



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

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
December 6, 2016
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation**
 - a. Pablo's-30 years
 - b. Pop's Corn Crib-50 years
5. **Approval of Minutes – November 15, 2016 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**

The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
8. **Mayor's Report**
9. **City Council Reports**
10. **Consent Agenda**
 - a. Chicago Title Land Trusts 1004004149 & 1004004152 & Reinhardt/Kirk Annexation Public Hearings - Continuation to the January 17, 2017 regular City Council meeting for the Annexation Public Hearings. Space Management - Continuation to the January 3, 2017 regular City Council meeting for the Annexation Public Hearings.
 - b. Copley Annexation Agreement reconsideration - request to be continued to the January 3, 2017 regular City Council meeting.
11. **Special Service Area 46 Refinancing Bond Ordinance.**
12. **Las Cazuelitas, 21 Crystal Lake Plaza - City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 11 to 12 licenses and to increase the number of Video Gaming Licenses from the current permitted 11 to 12 licenses.**
13. **Ultra Strobe, 748 Tek Drive-Sign Variation.**
14. **Walnut Glen Townhome Association-Walnut Glen Subdivision-Final Planned Unit Development Amendment to allow the disconnection of Walnut Glen Drive and Crabapple Drive with a gate.**
15. **2316 Route 176 – County Zoning Request for a Variation.**

16. **Intergovernmental Agreement for Public Dial-A-Ride Transit Service in 2017.**
17. **Bid award and Resolution authorizing the execution of an agreement with Monroe Truck Equipment for the purchase and installation of a service body, lift gate, air compressor, and miscellaneous equipment; and rejection of all previous bids from September 23, 2016.**
18. **Council Inquiries and Requests.**
19. **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.**
20. **Reconvene to Regular Session.**
21. **Adjourn.**

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



Agenda Item No: 10a

**City Council
Agenda Supplement**

Meeting Date: December 6, 2016

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

Recommendation: Motion to continue the 1) Space Management request to the January 3, 2017 City Council meeting, 2) Chicago Title Land Trusts 1004004149 & 1004004152 and 3) Reinhardt/Kirk requests to the January 17, 2017 City Council meeting for the Annexation Public Hearings.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

Space Management- The annexation public hearing was continued by the City Council on the November 15, 2016 meeting. The petitioner is requesting the annexation of two parcels that total 2.85 acres, located at 6905 Cog Circle. The parcels are improved with Space Management and multiple tenants.

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 the Space Management petition be continued to the January 3, 2017, City Council meeting and the Whiskey Business and Reinhardt/Kirk petitions be continued to the January 17, 2017, City Council meeting for the Annexation Public Hearing in order to continue to work with the petitioners on the annexation agreements.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10b

**City Council
Agenda Supplement**

Meeting Date: December 6, 2016

Item: Motion to Reconsider - Continuation

Recommendation: Motion to continue the Copley Annexation Agreement reconsideration request to the January 3, 2017 City Council meeting.

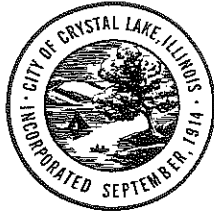
Staff Contact: Michelle Rentzsch, Community Development Director

Background:

At the September 20, 2016 regular City Council meeting, there was a motion to reconsider the Copley Annexation Agreement. That motion was tabled and continued to the October 18, 2016 regular City Council meeting and was subsequently continued to the December 6, 2016 City Council meeting.

The petitioner's attorney and city staff request this item to be considered at the January 3, 2017 City Council meeting to allow both parties time to review the Annexation Agreement.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

City Council Agenda Supplement

Meeting Date:

December 6, 2016

Item:

Special Service Area 46 Refinancing Bond Ordinance

Staff Recommendation:

A motion adopting an ordinance providing for the issue of not to exceed \$2,600,000 Special Service Area Number Forty Six Refunding Bonds, Series 2016, for the purpose of refunding the outstanding Special Service Area Number Forty Six Bonds, Series 2007, and paying the expenses incident thereto, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing a bond reserve for said bonds, authorizing the sale of said bonds to the purchaser thereof and authorizing and directing the execution of an escrow agreement in connection with the issuance of said bonds.

Staff Contact:

George Koczwar, 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 debt service 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. At the November 1, 2016 City Council Meeting, the City Council adopted a resolution authorizing the execution of an agreement with Bernardi Securities, Inc. as underwriter for the refinancing of the Special Service Area 46. 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 a Special Service Area, 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. 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.

The attached Parameters Ordinance, drafted by bond counsel Kelly Kost, of Chapman and Cutler, permits execution of the sale with the final sale being signed-off by the Mayor, and Director of Finance/Treasurer. The proposed Bond Refunding Parameters Ordinance establishes the conditions under which the authorized City officials can sell the Series 2016 refunding bonds if certain established minimum savings are achieved (at least 3% present value savings). Approving the Parameters Ordinance will allow the City to refund bonds via a limited offering, a private placement, or a negotiated sale at the time the City's Financial Advisor feels the proposed yields are acceptable for market conditions.

Next Steps for the Refunding of the SSA Bonds

1. City Council Approval of the Parameters Ordinance.
2. Prepare and Distribute the Preliminary Official Statement – PMA Securities, as Financial Advisor and Bernardi Securities, Inc., as underwriter, will prepare and distribute the Preliminary Official Statement (POS) or Limited Offering Memorandum (LOM) to potential bond purchasers. The POS or LOM will provide information about Special Service Area 46 and the bond issuance to entities interested in purchasing the bonds.
3. Price the Bond Issue – PMA Securities and Bernardi Securities, Inc., will establish the principal, interest and debt service payment schedule for the bond issuance.
4. Execute the Bond Purchase Agreement – The authorized City officials will execute the Bond Purchase Agreement. The agreement must conform to all criteria included in the Parameters Ordinance.
5. Close on the Bond Issue – The authorized City officials will execute all documents necessary to close on the Bond Issue. The documents must conform to all criteria included in the Parameters Ordinance.

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 4.4% 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 \$265,000.

Recommendation

A motion adopting an ordinance providing for the issue of not to exceed \$2,600,000 Special Service Area Number Forty Six Refunding Bonds, Series 2016, for the purpose of refunding the outstanding Special Service Area Number Forty Six Bonds, Series 2007, and paying the expenses incident thereto, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing a bond reserve for said bonds, authorizing the sale of said bonds to the purchaser thereof and authorizing and directing the execution of an escrow agreement in connection with the issuance of said bonds.

Votes Required to Pass:

Simple Majority



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

December 6, 2016

Item:

City Code Amendment to Increase the Number of Class “28” Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Las Cazuelitas, 21 Crystal Lake Plaza.

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class “28” Liquor Licenses from the current permitted 11 licenses to 12 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted 11 licenses to 12 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 Las Cazuelitas 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 Las Cazuelitas 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. Restaurant
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The establishment has held a Class “3” Liquor License since 2007.
Applicant submitted necessary documents, including site plan.	268-3 (C)	Yes.
Applicant has a State Video Gaming License.	268-3 (C)	Yes.
Applicant will be using a licensed video game terminal operator.	268-3 (C)	Yes. Velasquez 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 use an existing space in their establishment as a gaming area. The petitioner will build a 6’6” solid wall to create a gaming area adjacent to the entrance of the establishment. 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

Proposed Location:

Proposed video gaming location



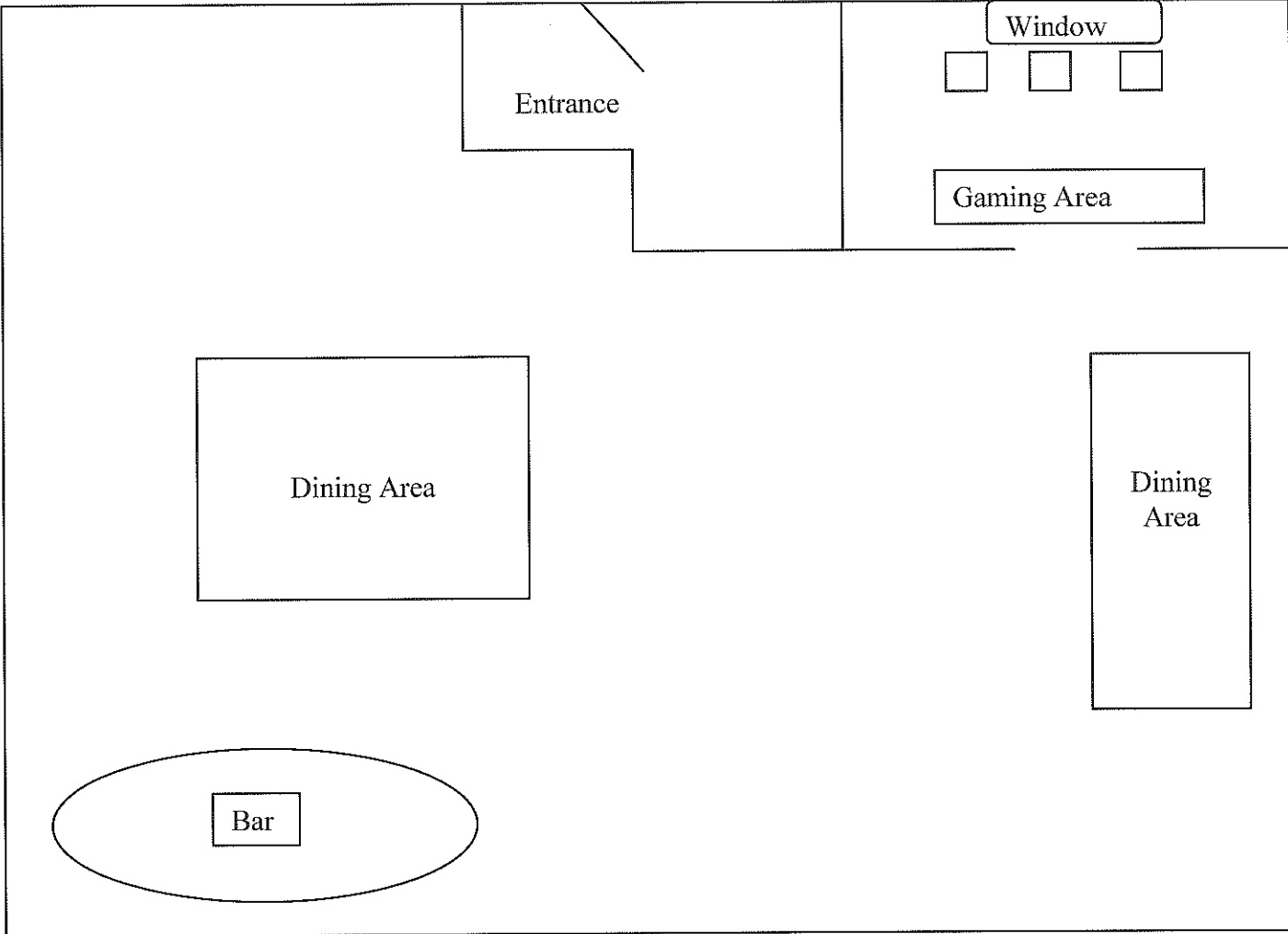
Proposed wall location

Bar

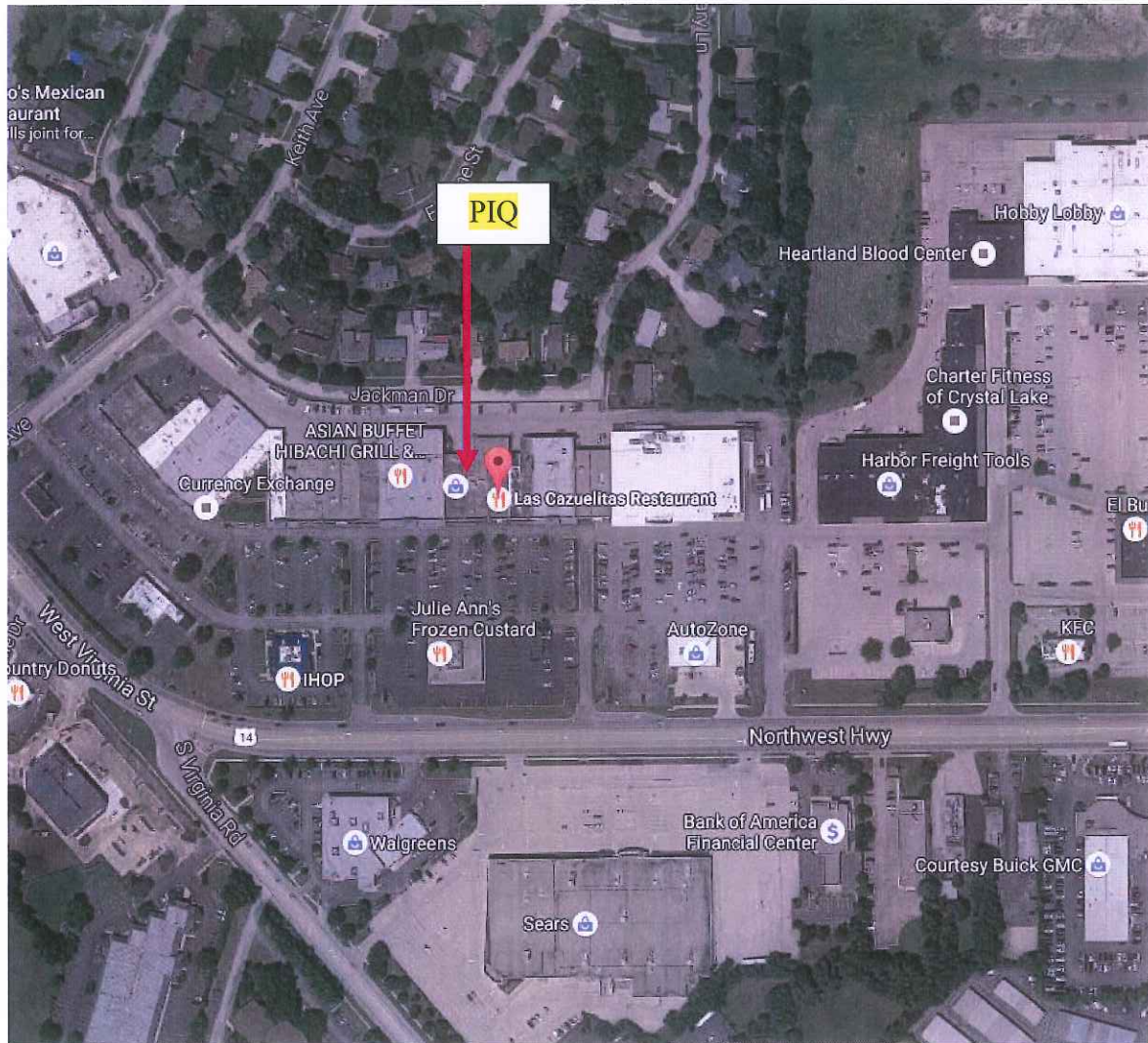


Proposed video gaming location

Proposed Layout:



Property In Question Map:





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 11 to 12.

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 6th day of December, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 6, 2016

Approved: December 6, 2016



DRAFT

The City of Crystal Lake Illinois

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

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

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

1. Class 28 License shall be increased from 11 to 12.

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 6th day of December, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 6, 2016

Approved: December 6, 2016



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: December 6, 2016

Item: Ultra Strobe – 748 Tek Drive

Sign Variation to allow a freestanding sign with a 4-foot setback from the property line, a variation of 6 feet.

Staff Recommendation: City Council's Discretion:
A. Motion to adopt an Ordinance granting a Variation for a freestanding sign with a 4-foot setback, with the recommended conditions for the Variation at 748 Tek Drive.
B. Motion to deny the variation request.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

- Existing Use: Ultra Strobe recently purchased the property. Currently there is not a freestanding sign located on the property.
- UDO Requirement: Industrial properties are permitted a single freestanding sign that must have a 10-foot setback from the property line.
- Request: The petitioner is requesting a variation to allow the freestanding sign to have a 4-foot setback from the property line, a variation of 6 feet.
- The edge of the parking lot is currently 11 feet from the property line and a large drainage ditch runs along the east side of the property.
- Due to the site layout, the only location for a freestanding sign is between the edge of the parking lot and the property line.



Review Criteria:

The City Council can grant a Variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

1. The proposed Variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
2. The proposed Variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed Variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
3. The proposed Variation is in harmony with the intent, purpose and objectives of the Ordinance.

Recommended Conditions:

1. Approved plan, to reflect staff comments, as approved by the City Council:
 - A. Application (Ultra Strobe, dated 11/16/16, received 11/16/16)
 - B. Sign Plan (received 10/31/16)
 - C. Survey (received 11/16/16)
2. Sign landscaping as outlined in the Unified Development Ordinance Section 4-400 F 6 must be installed.
3. The sign must be located outside of the sightline triangle for the driveway.
4. The sign must meet all other requirements of the UDO for signage.

Votes Required to Pass: A simple majority vote.

748 Tek Drive - Ultra Strobe





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIGN VARIATION FOR
ULTRA STROBE, 748 TEK DRIVE**

WHEREAS, pursuant to the terms of the request (File #2016-52) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow a freestanding sign with a 4-foot setback from the property line, a variation of 6 feet for Ultra Strobe; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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 sign variation be granted to allow a freestanding sign with a 4-foot setback from the property line, a variation of 6 feet for Ultra Strobe located at 748 Tek Drive (PIN 19-01-304-013), Crystal Lake, Illinois with the following conditions:

1. Approved plan, to reflect staff comments, as approved by the City Council:
 - A. Application (Ultra Strobe, dated 11/16/16, received 11/16/16)
 - B. Sign Plan (received 10/31/16)
 - C. Survey (received 11/16/16)
2. Sign landscaping as outlined in the Unified Development Ordinance Section 4-400 F 6 must be installed.

3. The sign must be located outside of the sightline triangle for the driveway.
4. The sign must meet all other requirements of the UDO for signage.

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

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

DATED at Crystal Lake, Illinois, this 6th day of December, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 6, 2016

Approved: December 6, 2016



Agenda Item No: 14

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 6, 2016
<u>Item:</u>	Walnut Glen Townhome Association – Walnut Glen Subdivision
<u>Request:</u>	Final PUD Amendment to allow the disconnection of Walnut Glen Drive, a private road, and Crabapple Drive, a public road, with a gate.
<u>Petitioner:</u>	Tim Buckley, President of the HOA and Janice Reinhardt, Northwest Property Management, petitioners
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance granting the Final Planned Unit Development Amendment to allow the disconnection of Walnut Glen Drive and Crabapple Drive within the Walnut Glen Subdivision.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- Existing Use: Walnut Glen is a Planned Unit Development with 41 townhome units. Walnut Glen Drive is a private road that connects to Bard Road to the north and Crabapple Drive to the east.
- Previous Approvals: In 2002, the Final Planned Unit Development for Walnut Glen Townhomes was approved. One of the main issues that was addressed at the time was the need for a second means of access. The developer extended Crabapple drive north to Walnut Glen Drive in order to meet the City Council's request to have two means of access.
- The reason for this request is to restrict the perceived cut through traffic from Huntley Road to Bard Road with a gate that is accessible to emergency vehicles only.
- Traffic/speed counters were placed on Walnut Glen Drive, Bard Road and Crabapple Drive for two weeks, October 9, 2015 to October 17, 2015. The data showed that no speeding problem exists along Walnut Glen Drive and the actual traffic volume using the roadway is below the estimated traffic for the subdivision per the ITE Trip Generation Manual.

PZC Highlights:

- A few of the PZC members thought the disconnection would set a precedent and other private road subdivisions may ask for a similar request.

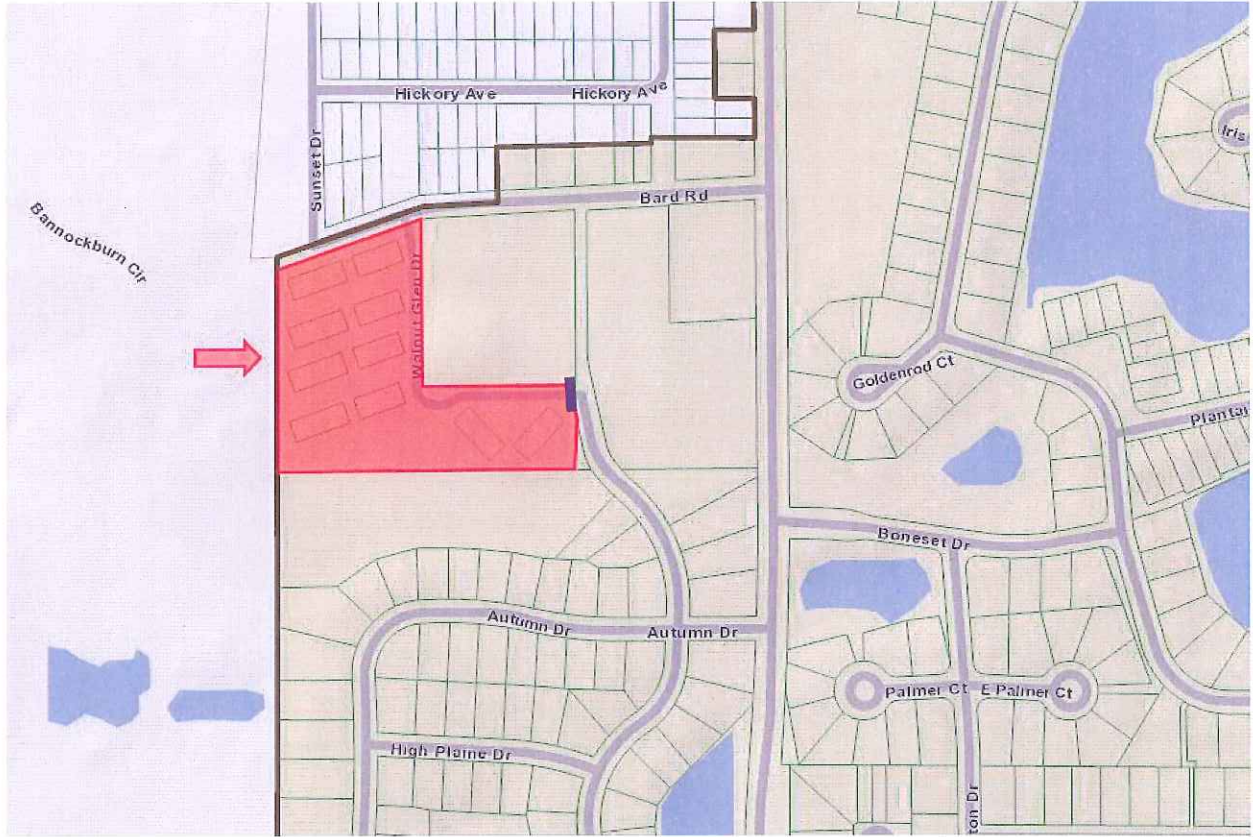
- The PZC agreed that this subdivision was unique because of the dead end of the public road into the private road.
- The PZC agreed that the gate should be for emergency access only and the residents of Walnut Glen will not have access.
- The PZC felt that the Findings of Fact had been met.

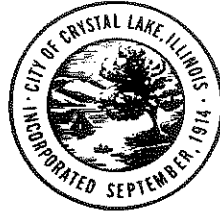
The PZC recommended **approval (4-0)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Walnut Glen Townhomes, received 11/05/15)
 - B. Supplemental Packet (Walnut Glen Townhomes, received 11/05/15)
2. If the design of the gate is to change, City Staff must approve the gate design.
3. The area between the gate and Crabapple Drive shall remain the HOA's responsibility to maintain and plow.
4. Access to the gates must be maintained year-round. Snow cannot be pushed against the gates on either side by public or private snow removal personnel. The emergency contact information for the HOA representatives responsible for snow removal must be on record with City Hall and regularly updated.
5. An escrow account must be established with the City for the purpose of providing payment if the HOA fails to keep the area passable for emergency vehicles and the City must provide snow removal around the gate on Walnut Glen Drive. The amount to be deposited into the account is to be determined yearly, by the City, based on the estimated cost to remove snow from the area on both sides of the gate on Walnut Glen Drive. The yearly deposit must be received by November 1st of each year.
6. The Police Department requests access to the gate via key or keypad code for cases of emergency.
7. A key box (Knox Box) shall be provided. The key box will be used for emergency access only.
8. The petitioner shall comply with all of the requirements of the Community Development, Fire Rescue, Police and Public Works Departments.
9. **The City shall not be liable for any damage to the gate. (Added by the PZC)**

Votes Required to Pass: A simple majority vote.

2015-59 Walnut Glen – Final PUD Amendment





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR WALNUT GLEN**

WHEREAS, pursuant to the terms of the Petition (File #2015-59) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Walnut Glen to allow the disconnection of Walnut Glen Drive, a private road, and Crabapple Drive, a public road, with a gate; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on October 18, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on November 2, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on November 2, 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 Amendment to the Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2015-59, dated as of November 3, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development 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 a Final PUD Amendment be granted to allow the disconnection of Walnut Glen Drive, a private road, and Crabapple Drive, a public road, with a gate for the property located at 1200-1276 Walnut Glen Drive (18-12-182-015 through 18-12-182-04), Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Walnut Glen Townhomes, received 11/05/15)
 - B. Supplemental Packet (Walnut Glen Townhomes, received 11/05/15)
2. If the design of the gate is to change, City Staff must approve the gate design.
3. The area between the gate and Crabapple Drive shall remain the HOA's responsibility to maintain and plow.
4. Access to the gates must be maintained year-round. Snow cannot be pushed against the gates on either side by public or private snow removal personnel. The emergency contact information for the HOA representatives responsible for snow removal must be on record with City Hall and regularly updated.
5. An escrow account must be established with the City for the purpose of providing payment if the HOA fails to keep the area passable for emergency vehicles and the City must provide snow removal around the gate on Walnut Glen Drive. The amount to be deposited into the account is to be determined yearly, by the City, based on the estimated cost to remove snow from the area on both sides of the gate on Walnut Glen Drive. The yearly deposit must be received by November 1st of each year.
6. The Police Department requests access to the gate via key or keypad code for cases of emergency.
7. A key box (Knox Box) shall be provided. The key box will be used for emergency access only.
8. The petitioner shall comply with all of the requirements of the Community Development, Fire Rescue, Police and Public Works Departments.
9. The City shall not be liable for any damage to the gate.

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 an Amendment to the Planned Unit Development 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 6th day of December, 2016.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 15, 2016
Approved: December 15, 2016



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: December 6, 2016

Item: COUNTY ZONING REQUEST

Jack Foss and Jodi Galle
2316 Route 176

Recommendation: City Council's discretion.
a) Motion to object to the proposed Variation, directing staff to proceed with an objection at the County Zoning Board of Appeals meeting.
b) No action

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

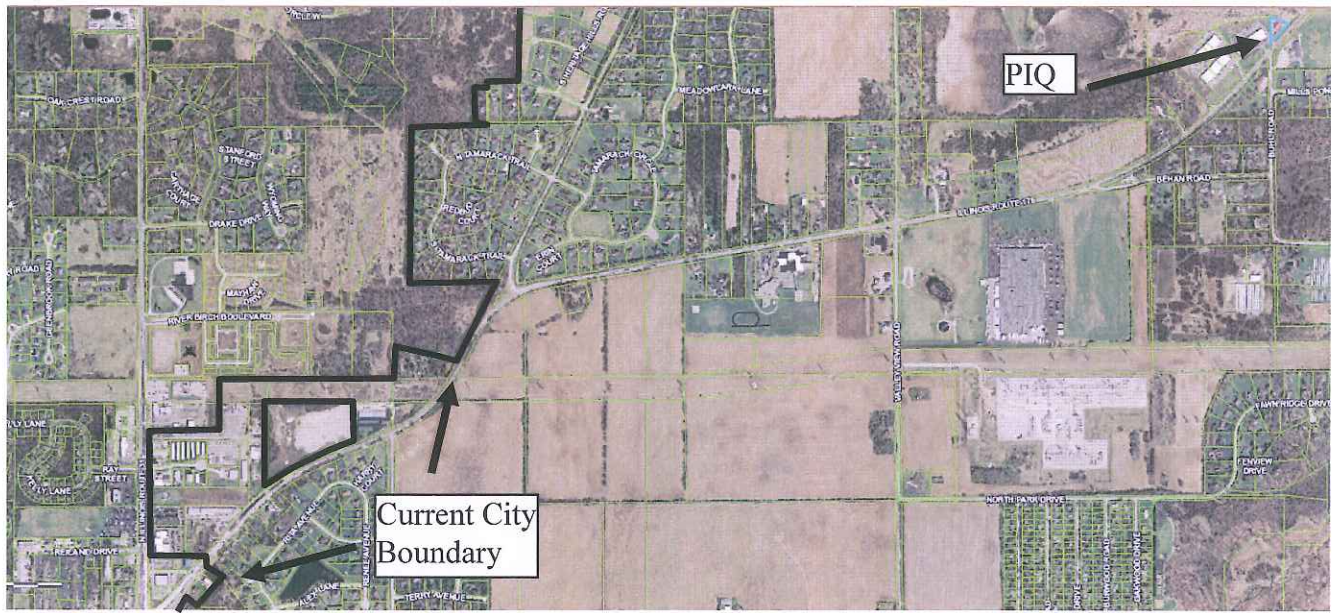
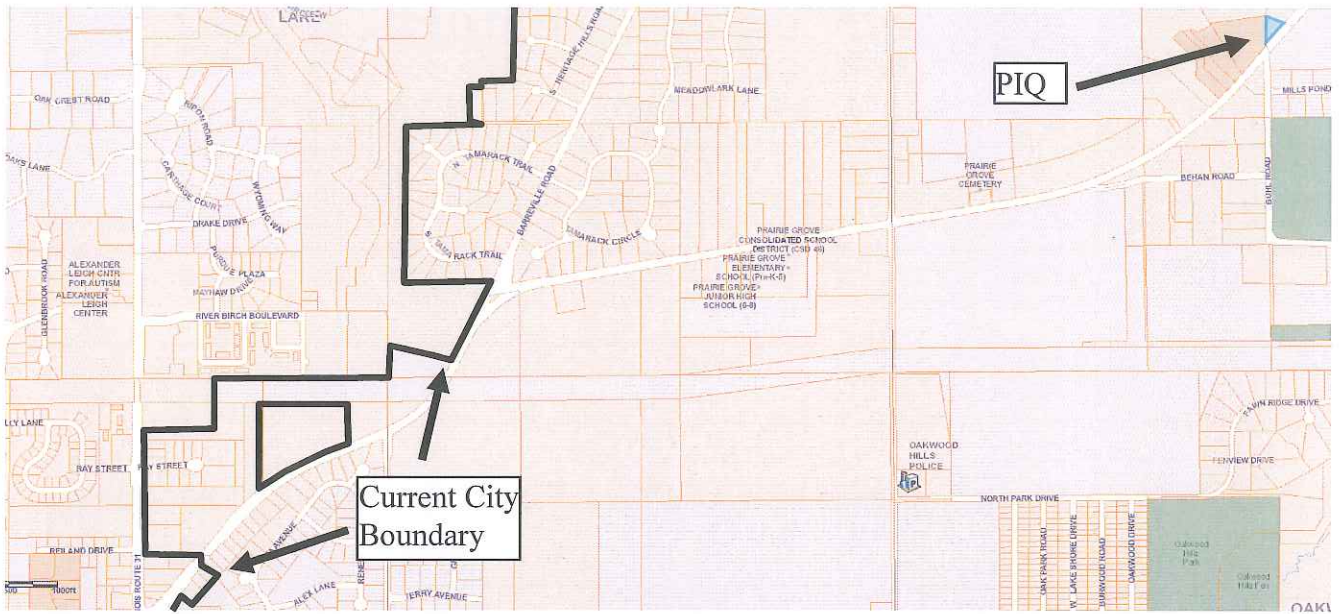
- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.
- The property in question consists of approximately 0.59 acres and is zoned "B-3" General Business District with a Conditional Use and Variation.
- The property is currently improved with a main building and several accessory buildings. The site also contains outside storage.
- The property is located at Route 176 and Buhl Road. It is approximately 1.5 miles northeast of the current City boundary.

Request:

- The petitioners are requesting a variation to allow an accessory structure 0 feet from the side yard property line along Route 176.
- The property is not within the Crystal Lake Watershed and staff has no concerns with this request.

Votes Required to Pass: A simple majority vote.

2316 Route 176 PIQ





Agenda Item No: 16

City Council Agenda Supplement

Meeting Date:

December 6, 2016

Item:

An Intergovernmental Agreement for Public Dial-A-Ride Transit Service in 2017.

Staff Recommendation:

Motion to adopt a Resolution authorizing the City Manager to execute an intergovernmental agreement between the County of McHenry, the City of Crystal Lake, the City of Harvard, the City of Marengo, the City of McHenry, the City of Woodstock, the Village of Huntley, the Village of Johnsborg, and the Village of Ringwood for general public dial-a-ride transit service in 2017.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

At the November 15, 2011 City Council meeting, the City Council approved an Intergovernmental Agreement (IGA) between the County and the City of Crystal Lake, the City of McHenry, and the City of Woodstock to combine local dial-a-ride programs into one contracted service called MCRide with Pace Suburban Bus. The MCRide program started on February 1, 2012. The combined local dial-a-ride services provide greater consistency between service fares and hours, improves service performance monitoring and enables direct accounting for federal grant funding. A condition of the IGA requires that partner agencies renew the IGA annually. The attached IGA will provide annual dial-a-ride transit services in 2017, and is similar to the IGA approved by the City Council for dial-a-ride transit services for years 2012 through 2016. The only proposed change to the IGA is a small fare increase proposed for implementation on April 1, 2017, which is described under the "Fare Structure" section below.

2017 Estimated Costs

The proposed agreement is in substantial conformance with the current agreement in that the City of Crystal Lake will pay a fixed amount per capita based upon the 2010 decennial census resulting in no increase in monthly fees for participation in this program

in 2017. The partner agencies will pay an amount not to exceed \$1.31 per capita based on the 2010 decennial census. The Partner Agencies will be invoiced no more frequent than monthly.

Municipality	2010 pop.	% pop.	2017 Cost	Monthly Invoice
City of:				
Crystal Lake	40,743	28%	\$53,363	\$4,447
Harvard	9,447	7%	\$12,373	\$1,031
*Marengo	7,648	5%	\$22,017	\$1,835
McHenry	26,992	19%	\$35,353	\$2,946
Woodstock	24,770	17%	\$32,443	\$2,704
Village of:				
Huntley	24,291	17%	\$31,815	\$2,651
Johnsburg	6,337	4%	\$8,300	\$692
Ringwood	836	1%	\$1,095	\$91
**Lakewood	3,811	3%	\$4,991	\$416
City Totals	144,875	100%	\$201,756	\$16,813

*City of Marengo has a separate agreement with Marengo Township and Riley Township to collect \$12,000 annually for General Public service throughout the Townships.

** The Village of Lakewood has declined to participate in the program in 2017. The Village of Lakewood felt it was too costly for the number of trips that were provided to their residents. This will not impact the City's cost for the 2017 program.

On October 20, 2016 the County was awarded an additional \$496,291 in federal Section 5310 funding awarded from the Regional Transportation Authority to fund the MCRide program. The funding will continue to cover 50% of the operating costs associated with all identified trips provided to riders with a disability (about 35% of all riders). The County will pay the monthly Pace invoices, and each municipality will be invoiced an annual amount of up to \$1.31 per capita by the County.

Prior to the MCRide program, the City contracted directly with Pace for annual dial-a-ride services. The City's annual contribution under the previous contract structure with Pace for dial-a-ride services was approximately \$137,229. Since establishing the MCRide program, and due in large part to the awarded federal funding being used towards the MCRide program, the City's contribution for dial-a-ride services has been substantially reduced. In 2017, the City will pay \$4,447 a month, which is \$53,364 annually. The City's 2017 monthly payment of \$4,447 is the same as last year's payments made to the program by the City.

Crystal Lake Ridership Data

Since March 2015, the County receives on a monthly basis on report from Pace for all trips taken on the MCRide program. Using that data, the County has compiled ridership data by geographic area by looking at only the origins of the trips (using GPS coordinates) and assigning them to a municipality or township. For example, if someone takes a trip from a residence in Crystal Lake to a store in Crystal Lake and then returns

back home, two trips are assigned to “Crystal Lake”. If someone travels from Lakewood to Crystal Lake and back home, one trip is given to Lakewood and one trip is assigned to Crystal Lake. Using this method, below is ridership data from March 2015 through September 2016. During this time period, the total trips in which the origin of the trip was in the City of Crystal Lake was approximately 28% of the total MCRide ridership. The average monthly amount of trip origins in the City of Crystal Lake was 2,380 per month, or 28,560 annually. The total 2017 costs for the Crystal Lake is \$53,363, therefore, the estimated average cost to the City per trip would be \$1.86.

Month	Trips Origins in the City of Crystal Lake	Total MCRide Ridership	% Origins in Crystal Lake
Mar-15	2987	9509	31%
Apr-15	3075	9501	32%
May-15	2688	8811	31%
Jun-15	2533	9962	25%
Jul-15	2708	9284	29%
Aug-15	2643	9071	29%
Sep-15	2631	8745	30%
Oct-15	2660	9097	29%
Nov-15	2210	8442	26%
Dec-15	2086	7668	27%
Jan-16	2163	8058	27%
Feb-16	2218	8273	27%
Mar-16	2286	8501	27%
Apr-16	2281	8338	27%
May-16	2013	7486	27%
Jun-16	2074	7732	27%
Jul-16	1892	7202	26%
Aug-16	2052	7984	26%
Sep-16	2021	7824	26%

MCRide Service Information

By entering into this IGA, all parties agree to continue the MCRide program, which provides service standardization, related to fare structure, service hours, and trip reservation policies. It should be noted that the MCRide program for Crystal Lake riders includes all general public, seniors, and individuals with disabilities. The Townships that participate in the program, including Grafton and Nunda, which cover portions of Crystal Lake, only provide services to seniors and individuals with disabilities, not the general public. If the City were not to participate in the MCRide program, Crystal Lake riders would not have access to other areas of the County that participate in this program, and service in Grafton and Nunda Townships would be limited to only seniors and individuals with disabilities within the boundaries of the Township. Under this scenario,

Crystal Lake residents in Algonquin Township would not have service and those eligible residents that get service from Grafton and Nunda Townships would not have service to areas of Crystal Lake that are within Algonquin Township boundaries.

The following is service information regarding the MCRide program:

Fare Structure

As mentioned earlier, the proposed agreement is in substantial conformance with the current agreement in that the City of Crystal Lake will pay a fixed amount per capita based upon the 2010 decennial census resulting in no increase in monthly fees for participation in this program. There is however, a small fare increase proposed for implementation on April 1, 2017 to help offset the cost of providing these services. This fare increase can be described as a proposed increase in the base fare to \$2.50 for the first five miles to the general public (up from \$2.00); and a proposed increase in the base fare to \$1.25 for the first five miles to seniors and disabled persons (up from \$1.00). This fare increase will be communicated to riders well in advance of the actual fare increase taking effect.

The previous fare increase was established in January 2014. In comparison to other neighboring County programs, such as Northwest Demonstration Service in Lake County and Ride in Kane, fares for services through MCRide are extremely low. This small fare increase will help offset the cost of providing these services as a result of expansion into other areas in McHenry County over the last twelve months, and continue to allow for further expansion into new municipalities and townships.

Fare Type	Current Base Fare up to 5 miles plus 25 cents for each additional mile. Through March 31, 2017	Base Fare up to 5 miles plus 25 cents for each additional mile. Starting April 1, 2017
General Public	\$2.00	\$2.50
Senior	\$1.00	\$1.25
Disabled	\$1.00	\$1.25

Standard Senior Definition

Persons 60 years and older will be considered seniors to be consistent with the federal Older Americans Act Title III regulations.

Service Hours

Service hours will be the same for all partner agencies.

	Monday-Friday Start	Monday-Friday End	Saturday Start	Saturday End
Service Hours	6:00 a.m.	7:00 p.m.	9:00 a.m.	5:00 p.m.
Reservation Hours	5:30 a.m.	6:00 p.m.	8:30 a.m.	4:00 p.m.

Trip Reservation

General Public Riders: no more than 24 hours before the requested trip, and no less than 2 hours before the requested trip.

Seniors and Individuals with Disabilities: no more than 7 days in advance of the requested trip, and no less than 2 hours before the requested trip.

It should be noted, that as part of the IGA, partner agencies agree to monitor service cost effectiveness and make additional changes to service hours, fares, and trip reservation policies only after all Partner Agencies have affirmed changes in writing and the public has been provided a minimum 4 weeks notice of these changes.

Also, if there is a time when it is agreed by all partners not to continue the MCRide program or if the City at anytime decides to no longer to participate in the program, the City will be able to return to its original agreement with Pace for dial-a-ride services.

The IGA was approved by the McHenry County Board on November 15, 2016, as well as is currently being approved by other partner agencies. There will be no service disruption to the MCRide program during the IGA renewal process by all partners.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute an intergovernmental agreement between the County of McHenry, the City of Crystal Lake, the City of Harvard, the City of Marengo, the City of McHenry, the City of Woodstock, the Village of Huntley, the Village of Johnsburg, and the Village of Ringwood for general public dial-a-ride transit service in 2017.

DATED this 6th day of December, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 6, 2016
APPROVED: December 6, 2016



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: December 6, 2016

Item: Lift Gate, Air Compressor, and Miscellaneous Equipment Installation on Public Works Department Truck #11

Staff Recommendation:

- 1) Reject all bids from the previous bid openings for the purchase and installations of a service body, lift gate, air compressor, and miscellaneous equipment; and
- 2) Award the bid for the purchase and installation of lift gate, air compressor, and miscellaneous equipment to the lowest responsive, responsible bidder, Monroe Truck Equipment, and adopt a resolution authorizing the City Manager to execute an agreement with Monroe Truck Equipment for the purchase and installation of the aforementioned items in the amount bid.

Staff Contact: Mike Magnuson, P.E., Director of Public Works

Background:

Vehicle #11 is assigned to the Fleet and Facility Services Division. This truck is primarily utilized as a service truck for remote maintenance and repairs of City owned equipment. It is more cost effective for the City to purchase the truck cab and chassis separately and then acquire the needed service body and ancillary equipment separately. The truck cab and chassis were previously acquired under a separate bid. The service body will have adequate tool boxes and compartments to meet the needs of the division. In addition, the truck will be outfitted with a lift gate, which is vital to operations because it allows staff to lift heavy items such as tires, equipment, and other items into the load area of the service body.

On September 23, 2016, the City of Crystal Lake publicly opened and read aloud the bid received for the purchase and installation of one service body, one lift gate, air compressor and other miscellaneous equipment for Vehicle #11. The service body, lift gate, and air compressor were part of the base bid, while the miscellaneous equipment was part of the optional bid. The following is a breakdown of the one bid received:

Bidder	Base Bid	Optional Power Charger System	Optional Jack-N-A-Box Steel Jack Containment	Optional Backup Camera	Total Cost
Sauber Mfg Co.	\$45,823	\$1,815	\$643	\$1,547	\$49,282

Since the City strongly prefers to have more than one bidder, staff reconsidered how to move forward with the project. Staff concluded that the variety of equipment and vendors in the bid package warranted breaking the purchase down into multiple packages. Quotes were separately obtained for the purchase and mounting of the service body and a new bid package for the lift gate and accessories was developed and advertised.

On November 21, 2016, the City publicly opened and read aloud the base bid for one lift gate, air compressor, and other optional equipment. The results are as follows:

Bidder	Base Bid	Optional Power Charger System	Optional Jack-N-A-Box Steel Jack Containment	Optional Backup Camera
✓ Monroe Truck Equipment	\$25,017*	\$1,920*	No Bid	\$1,527
Diversified Fleet Services	\$25,173	No Bid	No Bid	\$1,244.88
Sauber Mfg Co.	\$31,910	\$1,814.50	\$634	\$1,547

✓ Indicates lowest responsive and responsible bidders

*Accepted Items

City staff recommends approving the base bid and optional power charger system for this project. The total cost for these items is \$26,937. Utilizing multiple purchasing packages, this saved the City \$6,401 in costs over a single combined bid for a fully equipped service body.

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, Monroe Truck Equipment, for the purchase of the lift gate, air compressor, power charger system and all necessary materials to install in accordance with the terms and conditions of the invitation to bid document.

Funds have been budgeted for this project.

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 Purchase Agreement between the CITY OF CRYSTAL LAKE and Monroe Truck Equipment for the purchase and installation of a lift gate, and air compressor and miscellaneous equipment in the amount bid.

DATED this 6th day of December, 2016

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 6, 2016
APPROVED: December 6, 2016