



**CITY OF CRYSTAL LAKE**

**AGENDA**

**CITY COUNCIL**

**REGULAR MEETING**

City of Crystal Lake

100 West Woodstock Street, Crystal Lake, IL

City Council Chambers

December 5, 2017

7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – November 21, 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 #3880, 451 W. Terra Cotta. – Two Temporary Class “16” Liquor License requests for a Polish Dinner Fundraiser to be held on January, 13, 2018 and a Parish St. Patrick dinner on March 17, 2018.**
  - b. **Abatement Ordinance - Taxable General Obligation Bond, Series 2009A and 2009B**
  - c. **Abatement Ordinance - General Obligation Refunding Bonds, Series 2009C**
  - d. **Abatement Ordinance - General Obligation Bonds, Series 2012**
  - e. **Abatement Ordinance - General Obligation Bonds, Series 2013A**
  - f. **Abatement Ordinance – General Obligation Refunding Bonds, Series 2014**
  - g. **Abatement Ordinance – Special Service Area No. 43, Crystal Heights Subdivision.**
  - h. **Abatement Ordinance – Special Service Area No. 44, Tracy Trail Subdivision.**
10. **100 S. Main St., Willow Creek – Temporary Use Permit request for an 18 foot tall Frosty inflatable.**
11. **Jemco Properties LLC, 4712 Reiland Drive - Annexation Public Hearing and approval of an Annexation Agreement.**
12. **Central Park Drive and Lutter Drive Stop Control Ordinance.**
13. **Resolution establishing an Overhead Sanitary Sewer Backup Protection Grant Program; and adoption of an ordinance authorizing an amendment to the Budget for the Fiscal Year 2017/2018 for the City of Crystal Lake.**
14. **Resolution authorizing the execution of an agreement with Accela, Inc. for Land Management Software subscription services and data conversion services; and resolution authorizing the execution of an agreement with The Sidwell Company for software implementation services for the update of the Springbrook Building Permit and Code Enforcement software.**
15. **Property Tax Levy Ordinance / Truth in Taxation Public Hearing.**

16. **Council Inquiries and Requests.**
17. **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.**
18. **Reconvene to Regular Session.**
19. **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: 9 a.**

**City Council  
Agenda Supplement**

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**Meeting Date:** December 5, 2017

**Item:** Class 16 Temporary Liquor License Requests –  
Knights of Columbus Council #3880

**Staff Recommendation:** Motion to approve issuance of two Class “16” Temporary  
Liquor Licenses to the Knights of Columbus Council #3880

**Staff Contact:** Eric T. Helm, Deputy City Manager

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**Background:**

The City has received a request from the Knights of Columbus Council #3880 for the issuance of two Class “16” Temporary Liquor Licenses in order to sell beer and wine at their Polish Dinner Fundraiser, on January 13, 2018 from 6:00 p.m. to 9:00 p.m. and the Parish St. Patrick dinner, on March 17, 2018 from 6:00 p.m. to 9:00 p.m.. Both events are being held at the St. Thomas the Apostle Church, Oak Street Church Community Center at 451 W. Terra Cotta.

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: 9b**

**City Council  
Agenda Supplement**

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|                                     |   |
|-------------------------------------|---|
| <b><u>Meeting Date:</u></b>         | December 5, 2017  |
| <b><u>Item:</u></b>                 | Taxable General Obligation Bond, Series 2009 Abatement  |
| <b><u>Staff Recommendation:</u></b> | Motion to adopt the Abatement Ordinance for the 2009A and 2009B Taxable General Obligation Bond Issue |
| <b><u>Staff Contact:</u></b>        | George Koczvara, Director of Finance<br>Laura Herrig, Assistant Finance Director                      |

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**Background:**

In 2009, Taxable General Obligation Bonds were issued to provide for funding of construction of public improvements associated with the Three Oaks Recreation Area project and various water and sewer system improvements. At the time these bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation.

In the case of the Three Oaks Recreation Area project, home rule sales tax and incremental TIF property taxes, if available, will be transferred from time to time to the Bond Fund and utilized to abate the pledged taxes. Water and sewer user fees are utilized to pay capital improvement costs.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues will meet expectations, City staff recommends that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue. The City attorney has reviewed the attached ordinance.

**Votes Required to Pass:**

Simple majority



**DRAFT**

**The City of Crvstal Lake**

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2016  
TO PAY THE PRINCIPAL AND INTEREST ON \$17,435,000 TAXABLE GENERAL  
OBLIGATION BONDS, SERIES 2009 OF THE CITY OF CRYSTAL LAKE, MCHENRY  
COUNTY, ILLINOIS**

WHEREAS, the Mayor and City Council (the “Corporate Authorities”) of the City of Crystal Lake, McHenry County, Illinois (the “City”), by Ordinance adopted on the 15<sup>th</sup> day of September, 2009 (the “Ordinance”), did provide for the issue of \$17,435,000 Taxable General Obligation Bonds (the “Bonds”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 14 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2017 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2017 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

Passed by the Corporate Authorities on: \_\_\_\_\_  
Approved: \_\_\_\_\_

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

Passed: December 5, 2017

Approved: December 5, 2017



**Agenda Item No: 9c**

**City Council  
Agenda Supplement**

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**Meeting Date:**

December 5, 2017

**Item:**

General Obligation Refunding Bonds, Series 2009C  
Abatement

**Staff Recommendation:**

Motion to adopt the Abatement Ordinance for the 2009C  
General Obligation Refunding Bond Issue

**Staff Contact:**

George Koczwarra, Director of Finance  
Laura Herrig, Assistant Finance Director

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**Background:**

In 2009, General Obligation Refunding Bonds were issued to provide for the refunding of Series 1998 General Obligation Bonds, (originally issued to provide financing for the Municipal Complex expansion and to provide for the replacement of water and sewer mains), realizing net debt service savings from the refunding. At the time these bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation. Funds to pay debt associated with the 1998 expansion of the Municipal Complex will come from General Fund revenues. Water and Sewer user fees are utilized to repay water and sewer improvement costs.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short or no alternative sources are available, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues and/or other sources will be available, City staff recommends that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue. The City attorney has reviewed the attached ordinance.

**Votes Required to Pass:**

Simple majority

Ord. No.  
File No.



**DRAFT**

**The City of Crystal Lake**

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2016  
TO PAY THE PRINCIPAL AND INTEREST ON \$4,675,000 GENERAL OBLIGATION  
REFUNDING BONDS, SERIES 2009C OF THE CITY OF CRYSTAL LAKE,  
MCHENRY COUNTY, ILLINOIS**

WHEREAS, the Mayor and City Council (the “Corporate Authorities”) of the City of Crystal Lake, McHenry County, Illinois (the “City”), by Ordinance adopted on the 15<sup>th</sup> day of September, 2009 (the “Ordinance”), did provide for the issue of \$4,675,000 General Obligation Refunding Bonds (the “Bonds”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 13 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2017 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2017 in the Ordinance is hereby abated in its entirety.



Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

Passed by the Corporate Authorities on \_\_\_\_\_  
Approved \_\_\_\_\_

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

Passed: December 5, 2017

Approved: December 5, 2017



**Agenda Item No: 9d**

**City Council  
Agenda Supplement**

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|                                     |   |
|-------------------------------------|---|
| <b><u>Meeting Date:</u></b>         | December 5, 2017  |
| <b><u>Item:</u></b>                 | General Obligation Bonds, Series 2012 Abatement                                       |
| <b><u>Staff Recommendation:</u></b> | Motion to adopt the Abatement Ordinance for the 2012<br>General Obligation Bond Issue |
| <b><u>Staff Contact:</u></b>        | George Koczwar, Director of Finance<br>Laura Herrig, Assistant Finance Director       |

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**Background:**

In 2012, General Obligation Bonds were issued to finance the cost of Wastewater Treatment Plant improvements, Water Plant upgrades, water and sewer main replacements and to provide for the refunding of Series 2004 General Obligation Bonds, originally issued to provide financing for the Southeast Emergency Communications Center (SEECOM), construction of water and sanitary sewer mains along with related road construction in the area of the Crystal Heights Subdivision (SSA #43), and to provide for various water and sewer projects, realizing net debt service savings from the refunding.

At the time these 2012 bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation. Water and Sewer user fees will be used to repay water and sewer improvement costs. The portion associated with SEECOM will be repaid from contributions from SEECOM's participating agencies. In the case of the Crystal Heights water and sewer project, Crystal Heights SSA #43 participants will cover their annual debt obligation.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short or no alternative sources are available, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues and/or other sources will be available, City staff recommends that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue.

**Votes Required to Pass:**

Simple majority

Ord. No.  
File No.



**DRAFT**

**The City of Crystal Lake**

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2016  
TO PAY THE PRINCIPAL AND INTEREST ON \$9,235,000 GENERAL OBLIGATION  
BONDS, SERIES 2012 OF THE CITY OF  
CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

WHEREAS, the Mayor and City Council (the “Corporate Authorities”) of the City of Crystal Lake, McHenry County, Illinois (the “City”), by Ordinance adopted on the 18<sup>th</sup> day of September, 2012 (the “Ordinance”), did provide for the issue of \$9,235,000 General Obligation Bonds (the “Bonds”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 16 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2017 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2017 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

Passed by the Corporate Authorities on \_\_\_\_\_  
Approved \_\_\_\_\_

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

Passed: December 5, 2017  
Approved: December 5, 2017



**Agenda Item No: 9e**

**City Council  
Agenda Supplement**

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**Meeting Date:** December 5, 2017

**Item:** General Obligation Bonds, Series 2013A Abatement

**Staff Recommendation:** Motion to adopt the Abatement Ordinance for the 2013A General Obligation Bond Issue

**Staff Contact:** George Koczwar, Director of Finance  
Laura Herrig, Assistant Finance Director

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**Background:**

In 2013, General Obligation Bonds were issued to finance the cost of Wastewater Treatment Plant improvements, waterworks, sewerage, and wastewater system improvements and pay certain costs associated with the issuance of the Bonds. At the time these bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation. Water and Sewer user fees shall be used to repay costs for water and sewer improvements.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short or no alternative sources are available, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues and/or other sources will be available, City staff recommends that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue.

**Votes Required to Pass:**

Simple majority

Ord. No.  
File No.



**DRAFT**

**The City of Crystal Lake**

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2016  
TO PAY THE PRINCIPAL AND INTEREST ON \$9,465,000 GENERAL OBLIGATION  
BONDS, SERIES 2013A OF THE CITY OF  
CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

WHEREAS, the Mayor and City Council (the “Corporate Authorities”) of the City of Crystal Lake, McHenry County, Illinois (the “City”), by Ordinance adopted on the 18<sup>th</sup> day of June, 2013 (the “Ordinance”), did provide for the issue of \$9,465,000 General Obligation Bonds (the “Bonds”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 15 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2017 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2017 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

Passed by the Corporate Authorities on \_\_\_\_\_  
Approved \_\_\_\_\_

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

Passed: December 5, 2017

Approved: December 5, 2017



**Agenda Item No: 9f**

**City Council  
Agenda Supplement**

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**Meeting Date:**

December 5, 2017

**Item:**

General Obligation Refunding Bonds, Series 2014  
Abatement

**Staff Recommendation:**

Motion to adopt the Abatement Ordinance for the 2014  
General Obligation Bond Issue

**Staff Contact:**

George Koczvara, Director of Finance  
Laura Herrig, Assistant Finance Director

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**Background:**

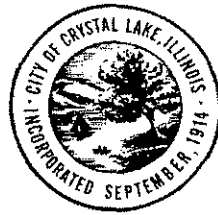
In 2014, General Obligation Refunding Bonds were issued to provide for the refunding of an outstanding loan with the Illinois Environmental Protection Agency (loan proceeds originally used for the expansion of Wastewater Treatment facilities), and to pay certain costs associated with the issuance of the Bonds. At the time these bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation. Water and Sewer user fees shall be used to repay costs associated with the refunding.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short or no alternative sources are available, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues and/or other sources will be available, City staff recommends that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue.

**Votes Required to Pass:**

Simple majority





**DRAFT**

**The City of Crystal Lake**

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2016  
TO PAY THE PRINCIPAL AND INTEREST ON \$7,610,000 GENERAL OBLIGATION  
REFUNDING BONDS, SERIES 2014 OF THE CITY OF  
CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

WHEREAS, the Mayor and City Council (the “Corporate Authorities”) of the City of Crystal Lake, McHenry County, Illinois (the “City”), by Ordinance adopted on the 1<sup>st</sup> day of April, 2014 (the “Ordinance”), did provide for the issue of \$7,610,000 General Obligation Refunding Bonds (the “Bonds”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 12 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2017 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2017 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

Passed by the Corporate Authorities on \_\_\_\_\_  
Approved \_\_\_\_\_

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

Passed: December 5, 2017

Approved: December 5, 2017



**Agenda Item No: 9g**

**City Council  
Agenda Supplement**

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**Meeting Date:**

December 5, 2017

**Item:**

Special Service Area Number 43, Crystal Heights  
Subdivision Abatement

**Staff Recommendation:**

Motion to adopt the Abatement Ordinance for certain  
properties within Special Service Area Number 43, Crystal  
Heights Subdivision

**Staff Contact:**

George Koczwar, Director of Finance  
Laura Herrig, Assistant Finance Director

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**Background:**

In April, 2005, construction began on the Crystal Heights water main, sanitary sewer, and road construction projects. Prior to construction, residents signed Participation Agreements, in which owners agreed to pay their proportionate share of the total project cost. The agreement served as a funding mechanism to pay for the improvements.

Several residents in the Crystal Heights area failed to pay their proportionate share of the project costs as agreed upon in the Participation Agreement. This failure on their part resulted in a shortage of funds required for the payment of annual outstanding bond obligations associated with the project. As a consequence, the City of Crystal Lake enacted Special Service Area #43 (SSA43).

Enacting the SSA #43 allowed the City to recoup the necessary delinquent funds through property taxes. Property owners who had paid their proportionate share of the project cost in full are able to receive reimbursement of the SSA #43 property tax on their tax bills.

To prevent property owners from having to escrow funds unnecessarily it is recommended that taxes for Special Service Area Number 43 property owners be abated for those participants who have paid their obligation in full.

**Votes Required to Pass:**

Simple majority



DRAFT

**The City of Crystal Lake**

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE TAX  
YEAR 2016 FOR CERTAIN PROPERTIES IN THE CRYSTAL HEIGHTS  
SUBDIVISION, CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

WHEREAS, the Mayor and City Council (the "Corporate Authorities") of the City of Crystal Lake, McHenry County, Illinois (the "City"), by Ordinance adopted on the 4th day of May, 2004 (the "Ordinance"), did provide for establishing Special Service Area Number 43, Crystal Heights Subdivision and the imposition of a tax at a rate sufficient to pay the cost of providing special services in and for such area; and

WHEREAS, on the 4<sup>th</sup> day of May, 2004, the City entered into an agreement with the owners of property within the Crystal Heights Subdivision, Crystal Lake, Illinois, that allowed owners to connect their property to water and sewer mains of the City in exchange for payment of the owner's proportionate share of the total actual construction cost of the water and sewer mains; and

WHEREAS, some owners have prepaid the entire balance together with accrued interest before the final payment date;

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

Section 1. Abatement of Tax. The tax heretofore levied for the tax year 2016 in the

Ordinance is hereby abated for:

415 E Crystal Lake Avenue (PIN 19-04-127-018),  
14 John Street (PIN 19-04-127-003),  
21 John Street (PIN 19-04-126-033),  
24 John Street (PIN 19-04-127-005 and 19-04-127-006),  
25 John Street (PIN 19-04-126-022),  
30 John Street (PIN 19-04-127-007),  
31 John Street (PIN 19-04-126-023),  
37 John Street (PIN 19-04-126-024),  
42 John Street (PIN 19-04-127-009),  
43 John Street (PIN 19-04-126-025),  
55 John Street (PIN 19-04-126-027),  
66 John Street (PIN 19-04-127-022),  
4 Kent Avenue (PIN 19-04-202-001),  
5 Kent Avenue (PIN 19-04-201-003),  
11 Kent Avenue (PIN 19-04-201-022),  
16 Kent Avenue (PIN 19-04-202-013),  
23 Kent Avenue (PIN 19-04-201-007),  
29 Kent Avenue (PIN 19-04-201-020),  
33 Kent Avenue (PIN 19-04-201-010),  
36 Kent Avenue (PIN 19-04-202-016),  
41 Kent Avenue (PIN 19-04-201-011),  
52 Kent Avenue (PIN 1-04-202-019), Crystal Lake, Illinois.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the

City Clerk shall file a certified copy hereof with the Treasurer of the County of McHenry, Illinois, and it shall be the duty of said Treasurer to abate said tax levied associated with the parcels identified in Section 1 of this Ordinance, for the tax year 2017 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

Passed by the Corporate Authorities on \_\_\_\_\_  
Approved \_\_\_\_\_

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: December 5, 2017

Approved: December 5, 2017



**Agenda Item No: 9h**

**City Council  
Agenda Supplement**

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**Meeting Date:** December 5, 2017

**Item:** Special Service Area Number 44, Tracy Trail Subdivision  
Property Tax Abatement

**Staff Recommendation:** Motion to adopt the Abatement Ordinance for certain  
properties within Special Service Area Number 44, Tracy  
Trail Subdivision

**Staff Contact:** George Koczvara, Director of Finance  
Laura Herrig, Assistant Finance Director

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**Background:**

In the summer of 2007, construction began on Tracy Trail. Prior to construction, property owners adjacent to Tracy Trail signed Participation Agreements, in which owners agreed to pay their proportionate share of the total project cost. The agreement served as a funding mechanism to pay for the improvements.

In the event an owner defaulted in the payment or payments due, the unpaid balance was to be paid from taxes collected by the City from Special Service Area #44. In the event those property owners made their payments, they would be entitled to a rebate for the excess payment they made.

To prevent property owners from having to escrow funds unnecessarily it is recommended that taxes for Special Service Area Number 44 property owners be abated for those participants who have paid their proportionate share.

**Votes Required to Pass:**

Simple majority





DRAFT

**The City of Crystal Lake**

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE TAX YEAR 2015 FOR CERTAIN PROPERTIES IN THE TRACY TRAIL SUBDIVISION, CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

WHEREAS, the Mayor and City Council (the "Corporate Authorities") of the City of Crystal Lake, McHenry County, Illinois (the "City"), by Ordinance adopted on the 24th day of April, 2007 (the "Ordinance"), did provide for establishing Special Service Area Number 44, Tracy Trail Subdivision and bonds, if issued, should be retired by the levy of Bond Taxes, being a direct annual tax sufficient to pay the principal and interest thereon; and

WHEREAS, in March, 2007, the City entered into an agreement with the owners of property within the Tracy Trail Subdivision, Crystal Lake, Illinois, for the purpose of completing street improvements to Tracy Trail as required by the Code of Ordinances of the City in order that Tracy Trail would be accepted by the City as a part of the City's public street system in exchange for payment of the owner's proportionate share of the total actual cost of improving Tracy Trail; and

WHEREAS, one owner has made their annual payment and shall be entitled to a rebate of 2017 taxes unless they are abated;

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

Section 1. Abatement of Tax. The tax heretofore levied for the tax year 2016 in the Ordinance is hereby abated for:

595 Tracy Trail (PIN 19-04-400-023) Crystal Lake, Illinois

600 Tracy Trail (PIN 19-04-476-012), Crystal Lake, Illinois

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the Treasurer of the County of McHenry, Illinois, and it shall be the duty of said Treasurer to abate said tax levied associated with the parcels identified in Section 1 of this Ordinance, for the tax year 2017 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

Passed by the Corporate Authorities on \_\_\_\_\_  
Approved \_\_\_\_\_

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: December 5, 2017

Approved: December 5, 2017



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

December 5, 2017

**Item:**

Willow Creek Temporary Use Permit request for an 18 foot tall Frosty inflatable.

**Recommendation:**

City Council's discretion:

- A. Motion to approve the Temporary Use Permit for the installation of an 18 foot tall Frosty inflatable at 100 S. Main Street pursuant to the recommendations listed below.
- B. Motion to deny the applicant's request.

**Staff Contact:**

Michelle Rentzsch, Director of Community Development

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**Background:** Willow Creek is requesting a Temporary Use Permit to allow an 18 foot Frosty inflatable to be displayed in front of their new church facility at 100 S. Main Street. The inflatable is to be displayed from December 6, 2017 through January 6, 2018.

Section 4-1000 of the Unified Development Ordinance prohibits inflatables within the City limits. A Temporary Use Permit approval would permit this temporary activity, with the Council's approval, subject to any conditions.

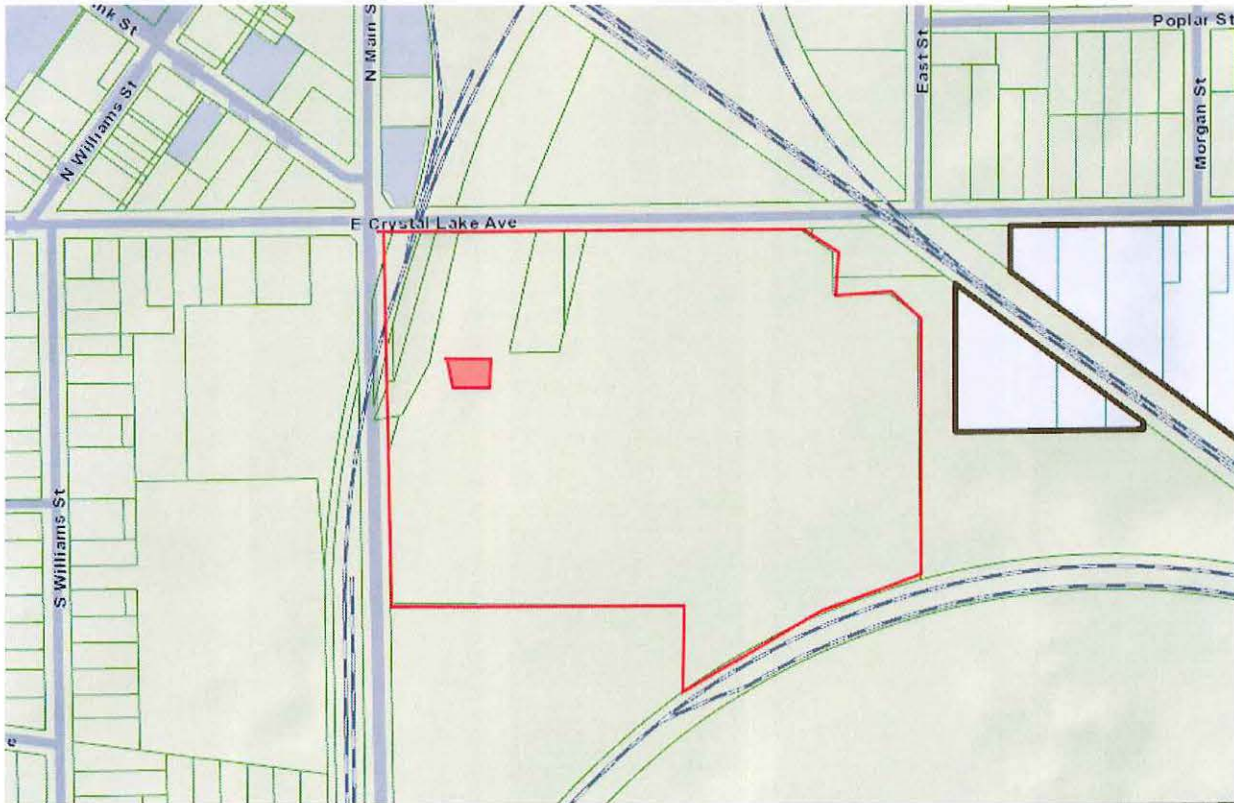
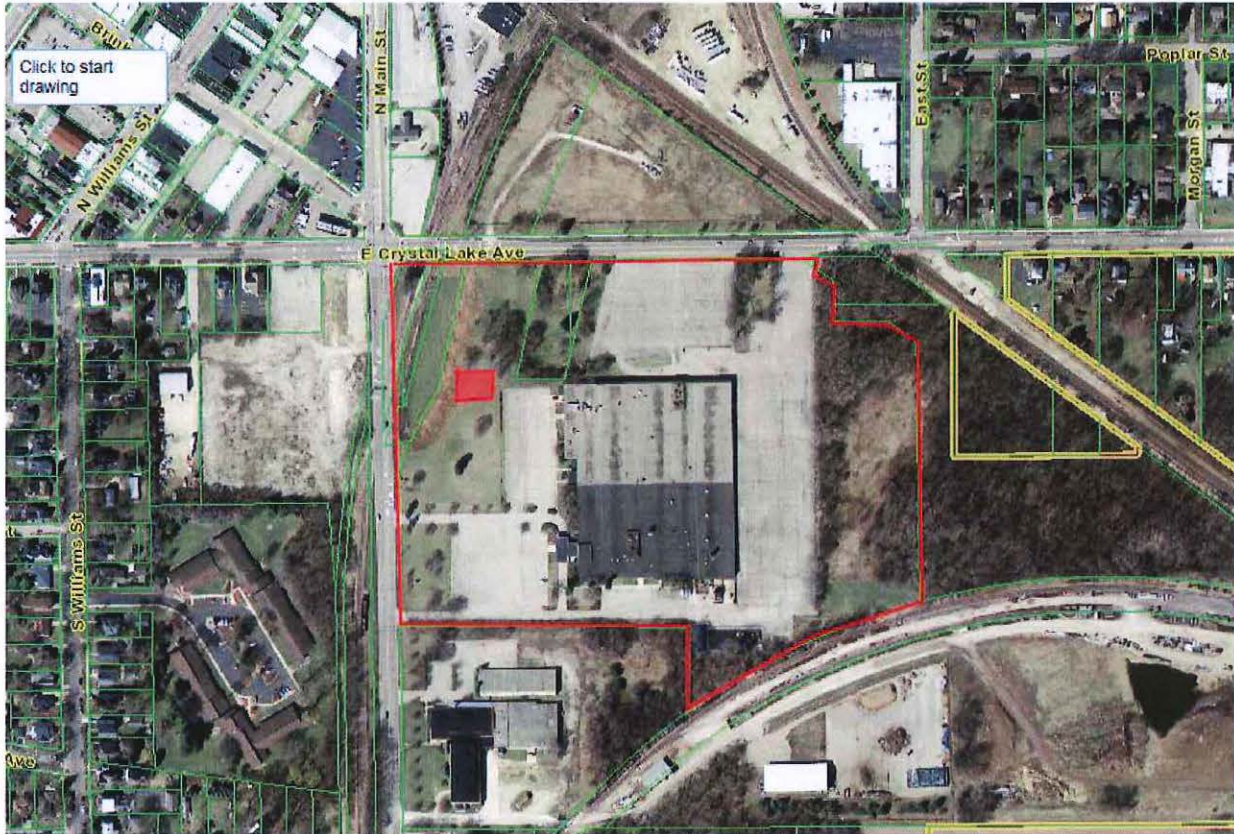
If the request is approved, the following conditions are recommended:

1. The Temporary Use Permit is valid from December 6, 2017 through January 6, 2018.
2. The inflatable must be anchored using stakes, sand, or concrete blocks. If staked, please provide cones or another visual notification to prevent tripping hazards.
3. On-site traffic flow must be maintained around the building and Fire Rescue Department connection.
4. All electrical connections and lighting must comply with the 2005 National Electric Code.
5. The temporary display must be located on private property, not within the City rights-of-way or easements.

**Votes Required to Pass:**

A simple majority vote.

T17-05 Willow Creek – 100 S Main St – 18 Ft. Frosty Inflatable





**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** December 5, 2017

**ANNEXATION PUBLIC HEARING**

**Item:** Jemco Annexation

**Requests:** Annexation of 4712 Reiland Drive.

**Petitioner:** Donald Mueller, Jemco Properties LLC  
4712 Reiland Drive

**Recommendation:** Motion to:  
1) Adopt an ordinance authorizing execution of the annexation agreement.  
2) Adopt the annexation ordinance for the property located at 4712 Reiland Drive.

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

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**Background:**

Existing Use: The property is currently improved with GPM Pump & Truck, a trucking dealer and repair company with ancillary outdoor storage of vehicles.

History: This property is a county island, surrounded by the City. City staff contacted the property owner and encouraged them to file an application for annexation. Jemco Properties LLC agreed to a pre-annexation agreement in 2016, as part of the agreement, the property was to be annexed in 2017.

**Key Factors:**

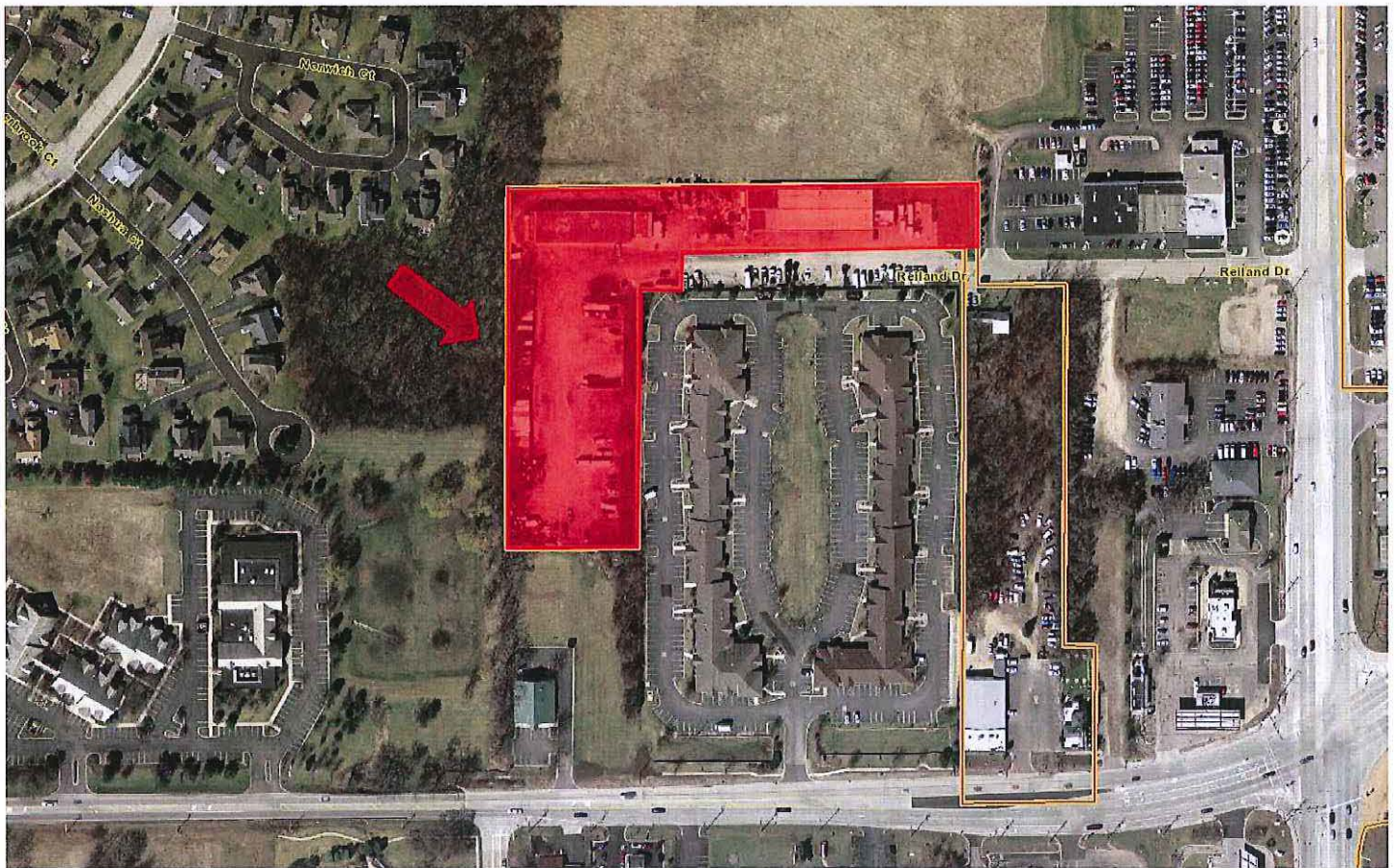
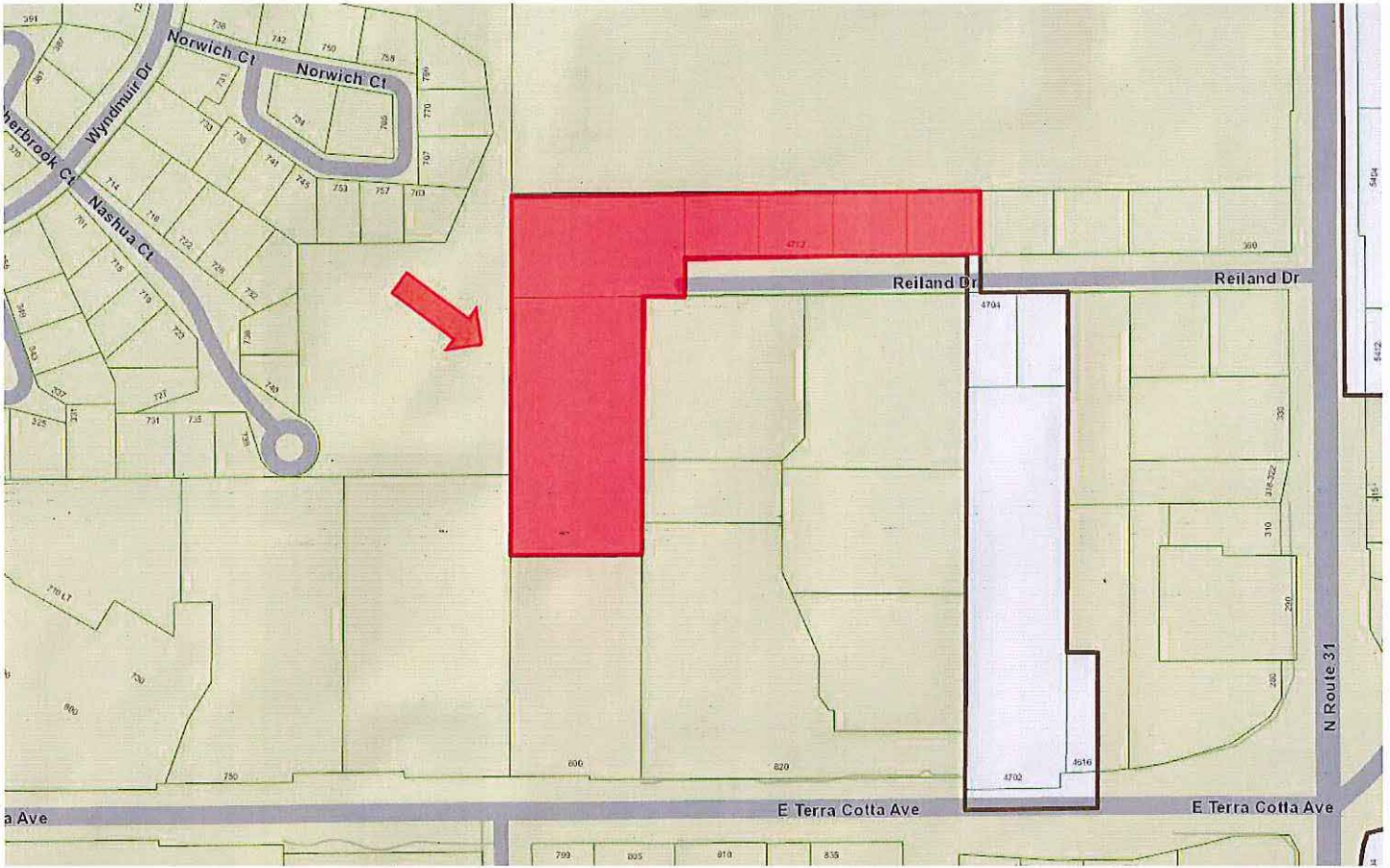
- The property would be zoned to E – Estate at the time of annexation. When a property is annexed, it is automatically zoned E – Estate; therefore, a rezoning petition is not required.
- Via the annexation agreement, the petitioner is requesting to allow the existing use to continue until the time of redevelopment.

- Due to the location of the property, redevelopment plans are uncertain at this time. The 2040 Comprehensive Plan identifies the subject property as future office. The City acknowledges that transitional land uses may be appropriate for the subject property.
- A portion of Reiland Drive would be vacated as it is not currently maintained as a public right-of-way by the City.

The draft annexation agreement is attached. The petitioner requests that the existing conditions be accepted for the term of the agreement. The petitioner is requesting a ten (10) year annexation agreement term. This document has been reviewed by an attorney and staff and is in an acceptable format.

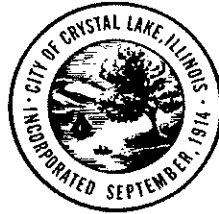
**Votes Required to Pass:** A super majority vote (5 votes) is required to approve the annexation agreement.

2017-23 JEMCO PROPERTIES – 4712 REILAND DR – ANNEXATION





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



**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO  
THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS**

WHEREAS, a written Petition, signed by the legal owners of all land within the territory hereinafter described, has been filed with the City Clerk of the City of Crystal Lake, McHenry County, Illinois, requesting that said territory be annexed to the City of Crystal Lake; and

WHEREAS, the said territory is not within the corporate limits of any municipality but is contiguous to the City of Crystal Lake; and

WHEREAS, said territory is not part of any public library district; and

WHEREAS, legal notices regarding the intention of the City to annex said territory have been sent to all public bodies required to receive such notice by State statute; and

WHEREAS, all Petitions, documents and other necessary legal requirements are in full compliance with the requirements of the Statutes of the State of Illinois, specifically 65 ILCS 5/7-1-8; and

WHEREAS, annexation of the territory by the City is also authorized under, and is in compliance with the requirements of, Section 7-1-10 of the Illinois Municipal Code, 65ILCS 5/7-1-10; and

WHEREAS, it is in the best interests of the City of Crystal Lake that said territory be annexed thereto.

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

SECTION I: The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION II: That the territory legally described in Exhibit "A" attached hereto and made a part hereof, be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION III: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed territory is situated, a certified copy of this Ordinance together with an accurate map of the territory hereby annexed, said map being attached hereto and made a part hereof and labeled Exhibit "B". Additionally, the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with an accurate map to be filed in the Office of the County Clerk of McHenry County, Illinois.

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

AYES:

NAYS:

ABSENT:

PASSED this 5th day of December, 2017.

APPROVED by me this 5th day of December, 2017.

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

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: December 5, 2017

Approved: December 5, 2017

DRAFT

**CERTIFICATION**

I, NICK KACHIROUBAS, do hereby certify that I am the duly elected, authorized and acting City Clerk of the City of Crystal Lake, County of McHenry, and State of Illinois, and that as such City Clerk I am the keeper of the records and minutes of the proceedings of the Mayor and Councilmembers to the said City.

I do hereby certify that the following "AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS" is a true and correct copy of Ordinance Number \_\_\_\_\_ duly passed and approved at a regular meeting of said Mayor and Council; held on the 5th day of December, 2017, at which time \_\_\_ councilmembers were present and \_\_\_ councilmembers were absent.

Motion was made by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ that the following Ordinance be passed and approved. Upon roll-call vote, \_\_\_ councilmembers voted AYE and \_\_\_\_\_ councilmembers voted NAY; whereupon said Ordinance was declared duly passed and was thereupon approved by the Mayor.

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

(SEAL)

Prepared by:

City of Crystal Lake  
Community Development  
100 W. Woodstock Street  
Crystal Lake, IL 60014

After recording, return to:

City of Crystal Lake  
Community Development  
100 W. Woodstock Street  
Crystal Lake, IL 60014

EXHIBIT "A"  
LEGAL DESCRIPTION

Parcel 1: Part of the East half of the Northwest Quarter of Section 34, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the Northwest corner of Lot 1 of said Elmwood Heights subdivision and extending westerly 280.8 feet to the West line of the Eastern half of the Northwest Quarter of Section 34, Township 44 North, Range 8, East of the Third Principal Meridian; thence southerly along said section line a distance of 165.0 feet; thence easterly a distance of 282.7 feet; thence northerly and along the west line of said Lot 1 a distance of 165.0 feet to the Place of Beginning in McHenry County, Illinois.

Parcel 2: Lots 1, 2 and 3 of Elmwood Heights Subdivision, being a Subdivision of part of the East Half of the Northwest Quarter of Section 34, Township 44 North, Range 8, East of the Third Principal Meridian, according to the Plat thereof, recorded December 12, 1957 as document no. 332585 and recorded in Book 13 of Plats, page 48, in McHenry County, Illinois.

Parcel 3: Lot 4 of Elmwood Heights Subdivision, being a Subdivision of part of the East Half of the Northwest Quarter of Section 34, Township 44 North, Range 8, East of the Third Principal Meridian, according to the Plat thereof, recorded December 12, 1957 as document no. 332585 and recorded in Book 13 of Plats, page 48, in McHenry County, Illinois.

Parcel 4: The West 212 feet of the South 825 feet (excepting the south 410.94 feet) of the East Half of the Northwest Quarter of Section 34, Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois.

PIN No: 14-34-177-018, 14-34-176-002, 14-34-176-003, 14-34-176-004, 14-34-176-005, and  
14-34-176-006

Common Address: 800, 801 and 824 Reiland Drive

Ord. No. ....

File No. ....

EXHIBIT "B"  
PLAT OF ANNEXATION

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



**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE AUTHORIZING THE EXECUTION  
OF AN ANNEXATION AGREEMENT**

WHEREAS, Jemco Properties, LLC (hereinafter, “the Owner”) is the record title owner of a certain tract of land located in Nunda Township in unincorporated McHenry County, Illinois, and legally described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the “Subject Property”); and

WHEREAS, there are no electors residing on the subject property; and

WHEREAS, the Subject Property consists of approximately 4 acres and is depicted on the plat of annexation attached as Exhibit B attached hereto (the “Plat of Annexation”); and

WHEREAS, the Subject Property is contiguous to the corporate limits of the City and is not within the corporate limits of any municipality; and

WHEREAS, the Owner desires and proposes to have the Subject Property annexed to the City of Crystal Lake pursuant to and in accordance with the provisions of Section 7-1-8 of the Illinois Municipal Code (the “Annexation”); and

WHEREAS, prior to approval of the Annexation, the City and the Owner desire to establish by agreement terms for the Annexation of the Subject Property; and

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

WHEREAS, pursuant to the provisions of Section 11-15.1-1 *et seq.* of the Illinois Municipal Code, a proposed annexation agreement, in substance and form substantially the same as the agreement attached hereto as Exhibit C, was submitted to the Corporate Authorities of the City of Crystal Lake and, pursuant to notice published in the Northwest Herald on November 20, 2017, as provided by statute, a public hearing was held thereon by the Corporate Authorities commencing on December 5, 2017.

WHEREAS, the Mayor and City Council of the City of Crystal Lake have found and determined that it is in the best interests of the City that an annexation agreement with the Owner be approved and the execution and attestation of such agreement be authorized;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, MCHENRY ILLINOIS, AS FOLLOWS:

SECTION I: The foregoing recitals are incorporated as though fully set forth herein.

SECTION II: That the Mayor be and he is hereby authorized and directed to execute, and the City Clerk is directed to attest, the Annexation Agreement, a copy of which is attached hereto and made a part hereof as Exhibit C.

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

AYES:

NAYS:

ABSENT:



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

PASSED this 5th day of December, 2017.

APPROVED by me this 5th day of December, 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: December 5, 2017  
Approved: December 5, 2017

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

**EXHIBIT A**  
**LEGAL DESCRIPTION OF SUBJECT PROPERTY**

Parcel 1: Part of the East half of the Northwest Quarter of Section 34, Township 44 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the Northwest corner of Lot 1 of said Elmwood Heights subdivision and extending westerly 280.8 feet to the West line of the Eastern half of the Northwest Quarter of Section 34, Township 44 North, Range 8, East of the Third Principal Meridian; thence southerly along said section line a distance of 165.0 feet; thence easterly a distance of 282.7 feet; thence northerly and along the west line of said Lot 1 a distance of 165.0 feet to the Place of Beginning in McHenry County, Illinois.

Parcel 2: Lots 1, 2 and 3 of Elmwood Heights Subdivision, being a Subdivision of part of the East Half of the Northwest Quarter of Section 34, Township 44 North, Range 8, East of the Third Principal Meridian, according to the Plat thereof, recorded December 12, 1957 as document no. 332585 and recorded in Book 13 of Plats, page 48, in McHenry County, Illinois.

Parcel 3: Lot 4 of Elmwood Heights Subdivision, being a Subdivision of part of the East Half of the Northwest Quarter of Section 34, Township 44 North, Range 8, East of the Third Principal Meridian, according to the Plat thereof, recorded December 12, 1957 as document no. 332585 and recorded in Book 13 of Plats, page 48, in McHenry County, Illinois.

Parcel 4: The West 212 feet of the South 825 feet (excepting the south 410.94 feet) of the East Half of the Northwest Quarter of Section 34, Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois.

PIN No: 14-34-177-018, 14-34-176-002, 14-34-176-003, 14-34-176-004, 14-34-176-005, and  
14-34-176-006

Common Address: 800, 801 and 824 Reiland Drive

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

**EXHIBIT B**  
**PLAT OF ANNEXATION**

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

**EXHIBIT C**  
**ANNEXATION AGREEMENT**



## Agenda Item No: 12

### City Council Agenda Supplement

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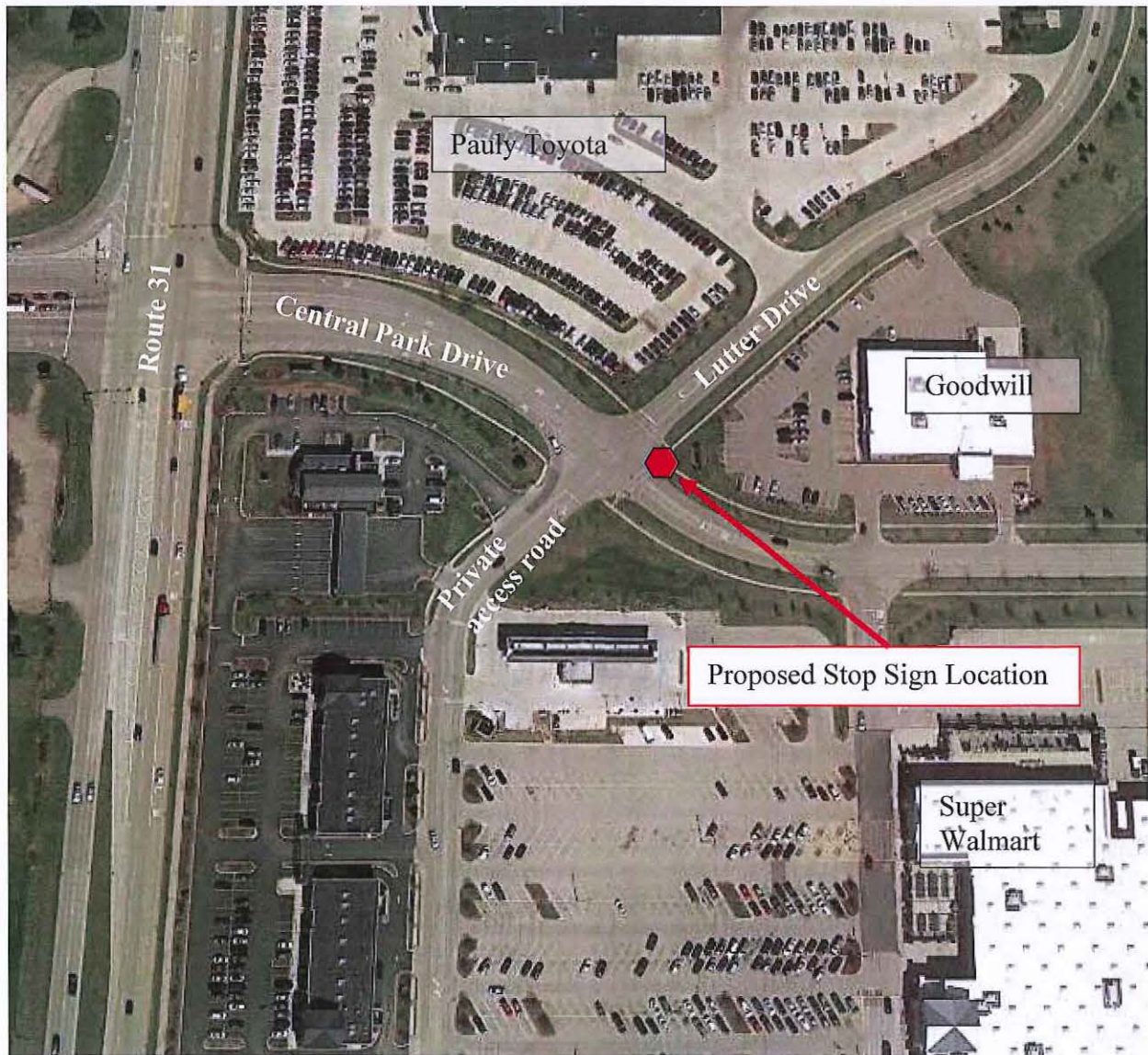
|                                     |  |
|-------------------------------------|--|
| <b><u>Meeting Date:</u></b>         | December 5, 2017   |
| <b><u>Item:</u></b>                 | Central Park Drive and Lutter Drive Stop Control Ordinance   |
| <b><u>Staff Recommendation:</u></b> | Motion to adopt an ordinance to implement stop control for westbound traffic on Central Park Drive at Lutter Drive |
| <b><u>Staff Contact:</u></b>        | Abigail Wilgreen, City Engineer  |

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#### **Background:**

The City's Traffic Safety Committee (TSC) has investigated safety concerns in the past at the Central Park Drive and Lutter Drive intersection near the Lutter Center Development. The curves on Central Park Drive limit the visibility of vehicles on Lutter Drive and the private access road, south of Central Park Drive, at the intersection. When the Murphy Oil gas station was constructed, Central Park Drive was widened to the west of this intersection to help with the merging conflicts. While this has improved the traffic flow, there are still concerns about how this intersection functions.

The TSC over the years has discussed ideas of making westbound traffic on Central Park Drive stop at the Lutter Drive intersection. This provides a break in the traffic for vehicles trying to cross at Lutter Drive or the private access road and is a common practice within large shopping center complexes. An all-way stop is not ideal at this location as vehicles traveling eastbound could back-up onto Route 31. The TSC recommends adopting an ordinance for stop control for westbound traffic on Central Park Drive at Lutter Drive.



**Votes Required to Pass:**  
Simple majority of City Council present.



DRAFT

**The City of Crystal Lake Illinois**

**ORDINANCE**

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

SECTION I: All traffic proceeding in a westerly direction on Central Park Drive shall stop at the intersection of Central Park Drive and Lutter Drive before continuing.

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 as provided by law.

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

DATED at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal  
Corporation

BY: \_\_\_\_\_  
Mayor

SEAL

ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: December 5, 2017

APPROVED: December 5, 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:** December 5, 2017

**Item:** Stormwater Solutions: Overhead Sewer Program Approval

**Staff Recommendation:** Motion to:

- 1) Adopt Resolution establishing an Overhead Sanitary Sewer Backup Protection Grant Program; and
- 2) Adopt an Ordinance authorizing an Amendment to the Budget for the Fiscal Year 2017-2018 for the City of Crystal Lake.

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

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**Background:**

City staff presented the framework for an Overhead Sanitary Sewer Backup Protection Grant program at the October 17, 2017 City Council meeting. As noted at the meeting, the stormwater flooding in June and July 2017 resulted in both surface flooding and high groundwater levels that affected homes and businesses. The high groundwater levels also impacted the City's sanitary sewer system with significant volumes of groundwater infiltrating into the system. These high groundwater levels contributed to sanitary sewer backups in some homes. Nine (9) sanitary sewer backups were reported during the storms out of 12,574 sanitary sewer services in the City.

Sanitary sewer backups result in financial impacts to both the City and the homeowner. Sanitary sewer backups occur in older homes that have a sanitary service line below the floor elevation in the basement level.

The program would have the following public benefits:

- Reduce City costs and expenditure of City resources associated with responding to, investigating and documenting back-ups.
- Safeguards the public health by reducing the potential for back-ups into homes.

Subsequent to the October 17 meeting, staff has developed the program requirements, application and reimbursement materials, homeowners agreement, and necessary City Council Resolution and Ordinance to enact the program (see attached).

**Proposed Program:**

The program consists of the following elements:

- Limited to existing owner-occupied residential properties only (no new construction or rental properties).
- Limited to one-time overhead sewer improvements (no check valves or gate valves).
- Applicants must be in good standing with the City (no outstanding City Code violations, fines or liens, etc.).
- Provides a 50% match up to a maximum of \$7,500 of eligible costs.
- Limit eligible costs to plumbing related to improvements inside of home (no drywall, interior finishes, carpeting, etc.) and limit outdoor eligible costs to restoration of grass surfaces (no landscaping, trees, fences, etc.).
- Plumbing improvements must meet current City building codes and the Illinois Plumbing Code.
- An application process (requires submittal of three bids from licensed plumbing contractors), approval process with homeowner agreement, permitting, inspection and reimbursement. Reimbursement limited to 50% of lowest bid of eligible costs.
- Agreement and inspection to include verification that sump pumps and downspouts are not connected to sanitary sewer service.
- Applicant has 180 days from approval of application to complete the project.

Staff has identified \$80,000 in funding that could be allocated to the program from the Water and Sewer Fund this fiscal year. The \$80,000 would fund at least 10 conversions at a maximum match of \$7,500. Funding in future years would be subject to the annual budgeting process. Allocation of the \$80,000 for this current fiscal year requires a Budget Amendment (Ordinance attached).

**Votes Required to Pass:**

Resolution: Simple Majority

Budget Amendment Ordinance: Two-thirds of Councilmembers holding office (5)



The City of Crystal Lake Illinois

DRAFT

**A RESOLUTION TO ESTABLISH AN OVERHEAD SANITARY SEWER  
BACKUP PROTECTION GRANT PROGRAM**

**WHEREAS**, The City of Crystal Lake City Council desires to establish a reimbursement program for sanitary sewer service overhead conversions; and

**WHEREAS**, the City of Crystal Lake strives to provide safe, reliable and effective utility services and, to that end, has a policy and practice of regularly maintaining, repairing and upgrading its infrastructure, including its sanitary sewer system;

**WHEREAS**, while the maintenance, repair and upgrade of the City of Crystal Lake's infrastructure is likely to reduce the number of sewer back-up incidents, it is impossible to presently eliminate those problems due to the age of the infrastructure, the current level of technology, and limitation of financial resources;

**WHEREAS**, the City of Crystal Lake has determined that presently the most effective way to prevent sewer back-ups is for individual property owners is to protect their own basements/ crawl spaces by installing an overhead sewer system; and

**WHEREAS**, the City of Crystal Lake finds that establishing a cost-sharing program will provide an incentive to homeowners to take steps to prevent sewage back-ups in their basements/ crawl spaces and has, therefore, proposed to appropriate funds for the cost of the Overhead Sanitary Sewer Backup Protection Grant Program established by this resolution; and,

**WHEREAS**, the City of Crystal Lake has determined that the Overhead Sanitary Sewer Backup Protection Grant Program will benefit the public health, safety and welfare by obtaining compliance with existing City regulations which prohibit stormwater connections to the City's Sanitary Sewer System and by allocating resources to reduce the potential for property damage, reduce the likelihood of recurring health hazards associated with sewage and mold exposures, and to foster cooperation between the City of Crystal Lake and its residents; and

**WHEREAS**, the coordination of the program should be uniform and require a process with specified eligibility and reimbursement requirements; and

**WHEREAS**, the City of Crystal Lake has established an Overhead Sanitary Sewer Backup Protection Grant Program materials as defined in Exhibits A.

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

**SECTION 1: RECITALS.** The City of Crystal Lake approves and adopts the Overhead Sanitary Sewer Backup Protection Grant Program as attached in Exhibits A.

**SECTION 2: AGREEMENTS:** The City Manager is authorized to execute the Homeowner Participation Agreements required by the Program.

**SECTION 3:** This Resolution shall take effect immediately upon its passage and approval as provided by law.

**DATED** at Crystal Lake, Illinois, this 5<sup>th</sup> day of December, 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: December 5, 2017

APPROVED: December 5, 2017



DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2017-2018 FOR THE CITY OF CRYSTAL LAKE**

WHEREAS, on April 18, 2017, the Annual Budget for Fiscal Year 2017-2018 was adopted and approved by Ordinance 7361-116; and

WHEREAS, it has been determined that certain revisions to the Annual Budget for Fiscal Year 2017-2018 are necessary to adjust for additional expenses which were not anticipated at the time that the Annual Budget for Fiscal Year 2017-2018 was adopted, and

WHEREAS, 65 ILCS 5/8-2-9.6 permits the corporate authorities of the City of Crystal Lake to make such revisions to the Annual Budget for Fiscal Year 2017-2018 upon a two-thirds vote of the corporate authorities; and

WHEREAS, the Mayor and City Council believe it is in the best interest of the City of Crystal Lake to revise the Annual Budget for Fiscal Year 2017-2018 to reflect such budget adjustments, as set forth in this ordinance; and

WHEREAS, all of the adjustments to the Annual Budget for Fiscal Year 2017-2018, contemplated by this ordinance contain sufficient funds to effectuate the purpose of the proposed revisions.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF MCHENRY, STATE OF ILLINOIS AS FOLLOWS:**

SECTION ONE: The foregoing recitals are incorporated herein and by this reference made a part hereof as findings of the Mayor and City Council of the City of Crystal Lake as if fully set forth.

SECTION TWO: The Budget for all corporate purposes of the City of Crystal Lake, County of McHenry, State of Illinois, for the fiscal year commencing on the first day of May 2017 and ending on the thirtieth day of April 2018, as presented to the Mayor and City Council of the City of Crystal Lake on April 18, 2017, is hereby amended and revised and incorporated herein by this reference and made a part hereof and is hereby adopted.

SECTION THREE: Pursuant to Section 8-2-9.6 of the Illinois Municipal Code, (65 ILCS 5/8-2-9.4), the original budgeted expenditures shall be and hereby is amended as follows:

|  |                 | Fiscal Year | Fiscal Year    |
|--|-----------------|-------------|----------------|
|  |                 | 17-18       | 17-18          |
|  | Original Budget | Amendment   | Amended Budget |
| Combined Expenditures for Water & Sewer Operations in Water & Sewer Fund | \$4,189,120     | \$80,000    | \$4,269,120    |

**SECTION FOUR:** This ordinance shall be in full force and effect upon passage and approval and publication in pamphlet form as required by law.

**DATED** at Crystal Lake, Illinois, this 5th day of December, 2017.

CITY OF CRYSTAL LAKE,  
an Illinois Municipal Corporation

BY: \_\_\_\_\_  
Mayor

SEAL

ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: December 5, 2017

APPROVED: December 5, 2017



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:**

December 5, 2017

**Item:**

Land Management Software Upgrade

**Staff Recommendation:**

Motion to:

1. Adopt a resolution authorizing the execution of an agreement with Accela, Inc., in the amount of \$57,420.00 annually for Land Management Software subscription services and \$2,300.00 for data conversion services, allowing for a 10% annual contingency for unforeseen changes in subscription needs; and

2. Adopt a resolution authorizing the execution of an agreement with The Sidwell Company in the amount of \$43,157.06, allowing for a 10% contingency, for software implementation services for the upgrade of the Springbrook Building Permit and Code Enforcement software.

**Staff Contact:**

Michelle Rentzsch, Director of Community Development  
Gregory A. Fettes, Director of Information Technology

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**Background:**

In late 2006, the City Council authorized the acquisition of the Springbrook ERP (Enterprise Resources Planning) software. ERP software typically is focused on financial functions with other ancillary functions, such as Building Permits and Code Enforcement included. The Building Division adopted Springbrook Building Permits and Code Enforcement to automate their processes in 2008.

As a part of the overall City Strategic Plan, and the IT Strategic Plan that was developed in late 2015, a strong desire was identified for the development of technologies that would allow the City to provide services to its constituents on a 24 hour, 7 day a week basis (24 hour City Hall). The City has made important steps in accomplishing this goal through the development of its website, GovQA CRM (Customer Relationship Management) software and mobile application that allows 24 hour access to information and service requests, and social media platforms, among other efforts. Specifically, during the IT Strategic Planning process, a goal was identified

to update the current Springbrook Building Permit and Code Enforcement software with something that would better support 24 hour City Hall functionality.

### **Springbrook and Modern Capabilities**

In early 2015, Springbrook Software, the developer of the City's ERP software platform, was acquired by Accela, who has committed to maintaining the Finance functionality of the Springbrook platform but has indicated that they will no longer develop the Building Permit module due to its limitations. Springbrook customers who wish to upgrade the capabilities of their Building Permit and Code Enforcement software have been encouraged to upgrade to the Accela Land Management module, which will have seamless integration with the Springbrook ERP software that the City currently utilizes.

Over the last 10 years, with the development of Apple's iPhone and other smartphone technologies, a significant shift has occurred in not only the capabilities of software packages and technology, but also in the expectation of customers in what business they are able to transact online. Some of the online capabilities of modern land management software packages that are unavailable in the current Springbrook Building Permit module are the following:

**Online Access** – modern land management software packages provide the ability for permit applicants to apply for permits, submit payments, submit plans and reports, communicate with staff and track their permit application through a portal connected to the City's website.

**Field Inspection Mobile Access** – Inspector access to the complete permit information on a mobile device in the field as they are making inspections is also a component of almost all modern land management software packages. All relevant information on the permit is generally available on an app that is run on a mobile device such as an iPad or iPhone which allows the inspector to digitally access the permit, the requested inspection details, and other relevant property information while they are in the field. Additionally, the results of the inspection can be immediately entered into the software through the app and those results can automatically be emailed to the appropriate permit contacts once the inspection is completed, rather than waiting for the inspector to type their handwritten notes into a letter once they return from the field at the end of the day.

**Real-time Access to Up-to-date Permit Information** – with modern land management software, not only will the contractor or other permit contacts receive an immediate email containing the results of the inspection from the field, but office staff will also have immediate access to inspection results as soon as the inspection is completed. This will increase efficiency and cut down on unnecessary phone calls between contractors, inspectors and office staff in an attempt to determine the results of an inspection. In addition, their inspection results would be immediately available through the web portal access and the contractor or other permit contact would be able to submit additional information electronically to correct any inspection deficiencies.

**Inspection Scheduling** – Currently, if a contractor or other permit contact requires an inspection, they must call the Building Division and schedule an inspection. With the adoption of a new land management software packages, inspections can be requested through the web



portal without the need to directly contact Community Development. Once the inspection has been scheduled, it will be added to the inspector's schedule and an email notification will be sent to the requestor confirming the appointment.

**Engineering and Planning Tracking** – the current Springbrook software does not provide the ability to track engineering permits or planning applications. Currently, the Engineering Division utilizes a different software package that allows them to electronically process some of their permits (which would no longer be necessary with the adoption of a new land management software), and Planning applications are processed manually. New land management software would allow both Engineering and Planning to automate their processes which will increase efficiency and minimize the potential for errors due to manual processing.

The Community Development Department, and its Divisions have been utilizing the current Springbrook software for over nine years and it has not received any significant update during that time period. With the rapid updates in technology and constituent expectations for technology over the last decade, it is important to have updated Community Development software that includes these capabilities to continue making improvements in customer service and meet strategic plan goals for a 24 hour City Hall.

### **The Process**

Community Development and Information Technology, under the auspices of the Technology Advisory Committee and the Community Development Technology Committee, formed a sub-committee which contained representatives from each of Community Development's Divisions (Building, Engineering and Planning & Economic Development) and Information Technology staff to review the need for new Community Development Land Management software and develop recommendations. It was deemed appropriate to review other software offerings for Building Permits and Code Enforcement as well as the Accela Land Management software upgrade. This Committee began meeting in December of 2016 and generally met on a bi-weekly basis.

**Needs Assessment** – the Committee conducted an internal needs assessment of all staff in Community Development to determine software functionalities that were desirable for any new package. During the needs assessment process, these functionalities were identified as either essential or desired functions in an effort to determine a capabilities baseline in searching for a new software package.

**Identification of Potential Software Packages** – Community Development staff contacted other communities in the Chicago metropolitan area that are of similar size and permit activity, as well as other communities in McHenry County, to develop a listing of potential software for further review. The Committee reviewed all of these software packages and compared them to the needs that were developed through the assessment phase of the project. Some of the software packages in use in other communities were very similar to Springbrook in that they were part of a larger ERP packages and had more limited capabilities. These packages were discarded and not further reviewed as they did not provide a sufficient upgrade to merit the resources that would be required to effectuate an update. Upon completion of the review, four software packages were selected for further review. These packages were from Accela, CitizenServe,

EnerGov and BasicGov. After repeated contacts attempting to secure information about their software with absolutely no response, BasicGov was discarded as a potential vendor.

**In-Depth Reviews and Demonstrations** - The Committee moved forward with the evaluation of the three remaining vendors by further reviewing their software capabilities and conducting in-depth demonstrations with the vendors. Listed below are software and implementation costs for the three vendors further reviewed:

| <u>Vendor</u> | <u>Software Cost*</u> | <u>Implementation Cost</u> | <u>Total Year 1</u> |
|---------------|-----------------------|----------------------------|---------------------|
| EnerGov       | \$58,000.00           | \$128,889.00               | \$186,889.00        |
| Accela        | \$57,420.00           | \$43,157.06                | \$100,577.06        |
| CitizenServe  | \$37,200.00           | \$50,600.00                | \$87,800.00         |

\*In all cases, the software cost is an annual subscription.

In order to best facilitate these demonstrations and ensure that each vendor covered relevant information, the City developed a script for the demonstrations based upon the needs assessment. This script contained specific functionality that we would like demonstrated so that we were able to ascertain how the software would function within our environment. These software demonstrations were conducted over a three hour period which allowed ample time for the vendor to properly demonstrate their software and for the Committee members to ask follow-up questions. At the conclusion of the in-depth review and demonstration phase, EnerGov was discarded due to their significantly higher cost and limitations within its field application and web portal.

**Sandbox Environment** – the Committee requested the final two vendors, Accela and CitizenServe to create a sandbox environment which would allow the City to utilize their systems within a test environment to simulate actual usage for a week. This demonstration involved both vendors providing access to their back office (office staff) and field versions of the product for City staff to enter and process permits and inspections in a live environment to ascertain the extent to which each package met the needs of the City.

**Results** – at the conclusion of the review phase, the Committee met and reviewed its results. By an overwhelming majority, the members of the Committee identified Accela as the vendor which most closely met the Department’s needs. The Committee members felt that the user interface for Accela, particularly the mobile field app, was far superior and easier to use than that in CitizenServe. CitizenServe does not provide any mobile apps for use in the field, but requires inspectors to access their system through a web browser. During sandbox trials, field personnel indicated that the use of the web browser was awkward and the resizing of the browser windows

on mobile devices frequently required them to scroll to enter and retrieve data which hampered their ability to effectively use the software in the field.

Other members of the GIS consortium to which the City belongs utilize Accela and they have provided live integration with the consortium GIS, while CitizenServe cannot provide live integration with our GIS and has never worked with the consortium. This lack of live integration will severely limit the ability of Community Development to access important property information in the field applications due to the significant time lag between manual updates of any GIS information. Accela also offers seamless integration with Springbrook so that financial data is properly transferred, while CitizenServe will not provide any means to transfer data to Springbrook. This lack of integration would require manual data entry of building permit financial data, which will require significant Community Development and Finance Department resources to accomplish and potentially allow for errors due to the manual data transfer.

When references were contacted for both Accela and CitizenServe, the results for Accela were good while the results for CitizenServe were mixed. CitizenServe customers reported that while CitizenServe was swift to respond to their requests, they frequently responded that they were unable to accommodate those requests. Interestingly, one of the references provided by CitizenServe indicated that they were abandoning the software and looking for something that performed better. Finally, Accela and their implementation partner, The Sidwell Company, provided excellent customer support during the sandbox environment portion of the evaluation, while CitizenServe's support was significantly less robust.

Accela was the software package that most closely matched the Department's needs in securing a new package with the following capabilities:

- Customer can submit permit applications, pay permit fees, and track the status of a permit using a web portal, 24 hours a day, 7 days a week.
- Permits can be issued and emailed to customer through Accela. This means that a customer is no longer required to make a special trip to City Hall to pick up the approved permit.
- Customers can also schedule building inspections using the same web portal.
- The inspection scheduling module has a logical user interface and integrates well with the remainder of the package. In addition, the scheduling module can integrate with GIS via Map Office to create a daily inspection route for each inspector.
- Field Inspectors can use the mobile app to document inspection results and access permit drawings and other documents. The app updates the system in real-time so office staff and the customer can review inspection results as they occur.
- The review process can be streamlined by automating several functions, like plan review routing. It can also ensure consistent reviews among employees by using standard comments for various review types. All of this helps reduce review time and improve quality of reviews for our customers.
- A planning and zoning module is included that can track a proposed development through the stages of staff review, Planning and Zoning Commission recommendation, and City Council approval.

- A code enforcement module that tracks building and property maintenance code violations. The module is more tailored to this type of activity than the module in Springbrook the department is currently using.

### **Customer Service Improvements**

Throughout the evaluation process, the committee has reaffirmed that the Community Development Department's ability to continuously improve its customer service and meet our customers' needs is hampered by the limitations of the current Springbrook Building Permit and Code Enforcement software. The Accela upgrade provides the City with the opportunity to make significant gains in improving service to its customers through the streamlining of tasks through automation and consistency, reducing review time, eliminating duplicative work and empowering our field staff to access up-to-date data and information for customers. Additionally, customers using the on-line portal will save time and resources when applying and paying for permits, scheduling inspections, supplying documentation and receiving results electronically.

### **Accela and Implementation Pricing**

Accela is a hosted service and operates under a named user subscription model, which most of the other Community Development Land Management programs follow. Named user licensing requires each user to have a separate license for the software, rather than concurrent licensing, which requires licensing only for the number of active subscribers utilizing a system at a particular time.

Accela subscription pricing is generally provided in tiers depending upon population and total number of subscribers. For a City like Danville, IL, which has similar population and user count, they are paying \$3,000.00 per named user per year. For a user like the City of Evanston, which has a higher population and significantly higher user count (90 v 29), they are paying \$1,000.00 a year per named user.

Accela's original quote to the City was \$2,400.00 per named user per year, which is 20% lower than what they are charging Danville. However, through several conversations and proposals, Accela has provided a revised quote to the City of \$1,980.00 per user per year, which is 34% lower than they are charging Danville.

Accela utilizes a third party provider for implementation services rather than their own staff. The Sidwell Company, from St. Charles, IL, is the Accela selected implementation provider for Illinois. Implementation services includes setting up users, configuring permits and permit types, configuring workflows for permits and submittals, setting up the City's Building Permit fee schedule, configuring the public access portal and field apps, as well as creating custom reporting for the application. In addition, the implementation provider conducts end user and administrative training on the application as it becomes live.

In order to confirm that The Sidwell Company was providing a cost effective quote for the implementation services, the City contacted FutureNet Group, an Accela certified integrator from another region. FutureNet Group currently provides contracted managed IT services to the

City. FutureNet Group's quote for integration was \$44,440.00 compared to The Sidwell Company's quote for \$43,157.06.

After reviewing products offered by other companies, City staff has determined that Accela is the only source that can be integrated with the existing City systems without incurring additional extraordinary staff time and expenses.

Attorney Pardys has reviewed both the agreement with Accela and the agreement with the Sidwell Company and has approved them in their present form.

**Recommendation:**

It is the recommendation of Community Development and Information Technology to adopt a resolution authorizing the execution of agreements for a software upgrade with Accela, Inc., in the amount of \$57,420.00 annually for Land Management Software subscription services and \$2,300.00 for data conversion services, allowing for a 10% annual contingency for unforeseen changes in subscription needs, and to adopt a resolution with The Sidwell Company in the amount of \$43,157.06, allowing for a 10% contingency, for software implementation services for the Accela software upgrade. Sufficient funding is available for this project.

**Votes Required to Pass:**

Simple Majority



DRAFT

## RESOLUTION

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute agreements with:

1. Accela, Inc., in the amount of \$57,420.00 annually for Land Management Software subscription services and \$2,300.00 for data conversion services, allowing for a 10% annual contingency for unforeseen changes in subscription needs, and
2. The Sidwell Company in the amount of \$43,157.06, allowing for a 10% contingency, for software implementation services.

**DATED** this 5<sup>th</sup> day of December, 2017.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: December 5, 2017  
APPROVED: December 5, 2017



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

**Meeting Date:** December 5, 2017

**Item:** Property Tax Levy Ordinance/Truth in Taxation Public Hearing

**Staff Recommendation:** Motion to adopt the 2017 property tax levy ordinance and certificate of compliance.

**Staff Contact:** Gary J. Mayerhofer, City Manager  
George Koczwar, Director of Finance  
Laura Herrig, Assistant Finance Director

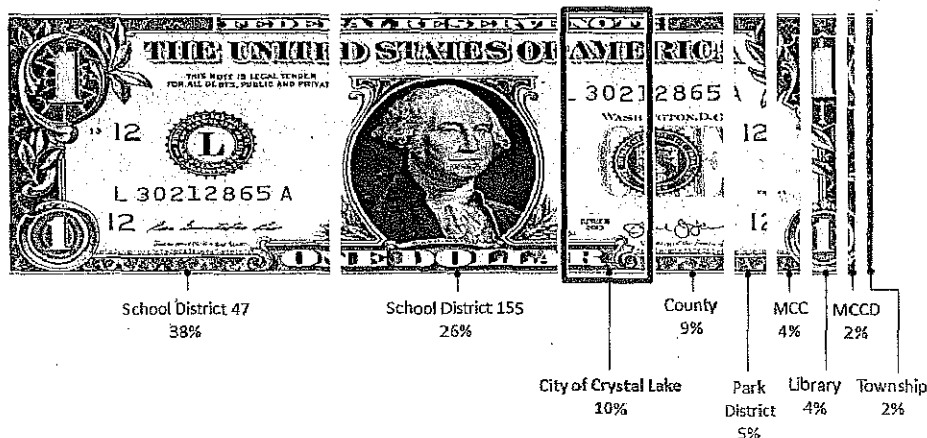
**Summary:**

*The proposed property tax levy ordinance will result in an approximately 1.28% reduction in the City's property tax rate.*

The proposed tax levy will ensure that the tax levy attributable to the City remains one of the lowest tax rates in the area. **Additional dollars collected as part of the City's proposed tax levy will be solely used for State mandated police and fire pension obligations. The proposed property tax also includes the Crystal Lake Library's levy request.**

Despite the economic challenges, the City will continue to provide residents with high-quality police and fire protection, water and wastewater treatment services, brush pick-up and drop-off, street maintenance, and other City services, including the Three Oaks Recreation Area.

Because of a culture of spending control throughout the organization, when comparing surrounding communities that provide like services, Crystal Lake's portion of a property owner's tax bill is among the lowest. As a result, only approximately 10% of the property tax bill is attributable to municipal services provided by the City of Crystal Lake.



There is **no** increase in the proposed levy for the Illinois Municipal Retirement Fund (IMRF) and the City's share of Social Security and Medicare taxes (FICA). In accordance with State Statute, the municipal contribution rate for IMRF is actuarially determined each year by IMRF. Contributions are calculated as a percentage of covered payroll.

The proposed 2017 property tax levy incorporates **no** increase for Fire Rescue operations and continued funding of the City's portion for the school crossing guard program. The proposed 2017 property tax levy provides an additional \$94,385 for the Crystal Lake Library.

A number of State statutes, as well as court decisions, mandate that local governments make their pension contributions. The proposed tax levy incorporates the City's mandated pension contributions.

The tax levy ordinance reflects the emphasis the City places on its role as financial steward. The Government Finance Officers Association (GFOA) voted to award the City of Crystal Lake's budget document the Distinguished Budget Presentation Award for the 2017/2018 fiscal year. This award is the highest form of recognition in governmental budgeting. The City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the twenty-seventh year in a row the City has received this award. These recognitions are a direct reflection of the financial strength and management of the City of Crystal Lake.

#### **Background:**

In order to collect a property tax, government agencies in the State of Illinois are required to establish a "tax levy" and comply with the Truth in Taxation Act. The tax levy is a projection of monies the government agency expects to obtain through the annual property tax. The Truth in Taxation law requires taxing districts to disclose by publication and to hold a public hearing on their intention to adopt an aggregate levy in amounts more than 105% of the amount of property taxes extended the prior levy year.

The City of Crystal Lake City Council must adopt a property tax levy and annually certify to the county clerk, on or before the last Tuesday in December, the amount to be levied. The resolution determining the maximum 2017 tax levy was adopted on November 7, 2017. Adoption of this resolution was merely a procedural requirement and the actual levy ordinance is 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 City's 2017 tax levy will be incorporated into property tax bills, which homeowners will receive during the calendar year 2018, and will be utilized by the City to fund a portion of the 2018-2019 City Budget (the City operates on a May 1 through April 30 fiscal/budget year). The tax levy adopted by the City of Crystal Lake is filed with the McHenry County Clerk, whose office determines the actual "tax rate" necessary in order to raise the dollars levied by the City. The City levies in dollars needed rather than a specific tax rate. As a result, the City does not receive any additional dollars if the assessed valuation of property in the City increases. Rather, the amount of the City tax levy remains the same and is spread over a greater total assessed valuation of property (which can result in a decrease in the actual City tax rate).

Property owners in the City of Crystal Lake will note that the City is only one of many taxing bodies that appear on the property tax bill. **Since 1997, the City has not levied a property for general operations.** The City's tax levy is made up of the following funds:



School Crossing Guard Fund  
 Fire Rescue Fund  
 Fire Pension Fund  
 Police Protection  
 Police Pension Fund  
 City IMRF/FICA Fund  
 Library Operating Fund  
 Library IMRF Fund  
 Library FICA Fund

Because of a culture of spending control throughout the organization, when comparing surrounding communities that provide like services, Crystal Lake's portion of a property owner's tax bill is among the lowest. As a result, only approximately 10% of the property tax bill is attributable to municipal services provided by the City of Crystal Lake.

The impact of a proposed property tax levy on an individual homeowner is determined by estimating the Equalized Assessed Value (EAV). The actual City EAV will be calculated by the County Assessor. It is estimated that the City's 2017 EAV will be \$1,092,368,128, which is a 5.61% increase over the 2016 EAV.

The tax levies for the Fire and Police Pensions have been actuarially determined. The intention of the actuaries' study is to continue to fund pension benefits as outlined in State Statutes. Both the Fire and Police Pension Boards have recommended that the City Council adopt a levy consistent with amounts presented in the actuarial reports. The proposed levy amounts are \$2,418,485 for the Police Pension and \$1,884,348 for the Fire Pension. The Fire Pension Fund is currently 65.7% funded (down from 68.0% last year), and the Police Pension Fund is currently 54.9% funded (down from 58.2% last year).

There is no increase in the proposed levy for the Illinois Municipal Retirement Fund (IMRF) and the City's share of Social Security and Medicare taxes (FICA). In accordance with State Statute, the municipal contribution rate for IMRF is actuarially determined each year by IMRF. Contributions are calculated as a percentage of covered payroll.

The proposed 2017 property tax levy incorporates no increase for Fire Rescue operations and continued funding of the City's portion for the school crossing guard program. The proposed 2017 property tax levy provides an additional \$94,385 for the Crystal Lake Library.

The following is the projected effect that the proposed 2017 tax levy will have on property tax rates as compared to the effects of the City's 2016 property tax levy. The projection below reflects an estimated increase of 5.61% in the City's overall EAV for tax year 2017.

|                | Actual<br>2016 Tax Rate | Proposed<br>2017 Tax Rate |
|----------------|-------------------------|---------------------------|
| City IMRF      | 0.083672                | 0.079227                  |
| City FICA      | 0.070314                | 0.066579                  |
| Fire Rescue    | 0.631463                | 0.597920                  |
| Crossing Guard | 0.005318                | 0.005035                  |
| Police Pension | 0.202164                | 0.221398                  |
| Fire Pension   | 0.155597                | 0.172501                  |
| Subtotal       | 1.148528                | 1.142661                  |
| Library Funds  | 0.434531                | 0.420089                  |
| Total          | 1.583059                | 1.562750                  |

Determining the impact of the City's tax levy on area home values is dependent on several factors: the assessed value of a property as determined by each township's assessor, the equalization multiplier assigned by each township supervisor, the equalization multiplier assigned by the State and exemptions specific to each property and property owner, (homestead, senior, senior freeze, etc.). The City of Crystal Lake spans four different townships: Algonquin Township, Nunda Township, Dorr Township and Grafton Township.

The adoption of the attached ordinance will:

- 1) Maintain a zero levy for general operations, which has been in place since 1997. General operations include Police, City Administration, Community Development, Public Works (Streets, Fleets and Storm Sewer), and Information Technology. These would continue to be supported primarily through sales and income tax revenues.
- 2) Provide funding for pension and IMRF obligations as mandated by Illinois law.
- 3) Provide funding to support Fire Rescue operations.
- 4) Provide funding to support Library operations.

**The City's property tax rate will decrease by 1.28%.**

The attached spreadsheet shows the total 2016 rates for neighboring communities with similar municipal services.

**Recommendation:**

It is the recommendation of the City Manager and Director of Finance to adopt the proposed 2017 property tax levy ordinance and certificate of compliance.

**Votes Required to Pass:**

Simple Majority

## EXISTING 2016 PROPERTY TAX RATES

|                          | Crystal Lake | Algonquin | Barrington Hills | Cary     | Fox River Grove | Huntley  | Lake in the Hills | Lakewood | Marengo  | McHenry  | Woodstock |
|--------------------------|--------------|-----------|------------------|----------|-----------------|----------|-------------------|----------|----------|----------|-----------|
| I.M.R.F.                 | 0.083672     | 0.046928  | 0.001007         | 0.052032 | 0.028756        | 0.030436 | 0.080885          | 0.038707 | 0.065297 | 0.067816 | 0.059088  |
| Fire Protection          | 0.631463     |           |                  |          |                 |          |                   | 0.446612 |          |          |           |
| Firemen Pension          | 0.155597     |           |                  |          |                 |          |                   |          |          |          |           |
| Police Pension           | 0.202164     | 0.285089  | 0.170679         | 0.188803 | 0.319506        | 0.076587 | 0.211158          |          | 0.235159 | 0.318393 | 0.328401  |
| Police Protection/System |              | 0.222909  | 0.314120         | 0.231253 | 0.035944        |          | 0.102311          | 0.267968 | 0.353375 | 0.093088 | 0.569936  |
| School Crossing Guard    | 0.005318     | 0.001760  | 0.000575         |          | 0.001757        |          |                   |          |          |          | 0.008142  |
| Corporate Bonds          |              |           | 0.298543         | 0.004430 | 0.180524        | 0.373866 | 0.306933          | 0.261589 | 0.393778 | 0.120148 | 0.119605  |
| Insurance                |              | 0.035196  |                  |          | 0.096153        |          |                   |          |          |          | 0.151661  |
| ESDA                     |              | 0.000587  |                  |          |                 |          |                   |          | 0.002017 |          |           |
| Audit                    |              |           | 0.011965         |          | 0.018372        |          | 0.002261          | 0.002978 | 0.017013 | 0.004490 | 0.007398  |
| Liability Ins.           |              |           | 0.018847         | 0.052033 | 0.051121        | 0.030475 | 0.030971          |          | 0.055117 | 0.084940 | 0.128760  |
| Social Security          | 0.070314     | 0.064526  | 0.041467         | 0.052033 | 0.071090        | 0.030436 | 0.115758          | 0.029775 | 0.094901 | 0.095770 | 0.081187  |
| Unemployment Ins.        |              |           | 0.003116         |          |                 |          |                   | 0.002085 | 0.004979 |          |           |
| Cemetery                 |              |           |                  |          |                 |          |                   |          | 0.008871 |          |           |
| Street & Bridge          |              |           | 0.352587         |          |                 |          |                   |          |          |          |           |
| Street Lighting          |              |           | 0.000647         |          |                 |          |                   |          | 0.045005 |          |           |
| Workman's Comp           |              |           |                  |          |                 |          | 0.044596          |          | 0.063338 |          |           |
| Garbage                  |              |           |                  |          |                 |          |                   |          |          |          | 0.062275  |
| Parks                    |              |           |                  |          |                 |          |                   |          |          |          | 0.069789  |
| Special Recreation       |              |           |                  |          |                 |          |                   |          |          |          | 0.036174  |
| Band                     |              |           |                  |          |                 |          |                   |          |          |          | 0.037221  |
| PY Adjustment            |              |           |                  |          |                 |          |                   |          |          |          |           |
| Alg-LITH Fire District   |              | 1.043646  |                  |          |                 |          | 1.043646          |          |          |          |           |

|                       | Crystal Lake | Algonquin | Barrington Hills | Cary     | Fox River Grove | Huntley  | Lake in the Hills | Lakewood | Marengo  | McHenry  | Woodstock |
|-----------------------|--------------|-----------|------------------|----------|-----------------|----------|-------------------|----------|----------|----------|-----------|
| Barrington Fire       |              |           | 0.521381         |          |                 |          |                   |          |          |          |           |
| Cary Fire District    |              |           |                  | 0.606503 |                 |          |                   |          |          |          |           |
| Fox River Grove Fire  |              |           |                  |          | 0.765660        |          |                   |          |          |          |           |
| Huntley Fire District |              |           |                  |          |                 | 0.795275 |                   |          |          |          |           |
| Marengo Fire District |              |           |                  |          |                 |          |                   |          | 0.324480 |          |           |
| Marengo Rescue Squad  |              |           |                  |          |                 |          |                   |          |          |          |           |
| McHenry Fire District |              |           |                  |          |                 |          |                   |          |          | 0.588890 |           |
| Woodstock Fire Rescue |              |           |                  |          |                 |          |                   |          |          |          | 0.922373  |
| <b>Total*</b>         | 1.148528     | 1.700641  | 1.796510         | 1.187087 | 1.568883        | 1.337075 | 1.938519          | 1.049714 | 1.66333  | 1.373535 | 2.582010  |

\*Excludes Library

Ord.  
File No.



**DRAFT**

**AN ORDINANCE FOR THE LEVY  
AND ASSESSMENT OF TAXES  
FOR THE CITY OF CRYSTAL LAKE  
FOR THE FISCAL YEAR BEGINNING  
THE 1<sup>ST</sup> DAY OF MAY, 2017 TO  
THE 30<sup>TH</sup> DAY OF APRIL, 2018**

**ADOPTED BY THE  
CITY COUNCIL  
OF THE  
CITY OF CRYSTAL LAKE**

**December 5, 2017**

**Published in pamphlet form by the authority of the City Council of the  
City of Crystal Lake, McHenry County, Illinois, this 5<sup>th</sup> day of December, 2017.**

**AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES  
FOR THE CITY OF CRYSTAL LAKE FOR THE FISCAL YEAR BEGINNING  
THE 1<sup>ST</sup> DAY OF MAY, 2017 TO  
THE 30<sup>TH</sup> DAY OF APRIL, 2018**

WHEREAS, the City Council of Crystal Lake in the County of McHenry and State of Illinois did on the 18<sup>th</sup> day of April, 2017, pass the Annual Budget in accordance with Chapter 65 5/8-2.-9.1, *et. seq.* of the Illinois Compiled Statutes, for the City for the fiscal year beginning on the 1<sup>st</sup> day of May 2017 the amount of which is ascertained to be Seventy-Seven Million Six Hundred Forty-Seven Thousand Two Hundred Sixteen Dollars and No Cents (\$77,647,216), excluding inter-fund transfers, which said Budget Resolution was duly published on the 18<sup>th</sup> day of April, 2017.

WHEREAS, the Board of Library Trustees did, on the 18<sup>th</sup> day of October, 2017, approve Resolution 1718-12 to revise the Library's 2017-2018 appropriation.

WHEREAS, pursuant to State Law (Public Act 95-950), the Mayor and City Council hereby accept the Compliance Reports submitted by the Crystal Lake Firefighters' Pension Fund and the Crystal Lake Police Pension Fund for the year ended April 30, 2017.

WHEREAS, the Mayor and City Council of the City of Crystal Lake did on the 7<sup>th</sup> day of November, 2017, determine that the levy of the City of Crystal Lake for 2017 would not exceed \$17,070,984 exclusive of debt service (or \$21,801,383 inclusive of debt service) and, therefore, the City of Crystal Lake did on the 25<sup>th</sup> day of November, 2017, publish a Notice pursuant to Chapter 35, Illinois Compiled Statutes 200/18-55 *et. seq.*, entitled "Truth in Taxation Act" and all provisions of said Act were fully complied with by the City of Crystal Lake.

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

Section 1: That the total amount of appropriations for all corporate purposes legally made to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of Seventeen Million Seventy Thousand Nine Hundred Eighty-Four Dollars and No Cents (\$17,070,984).

Section 2: That the sum of Seventeen Million Seventy Thousand Nine Hundred Eighty-Four Dollars and No Cents (\$17,070,984) being the total of appropriations heretofore legally made that are to be collected from the tax levy of the City of Crystal Lake for the purpose of providing for the General Fund (Police Protection Services), the Illinois Municipal Retirement and Federal Insurance Contributions Act Fund (the City's

contributions to IMRF and for Social Security and Medicare taxes), Police Pension Fund, Fire Pension Fund, Library Operating Fund, Library IMRF Fund (the Library's contributions to IMRF), the Library Federal Insurance Contributions Act Fund (the Library's contributions for Social Security and Medicare taxes), Fire Rescue Fund and School Crossing Guard Fund, and Debt Service Funds as appropriated for the current fiscal year by annual appropriation of the City of Crystal Lake for the Fiscal Year 2017-2018, passed by the Mayor and City Council of said City at the legally convened meeting of April 18, 2017 be, and the same is hereby levied upon all of the taxable property in the City of Crystal Lake subject to taxation for the current year, the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "Tax Levy" that appears over them, the tax so levied being for the current fiscal year of said City, and for the said appropriation to be collected from said tax levy, the total of which has been ascertained as aforesaid and being as follows:

|  | <u>APPROPRIATION</u> | <u>TAX LEVY</u> |
|--|----------------------|-----------------|
| <b>GENERAL FUND</b>                      | \$28,299,307         | \$0             |
| <b>COMMUTER PARKING FUND</b>             | \$230,065            | \$0             |
| <b>WATER &amp; SEWER FUNDS</b>           | \$16,608,496         | \$0             |
| <b>FIRE RESCUE FUND</b>                  | \$9,796,665          | \$6,531,484     |
| <b>SCHOOL CROSSING GUARD FUND</b>        | \$110,000            | \$55,006        |
| <b>MOTOR FUEL TAX FUND</b>               | \$736,063            | \$0             |
| <b>ROAD &amp; VEHICLE LICENSES FUND</b>  | \$49,950             | \$0             |
| <b>DEBT SERVICE FUNDS</b>                | \$1,472,443          | \$0             |
| <b>FOREIGN FIRE INSURANCE FUND</b>       | \$65,750             | \$0             |
| <b>TIF FUNDS</b>                         | \$101,500            | \$0             |
| <b>CAPITAL REPLACEMENT FUND</b>          | \$7,357,620          | \$0             |
| <b>CITY IMRF/FICA CONTRIBUTIONS FUND</b> |                      |                 |
| IMRF                                     | \$916,890            | \$865,454       |
| FICA                                     | \$754,684            | \$727,287       |
| <b>INSURANCE RESERVES FUND</b>           | \$250,221            | \$0             |
| <b>RESTRICTED POLICE FUNDS FUND</b>      | \$27,960             | \$0             |
| <b>POLICE PENSION FUND</b>               | \$3,020,850          | \$2,418,485     |

|   |              |              |
|---|--------------|--------------|
| <b>FIRE PENSION FUND</b>                      | \$1,691,000  | \$1,884,348  |
| <b>LIBRARY-OPERATING FUND</b>                 | \$4,106,063  | \$4,075,895  |
| <b>LIBRARY IMRF/FICA CONTRIBUTIONS FUND</b>   |              |              |
| IMRF  | \$310,352    | \$316,872    |
| FICA  | \$192,110    | \$196,153    |
| <b>LIBRARY-CONSTRUCTION &amp; REPAIR FUND</b> | \$136,074    | \$0          |
| <b>LIBRARY-AMES TRUST FUND</b>                | \$0          | \$0          |
| <b>LIBRARY-GIFT &amp; MEMORIAL FUND</b>       | \$25,000     | \$0          |
| <b>LIBRARY-PER CAPITA GRANT FUND</b>          | \$62,814     | \$0          |
| <b>LIBRARY-WORKING CASH FUND</b>              | \$0          | \$0          |
| <b>LIBRARY-SPECIAL RESERVE FUND</b>           | \$1,325,339  | \$0          |
| <b>GRAND TOTAL - ALL FUNDS</b>                | \$77,647,216 | \$17,070,984 |

Section 3: That the total amount of Seventeen Million Seventy Thousand Nine Hundred Eighty-Four Dollars and No Cents (\$17,070,984) ascertained above, be and is hereby levied and assessed on all property subject to taxation within the City of Crystal Lake according to the value of said property as assessed and equalized for state and county purposes for the current year.

Section 4: That this Levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code.

Section 5: That there is hereby certified to the County Clerk of McHenry County, Illinois, the several sums above, constituting said total amount, and the total amount of Seventeen Million Seventy Thousand Nine Hundred Eighty-Four Dollars and No Cents (\$17,070,984), which total amount the City of Crystal Lake requires to be raised by taxation for the current fiscal year of the City, and the City Clerk of the City is hereby ordered and directed to file with the County Clerk of the County on or before the time required by law, a certified copy of this Ordinance.

Section 6: That the rate percent be ascertained and tax extended as provided by law against the property included in the City of Crystal Lake.

Section 7: That the provisions of the Truth in Taxation Act, Chapter 35, Illinois Compiled Statutes, 200/18-55 *et. seq.*, were complied with by the City of Crystal Lake.



Section 8: Pursuant to Statute, in compliance with Public Act 83-881, the City of Crystal Lake did file on April 21, 2017 an Estimate of Revenue by Source with the McHenry County Clerk's office.

Section 9: Pursuant to the Illinois State Constitution of 1970, the City of Crystal Lake is a Home Rule unit of government, and as such, is not subject to the Act adopted by the Legislature in 1991 providing for tax levy limitations, nor is the City of Crystal Lake subject to individual fund rate limitations.

Section 10: That this Ordinance shall take effect and be in full force and effect immediately on and after its passage and approval.

ADOPTED this 5<sup>th</sup> day of December 2017, pursuant to a roll call vote as follows:

AYES:

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NAYS:

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APPROVED this 5<sup>th</sup> day of December 2017.

\_\_\_\_\_  
Aaron Shepley, Mayor

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

STATE OF ILLINOIS        )  
                                  ) SS  
COUNTY OF MCHENRY    )

PAE

**CERTIFICATION**

I, NICK KACHIROUBAS, do hereby certify that I am the duly qualified and acting City Clerk of the City of Crystal Lake, County of McHenry, and State of Illinois, and that as such official am the keeper of the records and minutes of the proceedings of the Mayor and City Council of said City.

I do hereby certify that the Ordinance hereto attached entitled "AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE CITY OF CRYSTAL LAKE FOR THE FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF MAY, 2017 TO THE 30<sup>TH</sup> DAY OF APRIL, 2018" is a true and correct copy of said Ordinance duly passed at a regular meeting of the Mayor and City Council held on the 5th day of December, 2017, at Crystal Lake, Illinois, at which time \_\_\_\_ Council members were present and \_\_\_\_ Council members were absent. Motion was made by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ that the foregoing Ordinance be passed and approved. Upon roll call vote, \_\_\_\_ Council members voted aye, whereupon said Ordinance was declared duly passed and therefore approved by the Mayor, Aaron T. Shepley.

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Nick Kachiroubas, City Clerk

(SEAL)