



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
May 1, 2018  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes –April 17, 2018 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. Resolution authorizing a sign to be placed along the City rights-of-way recognizing Prairie Ridge High School's Varsity Football Team's 2017 6a State Championship win.
  - b. St. Thomas the Apostle Church – Special Event Approval for the Corpus Christi Parade to be held on June 3, 2018.
  - c. Crystal Lake Water Ski Association – Special Event Approval for the 2018 Tournaments to be held on July 15, August 12, and September 2 and waiver of no-wake restrictions on Crystal Lake.
10. **Special Event request for the outdoor sale of birdhouses at 130 Virginia Street from May through October, 2018.**
11. **295 Washington Street – 1776 Restaurant Temporary Use Permit for a temporary gravel parking lot.**
12. **HDP Group (7-Eleven), 19 E. Berkshire - City Code Amendment to increase the number of Class "13" Liquor Licenses from the current permitted 28 to 29 licenses.**
13. **Public Hearing – Ordinance Establishing Special Service Area (47) (Habitat for Humanity).**
14. **Resolution approving the list of approved City traffic consultants per Section 575 of the City Code.**

15. **Resolution Authorizing the Allocation of Motor Fuel Tax funds for traffic signal maintenance, street light maintenance, and snow-fighting material purchases.**
16. **Vehicle Leasing and Replacement Program with Enterprise Fleet Management, Inc.**
17. **Boundary Line Agreement with the City of Woodstock.**
18. **Council Inquiries and Requests.**
19. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
20. **Reconvene to Regular Session.**
21. **Adjourn.**

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



**Agenda Item No: 9a**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 1, 2018

**Item:**

Championship Signs

**Staff recommendation:**

Motion to adopt a resolution authorizing signs to be placed along the City rights-of-way recognizing Prairie Ridge High School's Varsity Football Team for winning the 2017 6A State Championship.

**Staff Contact:**

Michael Magnuson, Director of Public Works

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**Background:**

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from the community who have won State championships. At the request of the school, two signs are installed near the school and the championship signs remain in place for a one-year period, after which the signs will be taken down, with one sign given to the high school or club as a memento honoring the individual or team champions.

During the fall of 2016, the Prairie Ridge High School's Varsity Football Team won the 6A State Championship. Prairie Ridge High School once again won the 6A State Championship in 2017. This is a tremendous accomplishment by these student-athletes. The school has requested installation of the signs.

**Recommendation:**

Staff recommends that signs be placed in relative proximity to Prairie Ridge High School to recognize this team for their achievement.

**Votes Required to Pass:**

Simple majority



**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to install championship signs, along the right-of-way recognizing the Prairie Ridge High School's Varsity football team for winning the 2017 6A State Championship, for a one-year period.

DATED this 1st day of May, 2018

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: May 1, 2018

APPROVED: May 1, 2018



**Agenda Item No: 9b**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	May 1, 2018
<b><u>Item:</u></b>	St. Thomas the Apostle Church Corpus Christi Parade Special Event
<b><u>Recommendation:</u></b>	Motion to approve the Special Event application for the 2018 St. Thomas the Apostle Church Corpus Christi Parade June 3rd pursuant to the conditions recommended in this agenda supplement.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Community Development Director

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**Background:**

St. Thomas the Apostle Church is requesting to approve its annual Corpus Christi Parade, which will be the parade's fifth year. The parade is done to honor the Solemnity of Corpus Christi, and commonly includes a public procession. The procession will consist of one parade-type float followed by the parishioners.

This year's parade will be from 1 – 2 p.m. on Sunday, June 3rd. The parade will start at the St. Thomas's Oak Street church. The parade will proceed south on Oak Street, then it will proceed southwest onto Dole Avenue, and then southeast on Pierson Street, ending at the church's Pierson Street church.

As in past years, the Police Department will provide an escort for the parade consisting of a lead and tail car. The estimated cost for the Police Department escort is \$280.16, which will be reimbursed by the applicant.

City staff has reviewed the applicant's requests and has no concerns regarding the parade, provided the following conditions are met:

- 1) Applicant must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 2) All debris created by the event shall be cleaned up during and after the event.

- 3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
- 4) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the May 1, 2018 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 9c**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	May 1, 2018
<b><u>Item:</u></b>	Crystal Lake Water Ski Association Tournaments Special Event
<b><u>Staff Recommendation:</u></b>	<p>Motion to approve the Crystal Lake Water Ski Association's Special Event requests for their 2018 Tournaments to be held on July 15, August 12, and September 2:</p> <ol style="list-style-type: none"><li>1. The application for a Special Event Permit pursuant to the conditions recommended in this agenda supplement; and</li><li>2. A waiver of no-wake restrictions on Crystal Lake.</li></ol>
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development

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**Background:**

The Crystal Lake Water Ski Association (CLWSA) is requesting approval of its schedule of three tournaments throughout the summer of 2018. This includes a waiver of the no-wake restrictions on Crystal Lake. The dates and times of the tournaments are:

1. Slalom Tournament – Sunday, July 15, 2018 from 2:00 p.m. to 6:00 p.m.
2. Slalom Tournament – Sunday, August 12, 2018 from 2:00 p.m. to 6:00 p.m.
3. Barefoot Tournament – Sunday, September 2, 2018 from 2:00 p.m. to 6:00 p.m.

As the events would occur during no-wake hours, the CLWSA is requesting a waiver from the no-wake restrictions for event participants. No-wake restrictions would be back in effect at the end of the events. The City Council has lifted the no-wake restrictions for these events in the past.

Ski areas will be clearly marked and adequate personnel will be provided to ensure a safe event. The organizers are not requesting any further assistance of the City. The CLWSA has also received approval for a no-wake restrictions waiver from the Crystal Lake Park District, and the Village of Lakewood.

City staff has reviewed the request and does not have any concerns in waiving the no-wake restrictions, providing the following conditions are met:

- 1) All debris created by the event shall be cleaned up during and after the event.
- 2) Petitioner must adhere to the required City insurance provisions for the use of City-owned property and sign the required Indemnity/Hold Harmless agreement.
- 3) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
- 4) In the case of inclement weather, alternate dates can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the May 1, 2018 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote of the City Council





## Agenda Item No: 10

### City Council Agenda Supplement

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<b><u>Meeting Date:</u></b>	May 1, 2018
<b><u>Item:</u></b>	Special Event request for the outdoor sale of birdhouses at 130 Virginia Street.
<b><u>Recommendation:</u></b>	City Council's discretion: A. Motion to approve the Special Event for outdoor sales of birdhouses at 130 Virginia Street for May through October 2018, pursuant to the recommendations listed below. B. Motion to deny the applicant's request.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development

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**Background:** Last year, Mr. McIntyre received approval from the City Council to sell bird houses during weekends in August, September, and October. It was brought to the City's attention that the site was not cleaned up for several weeks after the last weekend the birdhouses were for sale. New this year, the sales will be for six solid months, versus just weekends, which causes the request to be heard by the City Council again this year.

One of last year's conditions of approval was for Mr. McIntyre to provide verification that Crystal Lake is the point of sale. Mr. McIntyre has provided his Illinois Business Authorization Certificate of Registration. The information can not be verified with the State at this time. We will continue to check on verifying the sales information.

For 2018, Mr. McIntyre's request is for every day from May 1 through October 31, 2018 from 9 a.m. to 5 p.m. Sales would likely not take place every single day but the request is to allow the opportunity for additional dates for sales, if he is available.

The outdoor sales of these homemade birdhouses would be conducted on the vacant lot next to The Freeze at 130 Virginia Street, potentially for every day from May 1 through October 31st. The applicant has permission from the owner of the lot.

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

1. The approval is valid daily from May 1 through October 31, 2018 from 9 a.m. to 5 p.m.
2. Temporary Signs
  - A. A banner is permitted on-site during the sale days and times.

- B. Directional signs are permitted on sale days. Property owners must provide their approval. These directional signs must be removed at the end of the sale day.
  - C. Signs cannot obstruct the view of traffic or be attached to utility poles.
  - D. No directional signage is permitted in residential neighborhoods.
3. The purveyor is responsible for site clean-up, with all garbage removed at the end of each selling day.
  4. Pedestrian ways must not be obstructed.
  5. If a Tent/Canopy is to be used, it must comply with the following:
    - A. No smoking is permitted in or under any tents or canopies.
    - B. Enclosed tents shall be 20 feet from all buildings and other tents/canopies tents open on all sides are required to be 12 feet away from any structure.
    - C. The tents must be properly anchored.
    - D. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
    - E. A portable fire extinguisher shall be present.
    - F. Inspection from the Fire Rescue Department for any tents/canopies must be completed prior to the sale being opened to the public.
  6. Outdoor sales associated with this approval are restricted to 130 Virginia Street. No outdoor sales may occur on any other lot (commercial or residential) within the City limits without amending this approval.
  7. Provide proof that Crystal Lake has been documented as the point of sale for bird house sales from this location.

The applicant has been made aware of these recommended conditions and advised to attend the May 1, 2018 City Council meeting to answer any questions.

**Votes Required to Pass:**

A simple majority vote.

SE18-17 McIntyre - Bird House sales





**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	May 1, 2018
<b><u>Item:</u></b>	295 Washington Street – 1776 Restaurant Temporary Use Permit request for a temporary gravel parking lot.
<b><u>Recommendation:</u></b>	Motion to approve the Temporary Use Permit for 1776 Restaurant for a temporary gravel parking lot at 295 Washington Street, pursuant to the recommendations listed below.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development

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**Background:** A Temporary Use Permit has been requested to allow the parking of vehicles for 1776 Restaurant employees at 295 Washington Street for one year.

Currently, the lot is improved with a single-family home. The owners of 1776 Restaurant recently purchased the property and are in the process of applying for the special use permit for a full parking lot. The property is located in the Crystal Lake Watershed and full engineering will need to be completed for the submittal.

The home will be demolished this year and the restaurant would like to allow the employees to park on the former home site while the area settles. The temporary parking/impervious surface area would be located where the home and driveway exist today. Allowing employees to park at the property would allow for customers to utilize the onsite parking lot for the restaurant.

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

1. The Temporary Use Permit is valid for one year.
2. The temporary parking lot can be used by 1776 Restaurant employees only.
3. The temporary parking lot must be maintained in good condition.
4. The adjacent roadway, Washington Street, must be kept clear of gravel/crushed asphalt.
5. The size of the proposed parking lot and driveway cannot exceed the existing impervious surface coverage from the house and driveway.

The applicant has been made aware of these recommended conditions and advised to attend the May 1st City Council meeting to answer any questions.

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

T18-0001 1776 Restaurant – Temporary Parking Lot





**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 1, 2018

**Item:**

City Code Amendment to Increase the Number of Class “13” Liquor Licenses – Applicant: HDP Group (7-Eleven)

**Staff Recommendation:**

Motion to adopt an ordinance increasing the number of Class “13” Liquor Licenses from the current permitted 28 licenses to 29 licenses.

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

The City has received a request from HDP Group (7-Eleven), located at 19 E. Berkshire Dr., to change their liquor license classification from a Class “15” liquor license, to a Class “13” liquor license. The petitioner wishes to make this change to allow for selling full liquor. Their current Class “15” license only allows for the sale of beer and wine.

The City Code permits the issuance of a Class “13” liquor license for the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday and 7:00 a.m. Saturday and 2:00 am. Sunday and 7:00 a.m. Sunday and 2:00 a.m. Monday. A Class B type restaurant may be located on the premises.

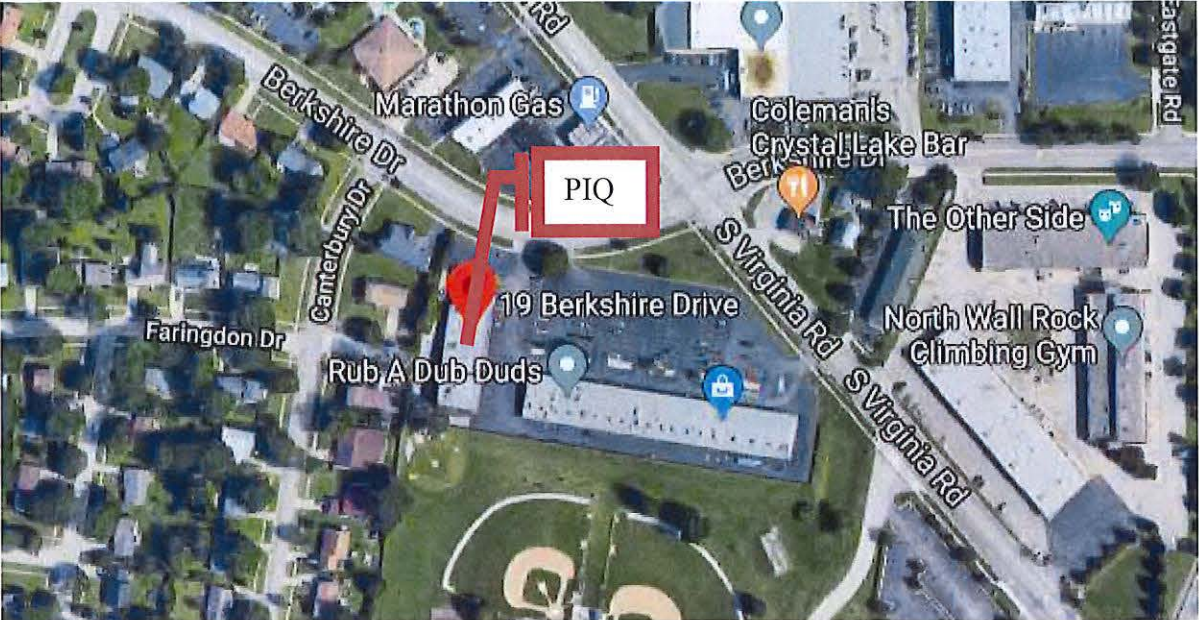
The applicant has submitted all of the necessary paperwork.

Other establishments currently holding a Class “13” liquor license include: 7-Eleven (Terra Cotta), 7-Eleven (McHenry Ave.), Bucky’s Express, Casey’s General Stores, Circle K (Virginia), Circle K (Route 31), Circle K (Terra Cotta), Convenient Food Mart, Cost Plus World Market, Crystal Lake Food & Liquor, CVS Pharmacy (Randall), CVS Pharmacy (Virginia), Fresh Market, Fresh Thyme Farmer’s Market, Ralph’s General Store, KA Sales (Exxon Mobil) La Rosita of Mesos Group, Inc., Midwest Petroleum Dev., Mobil Market, Murphy’s Oil, Oak Street Food & Liquor, Open Pantry/Shell #801, Osco Drug, Sam’s Club, Target, Walgreens (Northwest Highway), Walgreen’s (Route 31), and Wal-Mart.

**Votes Required to Pass:**

Simple majority

**Property in Question**





**The City of Crystal Lake Illinois**

**AN ORDINANCE AMENDING THE CODE  
OF THE CITY OF CRYSTAL LAKE**

**DRAFT**

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 13 License shall be increased from 28 to 29.

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

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

DATED at Crystal Lake, Illinois, this 1<sup>st</sup> day of May, 2018.

City of Crystal Lake, an  
Illinois municipal corporation

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

SEAL

ATTEST:

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

Passed: May 1, 2018

Approved: May 1, 2018





**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:** May 1, 2018

**SSA PUBLIC HEARING**

**Item:** Special Service Area 47– Habitat for Humanity

**Staff Recommendation:**

- 1) Conduct public hearing to consider the establishment of Special Service Area 47
- 2) Motion to adopt an ordinance establishing Special Service Area 47.

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

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**Background:**

- A new subdivision of 9 lots is being created on this property. To meet the Watershed Ordinance requirements, a rain garden needs to be installed along the backs of the lots.
- Per the City's Watershed Ordinance an SSA needs to be established to fund the City's consultant performing the annual maintenance on the rain garden.
- The City Council on February 20, 2018 adopted an ordinance proposing the establishment of SSA 47. The public hearing was set for May 1, 2018.
- A special tax will be considered at the public hearing to be levied annually and not exceed an annual rate of five percent (5%) per annum of the assessed value, as equalized, of the property included in the proposed special service area to be levied against the Area. This tax may be levied for an indefinite period of time during and in the years subsequent to the date of this Ordinance.

The proposed amount of the tax levy for special services for the initial year in which taxes are assessed will not exceed \$4,000.00.

Following the adjournment of the public hearing, the City Council may consider the adoption of the ordinance establishing Special Service Area 47.

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

ORDINANCE NO. \_\_\_\_\_

**DRAFT**

**AN ORDINANCE ESTABLISHING  
SPECIAL SERVICE AREA 47  
IN THE CITY OF CRYSTAL LAKE, ILLINOIS AND  
PROVIDING FOR OTHER PROCEDURES IN CONNECTION THEREWITH**

**WHEREAS**, the City of Crystal Lake (the “City”), has adopted Chapter 630 of the City of Crystal Lake City Code which provide regulations regarding stormwater management within the City including for the development and management of properties within the Crystal Lake Watershed (the “Watershed”); and

**WHEREAS**, in accordance with such regulations, and the City of Crystal Lake Watershed Design manual and pursuant to Ordinance 6285, the City adopted the Crystal Lake Watershed Stormwater Management Program Implementation Plan (the “Implementation Plan”) which Implementation Plan was further amended on June 18, 2013 by Ordinance 6939; and

**WHEREAS**, the Implementation Plan imposes certain responsibilities upon the City to inspect, maintain and repair stormwater maintenance facilities within residential developments constructed in the Watershed and that the responsibility for the cost of such inspection, maintenance and repair of such stormwater maintenance facilities be the responsibility of homeowners through the adoption of a Special Service Area; and

**WHEREAS**, Habitat for Humanity of Northern Fox Valley (the “Owner”) has proposed a residential development, within the City upon the property generally described as 431 S. McHenry Avenue, Crystal Lake, Illinois 60014, and further identified by PIN numbers: 19-06-481-001 and 19-06-481-002 (the “Subject Property”) and has requested that a special service area be created, in accordance with the Implementation Plan, to provide for the cost of inspection, maintenance and repair of the stormwater management facilities within the Watershed Easement to be created within the Subject Property; and

**WHEREAS**, the City Council of the City of Crystal Lake, a home rule municipality, finds:

- A. It is in the public interest that the creation of the area, hereinafter described as a special service area, be created for the purpose of providing for the cost of inspection, maintenance and repair of stormwater management facilities to be constructed within the Watershed Easement to be created by the Owner upon the Subject Property as well as all legal administrative and professional consultant fees related to the provision of the above described services (hereinafter collectively referred to as the “Special Services”).

- B. That said area is compact and contiguous and solely within the City of Crystal Lake and constitutes the sole area to be benefitted from the maintenance and operation of said improvements.
- C. That said area is zoned for residential purposes and will benefit specially from the municipal services to be provided and that the proposed municipal services are in addition to municipal services provided to the City of Crystal Lake as a whole and it is, therefore, in the best interest of the City of Crystal Lake that the levy of special taxes against said area for the services to be provided be considered.

**WHEREAS**, the term of the proposed Special Service Area would be perpetual and the nature of the Special Services is the maintenance, inspection and repair of the stormwater management facilities within the Watershed Easement to be created within the Area.

**WHEREAS**, such Special Services may be provided by the City in its sole discretion without any obligation to do so;

**WHEREAS**, the provision of such Special Services would not be deemed to be an acceptance of any facilities within, or any portion of the Area by the City.

**WHEREAS**, pursuant to Ordinance No.7439 a public hearing was held on May 1, 2018 at the City Council Chambers of the City of Crystal Lake City, Hall, 100 W. Woodstock Street, Crystal Lake, IL 60014, pursuant to a legal notice published in the Northwest Herald on April 14, 2018, which date is at least fifteen days prior to the public hearing and personal notice by mail was sent to all taxpayers of record not less than ten (10 days before the public hearing to consider creation of Special Service Area No. 47 of the City of Crystal Lake (a Certificate of Publication and affidavit of mailing the personal notice are attached hereto and made a part hereof as Exhibits A and B, respectively). All interested parties were given an opportunity to be heard at the public hearing on the question of establishing Special Service Area 47 and

**WHEREAS**, NOTICE OF PUBLIC HEARING WAS GIVEN AS REQUIRED BY 35 ILCS 200/27-5, *et. seq.*

**NOW, THEREFORE**, be it ordained by the City Council of the City of Crystal Lake, McHenry County, Illinois, as follows:

**Section 1.** The foregoing recitals are incorporated as though fully set forth herein.

**Section 2. Special Service Area 47 Established.** A Special Service Area to be known and designated as City of Crystal Lake Special Service Area 47 is hereby established and shall consist of the territory legally described below and also described by address and permanent index numbers, and as shown on the map depicted on Exhibit C, attached hereto and made a part hereof:

PART OF LOT 28 IN A PLAT OF THE FARMS AT CRYSTAL LAKE, BEING PART OF SECTIONS: 5, 6, 7 & 8 IN TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 6, 1858 IN BOOK 22 OF DEEDS, PAGE 1, AND PART OF LOTS 8, 9, 10, 11 AND VACATED KISHWAUKEE STREET IN BENJAMIN DOUGLAS'S ADDITION TO CRYSTAL LAKE, BEING A SUBDIVISION OF PART OF SOUTHEAST QUARTER OF SAID SECTION 6, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 14, 1846 IN BOOK G OF DEEDS, PAGE 292, BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT 1 IN DOUVRES SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 6; THENCE NORTH 89 DEGREES 10 MINUTES 33 SECONDS WEST ALONG THE NORTH LINE THEREOF, 219.81 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF MCHENRY AVENUE PER PLAT OF DEDICATION RECORDED AS DOCUMENT NO. 532286; THENCE NORTH 12 DEGREES 49 MINUTES 29 SECONDS EAST ALONG SAID EASTERLY RIGHT-OF-WAY LINE 318.22 FEET; THENCE NORTHEASTERLY 102.56 FEET ALONG SAID EASTERLY RIGHT-OF-WAY LINE, BEING ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 252.90 FEET, THE CHORD OF WHICH BEARS NORTH 24 DEGREES 26 MINUTES 31 SECONDS EAST, FOR A LENGTH OF 101.85 FEET; THENCE NORTH 36 DEGREES 03 MINUTES 33 SECONDS EAST ALONG SAID EASTERLY RIGHT-OF-WAY LINE, 239.66 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF LAKE AVENUE; THENCE SOUTH 53 DEGREES 36 MINUTES 22 SECONDS ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE 194.18 FEET TO THE NORTHWESTERLY CORNER OF LOT 1 IN PFEIFFER'S THIRD RE-SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SAID SECTION 6, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 8, 1955 AS DOCUMENT NO. 293627; THENCE SOUTH 36 DEGREES 34 MINUTES 55 SECONDS WEST ALONG THE NORTHWESTERLY LINE OF SAID LOT 1 AND THE NORTHWESTERLY LINE OF LOTS 2 & 3 IN SAID SUBDIVISION 195.34 FEET; THENCE SOUTH 52 DEGREES 06 MINUTES 13 SECONDS EAST ALONG A JOG IN SAID NORTHWESTERLY LINE OF LOT 3, A DISTANCE OF 2.58 FEET; THENCE SOUTH 12 DEGREES 53 MINUTES 20 SECONDS WEST ALONG THE WESTERLY LINE OF LOTS 3 THROUGH 7 IN SAID PFEIFFER'S THIRD RE-SUBDIVISION, 327.73 FEET TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

Commonly known as: 431 S. McHenry Avenue, Crystal Lake, Illinois 60014 PIN: 19-06-481-001; 19-06-481-002

**Section 3. Special Services.** Special Service Area 47 is established to provide special municipal services to the above described area for inspection, maintenance and repair of stormwater management facilities to be constructed within the Watershed Easement to be created by the Owner within Special Service Area 47 as well as all legal administrative and professional consultant fees related to the provision of the above described services (hereinafter collectively referred to as the "Special Services").

**Section 4. Tax Levy.**

A special tax shall be levied at an annual rate not to exceed five percent (5%) of the assessed value, as equalized, of the property in Special Service Area 47. Said taxes shall be utilized for the purpose of maintenance, repair, replacement and facility inspections for the Watershed Easement located in Special Service Area 47 all in accordance with the provisions of the Crystal Lake Watershed Design manual. Said taxes shall be in addition to all other taxes provided by law and shall be levied pursuant to the provisions of the Revenue Act of 1939. The City may annually levy hereunder up to the maximum rate specified herein for the cost of said services, as said services become necessary and are provided for. The proposed amount of the tax levy for Special Services for the initial year for which taxes will be levied within Special Service Area 47 is \$4,000 in the aggregate for the entirety of said Special Service Area 47

**Section 5. Recordation.**

The City Clerk is hereby authorized and directed to record a certified copy of this Ordinance establishing Special Service Area 47, including an accurate map of said Special Service Area 47 in the office of the McHenry County Recorder within sixty (60) days after its adoption and to file a certified copy of the same with the Office of the McHenry County Clerk.

**Section 5 Term.** The term of Special Service Area 47 shall be perpetual and shall have no date of expiration.

**Section 6. Severability.** If any section paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidly or unenforceability of such section, paragraph, or provision, shall not affect any of the remaining provision of this Ordinance or any other city ordinance, resolution or provision of the City of Crystal Lake Municipal Code.

**Section 6. Effective Date.** The Ordinance shall be in full force and effect from and after July 3, 2018, following its passage and publication as provided by law, provided that no objection petition has been filed pursuant to 35 ILCS 200/27-55 within sixty (60) days of the final adjournment of the public hearing.

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

Passed:  
Published:

Attest: \_\_\_\_\_  
City Clerk Nick Kachiroubas



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** May 1, 2018

**Item:** Update of the Active List of Approved Traffic Consultants

**Staff Recommendation:** Motion to adopt a resolution to approve the updated list of City traffic consultants, with Baxter & Woodman Consulting Engineers, Civiltech Engineering, Inc., Gewalt Hamilton Associates, Inc., Hampton, Lenzini and Renwick, Inc., Lochmueller Group, and Sam Schwartz Engineering, DPC designated on the list of approved consultants per Section 575 of the City Code.

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

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**Background:**

The Engineering Division requested proposals from qualified traffic engineering consultants to update the list of up to six approved firms as required per Chapter 575 of the City Code. This request for qualifications (RFQ) to update the City's list of approved traffic engineering consultants serves to provide independent, unbiased evaluations of development where traffic studies are required. The last RFQ process completed by the City was in 2010 and some existing firms have had significant staff changes which caused City staff to issue a new RFQ.

The Engineering Division followed the City's Purchasing Policy to secure six qualified traffic engineering firms. Through this process, the City received eleven proposals. The proposals were reviewed based on:

- Traffic engineering experience
- Qualifications of principals and staff engineers to supervise and perform the scope of intended services
- Suitable, comparable results in previous studies performed with the City or other public agencies
- Adequate available personnel to accomplish the scope of services in a timely manner
- That the consultant does not perform engineering services to private developers/owners seeking approvals within the City of Crystal Lake.

During the qualification review, a point system was established with items being weighted differently depending on the importance of each item. The following summarizes the points received by each firm in order of their final rank:

<i>FIRM</i>	<i>RANK</i> <i>(Max points = 141)</i>
Civiltech Engineering, Inc.	131
Hampton, Lenzini and Renwick, Inc.	122
Baxter & Woodman Consulting Engineers	117
Gewalt Hamilton Associates, Inc.	114
Lochmueller Group	93
Sam Schwartz Engineering, DPC	88
V3 Companies	85
Fehr Graham	85
Kimley-Horn and Associates, Inc.	83
DLZ Illinois, Inc.	53
Traffic Impact Group LLC	42

Based on the proposals received, the City’s evaluation criteria, and the detailed review by staff, it is the recommendation of staff that the following firms be approved as the City’s traffic engineering consultants:

- 1) Civiltech Engineering, Inc.
- 2) Hampton, Lenzini and Renwick, Inc.
- 3) Baxter & Woodman Consulting Engineers
- 4) Gewalt Hamilton Associates, Inc.
- 5) Lochmueller Group
- 6) Sam Schwartz Engineering, DPC

**Votes Required to Pass:**

Simple majority



**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the updated list of six City-approved traffic consultants consist of:

- Baxter & Woodman Consulting Engineers
- Civiltech Engineering, Inc.
- Gewalt Hamilton Associates, Inc.
- Hampton, Lenzini and Renwick, Inc.
- Lochmueller Group
- Sam Schwartz Engineering, DPC

**DATED** this 1st day of May, 2018.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

ATTEST:

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

PASSED: May 1, 2018

APPROVED: May 1, 2018





## Agenda Item No: 15

### City Council Agenda Supplement

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**Meeting Date:**

May 1, 2018

**Item:**

Allocation of MFT funds for traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

**Staff Recommendation:**

Motion to adopt a resolution appropriating \$638,000 in MFT funds for FY 2018-2019 traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

**Staff Contact:**

Abigail Wilgreen, City Engineer  
Michael Magnuson, Director of Public Works

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**Background:**

The City has traditionally used Motor Fuel Tax (MFT) funds to fund traffic signal maintenance, street light maintenance, and snow-fighting material purchases, and has budgeted to do so again for fiscal year 2018-2019. The Illinois Department of Transportation (IDOT) requires the City to appropriate MFT funds, through a City Council resolution, for these purposes annually.

*Traffic Signal and Street Light Maintenance (Total \$130,000)*

The City maintains traffic signals for intersections under City jurisdiction, as well as certain intersections along IDOT routes per agreements between the City and IDOT. The City is responsible for the maintenance of 33 signalized intersections. For this maintenance period, City staff estimates that traffic signal maintenance and repairs will cost \$85,000. This includes an allotment for the City's routine signal maintenance, which is performed under contract for a fixed amount per intersection and an allocation for emergency repairs, such as knockdowns and lightning strikes. City staff also estimates that \$40,000 will be needed for MFT-funded street light maintenance and repairs, and \$5,000 will be needed to fund the City's share of traffic signal maintenance that IDOT maintains on Route 31.

*Snow-Fighting Materials (Total \$508,000)*

The Public Works Department estimates that it will spend \$508,000 on snow-fighting material purchases in the next fiscal year. This \$508,000 will be sufficient for the City's salt purchases for snow-fighting, including road salt, calcium chloride, and bag salt for sidewalks. The City also uses a snow-fighting material called Super Mix, which is a combination of salt brine, liquid

calcium chloride, and an anti-icing agent derived from sugar beets. This mixture is combined with road salt to increase effectiveness, while decreasing the amount of salt runoff, when temperatures fall below 25 degrees.

Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

**Votes Required to Pass:**

Simple majority vote



Resolution for Maintenance Under the Illinois Highway Code



DRAFT

Resolution Number, Resolution Type (Original), Section Number (19-00000-00-GM)

BE IT RESOLVED, by the Council of the City of Crystal Lake Illinois that there is hereby appropriated the sum of six hundred and thirty-eight thousand Dollars (\$638,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/18 to 04/30/19

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the City of Crystal Lake shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Nick Kachiroubas City Clerk in and for said City of Crystal Lake in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Council of Crystal Lake at a meeting held on 05/01/18

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 1st day of May, 2018

(SEAL)

Clerk Signature

APPROVED

Regional Engineer Department of Transportation Date



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 1, 2018

**Item:**

Vehicle Leasing and Replacement Program with Enterprise Fleet Management, Inc.

**Staff Recommendation:**

1. Motion to Adopt a Resolution:
  - A. Approving the Vehicle Leasing and Replacement Program with Enterprise Fleet Management, Inc. for City vehicles through the Interlocal Purchasing System for a term of five years, renewable for an additional five years.
  - B. Authorizing the City Manager to execute a Master Equity Lease Agreement, Full Maintenance Agreement, and Maintenance Management and Fleet Rental Agreement with Enterprise Fleet Management, Inc.
  - C. Declaring various City-owned vehicles as surplus and allowing the sale of City-owned vehicles at such times as disposal is deemed appropriate by the City Manager with the proceeds from sale of surplus vehicles to be applied toward cost of the annual leasing program, and
  - D. Authorizing the City Manager to take any actions necessary to facilitate fleet leasing, fleet maintenance, and fleet rental during the terms of the agreements.
2. Motion to Adopt a Resolution authorizing the Vehicle Leasing and Replacement Program for the 2018-2019 Fiscal Year in an amount not to exceed that which has been budgeted for the Vehicle Leasing and Replacement Program in the Crystal Lake 2018-2019 Fiscal Year Budget, and authorizing the City Manager to take any actions necessary to facilitate the 2018-2019 Vehicle Leasing and Replacement Program.

**Staff Contact:**

George J. Koczvara, Director of Finance  
Michael Magnuson, Public Works Director

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## **Summary:**

The City owns and maintains 326 vehicles and equipment. City vehicles are tools used to carry out the City's mission. Thus, the primary goals are that the vehicles are:

- Safe
- Reliable, and
- Provide necessary functionality at an economical cost.

Three options are typically used in determining a vehicle's replacement point:

1. Replacement is determined based on established intervals of age and mileage. This method is simple to implement but may not result in the most economical cost because it does not consider variability among vehicles.
2. Replacement is made when repairing exceeds the value of the vehicle. This method is often referred to as the "drive it till it dies" approach, which typically occurs when a major component fails, such as a transmission or engine. Major components tend to start failing on vehicles in the 150,000 to 200,000 miles range.
3. Replacement is based on lifecycle costing analysis. This method considers the point in the vehicle or equipment's life when the sum of all ownership and operating costs reaches a minimum. Typical parameters included in these analyses are depreciation, cost of money, insurance, fuel, and maintenance and repairs.

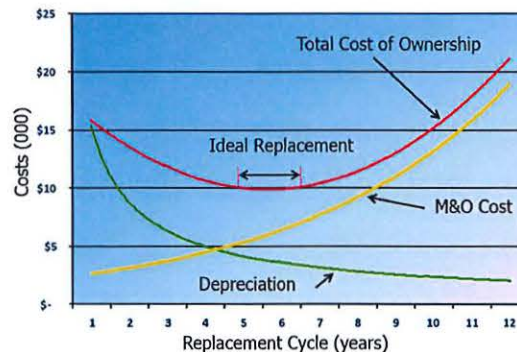
Among the three methods, the lifecycle costing method is preferred because it results in the most economical cost. Typical parameters included in lifecycle costing include:

- Depreciation
- Cost of Money
- Insurance
- Fuel
- Maintenance and Repairs

Other replacement considerations:

- Obsolescence Cost
- Downtime Costs
- Market Conditions

As a vehicle ages, its capital cost diminishes (depreciation) and its operating costs (e.g., maintenance, repair, and fuel) increase. As depicted in the graphic below, the combination of these two costs produces a U-shaped total cost curve that reflects the total cost of ownership of the asset.



Ideally, a vehicle or piece of equipment should be replaced around the time the rise in annual operating costs begin to outweigh the decline in annual capital costs – that is, when the two cost curves intersect and the total cost of ownership begins to increase. The City currently has a fleet of vehicles of varying ages (many beyond their useful lives) and capabilities which has caused staff to reexamine our procurement practices and consider the benefits of fleet leasing.

Researching the methods and successes of other municipalities, City Staff began investigating the merits of leasing vehicles for a defined period. For the past year, staff has conducted an analysis to determine our best leasing and purchasing options and found the lowest life cycle costs, greatest benefit and most fleet flexibility would come from leasing instead of buying.

Generally, lease terms will span five (5) years. Police pursuit vehicles will span three (3) years, while heavy equipment will span five (5) years with a renewable five (5) year term. The City would annually determine the number of vehicles acquired through lease and will be included as part of the annual budget approval.

The light and medium duty vehicles would come with a full maintenance agreement. With the full maintenance agreement, the light and medium duty vehicles (excluding police pursuit vehicles) will include bumper-to-bumper coverage during the term of the lease. The City would be able to have all preventative maintenance and repairs done at local shops.

At the December 11, 2017 City Council meeting, the City Council approved a number of procurement related changes. One of those changes included authorizing the execution of agreements to participate in additional cooperative purchasing groups. Cooperative purchasing is increasingly popular at the federal, state, and local levels because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation. Cooperative purchasing allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing on goods and services. Cooperative purchasing allows the City to aggregate volume of specific commodities and services to achieve better pricing than it would on its own.

One purchasing group that the City is a member of is The Interlocal Purchasing System (TIPS). In July, 2016, following a competitive proposal process, TIPS awarded a Fleet Leasing and Management Services contract to Enterprise Fleet Management, Inc. TIPS followed the same process that the City would follow for the public procurement, including: publicly advertising the bid, analyzing the responses from the proposers (Enterprise and Acme Leasing), and entering into a contract with the awarded vendor.

Over time, City Staff anticipates significant financial and practical advantages by utilizing a fleet leasing program versus the current method of fleet replacement.

**1. Improved Cash Flow** – The most significant benefit to fleet vehicle leasing is greater cash flow. A smaller up-front investment is required for a lease than for an outright purchase. The proposed lease agreement reduces fleet costs to a monthly operating expense, while keeping cash on hand.

Cash that would have been committed to fleet purchases can be used for other core city services.

Organizations that choose to own a fleet must either use their own capital or take out a loan, both require significant up-front investment. In addition, an organization’s balance sheet takes a hit - reduced cash on hand or greater debt. The chart below illustrates the estimated cost for the City to replace 57 units of the fleet as presented in the Capital Improvement Program. These 57 units have been selected as the most critical for replacement within the City’s anticipated financial capabilities.

Estimated Outright Fleet Purchase Costs for Next Five Years

Year	Budget	Units to be replaced
2018/19	\$702,800	8
2019/20	\$1,040,196	15
2020/21	\$1,071,242	12
2021/22	\$705,268	9
2022/23	\$962,656	13
Totals	\$4,482,162	57

The chart below illustrates the estimated cost for the City to replace 116 units of the fleet over the next five years. These 116 units will follow an optimal vehicle replacement according to the lifecycle costing method as opposed to the “drive it till it dies” approach.

Estimated Fleet Leasing Costs for Next Five Years

Year	Equity from Current Fleet	Upfront Cost	Cash position	Total of lease payments	Total Cash outlay for year	# of units replaced
2018/2019	\$97,050	\$174,303	-\$77,253	\$285,706	\$362,959	28
2019/2020	\$48,788	\$158,590	-\$109,802	\$430,087	\$539,889	9
2020/2021	\$53,046	\$215,032	-\$161,986	\$598,135	\$760,121	7
2021/2022	\$195,437	\$186,880	\$8,557	\$967,198	\$958,641	36
2022/2023	\$405,071	\$206,670	\$198,400	\$1,367,644	\$1,169,244	36
Totals	\$799,392	\$941,476	-\$142,084	\$3,648,770	\$3,790,854	116

As part of an analysis to review potential savings over the course of 15-years, attached please find a spreadsheet that provides an apples-to-apples comparison of lease (Exhibit A) versus purchase (Exhibit B) over the course of 15 years. The assumptions that went into this estimation include:

- The schedules for purchasing and leasing vehicles are the same. 116 vehicles from the existing fleet will be replaced in years 1 through 5. Two additional vehicles from the existing fleet will be replaced in year 6.
- Prices of vehicles are the same in both the lease and purchase options.
- The same residual value is used in both the lease and the purchase options.
- Estimated costs of the lease program include bumper-to-bumper warranties (excluding wear items such as tires and brakes) for light and medium duty vehicles. As such, cost savings between the lease and purchase options include savings as a result of a decrease in personnel through attrition that is anticipated to occur in year 8 of the program.
- The inflation factor is the same (3%) for both options.

The net cost for the purchase of the fleet is estimated to be \$19,565,653, whereas, the net cost for the leasing of the fleet is estimated to be \$17,783,390. In addition, because an optimal vehicle replacement schedule would be followed, fleet maintenance costs would decline. The estimation assumes a 50% decrease in maintenance costs beginning in the 6th year of the program once all the vehicles in the leasing program have been cycled. This will result in an estimated \$1,519,896 savings in maintenance costs over the course of the 15-year program.

Finally, according to [TransportPolicy.net](http://TransportPolicy.net), combined fuel economy for passenger cars, light-duty trucks, and SUVs is estimated to increase from an average 2016 level of 34.1 mpg to 49.6 mpg in 2025, an increase of 45%. Simply replacing a vehicle with one that is [3 MPG more efficient](#), saves approximately \$2,330 over the course of 10 years. Additionally, a vehicle’s fuel efficiency tends to decline slightly for older vehicles due to engine wear. Assuming each vehicle being replaced as part of the fleet leasing program is 3 mpg more efficient, the City would capture an additional \$270,280 in fuel savings over 10 years.

In total, when combining all of the savings, it is estimated that the City will reduce its cash outlay by \$3.57 million over the course of 15-years as a result of the fleet leasing program when compared to current practices.

The charts below illustrate the estimated reduction in cash outlay by utilizing a fleet leasing program as compared to purchasing vehicles outright.

Estimated Outright Fleet Purchase Costs for Next Fifteen Years

Year	# of units rotated	Equity from Current Fleet	Upfront Cost	Cash position	Total of lease payments	Personnel Costs	Total Cash outlay for year
2018/2019	28	\$97,050	\$1,338,118	-\$1,241,068	\$0	\$0	\$1,241,068
2019/2020	9	\$48,788	\$770,698	-\$721,910	\$0	\$0	\$721,910
2020/2021	7	\$53,046	\$944,771	-\$891,725	\$0	\$0	\$891,725
2021/2022	36	\$195,437	\$1,889,221	-\$1,693,784	\$0	\$0	\$1,693,784
2022/2023	36	\$405,071	\$1,906,827	-\$1,501,756	\$0	\$0	\$1,501,756
2023/2024	19	\$189,422	\$1,276,674	-\$1,087,252	\$0	\$0	\$1,087,252
2024/2025	22	\$82,374	\$1,670,494	-\$1,588,120	\$0	\$0	\$1,588,120
2025/2026	11	\$89,169	\$931,127	-\$841,958	\$0	\$0	\$841,958
2026/2027	13	\$100,890	\$458,461	-\$357,571	\$0	\$0	\$357,571
2027/2028	41	\$238,066	\$1,616,902	-\$1,378,836	\$0	\$0	\$1,378,836
2028/2029	31	\$188,894	\$1,932,651	-\$1,743,757	\$0	\$0	\$1,743,757
2029/2030	9	\$105,728	\$1,035,757	-\$930,029	\$0	\$0	\$930,029
2030/2031	26	\$203,164	\$2,172,309	-\$1,969,145	\$0	\$0	\$1,969,145
2031/2032	26	\$245,295	\$2,049,629	-\$1,804,334	\$0	\$0	\$1,804,334
2032/2033	27	\$294,623	\$2,109,031	-\$1,814,408	\$0	\$0	\$1,814,408
<b>Totals</b>	<b>341</b>	<b>\$2,537,017</b>	<b>\$22,102,670</b>	<b>-\$19,565,653</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,565,653</b>



## Estimated Fleet Leasing Costs for Next Fifteen Years

Year	# of units rotated	Equity from Current Fleet	Upfront Cost	Cash position	Total of lease payments	Personnel Costs	Total Cash outlay for year
2018/2019	28	\$97,050	\$174,303	-\$77,253	\$285,706	\$0	\$362,959
2019/2020	9	\$48,788	\$158,590	-\$109,802	\$430,087	\$0	\$539,889
2020/2021	7	\$53,046	\$215,032	-\$161,986	\$598,135	\$0	\$760,121
2021/2022	36	\$195,437	\$186,880	\$8,557	\$967,198	\$0	\$958,641
2022/2023	36	\$405,071	\$206,670	\$198,401	\$1,367,644	\$0	\$1,169,243
2023/2024	19	\$189,422	\$190,770	-\$1,348	\$1,433,656	\$0	\$1,435,004
2024/2025	22	\$82,374	\$196,491	-\$114,117	\$1,515,049	\$0	\$1,629,166
2025/2026	11	\$89,169	\$134,924	-\$45,755	\$1,501,205	-\$153,040	\$1,393,920
2026/2027	13	\$100,890	\$0	\$100,890	\$1,406,671	-\$157,934	\$1,147,847
2027/2028	41	\$238,066	\$0	\$238,066	\$1,334,307	-\$162,986	\$933,255
2028/2029	31	\$188,894	\$266,305	-\$77,411	\$1,411,829	-\$168,203	\$1,321,037
2029/2030	9	\$105,728	\$213,129	-\$107,401	\$1,424,744	-\$173,589	\$1,358,556
2030/2031	26	\$203,164	\$288,983	-\$85,819	\$1,550,272	-\$179,150	\$1,456,941
2031/2032	26	\$245,295	\$260,163	-\$14,868	\$1,741,271	-\$184,893	\$1,571,246
2032/2033	27	\$294,623	\$287,028	\$7,595	\$1,943,982	-\$190,822	\$1,745,565
<b>Totals</b>	<b>341</b>	<b>\$2,537,017</b>	<b>\$2,779,268</b>	<b>-\$242,251</b>	<b>\$18,911,756</b>	<b>-\$1,370,617</b>	<b>\$17,783,390</b>

**2. Reduced Maintenance Costs** – As a vehicle ages, breakdowns will increase especially when following a “drive it till it dies” approach. What staff has found is that over the course of the life of the vehicle, the maintenance costs of many vehicles have exceeded the original purchase price of the vehicle. In addition there is the cost of lost staff productivity, which is not reflected in fleet management costs.

**3. Optimal Vehicle Replacement Schedule** – A mechanism will be in place for following an optimal vehicle replacement schedule as opposed to the “drive it till it dies” approach. Vehicles will be replaced optimally to capture higher residual value (the remaining value of the vehicle). Often, under a “drive it till it dies” approach, there is very little residual value remaining for the vehicle.

**4. Bumper-to-Bumper Coverage** – Of the 116 vehicles to be replaced in years 1 through 5, 54 will have full bumper-to-bumper coverage (excluding wear items such as tires and brakes). These 54 vehicles are the light and medium duty vehicles that would come with a full maintenance agreement. The pricing for this coverage is already factored in the price for the leasing program. The monthly lease amount will include a flat maintenance amount. With the full maintenance agreement, the light and medium duty vehicles (excluding police pursuit vehicles) will include bumper-to-bumper coverage during the term of the lease. The City will be able to leverage Enterprise’s contracts with national repair shops to have all preventative maintenance and repairs done at a local shop.

**5. Increased Management Support** – Leasing the City’s fleet through an established provider such as Enterprise will provide the City with a number of fleet management tools, including the following:

- **Buying power:** Enterprise Holdings and its affiliate, Enterprise Fleet Management, provides automotive fleet services for over 1.5 million fleet cars, trucks and vans.

- **Fleet maintenance reminders and recommendations:**
- **Assistance with insurance claims and repair:**
- **Routine administrative tasks:** License renewals are the responsibility of the vehicle owner. By leasing rather than buying fleet vehicles, the City will transfer the responsibility for these ongoing tasks to the leasing company. This can save considerable time and will ensure that paperwork is managed properly and in a timely fashion.

**Votes Required to Pass:**

Simple majority



**DRAFT**

RESOLUTION NO. \_\_\_\_\_

**APPROVAL OF A VEHICLE LEASING AND REPLACEMENT PROGRAM AND RELATED AGREEMENTS WITH ENTERPRISE FLEET MANAGEMENT, INC.**

**WHEREAS**, City vehicles are tools used to carry out the City's mission. Thus, the primary goals are that these vehicles be safe, reliable, and provide necessary functionality at an economical cost; and

**WHEREAS**, there are multiple options for determining a vehicle's replacement point; and

**WHEREAS**, the City has determined that among the multiple options, the lifecycle costing method is preferred because it results in the most economical cost; and

**WHEREAS**, the lifecycle costing method considers the point in the vehicle's or equipment's life when the sum of all ownership and operating costs reaches a minimum. Typical parameters included in these analyses are depreciation, cost of money, insurance, fuel, and maintenance and repairs; and

**WHEREAS**, the City currently has a fleet of vehicles of varying ages and capabilities which has caused the City to reexamine the City's procurement practices and consider the benefits of fleet leasing; and

**WHEREAS**, over time, the City anticipates significant financial and practical advantages by utilizing a fleet leasing program versus the current method of fleet replacement.

**WHEREAS**, previously, the City Council authorized the execution of agreements to participate in cooperative purchasing groups. Cooperative purchasing is increasingly popular at the federal, state, and local levels because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation; and

**WHEREAS**, cooperative purchasing allows a group of buyers with a common interest to pool their buying power in order to negotiate more favorable pricing on goods and services. Cooperative purchasing allows the City to aggregate volume of specific commodities and services to achieve better pricing than it would on its own; and

**WHEREAS**, one purchasing group that the City is a member of is The Interlocal Purchasing System (TIPS); and

**WHEREAS**, in July, 2016, following a competitive proposal process, TIPS awarded a Fleet Leasing and Management Services contract to Enterprise Fleet Management, Inc. TIPS followed the same process that the City would follow for the public procurement, including: publicly advertising the bid, analyzing the responses from the proposers (Enterprise and Acme Leasing), and entering into a contracting with the awarded vendor, Enterprise Fleet Management, Inc.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** hereby approves a Vehicle Leasing and Replacement Program (the "VLR Program") with Enterprise Fleet Management, Inc. for City vehicles through The Interlocal Purchasing System (TIPS) for a term of five years, with an option to renew for an additional five years; provided, however, that any renewal of such VLR Program (or agreements relating thereto) beyond the initial five-year term shall be subject to further review and approval of the City Council.

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized to execute on behalf of the City a Master Equity Lease Agreement, Full Maintenance Agreement, and Maintenance Management and Fleet Rental Agreement with Enterprise Fleet Management, Inc. in substantially the form prescribed as part of the VLR Program, subject to final review and approval of the City Attorney.

**BE IT FURTHER RESOLVED** that the City Council hereby declares City vehicles to be surplus when the City Manager determines that various City-owned vehicles are hereby no longer necessary to the City or otherwise need to be replaced for use by the City. In making such determinations, the City Manager shall:

- a. implement a lifecycle costing methodology for the City's vehicle fleet that will also consider the availability of appropriate replacement vehicles under the VLR Program and budget authorizations;
- b. annually deliver to the City Council during the budget process a report on the VLR Program, including a summary of vehicles declared or anticipated to be declared "surplus" during the prior, current, and upcoming fiscal years; and
- c. as a result of determining any City-owned vehicles are surplus, ensure that the cost of the VLR Program does not exceed the amount authorized in the City budget for the current fiscal year (except that, if decisions regarding surplus and replacement vehicles must reasonably occur before the budget for a fiscal year is approved, then the determination of surplus vehicles shall be based on the budget for the prior fiscal year).

Following the determination that any City vehicle is surplus, the City Manager shall cause such vehicle to be sold, with the proceeds from sale of surplus vehicles to be applied toward cost of the annual VLR Program.

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized to take any actions necessary to facilitate fleet leasing, fleet maintenance, and fleet rental during the term of the VLR Program and the terms of related agreements.

**DATED** at Crystal Lake, Illinois, this 1<sup>st</sup> day of May, 2018.

**APPROVED:**

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Aaron T. Shepley, Mayor

**ATTEST:**

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Nick Kachiroubas, City Clerk

**PASSED:** May 1, 2018

**APPROVED:** May 1, 2018



**DRAFT**

RESOLUTION NO. \_\_\_\_\_

**APPROVAL OF THE VEHICLE LEASING AND REPLACEMENT PROGRAM  
FOR THE 2018-2019 FISCAL YEAR.**

**WHEREAS**, at the May 1, 2018 City Council Meeting, the City Council approved a Vehicle Leasing and Replacement Program (the "VLR Program") with Enterprise Fleet Management, Inc. for City vehicles through The Interlocal Purchasing System (TIPS) for a term of five years, with an option to renew for an additional five years; and

**WHEREAS**, the City Council authorized the City Manager to execute on behalf of the City a Master Equity Lease Agreement, Full Maintenance Agreement, and Maintenance Management and Fleet Rental Agreement with Enterprise Fleet Management, Inc.; and

**WHEREAS**, the City Council declared City vehicles to be surplus when the City Manager determined that various City-owned vehicles were no longer necessary to the City or otherwise need to be replaced for use by the City within parameters outlined in the May 1, 2018 Resolution; and

**WHEREAS**, the present value of lease payments are recognized as capital outlay (expense) offset by an equal amount in lease financing (revenue). Annual lease payments are budgeted as debt service – lease payments in the Capital and Equipment Replacement Fund and in the Water & Sewer Capital and Equipment Replacement Fund.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** hereby approves the VLR Program for the 2018-2019 Fiscal Year in an amount not to exceed \$285,706 which has been budgeted for the Vehicle Leasing and Replacement Program in the Crystal Lake 2018-2019 Fiscal Year Budget, and authorizing the City Manager to take any actions necessary to facilitate the 2018-2019 Vehicle Leasing and Replacement Program.

**BE IT FURTHER RESOLVED** that the listing of vehicles to be leased as part of the 2018-2019 VLR are as follows:

Police

- Police Vehicle #1002
- Police Vehicle #1006
- Police Vehicle #1007
- Police Vehicle #1008
- Police Vehicle #1012
- Police Vehicle #1013

Police Vehicle #1015  
Police Vehicle #1016  
Police Vehicle #1043  
Police Vehicle #1044

Community Development

Community Development Vehicle CD #49

Public Works

F250 Pickup Truck PW #12 Replacement  
F250 Pickup Truck PW #436 Replacement  
F350 1 ton Dump with Plow PW #412 Replacement  
F550 Pickup Truck PW #429 Replacement  
Grapple Truck PW #405 Chasis Replacement  
Dump/Plow Truck PW #408 Replacement

Fire Rescue

Fire Rescue Vehicle FD #333 Replacement  
Fire Rescue Vehicle FD #336 Replacement  
Fire Rescue Vehicle FD #337 Replacement

Water & Sewer Operations

Ford Explorer PW #501 Replacement  
F250 Pickup Truck PW #503 Replacement  
F250 Pickup Truck PW #539 Replacement  
F550 Service Truck with Crane PW #540 Replacement  
Ford Transit Van PW #541 Replacement  
Dump/Plow Truck PW #550 Replacement  
Ford Taurus PW #600 Replacement

Wastewater & Lift Stations Operations

Ford Taurus PW #701 Replacement

**DATED** at Crystal Lake, Illinois, this 1<sup>st</sup> day of May, 2018.

**APPROVED:**

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Aaron T. Shepley, Mayor

**ATTEST:**

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Nick Kachiroubas, City Clerk

PASSED: May 1, 2018  
APPROVED: May 1, 2018



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 1, 2018

**Item:**

BOUNDARY LINE AGREEMENT - WOODSTOCK

**Recommendation:**

City Council's discretion.

- a) Motion to approve the Intergovernmental Agreement in its current configuration for 20 years.
- b) Motion to approve the Intergovernmental Agreement with modifications as discussed, for up to 20 years.
- c) No action, allowing the Boundary Line Agreement to expire.

**Staff Contact:**

Michelle Rentzsch, Community Development Director

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**Discussion:**

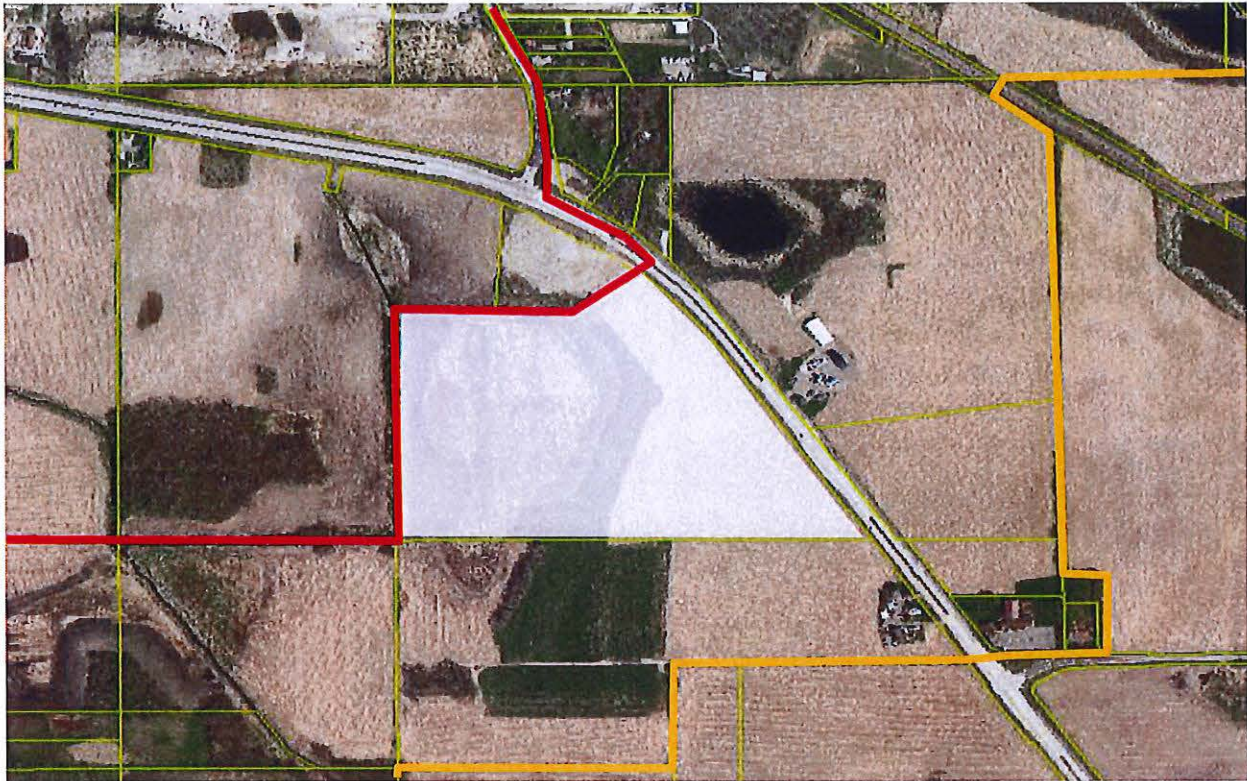
- The City of Crystal Lake and the City of Woodstock signed a boundary agreement, December 3, 1996.
- The agreement expired December 3, 2016, but was renewed for 1 year. At the November 21, 2017 City Council meeting it was suggested to continue the discussion for 6 months.
- The current agreement is set to expire June 3, 2018.

**Analysis:**

- When the Boundary Line Agreement was approved, the boundary line closely followed the facility planning area (FPA) line that was determined by the IEPA, based on a review of the sanitary sewer servicing capacity of the respective municipalities. The FPA lines were treated as formal, jurisdictional boundary lines that determined which community a development would build in. **FPA's no longer serve as a determination for development siting decisions.**
- The City of Woodstock conducted a special Council Workshop (info attached) to discuss the expiring boundary line agreements and pre-annexation agreements. From their proposed changes to the boundary line with Crystal Lake, it appears that Woodstock is desirous of expanding its municipal limits along Route 14, to incorporate two parcels, detailed below.



**#1 Proposed Change.** The City of Woodstock is requesting two changes to the BLA. The first suggested change along Route 14 is illustrated below:

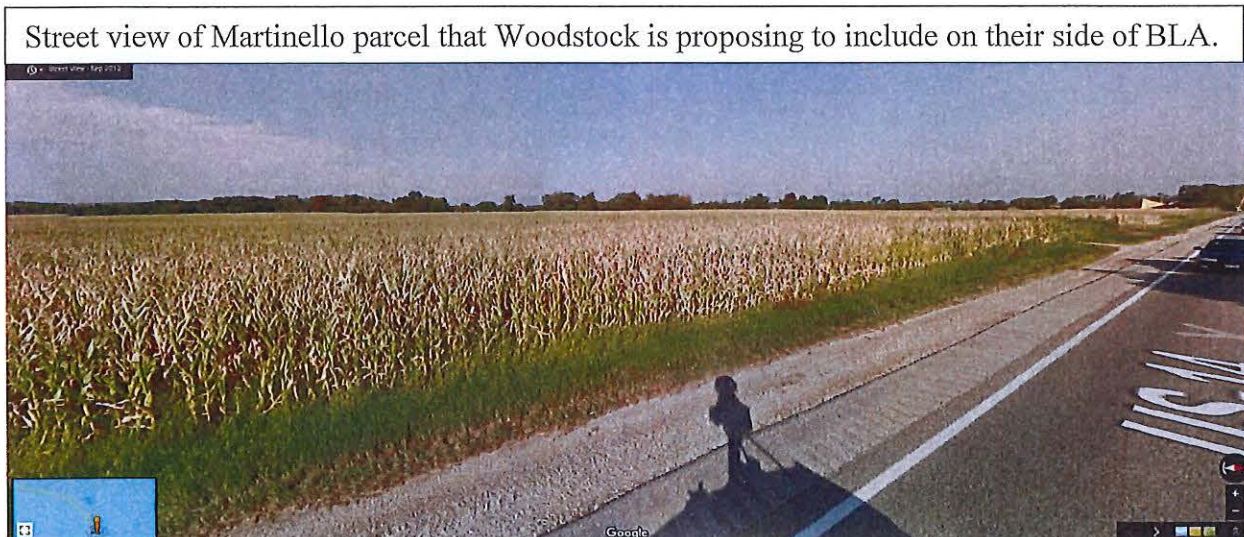


**Size/location:** Approximately 73 acres along Route 14, south of Lily Pond Road.

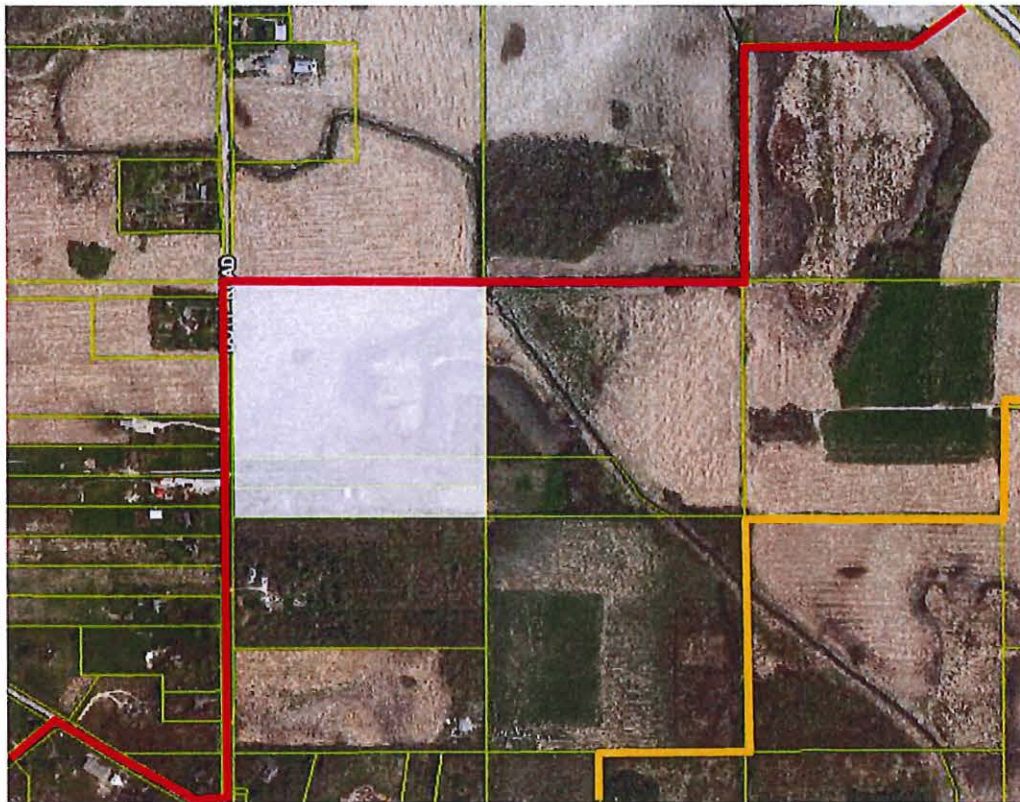
**Ownership:** Martinello. Martinello owns the land to the east, on the other side of Rt. 14 (see Maps Exhibit for details).

**Location to Water:** ~ 8,000 feet to McConnell road water main (under RR tracks and Rt. 14) and ~ 5,000 feet to water mains by Woodstock hospital.

**Soils/Environmental:** Soil data, Wetland (see Maps Exhibit for details)



**#2 Proposed Change.** The second suggested change along Doty Road is illustrated below:



**Size/location:** Approximately 38 acres located east of Doty Road

**Ownership:** Ying and Nunes. Ying owns the land to the north and east. Nunes owns a parcel to east (see Maps Exhibit for details). Currently, the BLA line bisects land owned by Ying. The proposed change would continue this. Also, the change would also then bisect land owned by the Nunes family.

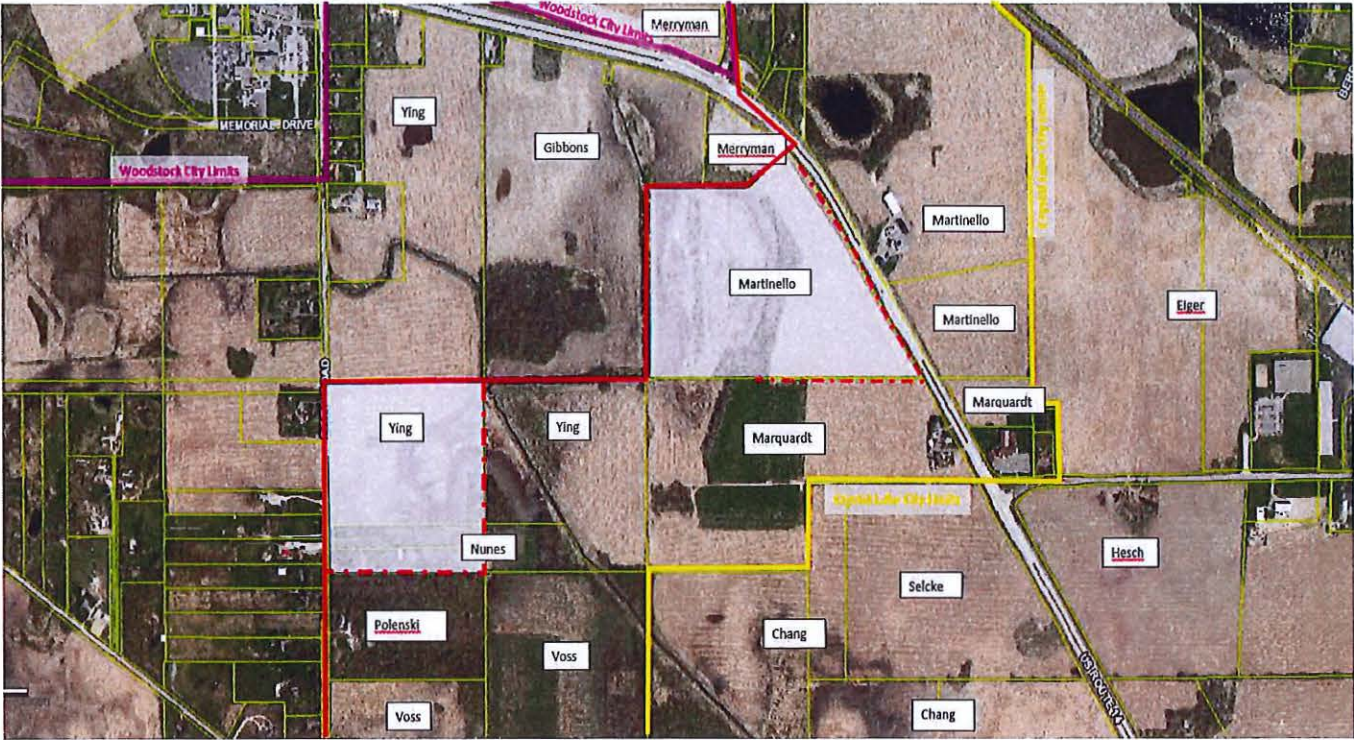
**Location to Water:** ~3,000 feet to hydrants by Woodstock hospital

**Soils/Environmental:** Soil data, Wetland (see Maps Exhibit for details)

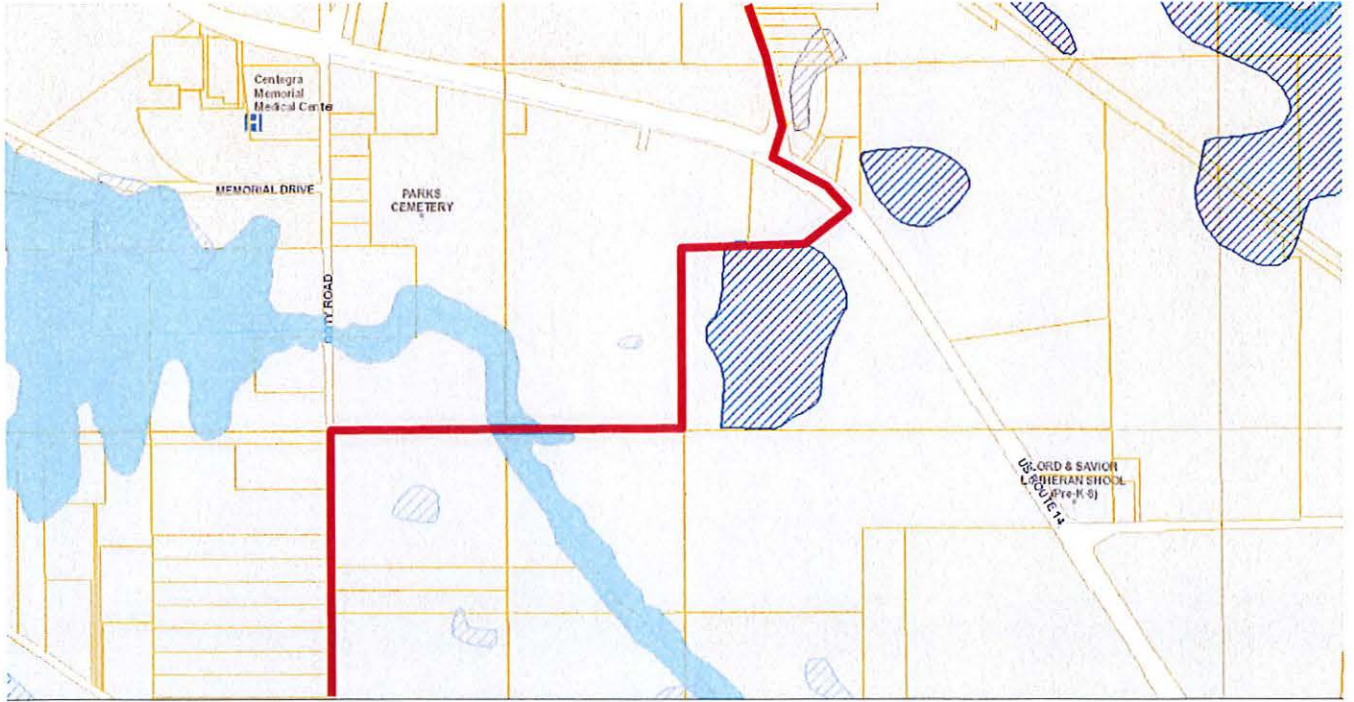
Street view of Ying and Nunes parcels that Woodstock is proposing to include on their side of BLA.



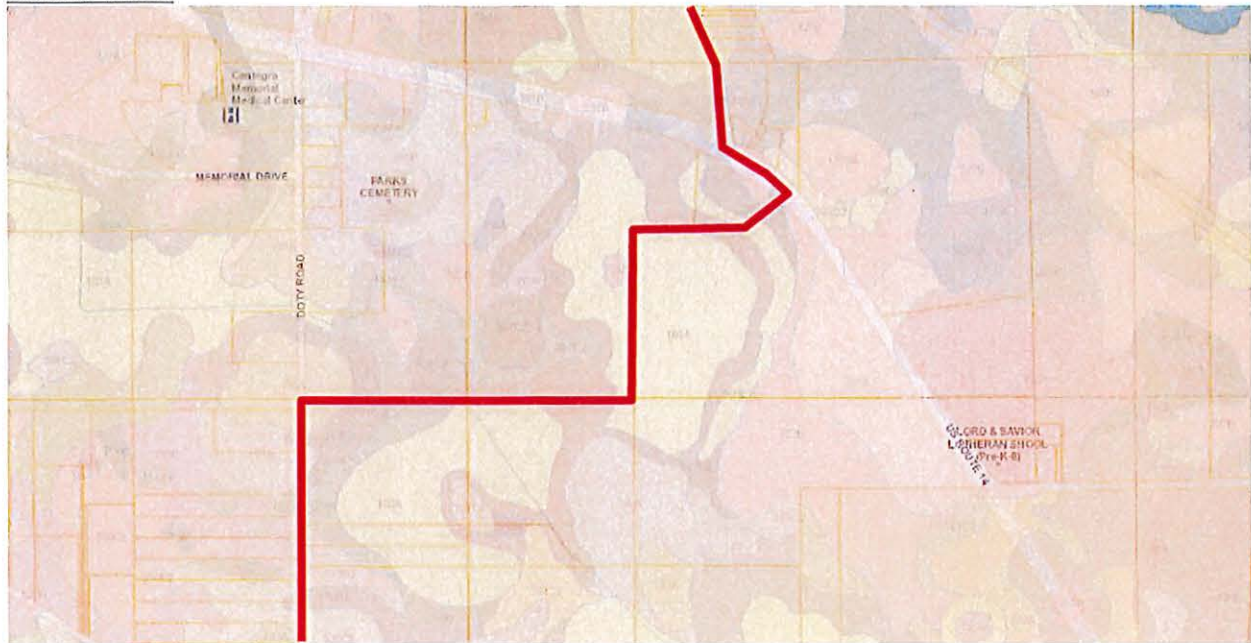
OWNERSHIP



WETLANDS AND FLOODPLAIN MAP



## SOILS MAP



Woodstock's Comprehensive Land Use Plan calls for buffer areas around the City, to preserve the open space and farmland gateways to their community (please reference attached maps). Woodstock staff have expressed several reasons their Council is looking to extend the boundary line agreement:

- Clear buffer between the two municipalities with green/open space. Woodstock's Comprehensive Land Use Plan calls for buffer areas around the City, to preserve the open space and farmland gateway to their community.
- Definite line between the two communities so developers cannot negotiate the best deal.
- Ability to properly plan for ultimate buildout of utility services.

The attached maps provide better details regarding these properties. The proposed boundary line changes by Woodstock are shown in white polygons, the existing boundary line is red, Crystal Lake's city limits are in orange and Woodstock's city limits are in pink.

### Options:

- 1) Extend the current BLA for up to another 20 years with the City of Woodstock.

#### Pros:

- Sets a mutually agreed upon limit between the two communities.
- Limits Woodstock's growth to the south.

#### Cons:

- Restricts property owner decisions.
- The green space buffer opens the question on how those property owners would be compensated for their loss of development opportunities.
- Constricts the future planning of utility lines for the overall area.

- 2) Consider Woodstock's proposed Map changes along Route 14 and offer to exchange the parcels located along Route 47.

Pros:

- Allows some additional development along Route 47.

Cons:

- Reducing potential development along Route 14 within the City limits.
- Properties along Route 47 are more disconnected from our current City limits than properties along Route 14.
- Restricts property owner decisions.
- The green space buffer opens the question on how those property owners would be compensated for their loss of development opportunities.
- Constricts the future planning of utility lines for the overall area.

- 3) Propose another boundary line, in a location to be determined after City Council consideration.

Pros:

- Potential to acquire additional property with greater development potential within Crystal Lake.

Cons:

- Restricts property owner and development rights with a boundary line agreement.

- 4) Do nothing and allow the BLA to expire in June of 2018.

Pros:

- Development would occur naturally, respect property owners' property right, and allow the market to determine where development occurs.
- No restrictions on property rights.

Cons:

- No defined boundary and property owners could theoretically 'play' one municipality against the other.

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

