



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
November 21, 2017  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – St. Thomas the Apostle School-90<sup>th</sup> Anniversary**
5. **Administration of Oath of Office**
  - a. **Swearing in Ceremony for newly promoted Police Commander Scott Miller, newly promoted Police Sergeants Lucas Behning and Ryan Coutre and new Police Officers Tyler Kendall, Joshua Garcia, Ryan Schack, and Matthew Smith.**
6. **Approval of Minutes – November 7, 2017 Regular City Council Meeting**
7. **Accounts Payable**
8. **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.*
9. **Mayor's Report**
10. **City Council Reports**
11. **Consent Agenda**
  - a. **Powers Family, 8733 Ridgefield Road - Motion to refer the petitioner's request to the December 6, 2017 Planning and Zoning Commission meeting for zoning consideration and to the December 19, 2017 City Council meeting for the annexation public hearing.**
  - b. **Authorizing signs to be placed along City rights-of-way recognizing Crystal Lake South High School varsity baseball team for winning IHSA 4A State Baseball Championship.**
12. **349 2<sup>nd</sup> Court – Residential Variation to construct a shed 3 feet from the side property line.**
13. **Discussion Only-Main Street Crossing, Conceptual review for new residential subdivision located on the East side of Main Street North of the Crystal Lake Business Center.**
14. **Resolution supporting the application for Illinois Transportation Enhancement Program Funding for the Main Street and Crystal Lake Avenue Gateway Improvement Project.**
15. **Bid award and resolution authorizing the execution of a contract with Hawkins, Inc. for water treatment chemicals.**
16. **Bid award and resolution authorizing the execution of a one-year contract, with the option for a second year, with Midwest Salt for clear southern rock salt.**
17. **Boundary Line Agreement with the City of Woodstock.**
18. **Council Inquiries and Requests.**

19. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
20. **Reconvene to Regular Session.**
21. **Adjourn.**

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



**Agenda Item No: 11b**

**City Council  
Agenda Supplement**

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**Meeting Date:** November 21, 2017

**Item:** Championship Signs

**Staff recommendation:** Motion to adopt a resolution authorizing signs to be placed along the City rights-of-way recognizing Crystal Lake South High School Varsity Baseball Team for winning IHSA 4A State Baseball Championship

**Staff Contact:** Michael Magnuson, Director of Public Works

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**Background:**

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from the community who have won State championships. Championship signs will be placed around the high school(s) or private facility honoring those championship efforts when authorized by the City Council. The championship signs are to be installed for a one-year period, after which the signs will be taken down, with one sign given to the high school or club as a memento honoring the individual or team champions.

During the spring of 2017, the following team won the IHSA 4A State Baseball Championship:

- Crystal Lake South High School; the roster includes: Eddie Cubit, Aaron Watkins, Harrison Hinz, Griffin Bright, Blake Kuffel, Kory Olsen, Trevor Carlson, Noah Tyrrell, A.J. Luehr, Kyle Lang, Riley Tannhauser, Steven Siavelis, Brent Chubb, Henry Tipton, Kyle Hetherington, Eric Helm, Brian Fuentes, Josh Freeze, Michael Swiatly, Nick Wolski, Andrew Engelking, Ryan Parquette, Luke Dunham, Scott Skwarek, and Mark Paul.

**Recommendation:**

Staff recommends that signs be placed in relative proximity to Crystal Lake South High School to recognize this team for their achievement.

**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 install championship signs, along the City rights-of-way, recognizing Crystal Lake South High School for winning the IHSA 4A State Baseball Championship, for a one-year period.

DATED this 21st day of November, 2017

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: November 21, 2017

APPROVED: November 21, 2017



**Agenda Item No: 11a**

**City Council  
Agenda Supplement**

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**Meeting Date:** November 21, 2017

**Item:** Powers Family - Annexation Referral - 8733 Ridgefield Road

**Petitioner:** Daniel Powers, petitioner  
Steven Dallas, Sr., attorney

**Recommendation:** Motion to refer the petitioner's request to the December 6, 2017, Planning & Zoning Commission meeting for zoning consideration and to the December 19, 2017, City Council meeting for the annexation public hearing.

**Staff Contact:** Michelle Rentzsch, Community Development Director

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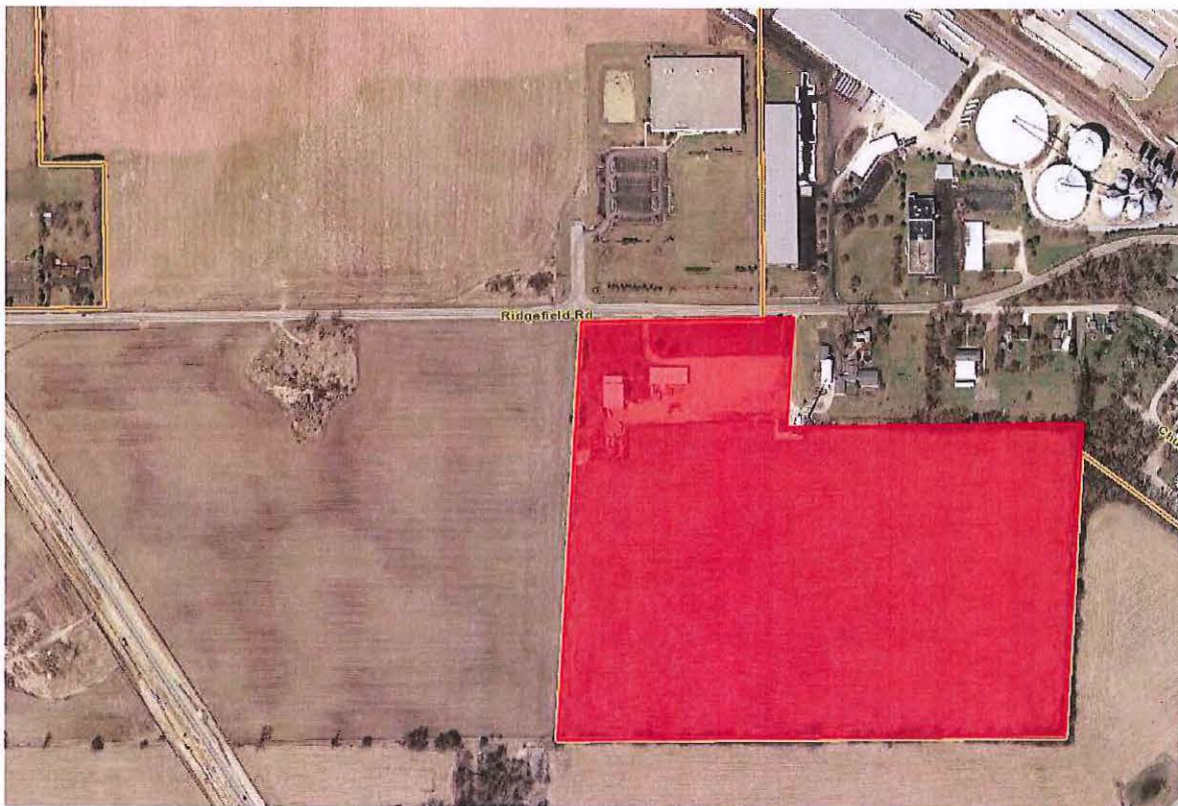
**Background:** The petitioner is requesting annexation of two parcels that total approximately 42.8 acres, located on Ridgefield Road.

The City approached the petitioner regarding annexation to allow the existing uses to continue. The property is improved with two commercial use buildings with ancillary outdoor storage, farmland and a wireless communications tower. The property is located in the Crystal Lake Watershed.

The petitioner respectfully requests that this matter be referred to the December 6, 2017, Planning & Zoning Commission meeting for zoning consideration and the December 19, 2017, City Council meeting for the annexation public hearing.

**Votes Required to Pass:** A simple majority vote.

2017-39 Powers – 8733 Ridgefield Rd - Annexation





**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	November 21, 2017
<b><u>Item:</u></b>	REPORT OF THE PLANNING & ZONING COMMISSION
<b><u>Request:</u></b>	Simplified Residential Variation to construct a shed 3 feet from the side property line, a variation of 2 feet.  Jose Esquivel, petitioner 349 2 <sup>nd</sup> Court
<b><u>PZC Recommendation:</u></b>	Motion to approve the PZC recommendation and adopt an ordinance granting the variation for the shed at 349 2 <sup>nd</sup> Court.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Community Development Director

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**Background:**

- A concrete slab existed on the property, which was used for a previous shed. Prior to 2013, accessory structures, like sheds, were permitted 3 feet from the side property line. The current code requires 5 feet from the side property line.
- The slab was in good condition, so the petitioner wanted to reuse it, requiring the variation.

**Key Factors:**

- Request: Construction of an accessory structure 3 feet from the side lot property line, a variation of 2 feet.

**PZC Highlights:**

The following discussion took place during the Planning and Zoning Commission hearing:

- The Planning and Zoning Commission (PZC) understood the rationale for the petitioner's request.
- The PZC found that the petition met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Esquivel, received 08/31/17)
  - B. Shed plans (Esquivel, received 07/07/17)

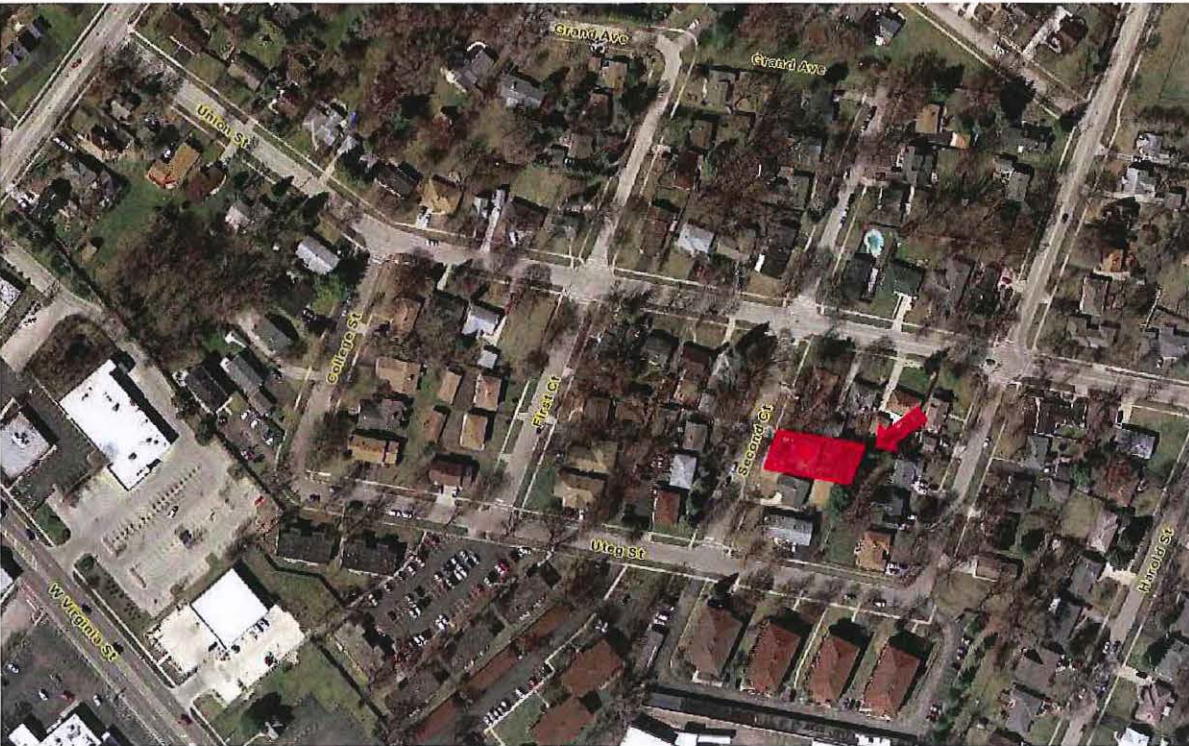
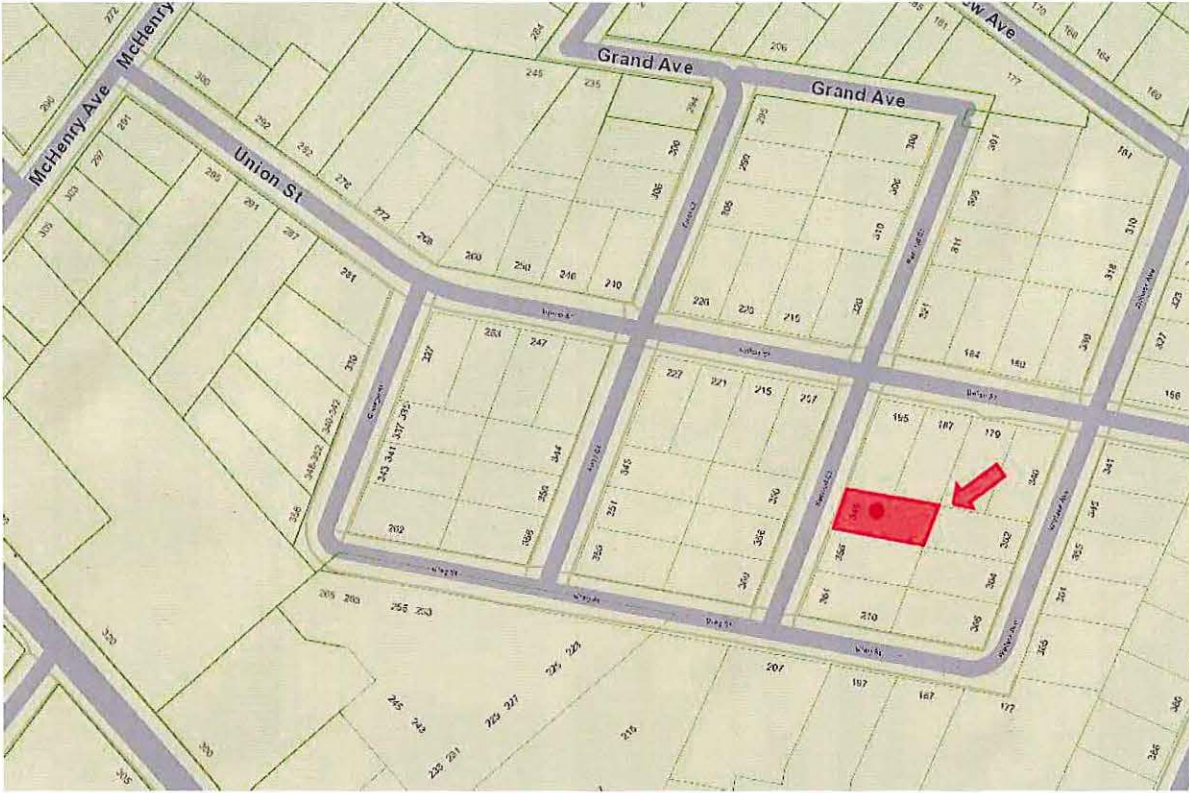
C. Plat of Survey (Unnamed, undated, received 07/07/17)

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

**Votes Required to Pass:** A simple majority vote



2017-29 ESQUIVEL – 349 2<sup>ND</sup> CT – VARIATION



Ord. No. ....  
File No. ....



**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A VARIATION**  
**AT 349 2<sup>nd</sup> COURT**

WHEREAS, pursuant to the terms of the Application (File #2017-29) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation to allow the construction of a shed on an existing slab 3 feet from the side yard property line, a variation of 2 feet; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 30, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on October 18, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on November 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 Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2017-29, dated as of November 2, 2017; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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 Variation be granted from the Crystal Lake Unified Development Ordinance to allow the construction of a shed on an existing slab 3 feet from the side yard lot line, a variation of 2 feet at the property located at 349 2<sup>nd</sup> Court (19-05-333-005), Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

Ord. No. ....

File No. ....

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Esquivel, received 08/31/17)
  - B. Shed plans (Esquivel, received 07/07/17)
  - C. Plat of Survey (Unnamed, undated, received 07/07/17)
2. The petitioner shall address all of the review comments and requirements of 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 Simplified Residential 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 November, 2017.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: November 21, 2017

Approved: November 21, 2017



## Agenda Item No: 13

### City Council Agenda Supplement

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<b><u>Meeting Date:</u></b>	November 21, 2017
<b><u>Item:</u></b>	Main Street Crossings Conceptual review for a new residential subdivision
<b><u>Recommendation:</u></b>	For Discussion Only
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Community Development Director

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#### **Background**

- The site is located on the east side of Main Street, north of the Crystal Lake Business Center and between existing manufacturing uses.
- The majority of the property is still within McHenry County's jurisdiction. The site is zoned M Manufacturing and I-1 Industry(County).
- If the petitioner continues to proceed forward: Annexation, Comprehensive Land Use Plan Amendment, Rezoning, Preliminary Planned Unit Development, Preliminary Plat of Subdivision, and Variations would be necessary.

#### **Conceptual Plan Highlights**

- The proposed plan illustrates 360 units, with (36) 5-unit townhomes, (73) single-family lots and (107) row home single-family lots.
- Density variations would be necessary for all the products in the proposed project. Estimates are:

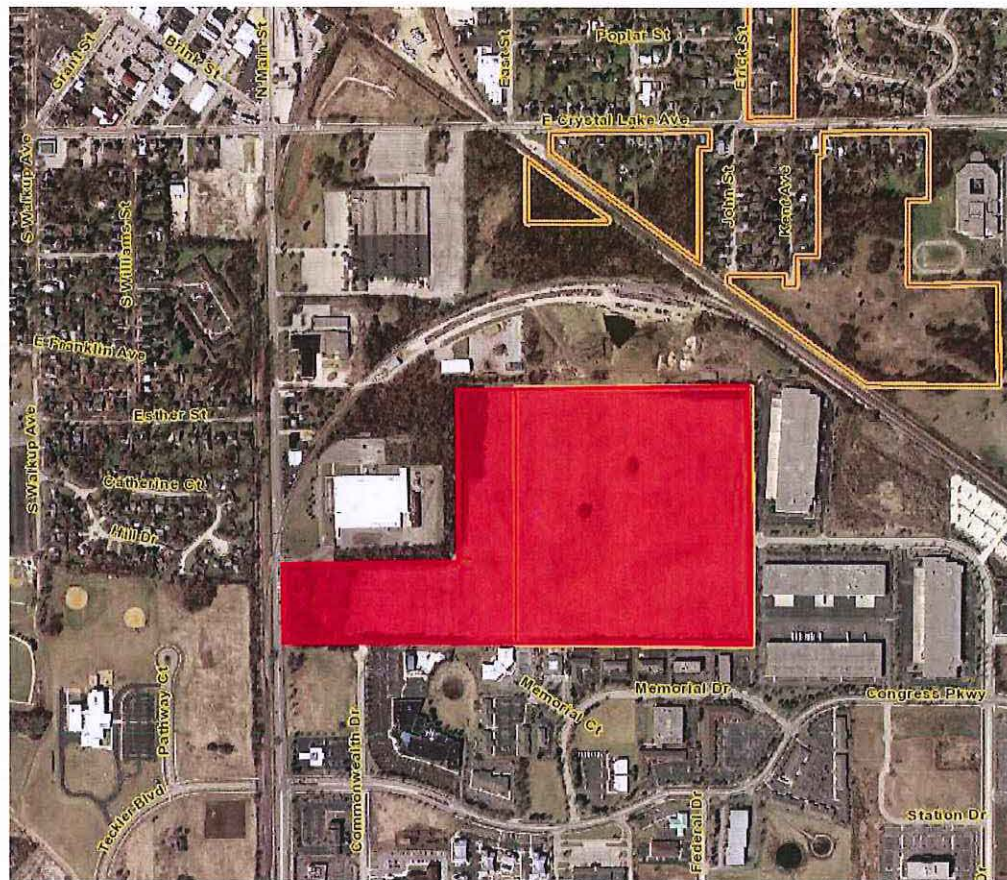
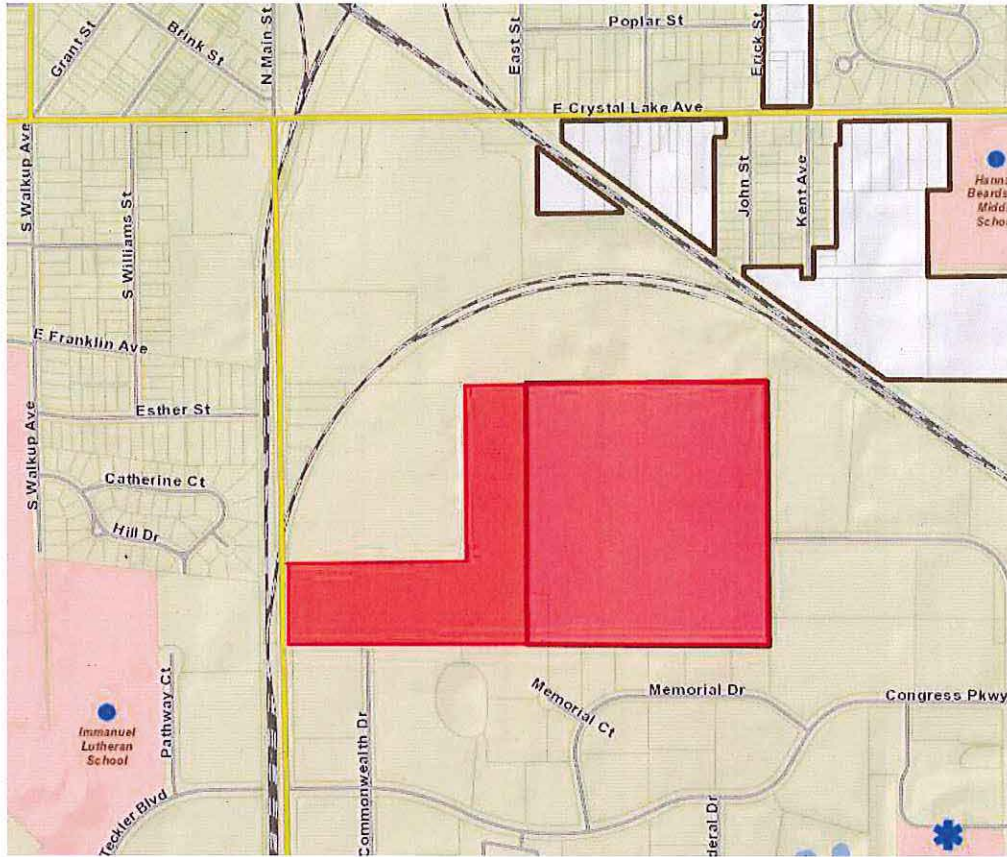
Townhome Area ~13 units/acre	UDO maximum is 9 units/acre
Single Family ~ 5.2 units/acre	UDO maximum is 4.15 units/acre
Rowhomes ~8.2 units/acre	UDO maximum is 6.35 units/acre

#### **PZC Discussion**

- Staff made a presentation before the Planning and Zoning Commission highlighting best planning principles and how this plan could incorporate those principles.
  - Sense of Place – gathering focal point, Great Places have Great Spaces.

- Short blocks – walkability
- Connected, meaningful green space for buffering
  
- The PZC questioned if residential uses were appropriate for this parcel and if the density was too high.
- If residential is acceptable here, the PZC was looking for a more diverse plan that could incorporate more amenities for the new residents.

2017-37 Main Street Crossing – 275LT S. Main Street





**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** November 21, 2017

**Item:** Resolution to support the Application for Illinois Transportation Enhancement Program Funding for the Main Street and Crystal Lake Avenue Gateway Improvement Project.

**Staff Recommendation:** Motion to adopt a resolution to support the application for Illinois Transportation Enhancement Program funding for the Main Street and Crystal Lake Avenue Gateway Improvement Project.

**Staff Contact:** Abigail Wilgreen, City Engineer

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**Background:**

The Illinois Transportation Enhancement Program (ITEP) provides funding for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic, and environmental aspects of transportation infrastructure. This program is funded by the current federal transportation omnibus act known as Fixing America's Surface Transportation, or FAST. The program is administered by IDOT and IDOT is currently accepting applications for projects to fund through ITEP.

The City will be submitting a request to enhance the streetscaping at the Main Street and Crystal Lake Avenue intersection. The City is already working to improve this intersection. The construction of that improvement is funded through federal Surface Transportation Program (STP) funds, and includes some streetscaping elements. The Phase I Preliminary Engineering has been submitted to IDOT for approval, and the Phase II Design Engineering has begun. The City would use ITEP funding to provide for improved streetscaping above what is currently included in the project, and would extend the streetscaping improvements present throughout the downtown to this intersection.

Possible elements could include:

- Northeast corner: Addition of a decorative stone wall and various trees, shrubs, grasses and perennials with the relocation of the existing sign at the northwest corner to this new location.
- Northwest corner: Addition of various shrubs and perennials.

- Southwest corner: New kiosk to direct people using the Prairie Path to the various downtown amenities, extension of the existing brick pavers north of Crystal Lake Avenue, and decorative lighting.
- Southeast corner: Naturalization of the existing detention basin, various trees, shrubs, grasses and perennials.

The Council is requested to adopt the attached resolution so that it may be included in the application. The City is also seeking letters of support from Downtown Crystal Lake/Main Street and Willow Creek Church. ITEP can fund up to 80 percent of the costs of the project. The City applied for ITEP funding for this project last year, but the project was not selected.

The City would be responsible for the balance of the funding, which is estimated to be around \$20,000 to \$30,000. This would be paid for using MFT funds in next year's budget, if approved by the City Council. The entire design and plan will be brought to the City Council in the future for Council's review and direction.

**Votes Required to Pass:**

Simple Majority of the Council





DRAFT

**The City of Crystal Lake Illinois**

**A RESOLUTION TO SUPPORT THE APPLICATION FOR ILLINOIS TRANSPORTATION  
ENHANCEMENT PROGRAM FUNDING FOR THE MAIN STREET AND CRYSTAL LAKE  
AVENUE STREETSCAPING PROJECT**

**WHEREAS**, the City of Crystal Lake (City) has undertaken the design of an improvement to the intersection of Main Street at Crystal Lake Avenue; and

**WHEREAS**, this intersection serves as a major gateway into Crystal Lake's historic downtown district; and

**WHEREAS**, the City has undertaken many successful streetscaping programs to improve the aesthetic conditions in the downtown district that have helped transform it into a vibrant and thriving commercial area; and

**WHEREAS**, the City desires to extend many of the aesthetic improvements and streetscaping to include the Main Street and Crystal Lake Avenue intersection to create a cohesive appearance throughout downtown Crystal Lake; and

**WHEREAS**, the Illinois Transportation Enhancement Program (ITEP) provides funding for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic, and environmental aspects of transportation infrastructure; and

**WHEREAS**, the City will be submitting the Main Street and Crystal Lake Avenue Streetscaping Project for funding through ITEP.

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

**SECTION I:** That the Mayor and City Council fully support the Crystal Lake Main Street and Crystal Lake Avenue Streetscaping Project and fully support all efforts in including this project in the Illinois Transportation Enhancement Program.

**SECTION II:** That the Mayor and City Council believe that this project is an excellent candidate for ITEP funding because it has many benefits, including enhancing the aesthetic appeal of one of the major gateways into Crystal Lake’s historical downtown district.

**SECTION III:** That the City will secure and provide the necessary local match required for the ITEP funding so long as the project is awarded ITEP funding.

**DATED** this 21st day of November 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED: November 21, 2017

APPROVED: November 21, 2017



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

**Meeting Date:**

November 21, 2017

**Item:**

Water Treatment Chemicals Bid Award

**Staff Recommendation:**

Motion to award the bid to the lowest responsive and responsible bidder for water treatment chemicals to Hawkins Inc., and adopt a resolution authorizing the City Manager to execute a one-year contract for water treatment chemicals with Hawkins, Inc. in the submitted bid amounts.

**Staff Contact:**

Michael Magnuson, Director of Public Works

**Background:**

On November 14, 2017, the City of Crystal Lake publicly opened and read aloud the bids received for the provision of water treatment chemicals. These chemicals are used at the City's five water treatment plants to comply with drinking water standards.

The following is a breakdown of the bids received:

<b>Bidder</b>	<b>Liquid Hydrofluosilicic</b>	<b>Ortho Polyphosphate</b>	<b>Total</b>
√ Hawkins, Inc.	\$3.245	\$4.64	\$7.885
Carus Corp.	\$3.399	\$4.674	\$8.073
Shannon Chemical	\$4.87	\$9.34	\$14.21

√ Indicates recommended lowest responsible, responsive bidder.

**Discussion:**

Hawkins, Inc. submitted the lowest bid price for water treatment chemicals. The delivery of these chemicals will begin in 2018.

**Recommendation:**

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is staff's recommendation to award a one-year contract for water treatment chemicals with Hawkins, Inc. in the submitted bid amounts.

**Votes Required to Pass:**

Simple Majority



**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year contract for Water Treatment Chemicals with Hawkins, Inc. in the submitted bid amounts.

DATED this 21st day of November, 2017.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: November 21, 2017

APPROVED: November 21, 2017



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

**Meeting Date:** November 21, 2017

**Item:** Clear Southern Rock Salt Bid

**Staff Recommendation:** Motion to award the bid for the purchase and delivery of clear southern rock salt to the lowest responsive, responsible bidder, Midwest Salt, and to adopt a resolution authorizing the City Manager to execute a one-year contract with the option for a second year, with Midwest Salt for clear southern rock salt in the amounts bid.

**Staff Contact:** Michael Magnuson, Director of Public Works

**Background:**

On November 14, 2017, the City of Crystal Lake publicly opened and read aloud the bids received for a one-year contract for the purchase and delivery of clear southern rock salt. Clear southern rock salt is used daily by the Public Works Department for the City's water softening processes at all water treatment plants. The City expects to use approximately 3,500 tons of rock salt during the term of this contract.

The following is a breakdown of the bids received:

<b>Bidder</b>	<b>Base Year 2018 (per ton)</b>	<b>Optional Year 2019 (per ton)</b>
√ Midwest Salt West Chicago, IL	\$97.00	\$101.00
Compass Minerals America Inc. Overland Park, KS	\$105.00	No Bid
Morton Salt Chicago, IL	\$138.75	\$141.49

√ Indicates recommended lowest responsive and responsible bidder

**Discussion:**

Midwest Salt submitted the lowest bid price for Clear southern rock salt. The delivery of this product will begin in 2018. In 2017, the City paid \$108 per ton.

**Recommendation:**

The Public Works Department has reviewed the bid received for completeness and accuracy. Midwest Salt has provided salt to the City of Crystal Lake in past years and they have been a responsive supplier. Therefore, it is staff's recommendation to award the contract for clear southern rock salt to the lowest responsive and responsible bidder, Midwest Salt, in the amount of \$97.00 per ton for the base year. Funds were budgeted for this purchase.

**Votes Required to Pass:**

Simple Majority



DRAFT

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year contract with the option for a second year, between the City of Crystal Lake and Midwest Salt for the provision of Clear southern rock salt in the amounts bid.

DATED this 21<sup>st</sup> day of November, 2017

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: November 21, 2017  
APPROVED: November 21, 2017





**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:**

November 17, 2017

**Item:**

BOUNDARY LINE AGREEMENT - WOODSTOCK

**Recommendation:**

City Council's discretion.

- a) Motion to approve the Intergovernmental Agreement in its current configuration for another 20 years.
- b) Motion to approve the Intergovernmental Agreement with modifications to the boundary line or text for another 20 years.
- c) No action, allowing the Boundary Line Agreement to expire.

**Staff Contact:**

Michelle Rentzsch, Community Development Director

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**Discussion:**

The City of Crystal Lake and City of Woodstock have a boundary line agreement (attached), which is set to expire 12/03/17. The original agreement, which lasts for twenty years, was approved December 3, 1996 and was renewed last year for one year to allow time for the municipalities to consider if they'd like to extend the agreement.

When the Boundary Line Agreement was approved, the boundary line closely followed the facility planning area (FPA) line that was determined by the IEPA, based on a review of the sanitary sewer servicing capacity of the respective municipalities. The FPA lines were treated as formal, jurisdictional boundary lines that determined which community a development would build in. FPAs no longer serve as a determination for development siting decisions. That being said, most developers that the City talks with are mostly concerned about the City's ability to provide sewer and water for development. Currently, the City does not have a lot of extra sewer capacity to serve new development to the northwest unless improvements are made to the City's conveyance system.

The City of Woodstock conducted a special Council Workshop (info attached) to discuss expiring boundary line agreements and pre-annexation agreements. From their proposed changes to the boundary line with Crystal Lake, it appears that Woodstock is desirous of expanding its municipal limits along Route 14, to incorporate approximately 24 acres along Route 14, south of Lily Pond Road, pictured below.



Also, approximately 37 acres located east of Doty Road, pictured below.



Woodstock's Comprehensive Land Use Plan calls for buffer areas around the City, to preserve the open space and farmland gateway to their community.

The attached map illustrates the current incorporated limits of both Crystal Lake and Woodstock, the current boundary line, in red, and the proposed boundary line changes by Woodstock, in white.

*Staff Recommendation*

As the FPA system for sanitary sewer capacity has been eliminated, the general basis for a boundary line agreement is gone. Staff continues to market the available land nearby McHenry

County College for tech-industrial type uses. At this time, based on the available information, it is recommended that the Boundary Line Agreement with Woodstock be allowed to expire.

**Votes Required to Pass:** A simple majority vote.

