



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

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 21, 2017
7:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 7, 2017 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a.) Chicago Title Land Trusts 1004004149 & 1004004152 & Reinhardt/Kirk Annexation Public Hearings - Continuation to the April 18, 2017 regular City Council meeting for the Annexation Public Hearings.
 - b.) Knights of Columbus Council #10678 request for a Temporary Liquor License for an Irish Fest event at 1023 McHenry Avenue, Crystal Lake on March 11, 2017 from 5:00 p.m. to 10:30 p.m.
10. **Authorizing the approval of a “Long Swim-Three Oaks” at Three Oaks Recreation area for a competitive open water swim on June 25, 2017.**
11. **Chamber of Commerce Blue Star Banner Program.**
12. **Beyond Stable Farm, 11117 Route 176 – Sign Variations from the UDO for face area and height.**
13. **McHenry County Community College, 8900 Route 14 – Final PUD Amendment for the Science Center Building and modification to the adopted Master Sign Plan.**
14. **Wal-Mart Super Center, 1205 S. Route 31 – Final PUD Amendment for customer pick-up area and additional signage.**
15. **Annual adoption of the Zoning Map.**
16. **Hotel/Motel Tax Funding Allocations.**
17. **Water and Sewer Connection Fee Recalculation Requirement Waiver.**
18. **Proposal award and Resolution authorizing the execution of a service agreement with Flolo Corporation for arc flash survey review services at City facilities.**

19. **Bid award and Resolution authorizing the execution of a purchase agreement with Bonnell Industries for the provision of heavy duty municipal reversible front plow retrofits.**
20. **Bid award and Resolution authorizing the execution of a contract with Marc Kresmery Construction for a sand separator replacement at Water Treatment Plant #3.**
21. **Council Inquiries and Requests.**
22. **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.**
23. **Reconvene to Regular Session.**
24. **Sustainability Committee Appointments.**
25. **Adjourn.**

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



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: February 21, 2017

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

Recommendation: Motion to continue the 1) Chicago Title Land Trusts 1004004149 & 1004004152 and 2) Reinhardt/Kirk requests to the April 18, 2017 City Council meeting for the Annexation Public Hearings.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

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

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

City staff respectfully requests that the Whiskey Business and Reinhardt/Kirk petitions be continued to the April 18, 2017, City Council meeting for the Annexation Public Hearing in order to continue to work with the petitioner on the annexation agreement for the Chicago Title Land Trusts.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

February 21, 2017

Item:

Temporary Liquor License – Knights of Columbus Council #10678

Staff Recommendation:

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

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Council #10678 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Irish Fest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on March 11, 2017 from 5:00 p.m. to 10:30 p.m.

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

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

Votes Required to Pass:

Simple majority



Agenda Item No: 10

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 21, 2017
<u>Item:</u>	“A Long Swim – Three Oaks,” a competitive open water swim at Three Oaks Recreation Area
<u>Council Discretion:</u>	Motion authorizing approval of A Long Swim – Three Oaks , to be held on Sunday, June 25, 2017, at Three Oaks Recreation Area, subject to the recommended conditions.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

A Long Swim, an IRS-approved 501(c)3, is requesting approval from the City to organize a charity open water swim event at Three Oaks Recreation Area on Sunday, June 25, 2017, to be called **A Long Swim – Three Oaks**. The date does not coincide with a recognized holiday or conflict with other events in the area. The City Council approved a similar request in 2016.

The swim is expected to begin at 7:00 a.m. and end at approximately 10:00 a.m. Setup at the Three Oaks Recreation Area would begin on Saturday evening, June 24th, and at 5:00 a.m. on the 25th, and will be taken down by 12:00 p.m. on the 25th. The race format will include three open water swim lengths, all of which will be familiar with triathletes:

- 1,500 meters, which coincides with the swim leg of an Olympic triathlon
- 1.2 miles, which coincides with the swim leg of a half Ironman triathlon
- 2.4 miles, which coincides with the swim leg of a full Ironman triathlon

Registration is expected to be \$50 per swimmer, with incentives for the swimmers to raise contributions for A Long Swim. Local merchant involvement will be solicited for sponsorship, in-kind donations and other support. Often, merchants like to be associated with the endurance athlete/triathlete demographic, and this will be a good opportunity for the Crystal Lake area merchants to make that association.

To make the event more festive, a music and public address system will be used.

In addition to all of appropriate safety precautions (see below) **A Long Swim – Three Oaks** will have an electronic timing system that is expected to be provided and operated by ChampionChip

24/7 of Mattoon. Many open water swims do not use electronic timing systems, but we believe that it is worth the rental to increase the profile of the event. In addition, many triathletes will be using **A Long Swim – Three Oaks** as a training and swim to determine their swim ‘split’ of their longer event, so we believe that the timing system will attract more serious competitors.

The swim will be completely contained at the Three Oaks Recreation Area. A proposed course map is included within this agenda supplement.

Petitioner Background:

A Long Swim was started by Douglas McConnell as the fundraising vehicle for his marathon swims (defined as an open water swim of 10K or greater, about six miles). A Long Swim borrows its acronym from ALS, also known as Lou Gehrig’s disease, and has focused its efforts on funding ALS research, mostly at Northwestern University in Chicago. ALS is a disease that has had a deep impact on McConnell’s family, and A Long Swim has been successful at raising about \$400,000 for that research.

Doug McConnell started swimming as a seven year old age-grouper in East Dundee. After swimming for the Elgin YMCA through high school, McConnell was an unrecruited walk-on swimmer at the University of Illinois, where he was a four-year varsity letter winner, two-time Most Valuable Swimmer, and Team Captain.

McConnell started training for and competing in open water swimming events in 2005. In 2009, he made plans to train to swim the English Channel, and in 2011 became the 48th person over the age of 50 to complete the swim. He followed it with swims of the Catalina Channel in California in 2012 and a circumnavigation of Manhattan Island in New York in 2014. By completing those three swims, McConnell became the 89th person in the world to achieve the “Triple Crown of Open Water Swimming,” and was the 15th person to have completed all three over the age of 50. McConnell also swam the 27-mile swim between Molokai and Oahu in Hawaii in July 2016.

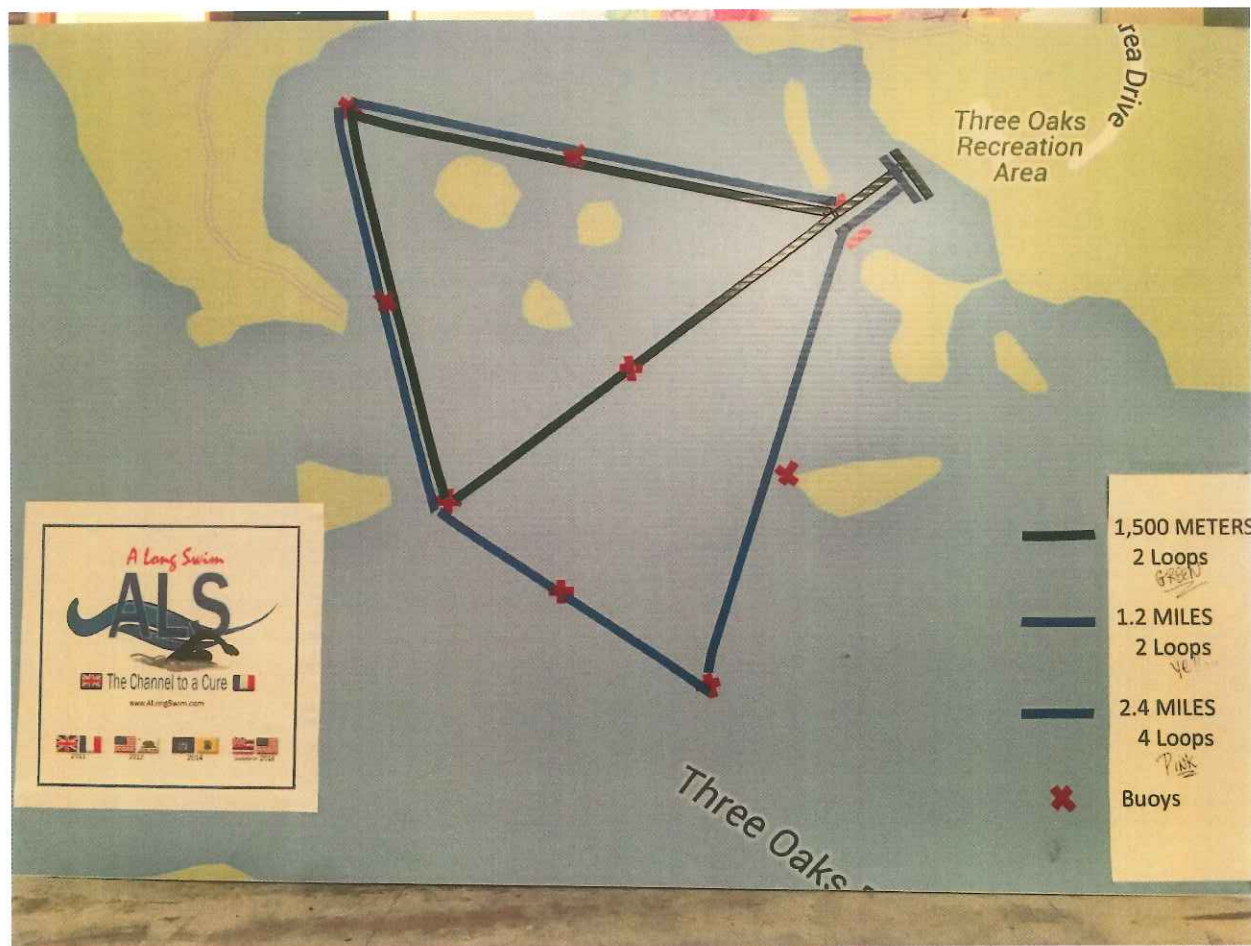
Despite its appearances, marathon swimming is the ultimate team sport, and McConnell credits the A Long Swim team for the success of his swims. The A Long Swim team includes his wife, Susan, and his four adult children. Borrowing a page from that book, **A Long Swim – Three Oaks** will take full advantage of the A Long Swim team, and includes Project Manager Kim McIver, who has an extensive background in organizing and executing charity endurance events.

To broaden the reach of A Long Swim’s efforts beyond just his swims, McConnell and the Les Turner ALS Foundation have hosted open water swims, in 2014, 2015 and 2016. In 2016, A Long Swim expanded the opportunities for open water swimming into a series of events, including **A Long Swim – Lake Zurich** on June 5th, **A Long Swim – Three Oaks** on June 26th, and **Swim For ALS** to be held at Tower Road Beach in Winnetka on August 7th. All three are expected to be hosted again in 2017.

Three Oaks Recreation Area Impact:

The open water swim will be taking place during the early-morning fishing hours, but should be complete before the beach opens to the public at 10:00 a.m. A Long Swim is working on securing off-site parking for the event other than parking spots that volunteers and workers may occupy. The Three Oaks parking lot area would be reserved for guests using the marina and (later) the beach.

The proposed course map for A Long Swim – Three Oaks follows:



- The 1,500 meter swimmers will complete the black triangle two times.
- The 1.2 mile swimmers will complete the blue parallelogram two times.
- The 2.4 mile swimmers will complete the blue parallelogram four times.

Inconvenience to Three Oaks Visitors

The use of the lake at the Three Oaks Recreation Area would require three restrictions on the public's access.

1. City staff recommends that sailboats not be allowed on the lake during the event. Sailboats are often difficult to control and may inadvertently travel into the race course area. Due to the imprecise movements of sailboats, City staff recommends that sailboats not be allowed on the lake until 10:00 am, at which point all open water swimmers should be clear of the water.
2. The public (specifically, fishermen) will be allowed on the lake, but would be asked to avoid certain portions of the lake during the swim. The northern portion of the south lake would be restricted from public access by buoy markers. The Fire Rescue Department and Three Oaks staff would have emergency/service boats on the water to ensure the public's safety.
3. It is anticipated that normal swim beach operations will not be impacted and that the swim beach will open at the normal daily operating time of 10:00 a.m.

Required Costs: (to be paid by petitioner)

1. Fire Rescue would require an ambulance with two personnel to standby for the race, as well as a boat with three personnel. The anticipated cost for Fire Rescue services with the triathlon is \$1,240.00. The following is a breakdown of Fire Rescue Department costs:

Ambulance with two personnel:	\$124.00/hour
Boat 399 with three personnel:	\$186.00/hour
Shift Commander	Salary
Total for 1 hour:	\$310.00
Four hour minimum:	x 4
Minimum Total:	\$1,240.00

2. Three Oaks Recreation Area Costs:

<i>Non-Refundable</i>	<i>Fee</i>
Application Fee	\$75
Out of City Organization	\$150
Three Oaks Service Boat Fee	\$36 (\$12 per hour x 3 hours)
Three Oaks General Staff Fee	\$450 (\$15 per hour x 5 hours x 6 staff)
Three Oaks Lifeguard Fee	\$800 (\$20 per hour x 4 hours x 10 guards)
Total Non-Refundable Fee	\$1,511
<i>Refundable</i>	<i>Fee</i>
Refundable Event Damage	\$500
Total Refundable Fee	\$500

Recommended Conditions:

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

1. Three Oaks Recreation Area Conditions:
 - a. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually.
 - b. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
 - c. Receive approval from 3rd party property owners for off-site parking. Remote parking / shuttle service locations and signing plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval. **The City must receive the written authorization by the 3rd party property owner for parking.**
 - d. Inform event attendees, prior to the event that all participants in **A Long Swim – Three Oaks** should park in the designated off-site parking. The parking lot would be reserved for patrons using the fishing or beach amenities.
 - e. Submit for City approval, severe weather plans and an evacuation plan.
 - f. Sound system shall not disturb other users of the park.
 - g. All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
 - h. All egress gates will be unobstructed at all times.
2. The City will have flexibility in designing the race course based on any concerns from City Departments.
3. If determined that additional staffing is needed to assist with the event, A Long Swim will be responsible for those additional costs.
4. A Long Swim must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for the event for review by City Departments.
5. All debris created by the event shall be cleaned up during and after the event.
6. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. Also, all participants should sign a waiver releasing the City from any liability related to their participation in the swim.
7. Any additional permits or requests for signage shall be made through the Engineering Division.
8. In the case of inclement weather, an alternate date can be approved by the City Manager.

9. The petitioner is responsible for the required costs, which are the costs for Fire Rescue and use of Three Oaks Recreation Area.

The petitioner is aware of the recommended conditions and will be present at the meeting.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: February 21, 2017

Item: Chamber of Commerce Blue Star Banner Program

Staff Recommendation: Motion to adopt a resolution in support of the Chamber of Commerce Blue Star Banner Program and authorizing banners to be placed on light poles on West Virginia Street (Illinois Route 14) recognizing Crystal Lake residents who are actively deployed in the military.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

At the June 21, 2016, City Council meeting, the Chamber of Commerce presented a program to publically recognize Crystal Lake residents who are in the military and actively deployed. Originally, City staff was contacted by a resident requesting such a program. Following the June 21st meeting, the Chamber stated that it would create a draft program for the City's review. The draft program created by the Chamber of Commerce is attached to this agenda supplement.

The proposed program would recognize deployed military service members through the placement of service member names on a roadside banner. Under this program, the banner with the service member's name would hang from the banner arms on Route 14, in the Virginia Street corridor. In order to participate, residents of Crystal Lake would need to submit an application. The application would be accepted by the City and then reviewed for eligibility by a review committee composed of members of the Crystal Lake American Legion 171, VFW Post 12014 the Transitional Living Service Veterans and McHenry County College Student Veteran Association. The banners would hang for approximately six months, depending on the volume of requests. Banner participants could also be recognized at a City Council meeting.

In order to fund the program, the Chamber will solicit donations from businesses. Businesses that donate to the program will receive public recognition and a plaque depending on the sponsorship levels. Sponsors could also be recognized at a City Council meeting depending on their level of donation. While no City funds would be used to support this program, City Public Works staff would be used to install and remove the banners at least twice per year. The Chamber would like to begin marketing the program, with the first banners installed in May 2017

Votes Required to Pass:

A simple majority vote.

Banner Art



**THE CITY OF
CRYSTAL LAKE
HONORS**



Service Member's
Rank & Name Here

RES. _____



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City supports the Chamber of Commerce Blue Star Banner Program and authorizes banners to be placed on light poles on West Virginia Street (Illinois Route 14) recognizing Crystal Lake residents who are actively deployed in the military, per the Blue Star Banner program requirements.

DATED this 21st day of February 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: February 21, 2017

Item: Sign Variations from the UDO for Beyond Stable Farm:
1) Sign face area of 65 square feet instead of the maximum 16 square feet, a variation of 49 square feet; and
2) Sign height of 13 feet 2 inches in height instead of the maximum 6 feet, a variation of 7 feet 2 inches.

Petitioner: Amy Weiler, petitioner
11117 Route 176

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Sign Variations for Beyond Stable Farm at 11117 Route 176.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

- The property owner operates a Commercial Stable for horse shows. This is a permitted use in the E Estate Zoning District.
- Route 176 is a high-speed roadway and people coming to the center have a hard time seeing the driveway. The petitioner is looking for a larger sign than what is permitted for this type of commercial recreation use.
- The petitioner's original request included a Text Amendment and Special Use Permit for an EMC sign. The Text Amendment was to allow EMC signs as a use in the E Estate zoning district as a Special Use Permit. The PZC did not want to change the ordinance to allow EMC signs for all the Estate zoned properties in the city limits and continued this portion of the petitioner's request. The PZC directed staff to look at a new zoning classification for event centers like this where an EMC sign might be appropriate.

Analysis

- The petitioner is requesting a variation from the allowable square footage and the maximum height. The table below illustrates the proposed variations in relation to the UDO requirements.

<u>UDO Requirement</u>	<u>Owner's Proposal</u>	<u>Variation Requested</u>
16 square feet sign area	65 square feet	49 square feet
6 feet high	13 feet 2 inches high	7 feet 2 inches

- The petitioner is requesting the sign height at 13 feet 2 inches; there is a condition of approval requiring the sign height to be reduced by 2 feet so that only the sign copy panels are visible above the fence.

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:

- A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
- B. 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.
- C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

PZC Highlights:

- The petitioner's original request included a Text Amendment and Special Use Permit to allow an EMC sign in the E Estate zoning district. The PZC did not make a motion on those two requests.
- The PZC found that this request meets the Findings of Fact.

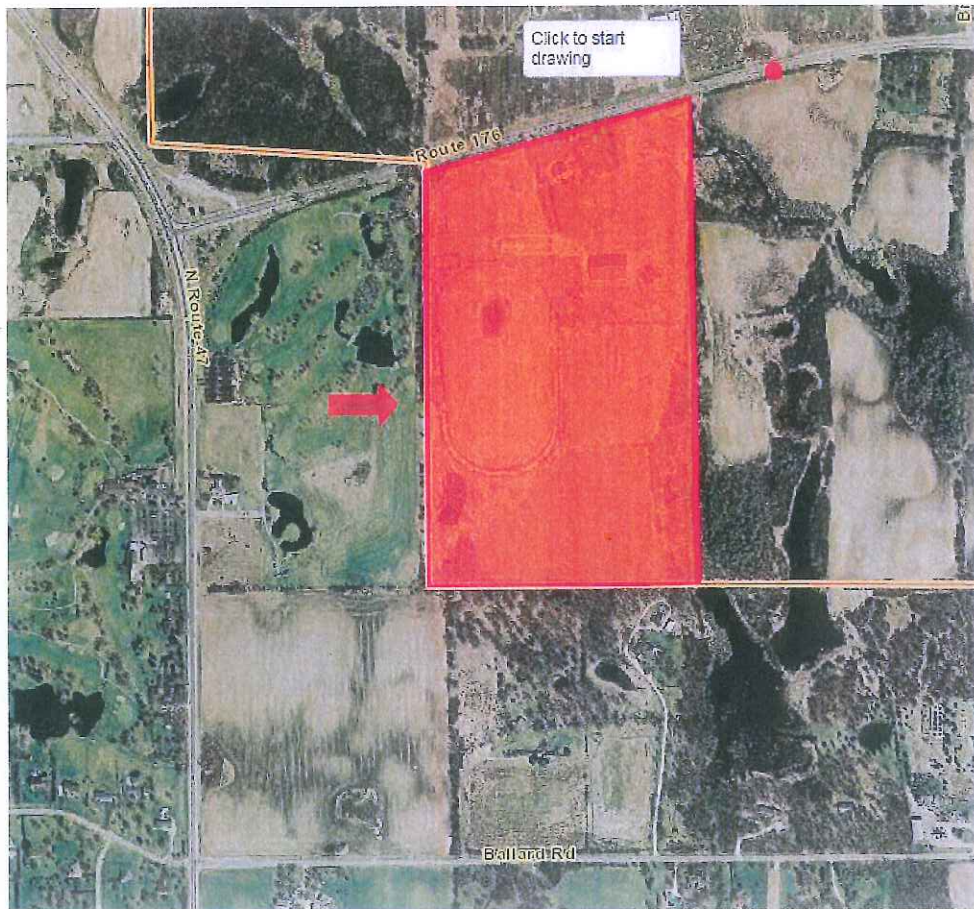
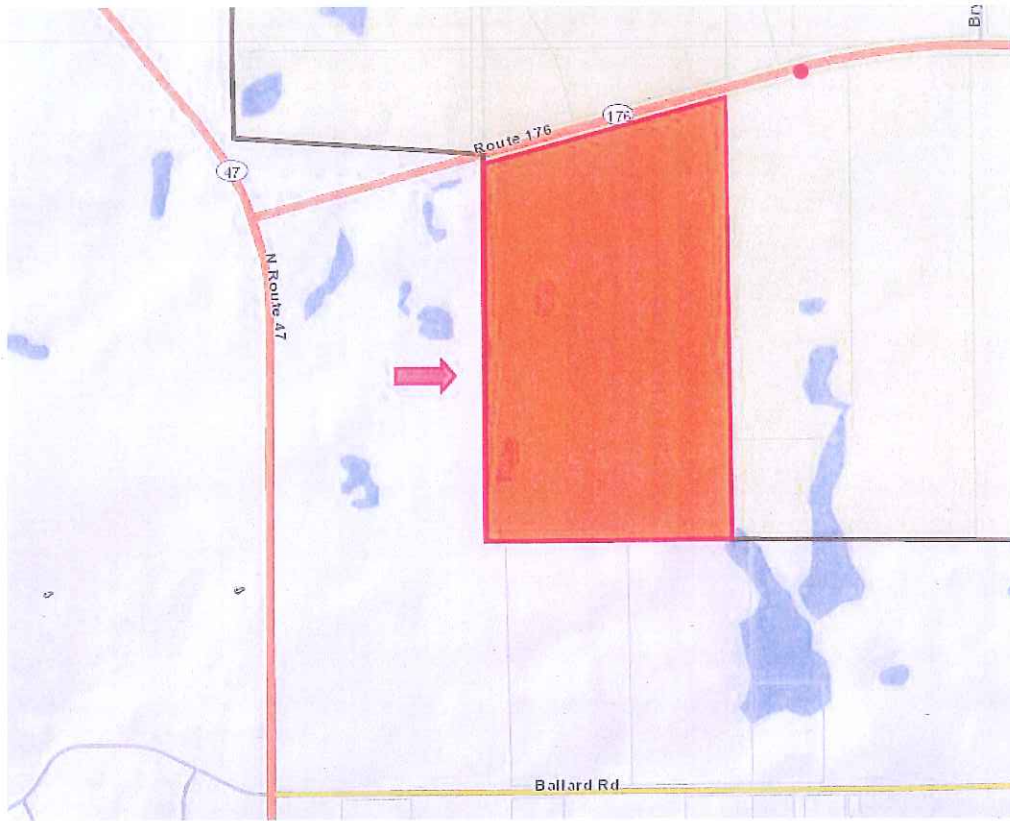
The PZC recommended approval (4-0) of the petitioner's request for the sign variations with the following conditions:

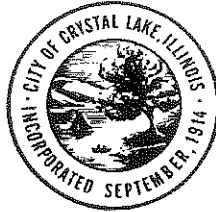
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Weiler, received 12/13/16)
 - B. Sign Plans (Hughes Signs, received 02/15/17)
 - C. Site Plan (HR Green, dated 04/22/15, received 12/13/16)
2. The sign shall have a decorative base that blends with a rural style architecture.
3. Reduce the height of the sign base so it does not to exceed 4 feet in height.
4. The sign shall not be illuminated between the hours of 11:00 p.m. and 7:00 am.

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

Votes Required to Pass: Simple majority vote

2016-56 Beyond Stables – 11117 IL Route 176





DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING VARIATIONS
AT 11117 ROUTE 176

WHEREAS, pursuant to the terms of a Petition (File #2016-56) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Variations from: A. Allowable sign height of 6 feet to allow 13 feet 2 inches, a variation of 7 feet 2 inches; and B. Allowable sign area from 16 square feet to allow 65 square feet, a variation of 49 square feet; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 9, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 1, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed variations; and

WHEREAS, on February 1, 2017, 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 variations be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-56, dated as of February 2, 2017; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variations 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 Variations be granted from: A. Allowable sign height of 6 feet to allow 13 feet 2 inches, a variation of 7 feet 2 inches; and B. Allowable sign area from 16 square feet to allow 65 square feet, a variation of 49 square feet at the property commonly known as 11117 Route 176 (13-33-400-008), City of Crystal Lake,.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Weiler, received 12/13/16)
 - B. Sign Plans (Hughes Signs, received 02/15/17)
 - C. Site Plan (HR Green, dated 04/22/15, received 12/13/16)
2. The sign shall have a decorative base that blends with the rural style architecture.
3. Reduce the height of the sign base so it does not to exceed 4 feet in height.
4. The sign shall not be illuminated between the hours of 11:00 p.m. and 7:00 am.
5. The petitioner shall address all of the review comments and requirements of the Community Development Department.

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

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

DATED at Crystal Lake, Illinois, this 21st day of February, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 21, 2017
Approved: February 21, 2017



Agenda Item No: 13

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 21, 2017
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION McHenry County Community College
<u>Request:</u>	Final PUD Amendment for the Science Center Building and modification to the adopted Master Sign Plan.
<u>Petitioner:</u>	Todd Richards, petitioner 8900 Route 14
<u>PZC Recommendation:</u>	To approve the PZC recommendations and adopt an ordinance granting the Final PUD Amendment for McHenry County Community College at 8900 Route 14.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

- Science Center Building
 - MCC is currently using classrooms and labs for multiple classes. This new Science Center would allow them to create more dedicated lab space for their science classes. There will also be a larger planetarium inside.
 - The building's architecture is unique, but still blends with the other college buildings. The façade incorporates a variety of window styles and uses zinc, wood, brick, stone and glass.
 - The construction will reduce the overall impervious surface coverage of the site. They are seeking LEED certification with the site and building design.
 - The property is in the Crystal Lake Watershed. The improvements would meet all of the Watershed requirements and due to the reduction in impervious surface coverage are an improvement to the site and impact in the Watershed.
- Master Sign Plan Changes
 - MCC provides services to 11,000 students and 30,000 members of the general public involved with their workforce training programs. Navigation for people utilizing the MCC campus is one of their most needed improvements.

- They found that the pedestrian signs were not needed, but additional directional signs for vehicles were.
- They have also decided to add banners on their ring road light poles to provide a more campus feel to the site.

PZC Highlights:

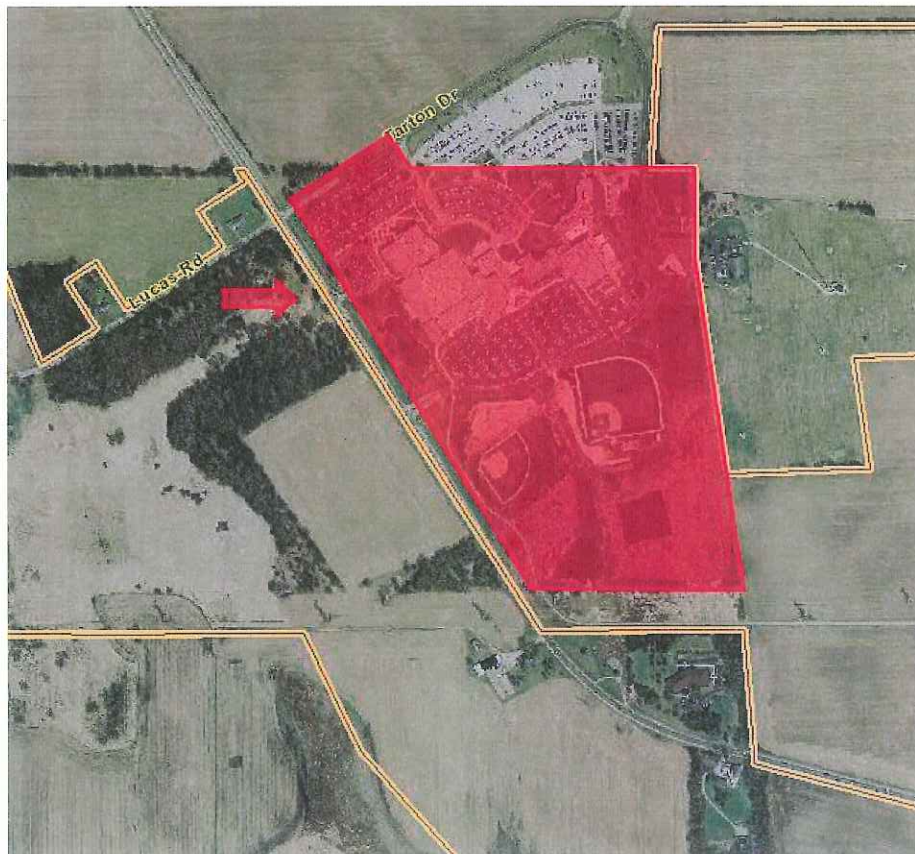
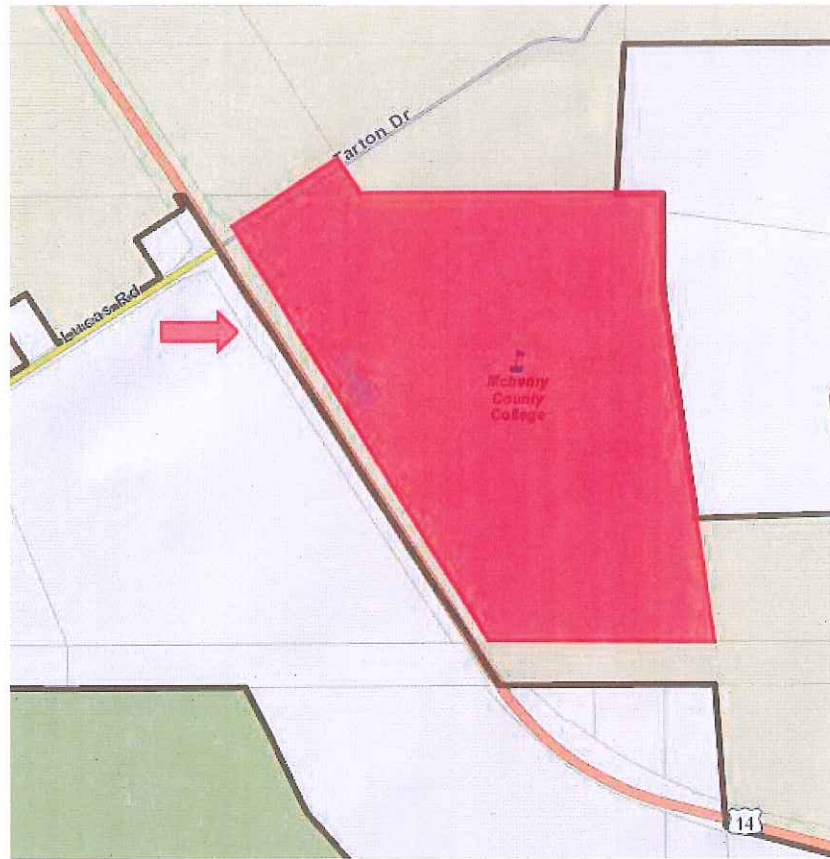
- The PZC liked the look of the new proposed Science Center. They were happy that the college continues to grow.
- The PZC discussed the overall signage plan and thought it made sense to provide additional directional signs for the community and liked the idea of the banners.
- The PZC found that this request meets the Findings of Fact.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (MCC, received 12/22/16)
 - B. Engineering Plans (dka Architects, dated 12/07/16)
 - C. Architectural Plan (dka Architects, dated 12/16/16, received 12/22/16)
 - D. Building Renderings (MCC, undated, received 12/22/16)
 - E. Floor Plan (dka Architect, dated 12/16/16, received 12/22/16)
 - F. Master Sign Plan (HR Green, dated 01/04/17, received 01/10/17)
 - G. Mechanical Plan (dka Architects, dated 12/16/16, received 12/22/16)
2. Provide a final landscape plan for review and approval.
3. Minor changes to the on-site signage shall not be required to come back and amend the PUD.
4. The petitioner shall comply with all of the requirements of the Community Development, Public Works, Fire Rescue and Police Departments.

Votes Required to Pass: A simple majority vote.

2016-57 McHenry County College – 8900 US Hwy 14





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR McHenry COUNTY COLLEGE**

WHEREAS, pursuant to the terms of the Petition (File #2016-57) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for the construction of the Science Center building and to modify the Master Sign Plan; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 17, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 1, 2017 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 February 1, 2017, 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 #2016-57, dated as of February 2, 2017; 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 permit the construction of the Health and Science building and to modify the Master Sign Plan for the property located at 8900 US Highway 14 (13-25-300-021, 13-25-300-015, 13-25-176-001), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (MCC, received 12/22/16)
 - B. Engineering Plans (dka Architects, dated 12/07/16)
 - C. Architectural Plan (dka Architects, dated 12/16/16, received 12/22/16)
 - D. Building Renderings (MCC, undated, received 12/22/16)
 - E. Floor Plan (dka Architect, dated 12/16/16, received 12/22/16)
 - F. Master Sign Plan (HR Green, dated 01/04/17, received 01/10/17)
 - G. Mechanical Plan (dka Architects, dated 12/16/16, received 12/22/16)
2. Provide a final landscape plan for review and approval.
3. Minor changes to the on-site signage shall not be required to come back and amend the PUD.
4. The petitioner shall comply with all of the requirements of the Community Development, Public Works, Fire Rescue and Police Departments.

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

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

DATED at Crystal Lake, Illinois, this 21st day of February, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 21, 2017
Approved: February 21, 2017



Agenda Item No: 14

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 21, 2017
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION Wal-Mart Super Center
<u>Request:</u>	Final PUD ^r Amendment for customer pick-up area and additional signage.
<u>Petitioner:</u>	Billy Green, petitioner 1205 S. Route 31
<u>PZC Recommendation:</u>	To approve the PZC recommendation and adopt an ordinance granting the Final PUD Amendment for Wal-Mart at 1205 S. Route 31.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

- Existing Approval: In September of 2005, the City Council granted approval of a Final Planned Unit Development for the Wal-Mart Super Center in the Lutter Center. Over the years Walmart has received several amendments to their Final PUD approval.

Key Factors:

- Request: This amendment is requested to create a customer pick up area. The pick-up area would require improvement to the south side of the building including interior improvements, exterior man-door changes, restriping of the parking spaces and the addition of wall signage. Additional directional signage is planned throughout the parking lot area to direct customers to the pick-up area.

PZC Highlights:

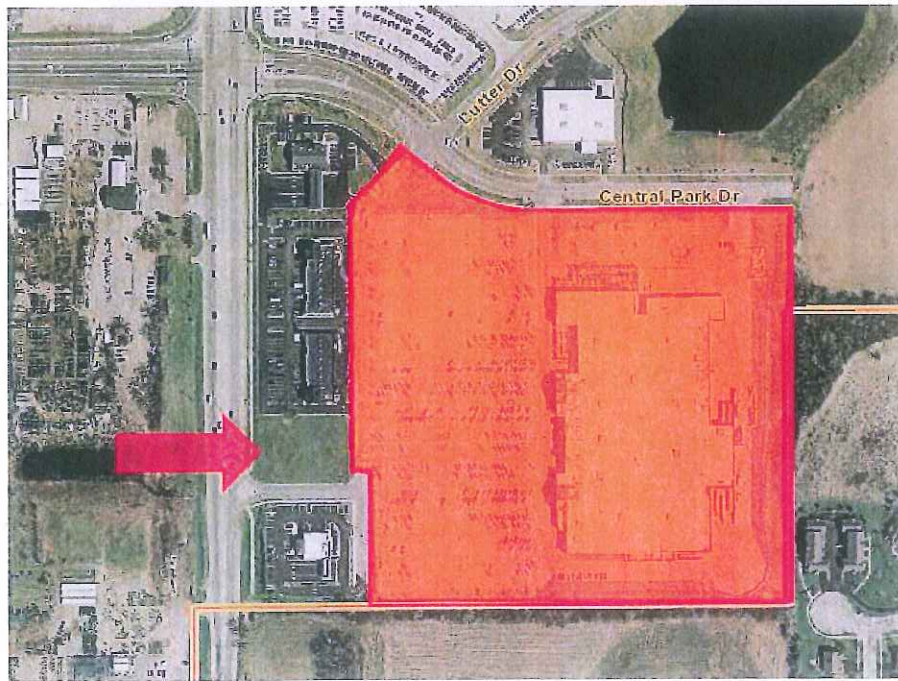
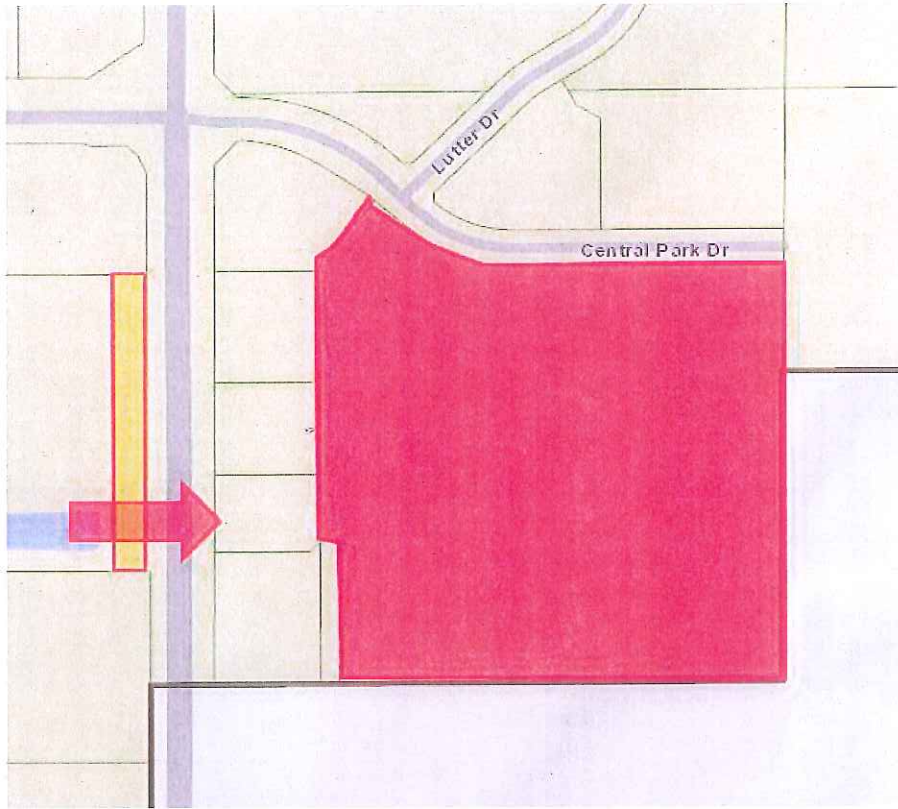
- The PZC had no concerns with the proposed amendment and thought it was a great service to offer to the customers.
- The PZC felt that the Final PUD Amendment met the Findings of Fact.

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 (WalMart, received 12/30/16).
 - B. Plans (HFA Architects, dated 11/28/16, received 12/30/16).
 - C. Plat of Subdivision (Arc Design Resources, dated 06/30/2008, received 12/30/16).
2. Additional signs or painting on the building shall require a PUD Amendment.
3. Wal-Mart shall replace the deficient decorative street lights along Central Park Drive with ComEd approved street lights by August 31, 2017. Wal-Mart shall work with City staff to determine the number and location of required ComEd approved street lights.
4. The petitioner shall comply with all of the requirements of the Community Development, Public Works, Fire Rescue and Police Departments.

Votes Required to Pass: A simple majority vote.

2016-59 Wal Mart – 1205 S Route 31





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR WALMART**

WHEREAS, pursuant to the terms of the Petition (File #2016-59) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to add 67 square feet of signage for "Pick-Up", additional directional signs in the parking lot and revised striping and signage for pick-up spaces; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 10, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 1, 2017 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 February 1, 2017, 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 #2016-59, dated as of February 2, 2017; 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 add 67 square feet of signage for "Pick-Up", additional directional signs in the parking lot and revised striping and signage for pick-up spaces for the property located at 1205 S. IL Route 31 (19-15-203-011), 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 (WalMart, received 12/30/16).
 - B. Plans (HFA Architects, dated 11/28/16, received 12/30/16).
 - C. Plat of Subdivision (Arc Design Resources, dated 06/30/2008, received 12/30/16).
2. Additional signs or painting on the building shall require a PUD Amendment.
3. Additional signage for parking space delineation shall not require a PUD Amendment provided the spaces are on the south side of the building.
4. Wal-Mart shall replace the deficient decorative street lights along Central Park Drive with ComEd approved street lights by August 31, 2017. Wal-Mart shall work with City staff to determine the number and location of required ComEd approved street lights.
5. The petitioner shall comply with all of the requirements of the Community Development, Public Works, Fire Rescue and Police Departments.

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

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

DATED at Crystal Lake, Illinois, this 21st day of February, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

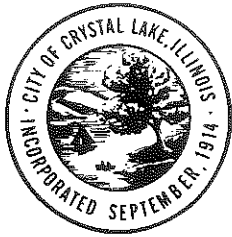
SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 21, 2017

Approved: February 21, 2017



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: February 21, 2017

Item: Annual adoption of the Zoning Map

Recommendation: Motion to adopt an ordinance approving the 2017 Crystal Lake Zoning Map, as presented.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background: Attached is the 2017 updated Zoning Map, which reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2016. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31st of each year. The GIS based zoning map, which is available on the City's website and provides a convenient reference material for customers, is attached for the Council's information.

Below is a brief summary of the parcels that were rezoned. The asterisk represents a rezoning upon annexation.

Petition	Location	Acreage	From	To
Heartland Cabinet (Reece)	5002 Rickert Road (19-03-301-004)	1.24*	County	M
JLZ Property	495 E. Terra Cotta Ave. (14-33-401-005)	3.731*	County	E
Christensen Property	439 E. Terra Cotta Ave. (14-33-401-003)	3.75*	County	E
TMJ Land Inc.	500 W. Terra Cotta Avenue (14-31-276-031, 032, 033)	2.90*	County	W
Parrish	301 Dearborn Ct. (14-31-252-030)	0.506*	County	W
ASR Property	605 E. Terra Cotta Ave (14-33-426-018)	1.42*	County	B-2
Overly	390 E. Terra Cotta Ave (14-33-251-008)	1.45*	County	E to M
Harms	845 E. Terra Cotta Ave (14-34-326-057)	0.6*	County	E
D'Andrea Banquets	4419 Route 14 (19-10-200-003)	2.254*	County	B-2
Hughes Signs	315 Dearborn Ct. (14-31-252-001, 002)	0.828*	County	W

U Haul Storage	4504 Route 14 (19-03-451-001)	8.415*	County	M-PUD
Geske & Son	400 E. Terra Cotta Ave (14-33-251-009)	5.00*	County	M-PUD
Arising Church	211 N. Virginia St	1.83	B-2	O
Total Acreage		33.924 acres		

Votes Required to Pass: A simple majority vote.

AFT

ORDINANCE NO. _____
FILE NO. _____

ORDINANCE ADOPTING 2017 OFFICIAL ZONING MAP

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December, 2016, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

SECTION III: That all ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

Dated this 21st day of February, 2017.

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 16

City Council Agenda Supplement

Meeting Date: February 21, 2017

Item: Hotel/Motel Tax Funding Allocations

City Council Discretion: Motion to adopt a Resolution Allocating Hotel/Motel Tax Funding.

Staff Contact: George Koczwar, Director of Finance

Background:

The City received eleven (11) applications from local organizations for Fiscal Years 2017-2018 & 2018-2019 hotel/motel tax funding. Requests for funding total \$401,000 per year.

Similar to City Council approval for the 2015-2016 & 2016-2017 hotel/motel tax funding allocations, it is proposed that the hotel/motel tax funding allocations for Fiscal Year 2017-2018, to be determined by the City Council at the February 21, 2017, City Council meeting, remain the same for Fiscal Year 2018-2019 hotel/motel tax funding, assuming that proper funds are available. This would ensure these organizations receive the same amount of funding over the next two years, therefore, making it easier for these organizations to budget for these funds.

The City's hotel/motel tax rate is currently at 5.0%. Based on preliminary estimates, the City is projected to collect approximately \$290,000 in hotel/motel tax receipts during each of the 2017-2018 & 2018-2019 Fiscal Years. Based on remaining hotel/motel tax receipts that the City is anticipated to collect for the 2016-2017 Fiscal Year, the projected year-end balance that the City will have in reserve on April 30, 2017 will be \$49,306.71.

A Hotel/Motel Tax Funding workshop was held on January 10, 2017. At this workshop, applicants were provided the opportunity to present requests to the City Council for consideration and answer questions.

<u>Organization</u>	<u>2017-2018 & 2018-2019 Annual Funding Amount Requested</u>	<u>2015-2016 & 2016-2017 Annual Funding Amount Awarded</u>
Berkshire Ballet Theatre	\$2,500	\$1,900
Crystal Lake Chamber of Commerce	\$5,500	\$5,000
Crystal Lake Soccer Federation	\$20,000	\$5,000
Historic Downtown District of Crystal Lake, Inc.	\$45,000	\$35,000
*Kiwanis Foundation of Crystal Lake's Santa Run for Kids	\$2,000	n/a
Lakeside Legacy Foundation	\$70,000	\$45,400
McHenry County Youth Sports Association	\$70,000	\$52,800
Raue Center for the Arts	\$150,000	\$150,000
Visit McHenry County	\$30,000	\$4,000 + \$10,000 awarded for Tour de Crystal Lake
Williams Street Repertory Theatre Company	\$1,000	\$1,000
Crystal Lake Rowing Club (submitted after deadline)	\$5,000	\$2,500
Total	\$401,000	\$312,600

*New Applicant

Applicants were notified by letter that the allocation of funding is to be considered at the February 21, 2017, City Council meeting.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to allocate Hotel/Motel Tax funding for fiscal years 2017-2018 and 2018-2019 as follows:

<u>Organization</u>	<u>2017-2018 Funding Allocation</u>	<u>2018-2019 Funding Allocation</u>
Berkshire Ballet Theatre	\$1,900	\$1,900
Crystal Lake Chamber of Commerce	\$5,000	\$5,000
Crystal Lake Soccer Federation	\$5,000	\$5,000
Historic Downtown District of Crystal Lake, Inc.	\$35,000	\$35,000
*Kiwans Foundation of Crystal Lake's Santa Run for Kids	\$2,000	\$2,000
Lakeside Legacy Foundation	\$45,400	\$45,400
McHenry County Youth Sports Association	\$52,800	\$52,800
Raue Center for the Arts	\$150,000	\$150,000
Visit McHenry County	\$4,000	\$4,000
Williams Street Repertory Theatre Company	\$1,000	\$1,000
Crystal Lake Rowing Club (submitted after deadline)	\$2,500	\$2,500
Total	\$304,600	\$304,600

Such allocations are subject to the City having sufficient moneys in its Hotel/Motel Tax Fund to pay fully the amounts hereby allocated. In the event that the City's Hotel/Motel Tax Fund lacks sufficient moneys to pay fully the amounts hereby allocated, the City has the right to reduce each allocation *pro rata* based on moneys actually received in the Hotel/Motel Tax Fund.

Dated this 21st day of February, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Mayor

ATTEST

City Clerk

PASSED: February 21, 2017
APPROVED: February 21, 2017



Agenda Item No: 17

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 21, 2017
<u>Item:</u>	Water and Sewer Connection Fee Recalculation Requirement Waiver.
<u>Staff Recommendation:</u>	Motion to adopt an Ordinance eliminating the recalculation requirement for Water and Sewer connections not within a current review period.
<u>Staff Contact:</u>	George J. Koczwara, Director of Finance

At the April 15, 2014 City Council meeting, the City Council amended the water and sewer connection fee provisions of the City Code based on recommendations made by Baxter and Woodman as part of a comprehensive water and sewer study.

The Baxter and Woodman study included an evaluation of the City's connection fee rate and rate structure including the methods used to determine the final connection fee. Under the City ordinance at the time, an estimate of the annual water usage was developed as the basis for connection fees due at the time of building permit. After three years, the fee was recalculated based on the actual annual water usage and an adjustment was made to the fees previously paid. This recalculation resulted in either additional monies due to the City or a return of previously paid fees to the applicant.

At the April 15, 2014 meeting, the City Council approved the elimination of the recalculation process in lieu of a flat fee paid at time of the building permit, based on water service size, without any type of recalculation in later years. The current connection fee schedule is a more equitable method of determining connection fees, provides similar revenue streams, and is competitive with surrounding communities.

With the approval of the new connection fee schedule, those properties seeking water and sewer connection after the effective date of the ordinance were subject to the new connection fee schedule, whereas, those properties under the previous recalculation method remained subject to the recalculation method. It was anticipated that only those properties that were within the three year calculation period would remain subject to the recalculation period.

In the course of a review, it was found that the third year recalculation was never completed for several properties that were first connected over a decade ago and were subject to the requirements of the original ordinance at the time of connection and occupancy of the property. It is unknown why the recalculation was never completed. Staff believes that it would be inequitable and place an undue burden upon these property owners to attempt to now collect fees based the third-year recalculation for connections that occurred so long ago.

The attached ordinance would eliminate the requirement for recalculating water and sewer connections fee agreements for those properties connected to the water and sewer system of the City for which the third year recalculation was due but not completed prior to the enactment of the current ordinance.

Votes Required to Pass:

Simple majority



DRAFT

ORDINANCE AMENDING THE CRYSTAL LAKE CITY CODE

BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

WHEREAS, at the April 15, 2014 City Council Meeting the City Council adopted ordinance 7020 amending Article III of Chapter 515 of the City Code, and providing for a flat fee for water and sewer connection, paid at time of issuance of building permit (hereinafter, the "Current Fee Schedule"); and

WHEREAS, prior to the adoption of the Current Fee Schedule, the City's water and sewer connection fee rate and rate structure included a method whereby an estimate of the annual water usage was developed as the basis for connection fees due at the time of building permit. After three years, the fee was recalculated based on the actual annual water usage and an adjustment was made to the fees previously paid. This recalculation resulted in either additional monies due to the City or a return of previously paid fees to the applicant (hereinafter, the "Prior Fee Schedule"); and

WHEREAS, following the adoption of the Current Fee Schedule, those properties seeking water and sewer connection after the effective date of the Current Fee Schedule were subject to the new connection fee, while those properties under the Prior Fee Schedule remained subject to the recalculation method hereinbefore described; and

WHEREAS, in the course of a review, it was determined that the third year recalculation was never completed for several properties which were subject to the Prior Fee Schedule, including a number of properties that that were first connected over a decade ago and were subject to the requirements of the Original Fee Schedule;

WHEREAS, the Mayor and City Council believe that it would be inequitable to seek and collect additional connection fees from property owners in those situations in which the third year calculation was due but had not yet been completed at the time of the adoption of the Current Fee Schedule.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, as follows:

Section One: Recitals. The foregoing recitals are incorporated herein as findings of the Mayor and City Council.

Section Two: Fee Waiver. The requirement for recalculating water and sewer connections fees pertaining to properties for which a third year calculation was due but not yet completed prior to April 15, 2014 is hereby eliminated.

Section Three: Release of Liens. The City shall release any liens for payment of sewer and water connection fees, to the extent that such liens were recorded for failure to pay connection fees which were based upon a third year recalculation which was due but not completed prior to April 15, 2014.

Section Four. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED at Crystal Lake, Illinois, this 21st day of February, 2017.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: February 21, 2017

APPROVED: February 21, 2017

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



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: February 21, 2017

Item: Arc Flash Survey Review RFP

Staff recommendation: Motion to award the proposal for Arc Flash survey review services at City facilities to the most responsive and responsible proposer, the Flolo Corporation, and adopt a resolution authorizing the City Manager to execute a service agreement with the Flolo Corporation in the proposal amount.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

Arc Flash related programs help protect individuals working at City facilities from electrical arc flash hazards. These individuals may include any workers who inspect, maintain, or operate energized equipment. Arc flash surveys are also required by OSHA to prevent electrical hazards and to ensure safety precautions are taken when working on high voltage. This program continues the City of Crystal Lake's compliance with the applicable standards (National Electrical Code), and for worker safety in operating facilities (OSHA 29 CFR 1910, NFPA 70E-2015). This program will also help determine which clothing and other PPE will be worn based on the energy level exposures.

On January 5, 2017, the City of Crystal Lake opened and publicly read aloud the proposals received for arc flash survey services at the Municipal Complex, Water Treatment Plants, Wastewater Treatment Plants, Lift Stations, Three Oaks Recreation Area, Fire Station #3 and Fire Station #4. The proposal results for each location are:

Arc Flash Study Location	√ Flolo Corporation Cost	CMT Cost
Municipal Complex	\$5,440.64	\$25,510
WTP #1	\$5,679.97	\$13,840
WTP #2	\$2,497.15	\$13,840
WTP #3	\$2,497.15	\$13,840
WTP #4	\$2,497.15	\$13,840
WTP #5	\$2,497.15	\$13,840
WWTP #2	\$2,497.15	\$13,840

WWTP #3	\$2,497.15	\$13,840
Lift Station #1	\$1,498.25	\$2,940
Lift Station #2	\$1,498.25	\$2,940
Lift Station #6	\$1,498.25	\$2,940
Lift Station #7	\$1,498.25	\$2,940
Lift Station #8	\$1,498.25	\$2,940
Lift Station #9	\$1,498.25	\$2,940
Lift Station #10	\$1,498.25	\$2,940
Lift Station #11	\$1,498.25	\$2,940
Lift Station #12	\$1,498.25	\$2,940
Lift Station #13	\$1,498.25	\$2,940
Lift Station #14	\$1,498.25	\$2,940
Lift Station #15	\$1,498.25	\$2,940
Lift Station #16	\$1,498.25	\$2,940
Lift Station #17	\$1,498.25	\$2,940
Lift Station #19	\$1,498.25	\$2,940
Lift Station #20	\$1,498.25	\$2,940
Lift Station #21	\$1,498.25	\$2,940
Lift Station #22	\$1,498.25	\$2,940
Lift Station #23	\$1,498.25	\$2,940
Lift Station #24	\$1,498.25	\$2,940
Lift Station #25	\$1,498.25	\$2,940
Lift Station #26	\$1,498.25	\$2,940
Lift Station #27	\$1,498.25	\$2,940
Lift Station #28	\$1,498.25	\$2,940
Lift Station #29	\$1,498.25	\$2,940
Lift Station #30	\$1,498.25	\$2,940
Lift Station #31	\$1,498.25	\$2,940
Three Oaks	\$2,041.16	\$10,150
Fire Station #3	\$2,041.16	\$10,930
Fire Station #4	\$2,041.16	\$10,930
TOTAL	\$80,170.99	\$221,630

✓ Indicates the most responsive and responsible proposer

As part of the City's request for proposal, staff sought, new one-line diagram studies for the Municipal Complex, Three Oaks Recreational Area, Water Treatment Plant #1, Water Treatment Plant #4, and Lift Station #11. Other areas listed will receive updates to previous studies. Also included with Flolo's total proposal is ArcFlash label installation, Power System studies (this provides data and significant findings based on this data), and SKM model file access.

Consultant Selection Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor to address this project. The City received proposals from three vendors in response to this request; one vendor submitted a proposal after the proposal deadline, thus the proposal was not valid.

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

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

Recommendation:

The Public Works Department has reviewed both valid proposals received for completeness and accuracy. The Flolo Corporation has submitted the most responsive and responsible proposal per the specifications stated in the request for proposal. Public Works Department staff has used Flolo Corporation previously for a similar arc flash project and they have been a very responsive contractor. It is the recommendation of staff to award the proposal to Flolo Corporation to perform arc flash survey review services at City facilities for the proposal amount.

There are sufficient funds in the FY 2016/17 Budget for this expense.

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 contract between the CITY OF CRYSTAL LAKE and the Flolo Corporation for a Arc Flash Study services in the proposed amount.

DATED this 21st day of February, 2017

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 21, 2017
APPROVED: February 21, 2017



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: February 21, 2017

Item: Front Plow Retrofits Bid

Staff Recommendation: Motion to award the bid for the provision of heavy duty municipal reversible front plow retrofits to the lowest responsive and responsible bidder, Bonnell Industries, and adopt a resolution authorizing the City Manager to execute a purchase agreement with Bonnell Industries in the submitted bid amount.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

Bid specifications for the front plow retrofit project were posted online and sent to potential vendors. On February 15, 2017, the City of Crystal Lake publicly opened and read aloud the bids received for this project. Three vendors responded; Bonnell Industries (with options), Monroe Truck and R.A. Adams. The following is a breakdown of the bids received:

Company	Truck 406	Truck 407	Truck 417	Total
✓ Bonnell Industries Option 1-J-Roll Dixon, IL	\$16,091.20	\$16,091.20	\$16,091.20	\$48,273.60
Bonnell Industries Option 2-Metropolitan	\$16,523.90	\$16,523.90	\$16,523.90	\$49,571.70
Bonnell Industries Option 3-High Country	\$16,643.20	\$16,643.20	\$16,643.20	\$49,929.60
Monroe Truck Equipment Monroe, WI	\$18,576.00	\$18,576.00	\$18,576.00	\$55,728.00
R.A. Adams McHenry, IL	\$18,614.00	\$18,614.00	\$18,614.00	\$55,842.00

✓ Indicates lowest responsive and responsible bidder

This project includes the purchase and installation of new 12' heavy duty municipal front plows for snow removal equipment with various lighting assemblies. This will also be a turnkey process and the vendor will include all parts, materials, and labor necessary to remove existing

front plow systems and install new front plows. The upgrade will be complete to the following vehicles:

- #406 – 2004 International 7400 single axle dump with front plow, tailgate spreader and 90 gallon liquid tank.
- #407 – 2003 International 7400 single axle dump with plow, tailgate spreader and 90 gallon liquid tank.
- #417 – 2003 International 7400 single axle dump with front plow, tailgate spreader and 90 gallon liquid tank.

It should also be noted that staff requested the retrofits be completed by the end of the current fiscal year and Bonnell Industries has agreed to this request.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Bonnell Industries 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, Bonnell Industries, for the provision and installation of the J-Roll snow plow retrofits in the amount of \$48,273.60.

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 contract between the CITY OF CRYSTAL LAKE and Bonnell Industries for heavy duty municipal front plow retrofits in the amount bid with a 10% contingency for unforeseen allowances.

DATED this 21st day of February, 2017

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 21, 2017
APPROVED: February 21, 2017



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: February 21, 2017

Item: Sand Separator Replacement at WTP #3

Staff Recommendation: Motion to award the bid for a sand separator replacement at Water Treatment Plant #3 to the lowest responsive, responsible bidder, Marc Kresmery Construction, and adopt a resolution authorizing the City Manager to execute a contract with Marc Kresmery Construction in the submitted bid amounts with a 10% contingency for unforeseen expenses.

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

Background:

On February 15, 2017, the City of Crystal Lake publicly opened and read aloud the bids received for a sand separator replacement at Water Treatment Plant (WTP) #3 located on Virginia Road. The sand separator will separate unwanted sand and solids particles found in the raw water supply. This process is required prior to other treatment processes at WTP #3 and has been designed to handle the incoming flow rate discharged from Well #8. The average flow rate at this well is 1,500 gallons per minute. Well #8 cannot be placed back into service until the new sand separator is placed into service. Well #8 is needed to meet peak summer demand.

The existing sand separator was installed when WTP#3 was constructed in the mid 1970's and is approximately 40 years old. It has been repaired several times over its life and the metal has worn to the point where it can no longer be repaired. The following table includes bid pricing for the sand separator project.

Bidder	Total Bid
√ Marc Kresmery Construction Elgin, IL	\$81,689.00
Dahme Mechanical Industries Arlington Heights, IL	\$96,499.99

√ Indicates the lowest responsive and responsible bidder

The bid price includes replacement of the existing failed sand separator and associated piping and equipment. Appropriate testing of equipment will be required before placing the well back into service.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Marc Kresmery Construction has submitted the lowest responsive and responsible bid per the specifications stated in the bid document. The Public Works Department staff has used Marc Kresmery Construction for other projects and they have been a responsive contractor. It is the recommendation of staff to award the bid to the lowest responsive, responsible bidder, Marc Kresmery Construction, to install the new sand separator for Well #8, in accordance with the terms and conditions of the bid document.

There are sufficient funds in the FY 2016/17 Budget for this expense.

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 contract between the CITY OF CRYSTAL LAKE and Marc Kresmery Construction for a sand separator replacement at Water Treatment Plant #3 in the amount bid, with a 10% contingency.

DATED this 21st day of February, 2017

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 21, 2017
APPROVED: February 21, 2017