



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

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 19, 2017
7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes – September 5, 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. Knights of Columbus Council #10678 request for a Temporary Liquor License for an Oktoberfest event at 1023 McHenry Avenue on October 14, 2017 from 5:00 p.m. to 11:00 p.m.
10. Issuance of the Mobile Food Truck Vendor to Knights of Columbus for October 13, 2017 at Crystal Lake Brewing, 150 N. Main Street and waiver of the application fee.
11. Resolution authorizing the Chief of Police to sign a Memorandum of Understanding to participate in the A Way Out Program-McHenry County.
12. Ordinance lowering the speed limit on North Main Street between the intersection of Woodstock St. and the intersection of Prairie Street to 25 miles per hour.
13. Resolution clarifying 40-60 W. Terra Cotta Ave. and 100 W. Terra Cotta Ave. are within the municipal boundary.
14. Groundwater Restriction Ordinance for the parcels located at the southeast corner of Crystal Lake Ave. and Main Street.
15. Resolution supporting the City's application for the FEMA Pre-Disaster Mitigation Grant Program Funding and long-term maintenance for the Pine Street/Oriole Trail/Crystal Lake Avenue Storm water Solutions Study Area.

16. **Proposal award and resolution authorizing the execution of a contract with Automatic Controls Services for Programmable Logic Controller installations and programming for lift stations #10, #20, and #29.**
17. **Resolution amending the Sustainability Committee membership requirements.**
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. **Economic Development Committee Reappointments.**
22. **Adjourn.**

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Jillian Austin, Executive Assistant, 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: September 19, 2017

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

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

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Council #10678 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Oktoberfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on October 14, 2017 from 5:00 p.m. to 11:00 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**

- Meeting Date:** September 19, 2017
- Item:** Crystal Lake Brewing / Knights of Columbus Food Truck waiver of fee.
- Recommendation:** Motion to approve issuance of the Mobile Food Truck Vendor pursuant to the recommendations below and waiver of the Food Truck (\$50) application fee.
- Staff Contact:** Michelle Rentzsch, Director of Community Development
-

Background: Crystal Lake Brewing and Knights of Columbus Council (St. Thomas the Apostle Church) have applied for a Food Truck Permit for a Mobile Food Vendor.

The Knights of Columbus, being a charitable organization, are requesting the waiver of the \$50 fee.

If approved, the following conditions are recommended:

1. This approval is valid for the Knights of Columbus mobile food truck at Crystal Lake Brewing at 150 N. Main Street on October 13, 2017.
2. Any junk or debris that may be created by the mobile food truck shall be cleaned up on a continuing basis.
3. The indicated location for the mobile food truck is acceptable. Ensure that a 20-foot access for emergency vehicles to gain access to the building, fire hydrants, and Fire Department Connection is maintained.
4. All mobile food trucks shall have an annual inspection by the Fire Prevention Bureau prior to use within the City. Contact the Fire Prevention Bureau at 815-356-3640 ext. 4147 to schedule the inspection.
5. The heat source used in the mobile food truck was not indicated (LP gas or electric). If LP gas is used the following conditions exist:
 - A. Cooking/warming equipment shall be in good working condition and cleaned of grease or other combustible material.
 - B. Portable LP gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP gas containers shall be securely fastened in place by use of an approved method to prevent unauthorized movement, tipping, or regulator damage.

- C. Fittings, valves, and hoses used with LPG equipment shall be maintained in good working condition. When, in the opinion of the Fire Code Official, an unsafe condition exists with the fitting, valve, or hose used by the equipment, it shall be replaced or the equipment shall not be used.
- D. LP containers shall be stored within a suitable enclosure or otherwise protected against tampering.
- 6. A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooling appliances used for commercial purposes that produce grease-laden vapors. 2006IFC Section 609.2.
- 7. Combustible materials shall be kept a minimum of three feet from cooking appliances.
- 8. Provide a fire extinguisher of minimum size 2A10BC in the cooking area. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable fire extinguisher. 2006 IFC Section 904.11.5.
- 9. Waste materials need to be stored in approved containers away from the mobile unit, such as in the Crystal Lake Brewing dumpster.
- 10. Provide copy of McHenry County Health Department certificate/approval prior to opening.

The applicant has been made aware of these recommended conditions and advised to attend the September 19, 2017, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: September 19, 2017

Item: A Way Out Program-McHenry County

Staff Recommendation: Motion to approve a Resolution authorizing the Chief of Police to sign an Memorandum of Understanding to participate in the A Way Out Program.

Staff Contact: James R. Black, Chief of Police

Background:

“A Way Out” Program- In May of this year, in partnership with the McHenry County State’s Attorney’s Office and the McHenry County Substance Abuse Coalition, a number of police agencies began participating in the “A Way Out” program. The program provides those with a substance abuse problem another means to seek treatment. **A Way Out-McHenry County** offers substance abuse treatment 24/7 to anyone in McHenry County that wishes to seek recovery. All a participant needs to do is walk through the main doors of any of the participating police departments and tell the clerk at the reception window or the dispatcher (if after hours) that they are there to participate in **A Way Out-McHenry County**. The participant will be able to turn over to police any drugs or contraband in their possession without being arrested or charged. However, depending on the quantity of narcotics and/or other investigative information, the police department retains the discretion to charge if appropriate. A person cannot participate in this program if they currently have an active warrant for their arrest or they are using it as a means to avoid prosecution of other criminal charges. Participants, if qualified, will then be transported to Centegra Hospital-Woodstock for an evaluation regardless of whether they are insured.

Each participating agency, and those agencies interested in participating (including ours), were provided the opportunity to draft policies and Memorandums of Understanding that would best suit their organizations. The police department has researched the feasibility of participating in the program and we have written a draft policy, in compliance with our CALEA standards, and a Memorandum of Understanding. State’s Attorney Patrick Kenneally, the City’s legal counsel, and the City’s insurance provider IRMA have reviewed our drafts. All parties declared the documents were in good order.

You will note in the program's process stated above that individuals arriving at a participating agency with drugs or drug paraphernalia "will not be arrested or charged" for the criminal offenses. As part of our draft policy, I believed it was important not to issue such a mandatory order; instead, my intention is to allow our officers the discretion, with a police supervisor's approval, to decide whether they should arrest based upon the quantity of drugs relinquished. I do not wish to waive our ability to charge and arrest any individual who possessed a quantity of illegal drugs typically associated with someone who may be dealing narcotics or possessing narcotics that one would not consider to be "personal use."

In our draft policy, I have also limited the availability of those who are seeking assistance to McHenry County residents only. I believe, as a public steward with limited resources, it was best to prohibit non-McHenry residents in order to limit the risk of overly burdening police staff. Our policy provides direction when a non-McHenry resident seeks assistance, whereas we will provide the necessary means to connect them with a participating agency without such a restriction.

The following police agencies are already participating in the program: Barrington Hills, Cary, Fox River Grove, Harvard, Hebron, Holiday Hills, Huntley, Island Lake, Johnsburg, Lake in the Hills, Lakemoor, Marengo, McHenry County Sheriff, McHenry City, Prairie Grove, Richmond, Spring Grove, and Wonder Lake.

I believe the "A Way Out" program is a worthwhile initiative that will further provide a service to help reduce the opioid problem faced by many local communities, including ours. I welcome further discussion with the Council and any questions you may have.

Votes Required to Pass: A simple majority of the City Council is required for approval.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the Chief of Police is hereby authorized and directed to sign a Memorandum of Understanding to participate in the A Way Out –McHenry County program.

DATED

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	September 19, 2017
<u>Item:</u>	North Main Street Speed Limit Reduction.
<u>Staff Recommendation:</u>	Motion to adopt an ordinance to lower the speed limit on North Main Street between the intersection of Woodstock Street and the intersection of Prairie Street to 25 miles per hour.
<u>Staff Contact:</u>	Abigail Wilgreen, City Engineer

Background:

Over the years, the City has received several concerns about the heavy pedestrian and vehicle traffic on North Main Street near the railroad tracks. This summer, the City conducted a speed study in this area. The current speed limit for local streets in the City is 30 mph.

The City's Traffic Safety Committee (TSC) which includes representatives from different City departments reviewed the data from the North Main Street speed study. When considering speed limits, the TSC relies on guidance from the federal government through its Manual on Uniform Traffic Control Devices (MUTCD) that states that the speed limit should be set within 5 mph of the eighty-fifth percentile speed. Given the prevailing speed in this section of roadway (85% = 26.2 mph; Median = 21.0 mph) and the volumes of pedestrians in the area, lowering the speed limit between Woodstock Street and Prairie Street to 25 mph is appropriate. The attached map shows the summary of the data collected.

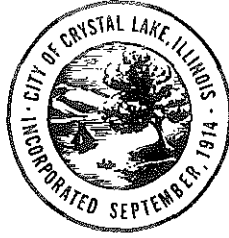
The eighty-fifth percentile speed is generally used as a good basis for setting speed limits because most drivers behave in a safe and reasonable manner. They do not drive at excessive speeds for the surrounding conditions and do not want to get into crashes. The eighty-fifth percentile speed is usually slightly slower than the upper limit of speed that includes these generally prudent drivers. Research has shown that vehicles traveling between the fiftieth and ninetieth percentile speed have the lower risk of crashing due to speed. Drivers who exceed the ninetieth percentile have a significantly higher risk of crashing. Thus, the eighty-fifth percentile speed is a reasonable basis for the speed limit. Additionally, the Illinois Compiled Statutes state

that the local authority may reduce the speed limit within a residential district, but not to less than 25 mph (see 625 ILCS 5/11-604 (b) (4)).

The Traffic Safety Committee analyzed the data collected, reviewed the Illinois Compiled Statutes and based on the eighty-fifth percentile speed, a 25 mph is recommended.

Votes Required to Pass:

Simple Majority of City Council Present



The City of Crystal Lake Illinois

DRAFT

**AN ORDINANCE ESTABLISHING THE
SPEED LIMIT ON NORTH MAIN STREET**

WHEREAS, the Crystal Lake Traffic Safety Committee investigated the prevailing speeds on North Main Street; and

WHEREAS, the speed limit on North Main Street between Woodstock Street and Prairie Street is 30 miles per hour, and

WHEREAS, the speed data was collected on North Main Street and reviewed by the Crystal Lake Traffic Safety Committee; and

WHEREAS, as a result of said data review, the Crystal Lake Traffic Safety Committee recommended that a reduction of the speed limit to 25 miles per hour is appropriate and in conformance with the 85th percentile of driver speed based on data collect between in July and August of 2017 and the Illinois Compiled Statutes.

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

SECTION I: That the maximum speed limit for all vehicles traveling on Main Street between Woodstock Street and Prairie Street shall be 25 miles per hour.

SECTION II: That suitable signs and markers shall be erected.

SECTION III: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

SECTION V: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 19th day of September, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: September 19, 2017

APPROVED: September 19, 2017

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



Agenda Item No: 13

**City Council
Agenda Supplement**

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- Meeting Date:** September 19, 2017
- Item:** 40-60 W. Terra Cotta Avenue and 100 W. Terra Cotta Avenue
– Municipal Boundary Clarification.
- Recommendation:** Motion to adopt a resolution clarifying 40-60 W. Terra Cotta Avenue and 100 W. Terra Cotta Avenue are within the municipal boundary.
- Staff Contact:** Michelle Rentzsch, Director of Community Development

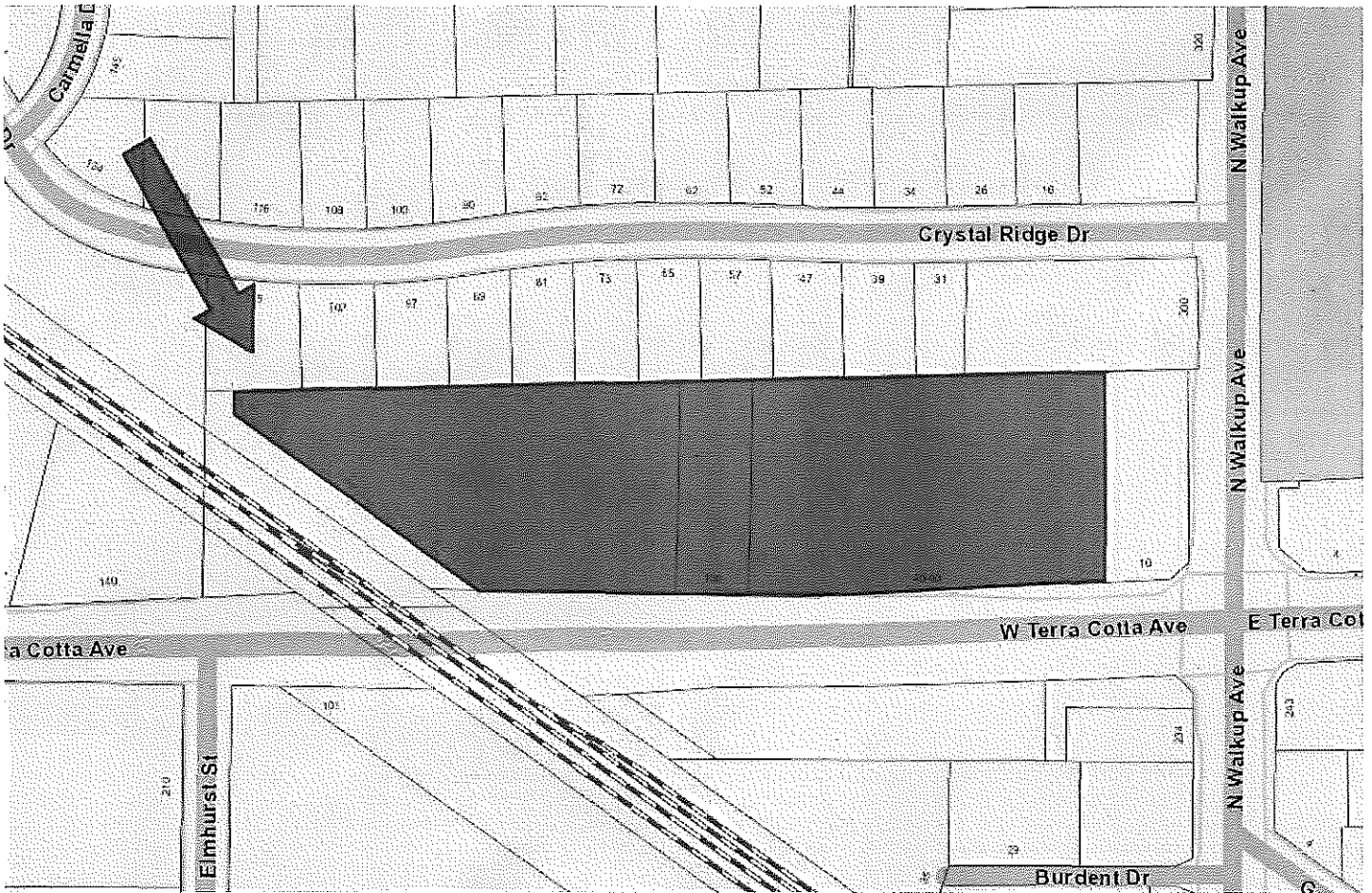
Background:

As part of the Centennial Strategic Plan city staff compared the city boundary map to the sales tax collection records. During the review of the city's municipal boundary it was discovered that there was a discrepancy in the public record for the properties located at 40-60 W. Terra Cotta Avenue and 100 W. Terra Cotta Avenue. These properties were part of the original Village of Nunda and were incorporated into the City of Crystal Lake in 1914 when the Village of Nunda and North Crystal Lake merged.

The purpose of this resolution is to clarify that the subject properties are located within the City of Crystal Lake municipal boundary. The resolution will be recorded with the McHenry County Recorder of Deed's Office and filed with the McHenry County Clerk's Office to correct any discrepancy in the public record.

Votes Required to Pass: A simple majority vote.

40-60 W. Terra Cotta Avenue and 100 W. Terra Cotta Avenue PIQ Map





The City of Crystal Lake Illinois

DRAFT

RESOLUTION

WHEREAS, the properties located at 40-60 W. Terra Cotta Avenue and 100 W. Terra Cotta Avenue were part of the original Village of Nunda;

WHEREAS, the subject properties are shown on the unofficial map of the original Village of Nunda;

WHEREAS, the subject properties were incorporated to the City of Crystal Lake with the merger of the town of North Crystal Lake and Village of Nunda in 1914;

WHEREAS, the subject properties are shown on the zoning maps of the City of Crystal Lake from 1927 to present;

WHEREAS, the subject properties have petitioned the City for zoning approvals since the year of 1945;

WHEREAS, the subject properties were involved in litigation with the City, which resulted in a settlement agreement in 1983;

WHEREAS, the subject properties are zoned Office Planned Unit Development and B-2 General Commercial with a Special Use Permit for mini warehousing;

AND THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the subject properties commonly known as 40-60 W. Terra Cotta Avenue and 100 W. Terra Cotta Avenue, more specifically described in Exhibit A, are

to be determined to be located within the City of Crystal Lake municipal boundaries.

DATED this 19th day of September, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: September 19, 2017

APPROVED: September 19, 2017



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

September 19, 2017

Item:

Groundwater Restriction Ordinance for the southeast corner of Crystal Lake Avenue and Main Street parcels.

City Council Discretion:

- a) Motion to adopt an ordinance restricting groundwater wells on the parcels located at the southeast corner of Crystal Lake Avenue and Main Street, as legally described in the ordinance.
- b) Motion to deny the request.

Staff Contact:

Michelle Rentzsch, Community Development Director

Home State Bank, the owner of the property located east of the new Willow Creek facility at 100 S. Main Street, is looking to obtain a No Further Remediation (NFR) letter from the Illinois Environmental Protection Agency (IEPA) so that they may sell this land to Willow Creek, who is an interested purchaser.

Over the past several months, City staff has been working with the bank to meet the IEPA's requirements for the NFR letter. To issue an NFR letter, the IEPA is requiring that an ordinance be enacted that restricts any future private or public wells be drilled in the Restriction Area, as illustrated on Exhibit A of the proposed ordinance.

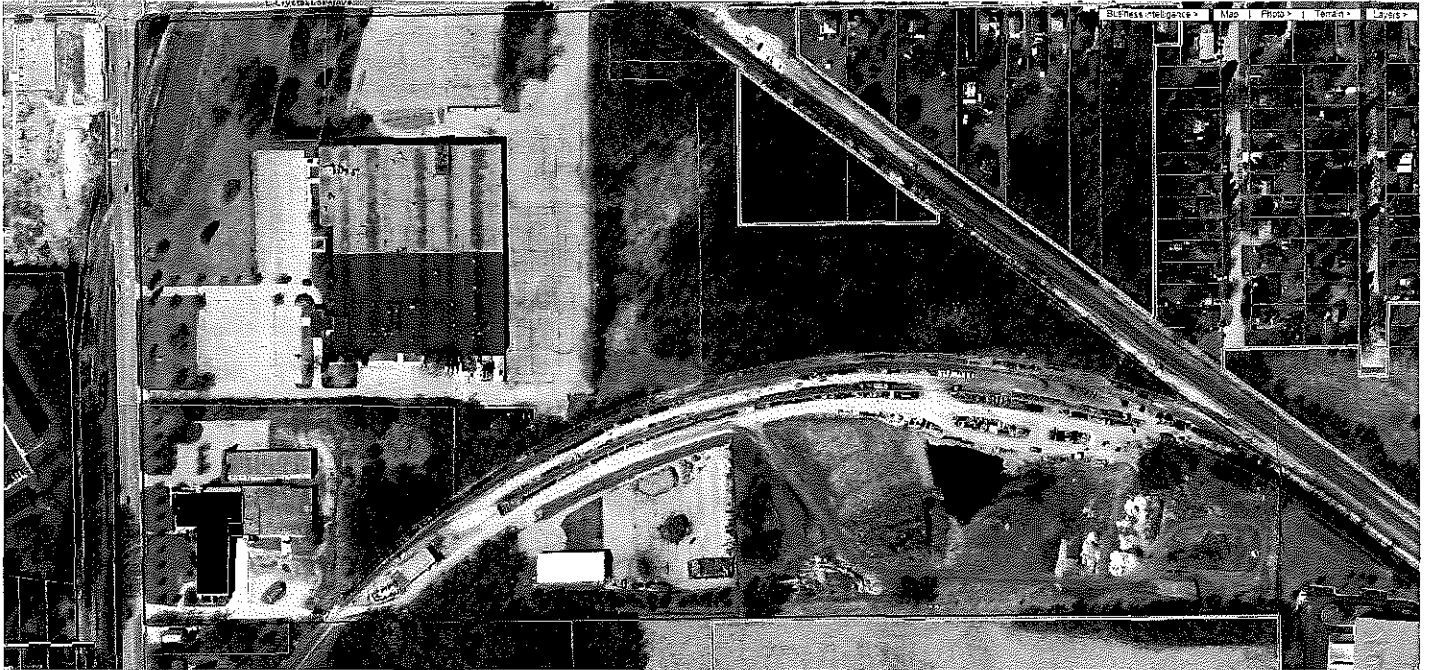
Home State Bank has provided the attached Groundwater Restriction Ordinance (GRO) that would incorporate nine parcels owned by various owners, as detailed on the attachment. This ordinance would restrict any future private or public wells be located on these parcels. There are no residential areas within the Restriction Area contemplated as part of this ordinance.

The attached ordinance has been reviewed by special counsel and is in an acceptable format.

Votes Required to Pass:

A simple majority vote.

PARCELS TO BE INCLUDED IN GROUNDWATER RESTRICTION ORDINANCE



Parcel Number	Owner
19-04-101-007	JD ME IRREV TR 1 GOERNER (G&M)
19-04-101-008, 19-04-101-011, 19-04-128-001	CRYSTAL LK CITY OF
19-04-101-014, 19-04-129-002	OAK SWITCH SYSTEMS INC (Corning)
19-04-101-017	CRYSTAL LK MAIN ST LLC (Willow)
19-04-101-018	100 S MAIN ST LLC
19-04-502-002	CHGO NORTHWESTERN RR CO

DRAFT

ORDINANCE NUMBER _____

**AN ORDINANCE OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY,
ILLINOIS PROHIBITING THE USE OF GROUND WATER AS A POTABLE
WATER SUPPLY BY THE INSTALLATION OR USE OF POTABLE
WATER SUPPLY WELLS OR BY ANY OTHER METHOD**

WHEREAS, certain properties in the City of Crystal Lake, Illinois have been used over a period of time for commercial/industrial purposes; and

WHEREAS, because of said use, concentrations of certain chemical constituents in the groundwater beneath the City of Crystal Lake may exceed Class I groundwater quality standards for potable resource groundwater as set forth in 35 Illinois Administrative Code 620 or Tier I remediation objectives as set forth in 35 Illinois Administrative Code 742; and

WHEREAS, the City of Crystal Lake desires to limit potential threats to human health from groundwater contamination while facilitating the redevelopment and productive use of properties that are the source of said chemical constituents;

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

Section One. Use of groundwater as a potable water supply prohibited.

The use or attempt to use as a potable water supply groundwater from within the Restriction Area, as defined in Section 3 and depicted in Exhibit A, as a potable water supply, by the installation or drilling of wells or by any other method is hereby prohibited. This prohibition expressly includes the City of Crystal Lake.

Section Two. Penalties

Any person violating the provisions of this ordinance shall be subject to a fine of up to \$1,000 for each violation.

Section Three. Definitions

"Restriction Area": As depicted in Exhibit A and described as follows: the "Point of the Beginning," the groundwater use restriction area shall cover an area beginning at the northeast corner of E. Crystal Lake Avenue and S. Main Street in Crystal Lake, Illinois; Thence heading directly south along a line parallel to the east side of S. Main Street to the southwest corner of the property identified as

19-04-101-007 (111 S. Main St.); Thence heading directly east to the southeast corner of the property identified as 19-04-128-001 (410 S. Main St.); Thence heading directly north to the intersection of the east end of the property identified as 19-04-502-002 (RR ROW) and the southernmost corner of the property identified as 19-04-502-003 (RR ROW); Thence heading northwest along a line parallel to the east end of the property identified as 19-04-129-002 to the intersection of the east end of the property identified as 19-04-129-001; Thence heading directly south along the east end of the property identified as 19-04-129-001 to the southeast corner of the property identified as 19-04-129-001; Thence heading directly west to the southwest corner of the property identified as 19-04-101-005; Thence heading directly north to the northwest corner of the property identified as 19-04-101-005; Thence heading northwest along a line parallel to the west side of the property identified as 19-04-502-003 (RR ROW) to the north side of E. Crystal Lake Avenue; Thence heading directly west along a line parallel to the north side of E. Crystal Lake Avenue to the Point of the Beginning.

“Person” is any individual, partnership, co-partnership, firm, company, limited liability company, corporation, association, joint stock company, trust, estate, political subdivision, or any other legal entity, or their legal representatives, agents or assigns.

“Potable water” is any water used for human or domestic consumption, including, but not limited to, water used for drinking, bathing, swimming, washing dishes, or preparing foods.

Section Four. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed insofar as they are in conflict with this ordinance.

Section Five. Severability

If any provision of this ordinance or its application to any person or under any circumstances is judged invalid, such adjudication shall not affect the validity of the ordinance as a whole or of any portion not adjudged invalid.

Section Seven. Effective Date

This ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

APPROVED by the Mayor of the City of Crystal Lake, McHenry County, Illinois on this

19th day of September 2017.

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: September 19, 2017

Item: Resolution Supporting the City's Application for the FEMA Pre-Disaster Mitigation Grant Program Funding and long-term maintenance for the Pine Street/Oriole Trail/Crystal Lake Avenue Stormwater Solutions Study Area

Staff Recommendation: Motion to adopt a resolution supporting the City's application for the FEMA Pre-Disaster Mitigation Grant Program Funding for the Pine Street/Oriole Trail/Crystal Lake Avenue Stormwater Solutions Study Area

Staff Contact: Michael Magnuson, Director of Public Works
Abigail Wilgreen, City Engineer

Background

The goal of the FEMA Pre-Disaster Mitigation Grant Program (PDM) is to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters. PDM grants are funded annually by Congressional appropriations and are awarded on a nationally competitive basis.

Local governments submit mitigation planning and project sub-applications to their State during the open application cycle, which is currently open until November 14, 2017. After reviewing planning and project applications to determine if they meet the program's requirements, the State prioritizes and forwards the selected planning and project applications to FEMA. This typically occurs six to twelve months after the application period closes. FEMA then reviews the applications and makes funding decisions based on the agency's priorities for the most effective use of the grant funds. The PDM program is a competitive grant program based on a cost-benefit analysis and other factors.

The City will be submitting an application for the Pine Street/Oriole Trail/Crystal Lake Avenue Stormwater Solutions Study Area for the voluntary acquisition and subsequent demolition of five residences in this study area. The proposed improvements are expected to significantly reduce the risk of flooding, thereby reducing the flood damage to residences and roadways. It removes four repetitive loss properties and provides an auxiliary benefit of additional stormwater storage

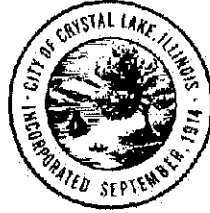
capacity on the vacated parcels. This eliminates economic damages from flooding at the removed residences and improves the level of flood protection for the remaining residences. The project is cost effective as demonstrated by a benefit-cost analysis.

The homeowners of the five residences are not required as part of this grant to sell their home. It is a voluntary program. This is the only study area in the City that would qualify to submit an application for these types of grant funds. Increasing storage through acquisition of homes was discussed at the stakeholder meeting for this study area held on August 8, 2017. The residents present at the meeting did not object to this concept. Several of the residents present owned homes that would be acquired through this project.

The attached resolution outlines the City Council's full support of the grant application and commits City funding for this project, if selected, but it does not allocate any dollars at this time. The resolution also outlines that the City will maintain the improvements outlined in the grant application. The Council has adopted this type of resolution in the past when the City has applied for other grants. The project cost is estimated at \$1,375,610. The federal share (75%) would be \$1,031,708 with the remaining 25% local match funded by the City (estimated to be \$343,902.)

Votes Required to Pass:

A simple majority vote.



DRAFT

The City of Crystal Lake Illinois

**A RESOLUTION APPROVING THE LOCAL MATCH FOR THE
IMPROVEMENT FOR THE PINE STREET/ORIOLE TRAIL/CRYSTAL LAKE
AVENUE STORMWATER SOLUTIONS STUDY AREA THROUGH THE FEMA
PRE-DISASTER MITIGATION GRANT PROGRAM**

WHEREAS, the Federal Emergency Management Agency (FEMA) offers the Pre-Disaster Mitigation (PDM) Grant Program; and

WHEREAS, the FEMA PDM Grant Program is a competitive grant program that gives local communities an opportunity to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters; and

WHEREAS, located in the City of Crystal Lake are several areas that are prone to flooding during heavy rain events; and

WHEREAS, the area of Pine Street, Oriole Trail, and Crystal Lake Avenue has been identified as an area that is susceptible to loss due to structure flooding; and

WHEREAS, the City has developed a plan to help prevent future losses in this area;
and

WHEREAS, the awarding of the FEMA PDM Grant will enable the City to implement this plan, saving the residents of the area from future costs associated with a flooding event.

NOW THEREFORE BE IT RESOLVED that the City of Crystal Lake, through its Mayor and City Council, is fully supportive of the City's application for FEMA Pre-Disaster Mitigation Grant Program Funding for the Pine Street, Oriole Trail, and Crystal Lake Avenue area.

BE IT FURTHER RESOLVED that the City of Crystal Lake will maintain all drainage structures constructed with these grant funds in perpetuity.

DATED at Crystal Lake, Illinois, this 19th day of September, 2017.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: September 19, 2017

APPROVED: September 19, 2017



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

September 19, 2017

Item:

Programmable Logic Controller Installation and Programming for Lift Stations #10, #20, and #29

Staff Recommendation:

Motion to award the proposal for Programmable Logic Controller installations and programming for lift stations #10, #20 & #29 to the most responsible and responsive proposer, Automatic Control Services, and adopt a resolution authorizing the City Manager to execute a contract with Automatic Controls Services in the amount proposed, allowing for a 10 percent contingency.

Staff Contact:

Michael Magnuson, Director of Public Works

Background:

The Public Works Department sought proposals for the purchase, installation and programming of three programmable logic controllers (PLCs) at the following sanitary sewer lift stations:

- Lift Station #10, located at 189 Evergreen Parkway
- Lift Station #20, located at 390 Pingree Road
- Lift Station #29, located at 1035 Lutter Drive

PLCs are very important pieces of communication equipment at our lift stations. PLCs allow staff to monitor the operations of the lift stations remotely and receive alarms regarding the status of a lift station through our Supervisory Control and Data Acquisition (SCADA) system. These PLCs also track power usage. PLCs enable staff to respond more quickly during emergency situations. There are currently twelve lift stations with PLCs. Each fiscal year additional stations are connected to our SCADA system.

Proposed costs were submitted as follows:

Vendor	*Automatic Control Services, Naperville, IL	Automatic Systems Co., St. Paul, MN	Concentric Integration, Crystal Lake, IL
PLC & Associated Equipment Purchase & Install - Lift Station #10	\$12,430.00	\$16,190.00	\$16,500.00
PLC & Associated Equipment Purchase & Install - Lift Station #29	\$13,080.00	\$15,813.00	\$16,500.00
Optional - PLC & Associated Equipment Purchase & Install - Lift Station #20	\$13,080.00	\$15,813.00	\$15,350.00
Pre-Construction Meeting Cost	\$150.00	\$250.00	\$360.00
Any other costs	n/a	n/a	n/a
Total:	\$38,740.00	\$48,066.00	\$48,710.00

*Indicates the lowest responsive and responsible proposer.

The Public Works Department recommends including the optional lift station since the proposed cost is within the approved budget.

Consultant Selection Process

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

Public Works Department staff reviewed the proposals and compared 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. Cost

Discussion:

The Public Works Department identified Automatic Control Services as being the most responsive and responsible proposer for reasons including:

- proposal adequately addressed the aspects of this project;
- proposal identified past projects of a similar scope to the Crystal Lake project;
- proposal provided the City with a feasible schedule; and
- the firm received favorable results from reference checks.

Recommendation:

Based upon a qualifications review to the RFP requirements and associated costs, staff's recommendation is to select Automatic Control Services for the Programmable Logic Controller Installations for Lift Stations #10, #20 & #29 at a cost of \$38,740.

Funds have been budgeted for these projects.

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 with Automatic Control Systems for the Programmable Logic Controller Installations at Lift Stations #10, #20 & #29 for the proposed amount, allowing for a 10 percent contingency.

DATED this 19th day of September, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 19, 2017
APPROVED: September 19, 2017



Agenda Item No: 17

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	September 19, 2017
<u>Item:</u>	Sustainability Committee
<u>Staff Recommendation:</u>	Council Discretion 1) Motion to adopt a resolution amending the Sustainability Committee membership requirements 2) No Action
<u>Staff Contact:</u>	Melanie Nebel, Assistant to the City Manager

Background:

On November 17, 2015, the City Council approved a resolution establishing the Sustainability Committee, which replaced the City's Ad Hoc Clean Air Counts Advisory Committee established in 2007. The Sustainability Committee was created for the purpose of continuing to assist the City of Crystal Lake in promoting environmental sustainability within the City. The Sustainability Committee consists of nine (9) members who shall be residents of the City of Crystal Lake, attend a school in Crystal Lake, or otherwise own a business in the City of Crystal Lake.

Chalen Daigle, a Committee member recently moved out of the Crystal Lake city limits, but remains employed in Crystal Lake. Ms. Daigle has been actively involved in the Committee and has expressed interest in remaining a member. As such, Committee members are requesting the amendment of membership requirements to also include employment in the Crystal Lake city limits.

Votes Required to Pass:

Simple majority of City Council present



DRAFT

The City of Crystal Lake

RESOLUTION

WHEREAS, the Mayor and City Council for the City of Crystal Lake, Illinois established the Sustainability Committee on November 17, 2015 to support and assist the City of Crystal Lake with clean air and environmental sustainability efforts; and

WHEREAS, the Mayor and City Council for the City of Crystal Lake, Illinois established that the Committee will consist of nine (9) members who shall be residents of the City of Crystal Lake, attend a school in Crystal Lake, or otherwise own a business in the City of Crystal Lake.

WHEREAS, the current members of the City's Sustainability Committee seek to amend the current membership requirements to include allowing members to work in the City of Crystal Lake.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the membership of the Sustainability Committee will consist of nine (9) members who shall be residents of the City of Crystal Lake, attend a school in Crystal Lake, or otherwise own a business or be employed in the City of Crystal Lake.

DATED this 19th day of September, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: September 19, 2017
Approved: September 19, 2017