of opaque glass to create a segregated area for the terminals. There will be no visibility of the machines from the outside. City staff performed a site visit and recommends approval of the suggested site plan.

Votes Required to Pass:

Simple majority



The City of Crystal Lake Illinois

DRAFT

**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 9 to 10.

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 1st day of November, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: November 1, 2016
Approved: November 1, 2016



The City of Crystal Lake Illinois

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

DRAFT

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

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

1. Video Gaming Licenses shall be increased from 9 to 10.

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 1st day of November, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: November 1, 2016
Approved: November 1, 2016



Agenda Item No: 16

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	November 1, 2016
<u>Item:</u>	City Code Amendment to Reflect Changes to State Law
<u>Staff Recommendation:</u>	A motion to amend Chapter 226; Article I: Possession of Cannabis and Article II: Synthetic Alternative Drugs of the City Code.
<u>Staff Contact:</u>	James Black, Chief of Police

Background:

On July 29th, 2016, Governor Bruce Rauner signed Public Act 99-697, the Marijuana Decriminalization Bill. This bill amends the Cannabis Control Act, Drug Paraphernalia Act and the Illinois Vehicle Code as it relates minor cannabis possession, possession of drug paraphernalia, and to driving under the influence of drugs. The changes within the Cannabis Control Act and Drug Paraphernalia Act reduce what were previously misdemeanor offenses to now violations of civil law, meaning no criminal arrest can occur as a result of some specific violations.

To address the law's creation of a "civil law violation," a case type that did not exist prior to the passage of the law, the Supreme Court adopted rules to establish procedures to follow when handling civil law violations. These new rules basically put the offenses for minor quantity possession of cannabis and paraphernalia on a level with local ordinance violations and minor traffic offenses.

Specifically within the Cannabis Control Act (720 ILCS 550/4), Unlawful Possession of not more than 10.0 grams of any substance containing cannabis is reduced from a Class B and/or C misdemeanor to a civil law violation.

Under the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)), Unlawful Possession of Cannabis Drug Paraphernalia is reduced from a Class A misdemeanor to a civil law violation.

Staff has conducted research on local police departments that currently have an adjudication process for small amounts of possession of cannabis or drug paraphernalia and what their fine amounts are. The below charts reflect current fine amounts; however most of these departments are re-evaluating their ordinance and fine structure as a result of the new law.

Cannabis/Drug Paraphernalia Fines

City	Minimum Fine	Maximum Fine	Notes
Algonquin	\$100	\$200	\$750/\$1500 for paraphernalia
Cary	\$250	\$750	paraphernalia only
Harvard	\$100	\$750	
Island Lake	\$100	TBA	max fine determined at adjudication
Holiday Hills	\$300	\$750	
Johnsburg	\$400	\$400	
Lakemoor	\$250	\$500	
Marengo	\$100	\$750	
McHenry	\$100	\$750	
Richmond	\$250	NA	Flat fee
Spring Grove	\$250	\$750	
Woodstock	\$100	\$500	

Collar County Cannabis/Drug Paraphernalia Fines

Agency/County	Minimum Fine	Maximum Fine	Notes
Schaumburg/Cook	\$200.00	\$750.00	plus administrative costs
Wauconda/Lake	N/A	N/A	new ordinance/working on fine structure
Carpentersville/Kane	\$75.00	\$1,000.00	
Dekalb/Dekalb	\$750.00	\$1,000.00	\$350.00 if fine is pre-paid

Proposed Crystal Lake Cannabis/Drug Paraphernalia Fines

Code Section	Violation	Fine	
		Minimum	Maximum
226-2	Cannabis possession of 10 grams or less - first offense	\$300	\$500
226-2	Cannabis possession of 10 grams or less - second offense	\$600	\$1,000
226-2	Cannabis possession of 10 grams or less - third or subsequent offenses	\$1,200	\$2,000
226-6	Cannabis Drug Paraphernalia possession - first offense	\$300	\$500
226-6	Cannabis Drug Paraphernalia possession - second offense	\$600	\$1,000
226-6	Cannabis Drug Paraphernalia possession - third or subsequent offenses	\$1,200	\$2,000

An examination of the City of Crystal Lake's Drugs and Drug Paraphernalia ordinance located under Chapter 226 found this to be the appropriate location for amended changes in order to provide our officers with an ability to cite violations and properly adjudicate offenses.

In light of the Marijuana Decriminalization Bill being signed into law, staff is recommending that Article I and Article II of Chapter 226, regulating drugs and drug paraphernalia be amended. The attached ordinance effectuates this amendment. Legal staff has reviewed this amendment.

Votes Required to Pass:

Simple Majority



DRAFT

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

WHEREAS, the State of Illinois has amended The Cannabis Control Act (720 ILCS 550/1 *et seq.*) modified the classification for violations of the Act with respect to possession of cannabis; and

WHEREAS, prior to the amendment of the Cannabis Control Act, possession of up to 2.5 grams of cannabis was classified as a Class C misdemeanor while possession of between 2.5 grams and 10 grams of cannabis was classified as a Class B misdemeanor; and

WHEREAS, the amendment to Section 4(a) of the Cannabis Control Act provides that possession of up to 10 grams of cannabis shall no longer be classified as a misdemeanor, but instead shall be classified as a violation of civil law; and

WHEREAS, the State of Illinois has additionally amended the Drug Paraphernalia Control Act; and

WHEREAS, prior to such amendment, the possession of drug paraphernalia with the intent to ingest or inhale any amount of cannabis was classified as a Class A misdemeanor; and

WHEREAS, the Amendment to the Drug Paraphernalia Act provides that the possession of drug paraphernalia used in connection with the violation of Section 4(a) of the Cannabis Control Act shall be a violation of civil law; and

WHEREAS, the Mayor and City Council of the City of Crystal Lake desire to amend Chapter 226 of the Municipal Code of the City to provide a mechanism to allow the regulation and local prosecution under civil law pertaining to possession of cannabis and drug paraphernalia.

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

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

SECTION II: Amendment to Article I of Chapter 226. Chapter 226, Article I, Possession of Cannabis, is hereby amended in its entirety and shall hereinafter provide as follows:

ARTICLE I
Possession of Cannabis

§ 226-1 Definitions

CANNABIS: As defined in 720 Illinois Compiled Statutes 550/3(a), as amended:

§ 226-2 Unlawful Possession

A person commits unlawful possession of cannabis if he or she, while in the city, has in his or her possession, not more than 10 grams of any substance containing cannabis.

§ 226-3 Penalty

Any person convicted of a violation of any section of this Article shall be fined as set forth in Chapter 248, Fines. Each violation shall be considered a separate offense; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues. Subsequent offenses shall be fined as set forth in Chapter 248, Fines.

§ 226-4 Prepayment First offense civil law violations set forth in this Article may be satisfied without a court appearance by admitting to the violation and payment of \$300.00, inclusive of all penalties, fee and costs, provided that such payment is made prior to the date on which such violation is scheduled for hearing.

§ 226-5 Defenses.

Any defenses available under 720 ILCS 550/11 and 410 ILCS 130/25 shall also be available as a defense to any violation charged under this article.

SECTION III: That Chapter 226, Article II, Synthetic Alternative Drugs, is hereby amended in its entirety and shall hereinafter provide as follows:

ARTICLE II
Possession of Cannabis Drug Paraphernalia

§ 226-5 Definitions

CANNABIS: As defined in 720 Illinois Compiled Statutes 550/3(a), as amended.

DRUG PARAPHERNALIA: As defined in 720 Illinois Compiled Statutes 600/2, as amended.

§ 226-6 Unlawful Possession

A person commits unlawful possession of cannabis drug paraphernalia if he or she, while in the city, has in his or her possession any cannabis pipe, hashish pipe or any other item of cannabis drug paraphernalia while also in possession of any amount of a substance containing cannabis.

§ 226-7 Penalty

Any person convicted of a violation of any section of this Article shall be fined as set forth in Chapter 248, Fines. Each violation shall be considered a separate offense; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues. Subsequent offenses shall be fined as set forth in Chapter 248, Fines.

§ 226-8 Prepayment First offense civil law violations set forth in this Article may be satisfied without a court appearance by admitting to the violation and payment of \$300.00, inclusive of all penalties, fee and costs, provided that such payment is made prior to the date on which such violation is scheduled for hearing.

§ 226-9 Defenses.

Any defenses available under 720 ILCS 600/4 and 410 ILCS 130/25 shall also be available as a defense to any violation charged under this article.

SECTION IV. That Chapter 248, Fines of the Code of Ordinances, City of Crystal Lake, Illinois, is hereby amended by adding the following:

§248-2. Fines enumerated

Code Section	Violation	Fine	
		Minimum	Maximum
226-2	Cannabis possession of 10 grams or less - first offense	\$300	\$500
226-2	Cannabis possession of 10 grams or less - second offense	\$600	\$1,000
226-2	Cannabis possession of 10 grams or less - third or subsequent offenses	\$1,200	\$2,000
226-6	Cannabis Drug Paraphernalia possession - first offense	\$300	\$500
226-6	Cannabis Drug Paraphernalia possession - second offense	\$600	\$1,000
226-6	Cannabis Drug Paraphernalia possession - third or subsequent offenses	\$1,200	\$2,000

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

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

DATED at Crystal Lake, Illinois, this XXX day of XXXXXX.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED:

APPROVED:

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



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

November 1, 2016

Item:

Sanitary Sewer Lining Services Bid

Staff Recommendation:

Motion to award the bid for sanitary sewer pipe lining services to the lowest responsive and responsible bidder, Hoerr Construction Inc., and to adopt a resolution authorizing the City Manager to execute a service agreement with Hoerr Construction Inc. in the submitted bid amount with a 10% contingency for unforeseen expenses.

Staff Contact:

Andrew Resek, Public Works Dept. Water & Sewer Superintendent

Background:

On October 5th, 2016, the City of Crystal Lake publicly opened and read aloud the bids received for the lining of the City's sanitary sewer infrastructure. The completion of this project will address notable structural deficiencies. The following is a breakdown of the base bids received:

BIDDER	BASE BID TOTAL
✓ Hoerr Construction Inc. Peoria, IL	\$ 174,012.00
Insituform Technologies LLC Orland Park, IL	\$ 185,622.00
SAK Construction, LLC O'Fallon, MO	\$ 189,348.00
Visu-Sewer of IL, LLC Joliet, IL	\$ 198,592.50
Michels Pipe Service Brownsville, WI	\$ 199,875.00
Pipevision, Inc. LaSalle, IL	\$ 288,190.74

✓ Indicates lowest responsive and responsible bidder

The cured-in-place-pipe (CIPP) lining process is a pipe rehabilitation method referred to as Trenchless Technologies. It is a preferred method used for rehabilitating cracked, broken and failed sanitary or storm sewer pipes. Lining is less expensive and more efficient than traditional open cut replacement methods, normally installed with little or no surface disruption. CIPP lining process can be used to rehabilitate virtually any type of sewer pipe.

If deficiencies in sewer mains are not corrected, there is a higher potential to create flow issues and system failures, thus resulting in surcharging of the system.

The City has identified the following areas that require CIPP lining:

- 780' on Nash Road
- 395' on First Court
- 1,280' on College Street
- 440' on South Street
- 2,070' on Wallace Avenue
- 590' on Rosedale Avenue
- 330' on Lil Avenue
- 400' on Eastview Avenue
- 165' on Gates Street

It should be noted, City staff reviewed the Illinois Municipal Partnering Initiative (MPI) bid for this service. The results through the City's bid were lower than results received by MPI.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that the bid for Sanitary Sewer Lining Services be awarded to the lowest responsive and responsible bidder, Hoerr Construction Inc., in the amount of \$174,012.00. The rehabilitation of these sewer lines was approved for the FY2016/2017 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 hereby authorized and directed to award the bid for sanitary sewer lining services to the lowest responsive and responsible bidder, Hoerr Construction Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Hoerr Construction Inc in the submitted bid amount with a 10% contingency for unforeseen expenses.

DATED this 1st day of November, 2016

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 1, 2016
APPROVED: November 1, 2016



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: November 1, 2016

Item: Gases Chlorine Bid Award

Staff Recommendation: Motion to award the bid to the lowest responsive and responsible bidder for Gases Chlorine to Carus Corporation and adopt a resolution authorizing the City Manager to execute a one-year purchase agreement for Gases Chlorine with Carus Corporation with the option of a second year for Gases Chlorine with Carus Corporation in the submitted bid amounts.

Staff Contact: Andrew Resek, Public Works Dept. Water & Sewer Superintendent

Background:

On October 24, 2016, the City of Crystal Lake publicly opened and read aloud the bids received for the provision of Gases Chlorine. This chemical is used at the City's five water treatment plants to comply with drinking water standards.

The following is a breakdown of the bids received:

Bidder	2017 Gases Chlorine (150 lb Cylinder)	2018 Gases Chlorine (150 lb Cylinder)
√ Carus Corp. Peru, IL	\$38.10	\$38.10
Viking Chemical Rockford, IL	\$42.50	No Bid

√ Indicates recommended lowest responsible, responsive bidder.

Discussion:

Carus Corporation submitted the lowest bid price for Gases Chlorine. The delivery of these chemicals will begin in 2017.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is staff's recommendation to award a one-year purchase agreement with an option for a second year for Gases Chlorine with Carus Corporation in the submitted bid amounts.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year purchase agreement for Gases Chlorine with Carus Corporation with an optional second year for Gases Chlorine with Carus Corporation, in the submitted bid amounts.

DATED this 1st day of November, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 1, 2016

APPROVED: November 1, 2016



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: November 1, 2016

Item: Heavy Duty Municipal Plow Truck Lighting Upgrades

Staff Recommendation: Motion to award the bid for the provision & installation of Plow Truck Lighting Upgrades to the lowest responsive and responsible bidder, Ultra Strobe Communications, Inc., and adopt a resolution authorizing the City Manager to execute a purchase agreement with Ultra Strobe Communications, Inc. in the submitted bid amounts.

Staff Contact: Larry Zurek, Public Works Dept. Streets Superintendent

Background:

On October 18, 2016, the City of Crystal Lake publicly opened the bids received for the provision and installation of lighting upgrades for six (6) plow trucks. These lighting upgrades are important for plow truck visibility.

The following is a breakdown of the bids received:

Company	Truck 403	Truck 411	Truck 415	Truck 416	Truck 433	Truck 550	Grand Total
✓ Ultra Strobe Communications Crystal Lake, IL	\$8,195.00	\$8,195.00	\$8,195.00	\$8,195.00	\$8,195.00	\$7,195.00	\$48,170.00
Diversified Fleet Services, Batavia, IL	\$9,247.83	\$9,247.83	\$9,247.83	\$9,247.83	\$9,247.83	\$9,247.83	\$55,486.98
Monroe Truck Equipment Monroe, WI	\$9,437.00	\$10,172.00	\$10,172.00	\$10,172.00	\$10,172.00	\$9,437.00	\$59,562.00
Bonnell Industries Dixon, IL	\$9,997.50	\$9,997.50	\$9,997.50	\$9,997.50	\$9,997.50	\$9,997.50	\$59,985.00

✓ Indicates lowest responsive and responsible bidders

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It was determined that the low bidder for the lighting upgrades is Ultra Strobe Communications. Ultra Strobe Communications has completed similar projects for the City in the past with favorable results. It is therefore the recommendation of City staff to award the bid to the lowest responsive and responsible bidder, Ultra Strobe Communication, Inc. in the amount of \$48,170. Funds have been budgeted for this project.

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 execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Ultra Strobe Communications for the purchase and installation of lighting upgrades in the amount bid.

DATED this 1st day of November, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: November 1, 2016

APPROVED: November 1, 2016



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: November 1, 2016

Item: Tree Pruning Services

Staff Recommendation: Motion to award the bid for Tree Pruning Services to the lowest responsive and responsible bidders, Acres Group Landscaping for the base bid and Landscape Concepts Management for the alternate bid, and to adopt a resolution authorizing the City Manager to execute a service agreement with Acres Group Landscaping and Landscape Concepts Management in the amounts bid.

Staff Contact: Larry Zurek, Public Works Dept. Streets Superintendent

Background:

On October 20, 2016, the City of Crystal Lake publicly opened and read aloud the bids received for the services related to tree pruning. The goal of this program is to continue achieving a healthy, sustainable forest and improve the natural resource management within the community. The tree pruning program is specific only to those trees on public property or otherwise designated. The program covers only trees that require routine arboriculture pruning to correct structural problems or growth patterns which would eventually obstruct traffic or interfere with sightlines or signage. One of the main objectives of this pruning is to raise the crown of the trees to stay consistent with City policies.

The Streets Division identified the following targeted neighborhoods within the City of Crystal Lake as the most critical areas in need of tree-pruning services. The base bid is identified as Autumn Drive, Crabapple Drive, Wheatland Drive, Spring Ridge Drive, and the surrounding area consisting of approximately 700 trees averaging 8" to 18" Diameter at Breast Height (DBH). In addition, an alternate targeted area in this bid is Wallace Ave., Union St., Uteg St., Rosedale Ave., and the surrounding areas, consisting of approximately 375 trees averaging 12" to 20" DBH. These trees are of larger caliber containing overhead utilities requiring a more complex pruning procedure. The breakdown of bids is as follows:

	Base Bid Price per Tree	Alternate Bid Price per Tree
√ Acres Group Landscaping	\$19.70 √	No Bid
√ Landscape Concepts Management	\$22.00	\$24.25 √
JW Hellyer & Sons	\$25.00	\$25.00
Davey Tree Co.	\$40.00	\$90.00

√ Indicates the lowest responsive and responsible bidder

Acres Group Landscaping provided the lowest price for the base bid while Landscaping Concepts Management provided the lowest price for the alternate bid.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid documents. It is the recommendation of staff to award the Tree Pruning services to the lowest responsive and responsible bidders, Acres Group Landscaping for the base bid and Landscape Concepts Management for the alternate bid. Acres Group Landscaping and Landscape Concepts Management have performed these services for the City in the past with favorable results.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with Acres Group Landscaping and Landscape Concepts for Tree Pruning Services in the amounts bid.

DATED this 1st day of November, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: November 1, 2016
APPROVED: November 1, 2016



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: November 1, 2016

Item: Clear Southern Rock Salt Bid

Staff Recommendation: Motion to award the bid for the purchase and delivery of clear southern rock salt to the lowest responsive, responsible bidder, Compass Minerals America Inc. and to adopt a resolution authorizing the City Manager to execute a one-year purchase agreement with Compass Minerals America Inc. for clear southern rock salt in the amount bid.

Staff Contact: Andrew Resek, Public Works Dept. Water & Sewer Superintendent

Background:

On October 25, 2016, the City of Crystal Lake publicly opened and read aloud the bids received for a one-year contract for the purchase and delivery of clear southern rock salt. Clear southern rock salt is used daily by the Public Works Department for the City's water softening processes at all water treatment plants. The City expects to use approximately 3,500 tons of rock salt during the term of this contract.

The following is a breakdown of the bids received:

Bidder	Clear Southern Rock Salt (per ton)
√ Compass Minerals America Inc. Overland Park, KS	\$108.00
Midwest Salt West Chicago, IL	\$111.75
Cargill Salt White March, MD	\$115.12
Morton Salt Chicago, IL	\$132.71
Univar Bedford Park, IL	\$350.00

√ Indicates recommended lowest responsive and responsible bidder

Discussion:

Compass Minerals America Inc. submitted the lowest bid price for Clear Southern Rock Salt. The delivery of this product will begin in 2017.

Recommendation:

The Public Works Department has reviewed the bid received for completeness and accuracy. Compass Minerals America Inc. has provided salt to the City of Crystal Lake in past years and they have been a responsive supplier. Therefore, it is staff's recommendation to award the contract for clear southern rock salt to the lowest responsive and responsible bidder, Compass Minerals America Inc. in the amount of \$108.00 per ton. Funds were 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 a one-year Purchase Agreement between the City of Crystal Lake and Compass Minerals America Inc. for the provision of Clear Southern Rock Salt in the amount bid.

DATED this 1st day of November, 2016

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 1, 2016
APPROVED: November 1, 2016



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

November 1, 2016

Item:

Ambulance Replacement

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc. for the purchase of one (1) ambulance in the amount of \$223,280, through the Suburban Purchasing Cooperative Program.

Staff Contact:

Paul DeRaedt, Fire Rescue Chief

Background:

Ambulance Purchase

The 2016-2017 fiscal year Fire Rescue Budget includes funds for the replacement of an ambulance. As members of the Suburban Purchasing Cooperative Program (SPC), the City is able to take advantage of the cooperative's leveraged contracts. This program allows members to combine purchasing power, which enables significant cost reductions.

All items that are bid through the SPC follow the same State public procurements statutes that the City follows for a competitive, sealed bidding process. An SPC committee created the specifications for the ambulance. Once the sealed bids were opened, the SPC Purchasing Advisory Committee, made up of municipal purchasing agents, reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The SPC awarded the bid for a Type I Horton Ambulance to Foster Coach Sales, Inc.

Prior to making this recommendation, staff reviewed the bid submitted by Foster Coach Sales, Inc. and determined the bid for the Type I Horton Ambulance best met the needs of the Fire Rescue Department. Foster Coach was awarded the bid for the last four ambulances purchased by the City. As part of the review process, staff met with Foster Coach representatives to finalize the configuration of the ambulance to City standards. The price for the proposed configured City ambulance is less than the SPC bid price because staff exercised to remove certain options that were included as part of the original SPC bid.

The Fire Rescue Department has established an ambulance life cycle in order to provide reliable emergency medical transportation. The established life cycle places an ambulance in front-line service for four years followed by two years in reserve/call-back service.

Ambulance 355 (2007 Ford) is designated for replacement in FY 2016/2017. It is anticipated to have over 75,000 miles, 4,000 engine hours, and 10 years of service at the time of retirement. The ambulance is being replaced with a 2017 Ford, Type I, ambulance.

The Crystal Lake Rural Fire Protection District, through its contractual capital contribution, is contributing \$210,000 toward the purchase of this ambulance.

Recommendation:

After careful examination, it is staff's recommendation to authorize the City Manager to purchase a new Type I Horton Ambulance from Foster Coach Sales, Inc. through the Suburban Purchasing Cooperative in the total amount of \$223,280.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, an agreement with Foster Coach Sales, Inc. through the Suburban Purchasing Cooperative for the purchase of a new Type I Horton Ambulance in the total amount of \$223,280.

Dated this 1st day of November, 2016.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL
ATTEST:

City Clerk

PASSED: November 1, 2016
APPROVED: November 1, 2016



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: November 1, 2016

Item: Designation and Auction of Surplus Vehicles

Staff Recommendation: Motion to adopt a resolution to designate the items identified in Exhibit "A" as surplus vehicles, and authorize the City Manager to execute an agreement with Obenauf Auction Service, Inc. for the sale of these surplus vehicles utilizing their online auction.

Staff Contact: Larry Zurek, Public Works Dept. Streets Superintendent

Background:

A list of vehicles proposed as surplus, to be sold through a public online bidding process, is attached as Exhibit "A". This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Exhibit "A" identifies a list of surplus vehicles which have been compiled by the Public Works, Police, and Fire Rescue Departments. The designation of vehicles as surplus and subsequent auction of equipment provides the following benefits to the City:

- 1) designating vehicles as surplus would allow the City the ability to make space available that is currently being occupied by the non-utilized equipment;
- 2) participation in the auction would minimize the costs and time required to sell the vehicles through a bidding process. These costs include advertising, publishing legal notification, and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 3% commission for all items sold; and
- 3) participation in the auction would provide an additional avenue for the sale of the surplus vehicles to increase the likelihood that the City will maximize its return on the sale of the items.

Recommendation:

It is the recommendation of staff to designate the vehicles in Exhibit "A" as surplus and authorize the City Manager to execute an agreement for the vehicles to be auctioned through a public online bidding process administered by Obenauf Auction Service, Inc. with a 3% sales commission for all items sold.

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

1. The items identified on Exhibit "A" be and are hereby designated as surplus; and
2. The City Manager is hereby authorized and directed to execute an agreement with Obenauf Auction Services, Inc. for auction services pertaining to all items listed on "Exhibit A" for a 3% sales commission.

DATED this 1st day of November, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

Nick Kachiroubas, City Clerk

PASSED: November 1, 2016
APPROVED: November 1, 2016



Agenda Item No: 24

City Council Agenda Supplement

Meeting Date:

November 1, 2016

Item:

Resolution authorizing the Development of a Borrowing Plan for Special Service Area 46 Refinancing

Staff Recommendation:

A motion adopting a Resolution authorizing the execution of an agreement with Bernardi Securities, Inc. for the refinancing of the Special Service Area 46 Bonds Series 2007.

Staff Contact:

George Koczvara, Director of Finance

At the August 2, 2016 City Council Meeting, the City Council adopted a resolution authorizing the development of a borrowing plan for Special Service Area 46 bond refinancing. The purpose of this refinancing will be to reduce the interest payments made by the residents of the Bryn Mawr subdivision who are responsible for the bond payments.

Following the approval of the borrowing plan, the City, through its Financial Advisor, PMA Securities, Inc. (PMA), issued a Request for Proposals (RFP) for an underwriter. Issuing an RFP for an underwriter follows the negotiated sale method of the sale of bonds. The other method of selling bonds is a competitive sale. Because these bonds are associated with Special Service Areas, they are unique in that they do not carry the general obligation security of the City. Instead, they are secured only with the taxes generated within the particular Special Service Area.

The Government Finance Officers Association (GFOA) has in place a best practice (attached) for selecting and managing the method of the sale of bonds. Based on the best practice, City staff and PMA recommend the negotiated sale since it is the method that is most likely to achieve the lowest cost of borrowing. The best practice factors that apply to this sale are the rating of the bonds, and the ability to acquire bond insurance. Since these bonds do not carry the general obligation security of the City, the City's high investment rating does not apply. Therefore, these bonds are unrated. Also, these bonds will not be insured. The number of parcels within Special Service Area 46 does not meet the minimum requirement for the industry's insurer to provide insurance.

The primary role of the underwriter in this sale is to market the SSA bonds to investors. Attached please find PMA's recommendation as to the method of sale and to engage Bernardi Securities, Inc. as the underwriter for Special Service Area 46 bond refinancing. Bernardi had the lowest fee, best indicative rate, and most SSA experience.

Bernardi will utilize a three phase process for marketing these bonds. First, they will offer the refinancing to the current bond holder. This scenario is beneficial because it would lower the underwriter fee which would reduce the interest rate on the refinanced bonds. If the current bond holder is willing to offer to buy the refinanced bonds, their proposed interest rates would be compared to the rates of current SSA bond sales.

If the first phase is not successful, Bernardi will do a limited offering which will be limited to 35 or fewer investors. These investors would be ones that have experience with SSA bonds. If this phase is not successful, a full public offering would be made. The full public offering may require a fully funded debt service reserve; making it the least preferred method.

It is anticipated that additional information with regard to the status of the sale of the bonds would be presented at the November 15, 2016 City Council meeting. During this meeting, a Parameters Ordinance will also be presented. The Parameters Ordinance would permit execution of the sale with the final sale being signed-off by the Mayor and one of the following: City Manager, or Finance Director.

Special Service Area 46 Bonds History

At the February 20, 2007 City Council Meeting, the City Council adopted an ordinance providing for the issuance of \$2,500,000 Special Service Area 46 Bonds Series 2007 for Bryn Mawr Subdivision Phase 1 infrastructure improvements.

Bryn Mawr Subdivision Phase 1 was developed by Ryland Homes. Ryland Homes was responsible for extending sewer and water within Phase 1 of the development. The City entered into an Infrastructure Agreement with Ryland Homes, which included the right to a Special Service Area (SSA) for the cost of public improvements.

Special Service Area (SSA) financing is a mechanism for residents to fund the installation of an infrastructure improvement through a localized property tax levy. An area is defined in which property owners will specially benefit by a proposed improvement. In this case, the area is Bryn Mawr Subdivision Phase 1. Based on the actual cost of the improvement, a tax rate is then established and applied against the assessed value of each property in the defined area. That amount appears on the property tax bill and pays for the improvement over a predetermined period of years.

The following is a pertinent chronology of the approval of SSA 46 and the issuance of the bonds:

- December 5, 2006: The City Council adopted an ordinance proposing SSA 46.
- December 19, 2006: The City Council held a public hearing on the Bryn Mawr Subdivision Phase 1 SSA to consider the establishment of SSA 46.
- February 6, 2007: The City Council adopted an ordinance establishing SSA 46.
- February 20, 2007: The City Council adopted Ordinance 6160 that provided for the issuance of \$2,500,000 in bonds and a direct annual tax sufficient to pay the principal and interest of the bonds.

As of May 30, 2014, all of the public improvements for Bryn Mawr Phase 1 have been completed. In addition to the cost for improvements, the proceeds of the bonds were used for bond issuance and capitalized interest. All of the lots in Phase 1 have been developed.

SSA Bonds are not general obligation bonds for the City; instead they are obligations of the defined area. The City serves as a conduit for the issuance of the bonds.

The SSA 46 Bonds are callable on March 1, 2017 which means that they can be refinanced in order to lower the interest rate on the bonds. Currently, the interest rate of the SSA 46 bonds is 5.75%. It is anticipated that the refinanced bonds could be sold at approximately an interest rate of 3.9% based on current market conditions. Refinancing the bonds to lower interest rates will lower the property tax payments made by the residents of Bryn Mawr Phase 1 since they are the ones responsible for the repayment of the bonds. It is currently estimated, over the remaining term of the original thirty-year bonds (maturing March 1, 2036), the property owners of Bryn Mawr Phase 1 will save approximately \$365,534.

Recommendation

The attached resolution authorizes the execution of an agreement with Bernardi Securities, Inc. for the refinancing of the Special Service Area 46 Bonds Series 2007. The City's bond counsel has reviewed the agreement.

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 Bernardi Securities, Inc. for the refinancing of the Special Service Area 46 Bonds Series 2007.

DATED this 1st day of November, 2016

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK