



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
November 7, 2017
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – October 17, 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. **Woods Creek Feet Meet – Special Event for the 2018 Woods Creek Feet Meet on April 29, 2018.**
 - b. **Truth in Taxation Compliance Procedural Requirement.**
10. **435 Angela Lane, Unit 17, Flying Friends - Retailer Job Creation & Investment Program Matching Grant request for \$10,000 in matching grant funds.**
11. **Adoption of the Transportation Plan.**
12. **Bid award and resolution authorizing the execution of agreements with SNI Solutions Inc. for the purchase of organic-based anti-icing additive.**
13. **Resolution authorizing the execution of an agreement with Sicalco Ltd. for the purchase of Liquid Calcium Chloride through the Suburban Purchasing Cooperative, Contract #166 and rejection of all bids from October 23, 2017.**
14. **Resolution authorizing the execution of an agreement with Compass Minerals and participation in the Illinois Joint Purchasing Requisition for the 2017/2018 winter season.**
15. **Council Inquiries and Requests.**
16. **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.**
17. **Reconvene to Regular Session.**
18. **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

<u>Meeting Date:</u>	November 7, 2017
<u>Item:</u>	Woods Creek Feet Meet
<u>Staff Recommendation:</u>	Motion to approve the Special Event for the 2018 Woods Creek Feet Meet, pursuant to the recommended conditions and to waive the Police chargeback fees for this event.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

The Woods Creek Feet Meet Committee has submitted a special event permit application for the 2018 Woods Creek Feet Meet. The 2018 Feet Meet will be Sunday, April 29, beginning at 8:00 a.m. Additionally, they are requesting a Crystal Lake Police Detail to help with the street closure.

As part of their application, they are requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council has approved similar requests in previous years.

If the request is approved, the following conditions are recommended:

- 1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 2) The Woods Creek Feet Meet Committee must coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
- 4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. A barricade borrowing application has been submitted.
- 5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard.
- 6) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.

- 7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 8) All debris created by the event needs to be cleaned up during and after the event.
- 9) Streets are not to be marked with paint or any permanent materials.
- 10) The petitioner must sign the required Indemnity/Hold Harmless agreement.
- 11) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
- 12) If tents or canopies will be used, the petitioner needs to contact the Fire Rescue Department for further review.
- 13) In the case of inclement weather, an alternate date can be approved by the City Manager.

In past years, the City Council has approved the closure of this portion of Alexandra Boulevard for the start of the event. The City Council has also waived the chargeback fees for the Police Officers assisting with the race. The Police Department estimates that the chargeback fees would not be more than \$975.72.

The applicant has been made aware of these recommended conditions and advised to attend the November 7, 2017, City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

November 7, 2017

Item:

Truth in Taxation Compliance Procedural Requirement

Staff Recommendation:

Motion to adopt a resolution determining the 2017 tax levy in compliance with the Truth in Taxation Law

Staff Contact:

Gary J. Mayerhofer, City Manager
George Koczwar, Director of Finance
Laura Herrig, Assistant Director of Finance

Background:

Adoption of this resolution is merely a procedural requirement as the actual levy ordinance will be considered during the public hearing at the December 5, 2017 City Council meeting. The process in determining the actual tax levy is challenging because the actual dollars collected from the 2017 tax levy are not received until fiscal year 2018/2019, for which the City has not yet considered an annual budget. The actual tax levy ordinance will be placed on the December 5, 2017 City Council agenda for consideration.

Recommendation:

It is staff's recommendation to approve the attached resolution determining the maximum 2017 tax levy.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

WHEREAS, the City Council of the City of Crystal Lake, McHenry County, Illinois, a home rule corporation, herein referred to as the "City", wishes to comply with the Truth in Taxation Act, ILCS Chapter 35:200/18-55 and 35: 200/18-100; and

WHEREAS, this determination is made more than twenty (20) days prior to the proposed adoption of the City's aggregate levy and is in compliance with the Truth in Taxation Act; and

WHEREAS, in compliance with the Truth in Taxation Act, a notice will be published in a general circulation newspaper published in the taxing district and a public hearing will be held prior to the adoption of the tax levy ordinance.

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

The Corporate Authorities determine the amount of money estimated to be necessary to be raised by taxation for the 2017 tax levy is approximately \$17,070,984 which is no more than 105% of the aggregate extensions for the 2016 tax levy, which was approximately \$16,374,237.

DATED at Crystal Lake, Illinois this 7th day of November, 2017.

CITY OF CRYSTAL LAKE,
an Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 7, 2017

APPROVED: November 7, 2017



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: November 7, 2017

Item: Retailer Job Creation and Investment Program Matching Grant request for Flying Friends, 435 Angela Lane Unit 17, requesting up to \$10,000 in matching grant funds.

Recommendations: City Council's discretion:

1. Motion to award \$10,000 in Retailer Job Creation and Investment Grant Funds to Flying Friends, located at 435 Angela Lane Unit 17, and to adopt a resolution authorizing the City Manager to execute the Grant Agreement with Flying Friends, or
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

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

KEY FACTORS

Erich Stefan will soon be opening a specialty bird store at 435 Angela Lane Unit 17. The store will serve customers that want to attract wild birds to their property. They will be selling birdseed, birdhouses, birdbaths, bird watching equipment, and other related goods. The owner is requesting \$10,000 in grant funds to help him offset the purchase of shelving, display cases, lighting, computer equipment, and other miscellaneous furniture and equipment. The owner projects to have at least \$230,000 in sales in the first year of operation.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the grant in case the business closes before the required four-year period. The agreement and application are attached. **In order for the applicant to receive reimbursement, the business must generate at least \$150,000 in taxable sales in its first year.**

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

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
 Meets *Does not meet*
2. Applicant must meet a minimum annual taxable sales threshold of at least \$150,000.
 Meets *Does not meet*
3. Applicant's business must provide a stocked retail showroom for retail products.
 Meets *Does not meet*
4. Applicant must provide written proof of façade, fixture, furniture, and equipment (FFE) costs.
 Meets *Does not meet*
5. Applicant must file an application for grant funding prior to commencing improvements.
 Meets *Does not meet*
6. Grant recipient may re-apply after five years from the date of recipient's previous award.
 Meets *Does not meet*
7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
 Meets *Does not meet*

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

FUNDING STATUS OF 2017-2018 PROGRAM

For the 2017-2018 Fiscal Year, there is \$80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the third application received this fiscal year for the program, so there are sufficient funds for the grant.

Applicant Name/ Business Name	Address	Total Requested	Date Approved	Amount Approved
Knife Experience	230 W. Virginia St #450	\$10,000	10/17/17	\$10,000
Mum Floral and Design	37 North Williams Street	\$5,000	10/17/17	\$0 ¹
Flying Friends	435 Angela Ln Unit 17	\$10,000	Pending	Pending
Totals		\$25,000		\$10,000

¹ Grant award rescinded as applicant started improvements before submitting the grant application.

Recent changes in the Retailer and Manufacturer Job Creation and Investment Program include a provision that the new retailer must show first-year of taxable sales of over \$150,000 before the City issues the funds. The applicant was made aware of this requirement.

Votes Required to Pass:

A simple majority of the City Council in attendance.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Erich Stefan, on behalf of Flying Friends for a New Retailer Job Creation and Investment Matching Grant in an amount not to exceed \$10,000.

DATED at Crystal Lake, Illinois, this 7th day of November, 2017.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: November 7, 2017

APPROVED: November 7, 2017



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	November 7, 2017
<u>Item:</u>	Transportation Plan
<u>PZC Recommendation:</u>	Motion to approve the PZC recommendation and adopt the Transportation Plan.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- Staff presented the Transportation Plan highlights at the September 5, 2017 City Council meeting.
- After the presentation to the Council, CMAP held a public open house on September 18, 2017 to present the plan to the general public and receive final comments and feedback.
- Nothing identified in this plan is mandatory and adoption of this plan would not have an impact on the City's budget.

PZC Highlights:

- The PZC members thanked CMAP for the presentation and all the hard work on the plan. They were excited to see all the proposed projects identified in the plan.
- The PZC requested this plan be used when reviewing development proposals to determine if any bicycle or pedestrian improvements are warranted in addition to any proposed vehicular improvements.
- The PZC wanted the plan to be more regulatory. This would require a change to how the plan is written and its proposed adoption as a guiding document and part of the Comprehensive Land Use Plan.

Votes Required to Pass: A simple majority vote



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: November 7, 2017

Item: Liquid Anti-Icing Additive Purchase

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute agreements with SNI Solutions Inc. for the purchase of organic-based anti-icing additive in the submitted bid amount.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The Public Works Department uses an organic-liquid salt anti-icing additive in conjunction with rock salt to de-ice roads during the winter. The Public Works Department estimates it will utilize up to 30,000 gallons of the organic-liquid salt additive for its snow and ice control operations this winter.

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

Vendor	Unit Price (per gallon)
√ SNI Solutions, Inc.	\$0.88
Kollman Landscaping	\$1.05

√ Indicates recommended lowest responsive and responsible bidder

Staff also compared these bid results to the Suburban Purchasing Cooperative (SPC) rate for this product. The price through SPC was \$1.68 per gallon. As a result, our bid resulted in a more competitive price than SPC provides. SPC is the only consortium staff is aware of that has a current contract for this additive.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is the recommendation of staff to award the bid to the lowest responsible and responsive bidder, SNI Solutions Inc., for the purchase of organic-based liquid anti-icing additive at the unit price amount of \$0.88 per gallon. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

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

DATED this 7th day of November, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 7, 2017
APPROVED: November 7, 2017



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

November 7, 2017

Item:

Liquid Calcium Chloride Purchase through Suburban Purchasing Cooperative Contract #166

Staff Recommendation:

1) Motion to reject all bids from the October 23, 2017 bid opening for liquid calcium chloride.

2) Motion to adopt a resolution authorizing the City Manager to execute an agreement with Sicalco Ltd. for the purchase of Liquid Calcium Chloride in the amount submitted through the Suburban Purchasing Cooperative, Contract #166

Staff Contact:

Michael Magnuson, Director of Public Works

Background:

The Public Works Department utilizes liquid calcium chloride during deep-cold winter snow and ice removal operations. Staff estimates using between 5,000 and 10,000 gallons during the winter season. Staff sent an invitation to bid to multiple vendors, and opened bids on October 23, but received only one bid from Kollman Landscaping in the bid amount of \$0.75/gallon.

As a result of receiving only one bid, staff researched other options to purchase this product. Staff is able to purchase this product through a purchasing cooperative program. As members of the Suburban Purchasing Cooperative Program (SPC), the City is able to take advantage of the cooperative members' leveraged contract. This program allows members to combine purchasing power, which significantly reduces costs. All items that are bid through the Cooperative follow the same public procurement statutes that the City follows during the competitive, sealed bidding process. The unit rate for this product (gallon) is \$0.4546 (\$0.5889 including delivery charge) and will be purchased through Sicalco Ltd.

Vendor	Unit Price (per gallon)
√ Sicalco (Suburban Purchasing Cooperative)	\$0.5889
Kollman Landscaping (City Bid)	\$0.75

Recommendation:

It is the recommendation of staff to purchase liquid calcium chloride from Sicalco Ltd, in the amount of \$0.4546 (\$0.5889 including delivery charge) per unit. Funds have been budgeted for these purchases.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Sicalco Ltd., for liquid calcium chloride in the amount submitted through Suburban Purchasing Cooperative Contract #166.

DATED this 7th day of November, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 7, 2017
APPROVED: November 7, 2017



Agenda Item No: 14

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	November 7, 2017
<u>Item:</u>	Illinois Joint Purchasing Requisition for Road Salt
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute an agreement with Compass Minerals and participate in the Illinois Joint Purchasing Requisition for the 2017/2018 winter season.
<u>Staff Contact:</u>	Michael Magnuson, Director of Public Works

Background:

The City of Crystal Lake Public Works Department annually coordinates the bidding and purchasing of road salt for snow and ice removal operations. Last year, road salt was bid and purchased collaboratively with McHenry County. Last year's price was \$58.38/ton with the option of \$64.38 per ton for the current winter season.

For this year's road salt purchase, the City collaborated with the State of Illinois. The State submitted a road salt bid for a number of local agencies to increase purchasing power. The bid resulted in a per-ton cost of \$46.69 from Compass Minerals; which is significantly lower (est. \$53,070 savings) than the second year option with the Detroit Salt Co.

Discussion:

While the City experienced a relatively mild winter last year with 34 snow/ice events and 25" of snow, it is important that the City have a reliable source to obtain road salt. Public Works staff have worked with Compass Minerals previously for road salt with positive results.

Recommendation:

It is the recommendation of the Public Works Department to participate in the Illinois Joint Purchasing Requisition for road salt and execute an agreement with Compass Minerals in the amount of \$46.69 per ton.

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 participate in the Illinois Joint Purchasing Requisition for road salt and execute an agreement with Compass Minerals for road salt in the amount bid.

DATED this 7th day of November, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 7, 2017
APPROVED: November 7, 2017