



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
June 19, 2018
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Bicycle Safety Week**
5. **Approval of Minutes – June 5, 2018 Regular City Council Meeting**
6. **Accounts Payable**
7. **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.
8. **Mayor's Report**
9. **City Council Reports**
10. **Consent Agenda**
 - a. **Moe-B-Dick's North Shore Pub, 1050 North Shore Drive – Special Event request to allow a washer tournament for Saturday, June 23, Saturday, August 4 & Saturday, September 8, 2018 from 12:00 p.m. to 8:00 p.m.**
 - b. **Downtown Crystal Lake – Special Event Approval for the Johnny Appleseed Festival and Great Ball Race on Saturday, September 29, 2018 from 9:00 a.m.- 4:00 p.m.; and waiver of the application fee.**
 - c. **Chicago Title Land Trusts 1004004149 & 1004004152 & Reinhardt/Kirk Annexation Public Hearings - Continuation to the December 18, 2018 regular City Council meeting for the Annexation Public Hearings.**
 - d. **Adoption of the June 2018 Prevailing Wage Resolution.**
11. **Crystal Lake Park District – Request for the issuance of seven Class “16” Temporary Liquor Licenses for the 2018 Main Beach Concerts.**
12. **233 Edgewater Drive – Simplified Residential Variation for a front porch.**

13. **402 Federal Drive – Final Planned Unit Development for an Office Building.**
14. **Woodlore Estates – Temporary Use Permit for model homes, construction trailer/office and marketing signage.**
15. **Discussion Only – Traffic Calming Policy.**
16. **Ordinance amending Chapter 280 of the City Code, Garbage, Rubbish and Refuse.**
17. **Resolution authorizing the execution of an amended agreement with the Northern Illinois Police Alarm System.**
18. **Proposal award and resolution authorizing the execution of an agreement with Crawford, Murphy, and Tilly for Design and Construction Engineering Services for the Backup Generator and Power Control Center for WTP#4/WWTP#3.**
19. **Resolution authorizing the execution of an agreement with Watermark Crystal Lake and Springs at Crystal Lake for Cost Sharing of Replacement Pumps for Lift Station #22.**
20. **Council Inquiries and Requests.**
21. **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.**
22. **Reconvene to Regular Session.**
23. **Historic Preservation Commission Reappointments.**
24. **Library Board Reappointments.**
25. **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: 10a

City Council
Agenda Supplement

Meeting Date: June 19, 2018

Item: Moe-B-Dick's North Shore Pub Special Event request to allow a washer tournament.

Recommendation: Motion to approve the issuance of a Special Event for Moe-B-Dick's North Shore Pub to allow a Washer Tournament, pursuant to the recommended conditions below.

Staff Contact: Michelle Rentzsch, Director of Community Development
Sharon Doruff, Administrative Assistant

Background: Moe-B-Dick's (1050 North Shore Drive) has applied for a Special Event to allow a washer tournament to take place in the backyard of the subject property. This event has been approved annually since 2004.

The applicant is requesting permission to allow a washer tournament, which is an outdoor game similar to horseshoes, in the backyard of the Moe-B-Dick's property. The applicant would like permission to have the tournaments take place on Saturday, June 23, 2018, Saturday, August 4, 2018, and Saturday, September 8, 2018, from noon until 8:00 p.m.

In addition, the applicant is requesting permission to allow the tournament players to purchase alcohol inside of the bar and bring the beverages outside of the building to the backyard during the washer games. Please note the following information relative to the applicant's liquor license:

- Moe-B-Dick's Class "1" liquor license allows the retail sale of alcoholic liquor for consumption on the premises, interior only, as well as the retail sale of alcoholic liquor in the original package. Their license does not permit alcohol to be sold or served in an outside area.
- Moe-B-Dick's is located in a residential area. As this bar pre-existed the current liquor code, it is allowed to sell and serve alcohol in a predominantly residential section of the City.

If approved, the following conditions are recommended:

- 1) The approval is valid from noon to 8:00 p.m. on Saturday, June 23, 2018, Saturday, August 4, 2018, and Saturday, September 8, 2018.

- 2) This event must remain within the confines of the subject property only. No alcoholic beverages are allowed in any other area than the subject property and the backyard area where the games will be held.
- 3) Area roads must allow a minimum of 20 feet of access for fire apparatus. Parking is allowed on one side of the street only and signs must be posted near the event. Work with the Police Department to determine the location of the no parking zones.
- 4) Fire hydrants in the area must not be blocked by parking and signs posted.
- 5) Any junk or debris that may be created by the event must be cleaned up on a continuing basis.
- 6) Any other permits or requests for signs must be made through the Building Division.
- 7) The outdoor portion of the event in the backyard of the property must be separated from the adjacent lots by a temporary fence in order to maintain separation between patrons and the surrounding residential neighborhood.
- 8) The event and its associated customer parking must not interfere with any accessible parking spaces, emergency access (fire lanes), fire hydrants, or privately owned driveways.

The applicant has been made aware of these recommended conditions and advised to attend the June 19, 2018, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10b

City Council Agenda Supplement

<u>Meeting Date:</u>	June 19, 2018
<u>Item:</u>	Downtown Crystal Lake/Main Street Special Event for a Special Promotion (Johnny Appleseed Festival and Great Ball Race)
<u>Recommendation:</u>	Motion to approve the 2018 Johnny Appleseed Festival and Great Ball Race events, pursuant to the recommendations listed below, and waive the application fee.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Sharon Doruff, Administrative Assistant

Background: The applicant has applied for a Special Event for a Special Promotion for the 26th annual Johnny Appleseed Festival on Saturday, September 29, 2018, from 9:00 a.m. to 4:00 p.m. City Council approval is required because the applicant is requesting permission to close off Brink Street between Williams and Main Streets from 2:00 p.m. to 3:30 p.m. for the 17th annual Great Ball Race and close the Brink Street Market parking lot until 5:00 p.m. (please see the attached site plans). The event also includes a Craft Fair located on the Ormsby Motors lot as well as a Food Court/Entertainment area at Depot Park.

This year's event would be very similar to previous years' events and would include demonstrations and entertainment, food vendors, crafts, pony rides, a pumpkin train, pumpkin bowling, an apple ride, a giant slide, mini farris wheel, climbing tower, and a petting zoo. Horse-drawn wagon rides would be given, which would circle the block that includes the Brink Street Market. For the Great Ball Race, brightly colored and numbered plastic balls would be rolled down Brink Street from their starting point at Williams Street to their ending point before Main Street. Also, the Farmers' Market, which is held every Saturday in the Depot Park, will be relocated to the parking lot at Brink and Grant Streets for this day only.

If the request is approved, staff recommends the following conditions:

1. The approval is valid on Saturday, September 29, 2018. The closure of Brink Street from Williams Street to Main Street is permitted from 2:00 p.m. to 3:30 p.m. The closure of the Brink Street Market parking lot is permitted from 9:00 a.m. until 5:00 p.m.
2. The event shall be in accordance with the attached site plan, with the exception of both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Begin temporary closure of Williams Street east of the alley entrances and

end the closure WEST of the gas station driveways. Any additional changes to the site plan shall be provided prior to the inspection by the Fire Prevention Bureau.

3. The Farmers' Market at the Grant Street parking lot must keep displays, tables, tents, etc. off the bioswale along Brink Street. Please keep all foot traffic off the bioswale area and ensure that all trash is picked up from the parking lot, as rainwater will cause debris to flow from the pavement surface into the bioswale.
4. All electrical must comply with the 2005 National Electric Code and is subject to an inspection prior to starting the event.
5. A standard Hold Harmless agreement between Downtown Crystal Lake/Main Street and the City, including insurance coverage covering these events, is required.
6. The applicant must contact the Crystal Lake Police Department to coordinate parking and traffic procedures.
7. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs shall not obstruct the view of traffic or be attached to utility poles.
8. No liquor shall be served at the event.
9. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
10. All outside vendors must be approved by Downtown Crystal Lake Main Street at least 7 days prior to the event (September 21, 2018).
11. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans shall be provided for waste.)
12. The event organizer must schedule a meeting with the Fire Prevention Bureau at least one week prior to the event by calling 815-356-3640 regarding cooking and other requirements for tents and canopies. Canopies/tents must be adequately anchored using sand, water, concrete, or guide lines. No drilling stakes into the concrete or asphalt. Cooking tents/canopies must be of a flame-resistant material, or treated as such. No smoking is allowed in or under any tents/canopies. A portable fire extinguisher(s) must be present under tents/canopies.
13. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This must include a minimum 20-foot access in the parking areas serving the alley to the rear of Williams Street and the Brink Street lot near the Raue Center. Access to both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Any barricades used must be easily moveable for emergency access.
14. If the sidewalks cannot accommodate the pedestrian traffic sufficiently and people are using the streets, consideration to close the roadway to traffic should be made. The decision to close the roadway would be made by the on-duty police patrol supervisor and the event organizers.
15. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
16. The petitioner must erect approved barricades and advance-warning signs for the temporary closure of Brink Street during the hours of 2:00 and 3:30 p.m. only. These signs and barricades must only be in place during the approved time for the road closure.

17. Restrict parking in the three Brink Street Z-lots until after 3:30 p.m. or provide temporary signs at these spaces noting that vehicles cannot be moved out of this area between the hours of 2:00 p.m. and 3:30 p.m.
18. Temporary pedestrian crossing warning signs at the intersection of Brink Street and Grant Street shall be provided. Contact the Public Works Department for these signs.
19. Any vendors must be located off all roadways and parking areas that are not approved for closure.

This year, as in previous years, the Police Department will have a presence at the event but only as community liaisons. They will also have a squad car there. In the past there has been no police assistance for this event. The Downtown Main Street has requested that the \$50 application Special Event Application Fee be waived.

The applicant has been made aware of these recommended conditions and advised to attend the June 19, 2018 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10c

City Council
Agenda Supplement

Meeting Date: June 19, 2018

Item: Chicago Title Land Trusts 1004004149 & 1004004152 (Whiskey Business and Shopping Center) and Reinhardt/Kirk Annexation Public Hearing Continuation

Recommendation: Motion to continue the 1) Chicago Title Land Trusts 1004004149 & 1004004152 and 2) Reinhardt/Kirk requests to the December 18, 2018 City Council meeting for the Annexation Public Hearings.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

Chicago Title Land Trusts- The petitioner is requesting the annexation of three parcels that total approximately 3.04 acres, located at 4616 Route 176, 4709 Route 176 and lot 13 on Reiland Drive. The parcels are improved with Whiskey Business, a commercial retail shopping center, auto repair business and outdoor storage.

Reinhardt/Kirk- The property is contiguous with the above property and consists of one parcel that totals approximately 0.28 acres, located at 851 Reiland Drive. The property would be involuntarily annexed after the annexation of the Chicago Title Land Trusts.

City staff respectfully requests that the Whiskey Business and Reinhardt/Kirk petitions be continued to the December 18, 2018, City Council meeting for the Annexation Public Hearing in order to continue to work with the petitioner on the annexation agreement for the Chicago Title Land Trusts.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10d

**City Council
Agenda Supplement**

Meeting Date: June 19, 2018

Item: Prevailing Wage Resolution

Staff Recommendation: Motion to adopt a resolution establishing Prevailing Wage

Staff Contact: Julie Meyer, Director of Human Resources

Background:

Each year during the month of June, the City must obtain a copy of the prevailing wages from the Illinois Department of Labor and adopt a resolution requiring that the prevailing rates be paid. Attached is a copy of the Resolution and the McHenry County Prevailing Wages for June 2018.

Votes Required to Pass:

Simple majority vote of the City Council.



The City of Crystal Lake

A RESOLUTION ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS, AND OTHER WORKERS ENGAGED IN THE CONSTRUCTION OF PUBLIC WORKS UNDER THE JURISDICTION OF THE CITY OF CRYSTAL LAKE.

WHEREAS, the State of Illinois has enacted “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works.” Approved June 26, 1941, codified as amended, 820 ILCS 130/1. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid ACT requires that the CITY OF CRYSTAL LAKE, McHenry County, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of McHenry County employed in performing the construction of public works for said CITY OF CRYSTAL LAKE.

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

SECTION 1: To the extent and as required by “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the CITY OF CRYSTAL LAKE is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as determined by the Department of Labor of the State of Illinois as of April 2018, a copy of that determination being attached hereto and incorporated herein by reference. As required by said ACT, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by the CITY OF CRYSTAL LAKE. The definition of any terms appearing in this Resolution which are also used in the aforesaid ACT shall be the same as in said ACT. The Illinois Department of Labor publishes the prevailing wage rates on its website at <http://labor.illinois.gov>. The Department revises the

prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the ACT, including but not limited to, all wage requirements and notice and record keeping duties.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the CITY OF CRYSTAL LAKE to the extent required by the aforesaid ACT.

SECTION 3: The CITY OF CRYSTAL LAKE City Clerk shall publicly post or keep available for inspection by any interested party in the main office of the CITY OF CRYSTAL LAKE this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The CITY OF CRYSTAL LAKE City Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The CITY OF CRYSTAL LAKE City Clerk shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The CITY OF CRYSTAL LAKE City Clerk shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 19th day of June 2018.

APPROVED:

MAYOR

(SEAL)

ATTEST:

CITY CLERK

PASSED:

APPROVED:

DRAFT



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: June 19, 2018

Item: Class 16 Temporary Liquor License Requests –
Crystal Lake Park District Main Beach Concerts

Staff Recommendation: Motion to approve issuance of seven (7) Class 16
Temporary Liquor Licenses to the Crystal Lake Park
District for the Park District's Main Beach Concerts.

Staff Contact: Eric Helm, Deputy City Manager

Background:

The City has received a request from the Crystal Lake Park District for the issuance of Temporary Liquor Licenses for the Park District's Main Beach Concerts. The Park District is requesting seven (7) Class 16 Temporary Liquor Licenses for the scheduled events.

The Main Beach Concerts will take place on June 26, July 3, 10, 17, 24, 31, and August 7, 2018.

1776 Restaurant is partnering with the Crystal Lake Park District to offer a concession stand at Main Beach during the concert series. 1776 holds a liquor license with the City but is only able to sell liquor at their licensed premise. The Park District as the holder of the temporary liquor license will purchase the beer and wine and hire 1776 BASSET trained staff to sell the beer and wine.

Section 329-5-P of the City Code - Class "16" Temporary Liquor License - authorizes the retail sale of beer and wine for consumption upon the premises specified in the license where sold for a period not to exceed three (3) days for special events sponsored by a not-for-profit organization.

The Building and Fire Rescue Departments have reviewed the submittals and had no comments regarding the request. The Police Department recommends that all patrons entering the park that are over the age of 21 be wrist banded to properly identify those eligible to be consuming alcohol.

The Park District has submitted the required application forms, certificates of insurance and fees for the seven (7) Class 16 Temporary Liquor Licenses.

Votes Required to Pass:

Simple majority



Agenda Item No: 12

City Council
Agenda Supplement

<u>Meeting Date:</u>	June 19, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION
<u>Request:</u>	Simplified Residential Variation to construct a new front porch, which extends 8.75 feet from the home towards the street and increases the non-conformity and results in a variation of 29.4 feet into the required yard abutting a street setback. John Cochran, petitioner 233 Edgewater Drive
<u>PZC Recommendation:</u>	Motion to approve the PZC recommendation and adopt an ordinance granting the variation for 233 Edgewater Drive.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director Elizabeth Maxwell, Senior Planner

Background:

- The house exists on a narrow lake-front lot. The lot is considered non-conforming. The setback for non-conforming lots is based on the average of the properties within 400 feet. The average setback along the street side of the lot extends through the house.
- Since the house already encroaches into the yard abutting a street setback, any changes to this side of the structure requires a variation.

Key Factors:

- Request: Variation to allow the construction of a new front porch 8.75 feet from the front of the structure.
- Analysis: The new front porch would be wider and deeper than the existing front porch. This would increase the non-conformity and increase the encroachment into the setback.

PZC Highlights:

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

- The Planning and Zoning Commission (PZC) found that the hardship was created by the small lot and the non-conforming structure and that it met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Skiermanski, received 05/17/18)
 - B. Deck Plans (Menards sketch, dated 03/28/18, received 05/01/18)
 - C. Plat of Survey (VSEI, undated, received 05/03/18)
2. The petitioner shall address all of the review comments and requirements of Community Development Department.

Votes Required to Pass: A simple majority vote

2018-29 Howard – 233 Edgewater - Variation





The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A VARIATION
AT 233 EDGEWATER DRIVE

WHEREAS, pursuant to the terms of the Application (File #2018-29) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation to construct a new covered front porch, which projects 8.75 feet from the house, a variation of 29.4 feet into the required yard abutting a street setback; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 2, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 16, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on June 6, 2018, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2018-29, dated as of June 7, 2018; and

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

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

SECTION I: That a Variation be granted from the Crystal Lake Unified Development Ordinance to construct a new covered front porch, which projects 8.75 feet from the house, a variation of 29.4 feet into the required yard abutting a street setback at the property at 233 Edgewater Drive (18-01-176-002), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Skiermanski, received 05/17/18)
 - B. Deck Plans (Menards sketch, dated 03/28/18, received 05/01/18)
 - C. Plat of Survey (VSEI, undated, received 05/03/18)

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

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the granting of a Simplified Residential Variation in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 19th day of June, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: June 19, 2018

Approved: June 19, 2018



Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: June 19, 2018

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Final Planned Unit Development for a 7,850 square-foot office building.

Petitioner: David Helmrich, petitioner
402 Federal Drive

PZC Recommendation: To approve the PZC recommendation for a Final PUD for an office building at 402 Federal Drive.

Staff Contact: Michelle Rentzsch, Director of Community Development
Kathryn Cowlin, Planner

Background:

- The subject property received Preliminary Planned Unit Development approval on May 15, 2018.
- The proposed office building would utilize a shared access with Milestone Therapy off of Federal Drive, located behind the Sam's Club.
- Request: The petitioner is requesting a Final Planned Unit Development to allow a 7,850 square-foot office building with a shared access point.
 - The plans are in compliance with the Preliminary Planned Unit Development approval.

PZC Highlights:

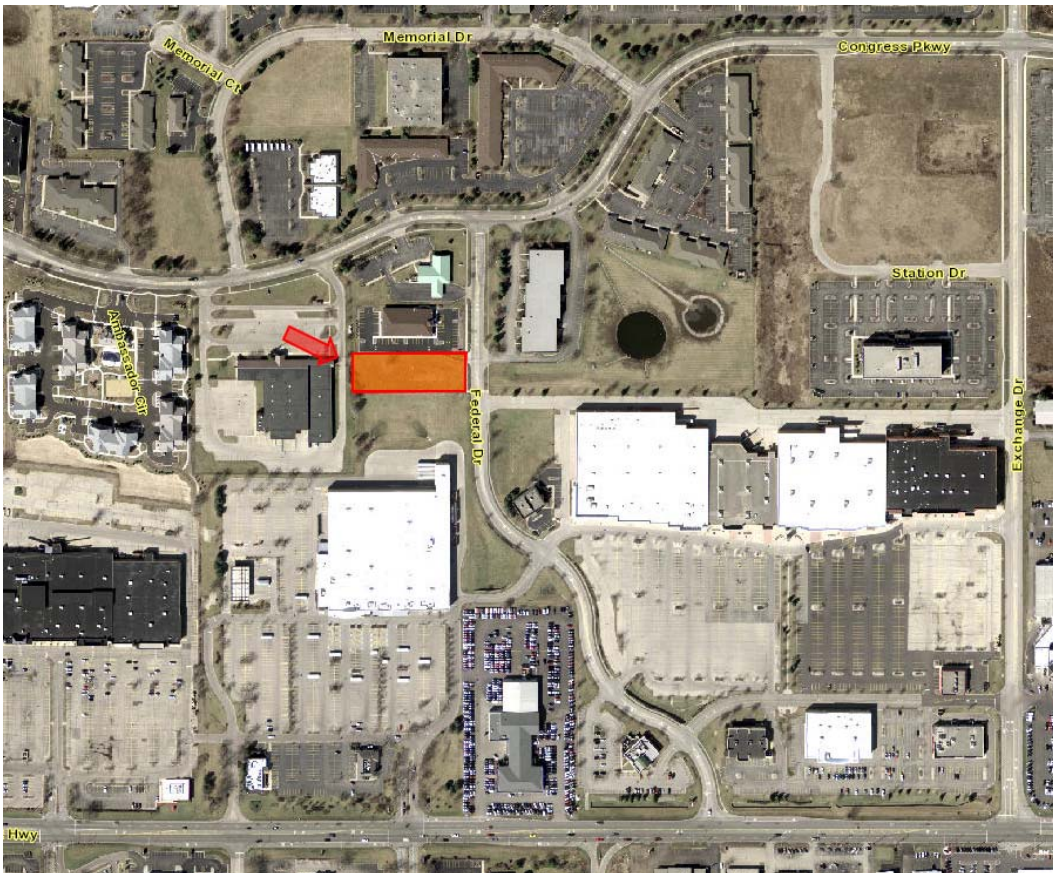
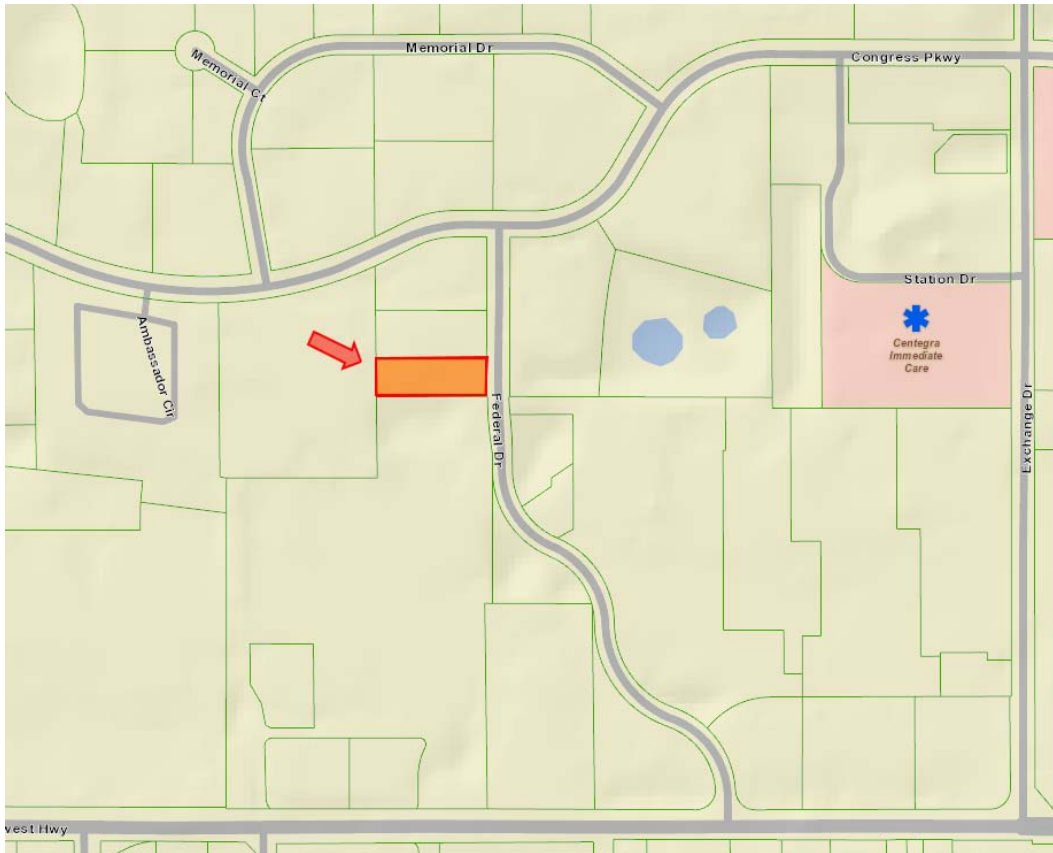
- The PZC thanked the petitioner for proposing a development that complies with the PUD approvals and the Unified Development Ordinance.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Metronomic, Inc, dated 05/16/18, received 05/17/18)
 - B. Elevations (Joseph A Meyer, dated 05/14/18, received 05/17/18)
 - C. Landscape Plan (J. Davito Design Inc., dated 05/17/18, received 05/17/18)
 - D. Site Plan (Joseph A Meyer, dated 05/14/18, received 05/17/18)
 - E. Engineering Plan (Caldwell Engineering, Ltd., dated 05/17/18, received 05/17/18)
2. Provide the City a recorded copy of the Ingress and Egress Easement Agreement with Kapadia & Sons for the cross access and shared drive aisle prior to the issuance of any building permit.
3. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works and Fire Rescue Departments.

Votes Required to Pass: A simple majority vote.

2018-28 CRYSTAL TERRACE – 402LT FEDERAL DR.





The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A FINAL PLANNED UNIT DEVELOPMENT
FOR CRYSTAL TERRACE**

WHEREAS, pursuant to the terms of the Petition (File #2018-28) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final Planned Unit Development for a 7,748 square-foot office building; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, held a public hearing at 7:30 p.m., on June 6, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Planned Unit Development; and

WHEREAS, on June 6, 2018, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2018-28, dated as of June 7, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Final Planned Unit Development be granted as requested in said Petition,

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

SECTION I: That a Final Planned Unit Development be granted to permit an office building for the property located at 402 Federal Drive (19-04-327-004), Crystal Lake, Illinois.

SECTION II: That the Final Planned Unit Development be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Metronomic, Inc., dated 05/16/18, received 05/17/18)

- B. Elevations (Joseph A Meyer, dated 05/14/18, received 05/17/18)
 - C. Landscape Plan (J. Davito Design Inc., dated 05/17/18, received 05/17/18)
 - D. Site Plan (Joseph A Meyer, dated 05/14/18, received 05/17/18)
 - E. Engineering Plan (Caldwell Engineering, Ltd., dated 05/17/18, received 05/17/18)
2. Provide the City a recorded copy of the Ingress and Egress Easement Agreement with Kapadia & Sons for the cross access and shared drive aisle prior to the issuance of any building permit.
 3. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works and Fire Rescue Departments.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Planned Unit Development in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 19th day of June, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: June 19, 2018

Approved: June 19, 2018



Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: June 19, 2018

Item: Woodlore Estates Temporary Use Permit for model homes, construction trailer/office and marketing signage.

Recommendation: Motion to approve the Temporary Use Permit for Woodlore Estates' model homes, construction trailer/office and various marketing signage.

Staff Contact: Michelle Rentzsch, Director of Community Development
Kathryn Cowlin, Planner

Background:

- Woodlore Estates subdivision was granted Planned Unit Development Amendment approval on March 6, 2018 to allow changes to the approved plans. The subdivision consists of 319 single-family homes, 105 age-targeted homes and 68 townhomes.
- Lennar is requesting a Temporary Use Permit for model homes, construction trailer/office and marketing signage.

Model Homes





- Three single-family model homes are shown on lots 12, 13 and 14. An office would be located in the garage of a model.
- Two townhome units would be constructed as model homes on lot 7.
- Two active adult ranch homes would be constructed on lots 412 and 414.
- Model homes will include a 3.5-foot fence that connect all the model lots. The fencing must be removed after the models are converted to homes.
- A parking lot would be located on lot 15 and lot 412. The parking lots are adjacent to the single-family and active adult model homes.








Construction Office


- The proposed location of the construction office is on lot 1 of the townhome pods. The proposed location is adjacent to ComEd's property and at the southeast corner of the subdivision.
- The concrete wash out area would be adjacent to the office. It is typical to have a concrete wash out designated during the construction of new subdivisions.

Marketing Signage

- Three off-premise advertising signs are proposed. The signs are at Route 31 and River Birch Boulevard; Route 31 and Brighton Lane; Route 176 and Carpathian Drive.
- Homesite signs are proposed for lots that are for sale.
- Directional signage would be placed throughout the subdivision.
- Feather banner flag signs and flag signs are proposed at the model homes and near the entrance signs.

Proposed Sign	Quantity	Size	Height	Image
Freestanding Sign	(2)	96 sq ft	15 feet	 <p>Community ID Sign with Arrow</p>
Freestanding Sign	(1)	50 sq ft	15 feet	 <p>Community ID Sign with Arrow</p>
Corporate Flag	(3) per model home	18 sq ft	24-foot flag poles	<p>Example flag art - colors may change. Not to scale.</p> 
Feather Flag	One per model complex and at entrance signs	37 sq ft	16 feet	

Model Court Sign Lot 14, Building 7 & Lot 413	(3) – one for single-family, active adult and townhome models	10.67 sq ft	4 feet 8 inches	
Model Name Sign	(7)	1.88 sq ft	2.5 feet	
Parking Lot Signs	(2) – one for single-family parking area and one for active adult parking area	9.33 sq ft	4 feet	
Single-Family Parking Sign	(8) – four signs at each parking lot	2.25 sq ft	5 feet 6 inches	
Single-Family Homesite Sign	Up to 319	3 sq ft	5 feet	
Townhome Homesite Sign	Up to 12	5 sq ft	3 feet 6 inches	
Active Adult Homesite Sign	Up to 105	3 sq ft	5 feet	

Directional Signs	10	12 sq ft	6 feet	
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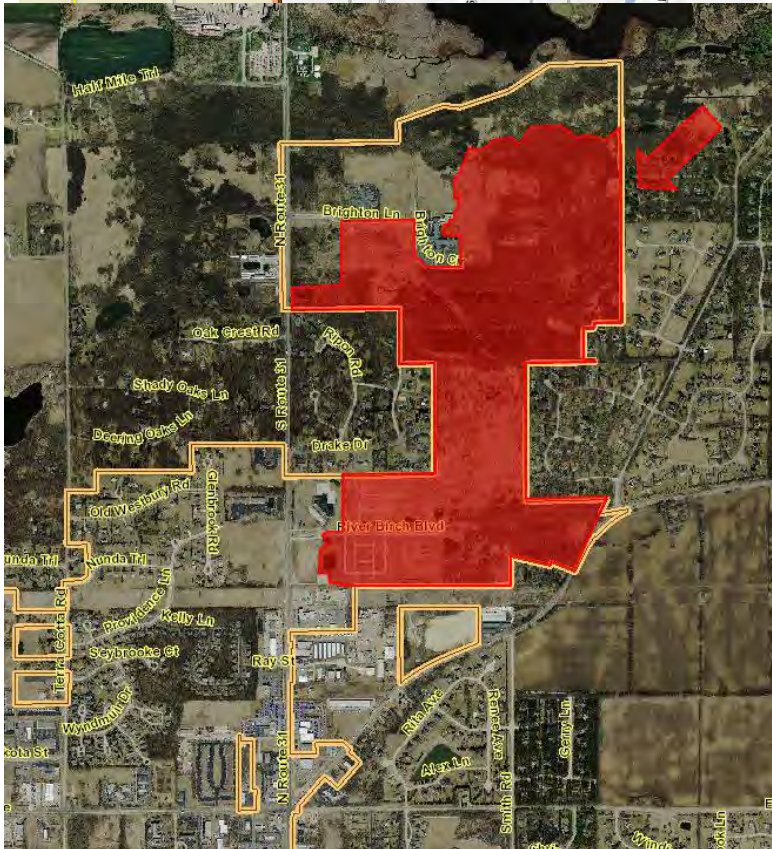
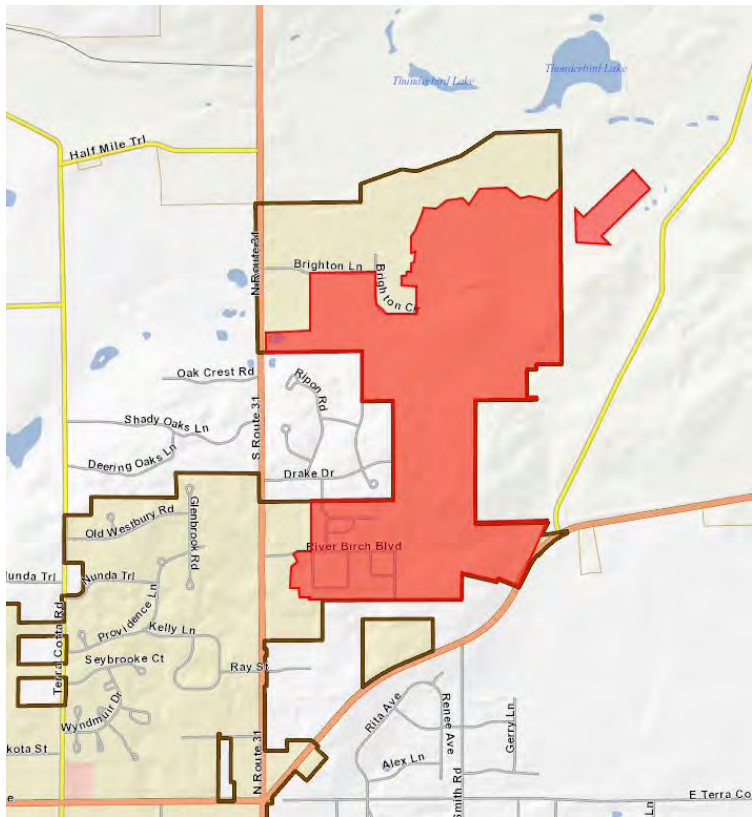
If the request is approved, staff recommends the following conditions:

1. The Temporary Use Permit is valid from June 19, 2018 through June 19, 2019. After the first year, the permit may be administratively renewed on a yearly basis, if no changes are proposed.
2. All building materials, tools, and hardware must be kept inside of the home or accessory building at all times. No items may be kept outside of the structures for any period of time.
3. The temporary parking lot must be paved with an approved surface and meet parking lot dimensional standards outlined in the UDO Section 4-200 and removed when the model home is sold.
4. Model homes may include a 3.5-foot fence that connect all the model lots. The fencing must be removed after the models are converted to homes.
5. All lighting must meet the exterior lighting standards of the UDO Section 4-800.
6. Provide landscaping plans for the temporary sales parking lot, to be reviewed and approved by the Planning Division. Parking lot landscaping must include large shrubs, small shrubs and perennials along the perimeter of the parking lot to shield neighboring lots from car headlights.
7. Permits must be obtained for all signs. Permits for all temporary signs would run concurrently with the temporary use permit.
 - a. Signs may not be erected on easements. A plan showing all easements should be submitted for review.
 - b. Any signs located within ten feet of the property line, may not exceed 3.5 feet in overall height. Also, signs may not obstruct the vision of motorists. Clear view requirements shall be maintained.

The applicant has been made aware of these recommended conditions and advised to attend the June 19, 2018, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

PLN-2018-00039 Woodlore Estates Temporary Use Permit





Agenda Item No: 15

City Council Agenda Supplement

Meeting Date: June 19, 2018

Item: Traffic Calming Policy

Staff Recommendation: Discussion Only

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

Background:

The City's Traffic Safety Committee (TSC) was formed many years ago as a central repository for traffic safety concerns. The TSC allows the City to review traffic safety issues using multi-disciplinary and coordinated strategies and is comprised of members of several different departments, including Community Development, Public Works, Police, and Fire Rescue. The goal of the TSC is to maintain a high quality of life for residents by creating safe and attractive streets while maintaining satisfactory levels of vehicular access and emergency response.

Over the years, the TSC has addressed a multitude of concerns and has taken several steps to improve traffic and pedestrian safety in Crystal Lake. The attached memo details several of the issues that the TSC has successfully addressed. Highlights include:

- Assisting several elementary schools with afternoon dismissal traffic staging and flow
- Addressing parking congestion around several neighborhood parks during peak use times
- Using pavement markings to narrow the travel lanes and reduce speeding on various roadways
- Pedestrian crossing improvements at various locations throughout the City

The TSC has operated without any formal, written procedures to date; however, does its best to review citizens' complaints with consistency and transparency. The TSC has drafted a formal written policy on the process it takes when investigating a complaint and recommending actions. The TSC feels this will not only provide a formal written procedure but also provide an educational tool for residents.

The proposed Traffic Calming Policy, which is attached, includes:

- An outlined procedure for when a concern is expressed and how it is handled;
- Provides clear guidelines on what is an actionable request versus what is not; and

- Establishes options for various traffic calming techniques that can be used to address actionable requests as budgeted funds allow. The methods are provided and enacted using a multi-step strategy.

Staff is seeking Council input regarding the proposed Traffic Calming Policy.

Votes Required to Pass:

Discussion Only



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: June 19, 2018

Item: Garbage, Rubbish and Refuse Ordinance Amendment

Staff Recommendation: Motion to adopt an ordinance amending Chapter 280 of the City Code, regarding Garbage, Rubbish and Refuse.

Staff Contact: Eric T. Helm, Deputy City Manager
Nick Hammonds, Management Assistant

Background:

Staff is proposing amendments to the City Code to update and clarify language regarding the City's exclusive residential waste hauler and licenses.

Proposed City Code Amendments:

As the Council is aware, Prairieland Disposal has been awarded the contract for exclusive collection of residential refuse, recycling and yard waste in the City. The City's residential refuse, recycling and yard waste contract with MDC expired on April 30, 2018, and the new contract with Prairieland Disposal began May 1. Currently, the City licenses all haulers who collect refuse, recycling and yard waste in the City for both residential accounts and commercial accounts. The license term outlined in the City Code is from July 1 – June 30. To better align licensing to coincide with the residential waste hauling contract, staff proposes to amend the City Code and update the license term to begin on May 1 and end on April 30 of the following year. In the event that a new waste hauler is chosen through an open bidding process, the contractor's license will expire with the end of the contract.

Additionally, staff proposes to amend the City Code to clarify waste hauling requirements for the City's exclusive residential waste hauler. Staff has identified that the current City Code does not provide a detailed description of the difference between commercial waste hauling and residential waste hauling. The proposed amendment will clarify that residential waste includes all residential units, households, attached single-family or multiple-family properties receiving curbside collection, which will differentiate this license from licenses given to other haulers for commercial accounts.

Code Amendment:

Chapter 280 of the City Code governs garbage, rubbish and refuse licenses for waste haulers. City staff and the City legal counsel have reviewed this chapter to identify any necessary updates and modifications. This agenda supplement outlines the various proposed changes. The purpose of the proposed changes are to update the City Code to accommodate new changes to the City’s residential waste hauling contract.

The below tables summarize the changes to the code.

Article 280-1 License Required.

<i>Proposed Change</i>	<i>Explanation</i>
Section (A): Define residential waste and commercial waste license specifications.	The City’s exclusive residential waste hauler shall be licensed to collect waste from any residential households, units, attached single-family or multiple-family properties that utilize the curbside tote/bin collection method. Other haulers given City licenses will be allowed to collect waste from multiple-family residential properties and businesses that utilize a centralized commercial dumpster.

Article 280-4 Duration and Transfer of License.

<i>Proposed Change</i>	<i>Explanation</i>
Section (A): Replace July with May, and replace June with April.	It is proposed to amend the beginning of the one-year period for licenses to start on May 1 of each year and the end of the one-year period to be April 30 of each year.

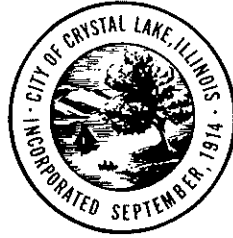
The attached ordinance amendment details the proposed language to be adopted in the City Code for Chapter 280: Garbage, Rubbish, and Refuse.

Votes Required to Pass:

Simple Majority

Ordinance #:

File #:



**AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE
PERTAINING TO THE AMENDMENT OF CHAPTER 280.**

WHEREAS, the City of Crystal Lake, (the “City”) is a home rule municipality as contemplated under Article VII Section 6 of the Constitution of the State of Illinois and the passage of this Ordinance constitutes an exercise of the City’s home rule powers; and

WHEREAS, it is in the best interest of the City of Crystal Lake to amend the language to reflect current truck licensing dates; and

WHEREAS, Chapter 280 of the City’s City Code (the “City Code”) provides for the licensing and regulation of garbage, rubbish and refuse; and

WHEREAS, the Mayor and City Council have found and determined that it is in the best interest of the City and its residents to amend Chapter 280 of the City Code.

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

SECTION I: Recitals.

The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II: § 280-1. License required.

It shall be unlawful for any person, firm or corporation, ~~including anyone operating under an agreement with the City as an exclusive curbside refuse, recycling and yard waste collection collector which includes all single family, attached single family and multiple family units that utilize curbside collection service,~~ to engage in the business of collecting garbage, refuse or rubbish within the City of Crystal Lake without having first obtained a license to do so, provided that this chapter shall not apply to materials from the demolition of buildings or structures demolished pursuant to a permit issued by the City of Crystal Lake; further provided that for purposes of this chapter, garbage, refuse or rubbish shall not include recyclable materials as set forth in Chapter 417, Recycling, but shall include lawn waste such as grass clippings, leaves, brush and residential recycling. **It shall further be unlawful for any person, firm or corporation, to engage in curbside refuse, recycling and yard waste collection from single-family, attached single-family and multiple-family units that utilize curbside collection**

service, except for such person firm or corporation that is a party to a contract with the City to serve as the exclusive curbside refuse, recycling and yard waste collector for single-family, attached single-family and multiple-family units that utilize curbside collection service and has been issued a current license by the City to serve as such exclusive collector.

SECTION III: Method of Amendments: As used in this ordinance, strikethroughs represent deletions, bold letters represent additions. Items within brackets are explanatory, only, and are not intended to be included within the text of the City Code.

SECTION IV: **Amendments to Section 280-4 Garbage, Rubbish and Refuse**

Section 280-4 of the City Code of Ordinances is hereby amended as follows

A - A license shall be purely a personal privilege, good for not to exceed one year after the issuance. The one-year period shall be from the first day of ~~July~~ **May** of each year to the 30th day of ~~June~~ **April** of each year unless sooner revoked or suspended as in this chapter provided. Licenses issued after the first day of July of any year shall pay the full license fees as provided. A license shall not constitute property, nor shall it be subject to attachment, garnishment or execution, nor shall it be alienable or transferable, voluntarily or involuntarily, or subject to be encumbered or hypothecated. Such license shall not descend by the laws of testate or intestate devolution, but it shall cease upon the death of the licensee, provided that the executors or administrators of the estate of any deceased licensee, and the trustee of any insolvent or bankrupt licensee, when such estate consists in part of refuse collection service, may continue the business under order of the appropriate court, and may exercise the privileges of the deceased or insolvent or bankrupt licensee after the death of such decedent, or such insolvency or bankruptcy, until the expiration of such license, but not longer than six months after the death, bankruptcy or insolvency of such licensees. In no event shall there be any refund of any portion of any license fee paid.

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

DATED at Crystal Lake, Illinois, this ___ day of _____, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed:, 2018

Approved:, 2018

DRAFT



Agenda Item No: 17

City Council Agenda Supplement

<u>Meeting Date:</u>	June 19, 2018
<u>Item:</u>	Northern Illinois Police Alarm System Amended Agreement.
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute the amended Agreement with the Northern Illinois Police Alarm System.
<u>Staff Contact:</u>	James R. Black, Chief of Police

Background:

The Crystal Lake Police Department has been a member of the Northern Illinois Police Alarm System (NIPAS) since 2014. Our participation in NIPAS provides essential mutual aid support to the City during times when a police emergency exceeds our capability. NIPAS has grown in size since its inception to over one hundred participating agencies and has proven to be an essential asset to the region.

During the NIPAS annual membership meeting on May 10, 2018, the NIPAS Board of Officers provided a report recommending the NIPAS Agreement and the NIPAS Bylaws be updated. The NIPAS Agreement is the foundation document adopted by action of the corporate authorities of each member agency. The NIPAS Bylaws are adopted and modified from time to time by the NIPAS membership at its annual meeting or any special meeting.

The following changes proposed by the NIPAS Board will be enabled by the new NIPAS Amended Agreement:

1. General updates to a document that has not been modified since 1983.
2. Allow for the expansion of NIPAS membership to include non-municipal law enforcement agencies within the NIPAS service area. Such agencies are certified by the State of Illinois and often serve Colleges, Universities and other entities.
3. Simplifies and clarifies procedures for entities wishing to terminate participation in NIPAS.
4. Reduces NIPAS's risk of liability by incorporating "best practice" language designed to aid in defending in case of legal challenges.

The NIPAS Board has asked each participating member to seek approval from its corporate authorities to update the NIPAS Agreement. The approval would take the form of adopting a resolution approving continued participation in NIPAS under the Amended Agreement. Once

three-fourths of the NIPAS members have adopted the Amended Agreement, the NIPAS Board will call a special meeting of all participating members. Adequate notice will be provided to any participating member not yet taking action on adopting the Amended Agreement.

It is anticipated NIPAS will adopt the new Amended Agreement and act to adopt the new NIPAS Bylaws at the special meeting to be held later in 2018. Any participating agency that has not adopted the Amended Agreement by the time of the special meeting will cease to be a member of NIPAS.

Staff recommends approval of the resolution.

Legal staff has reviewed this agreement.

Votes Required to Pass:

Simple majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an amended Agreement with the Northern Illinois Police Alarm System.

DATED this X day of X

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____

MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: June 19, 2018

Item: Consultant Selection Approval for the Backup Generator & Power Control Center for WTP#4/WWTP#3

Staff Recommendation: Motion to award the proposal for design and construction engineering services for the Backup Generator and Power Control Center for WTP#4/WWTP#3 to the most responsive and responsible proposer, Crawford, Murphy, and Tilly and adopt a resolution authorizing the City Manager to execute an agreement with Crawford, Murphy, and Tilly in the amount proposed and approve changes in scope by 10 percent of the original price.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for the engineering design and construction inspection services for a new electrical generator and motor control center (MCC) with automatic generator transfer switch for Water Treatment Plant #4/Wastewater Treatment Plant #3.

A pre-proposal meeting was held on May 7, 2018, and eight companies attended. Seven (7) proposals were received on May 18, 2018. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

Consultant	Meets RFP Requirements	Average Ranking (200 points max.)	Cost
1. Crawford, Murphy and Tilly (CMT)*	Y	193.5	\$66,950
2. Stanley Consultants	Y	160.5	\$67,026
3. Baxter & Woodman	Y	151.8	\$69,440
4. Donahue & Associates	Y	150.3	\$109,580
5. Henneman Engineering	Y	107.5	\$101,355
6. AAA Engineering ¹	N	78.0	\$57,620
7. Mechanical Services Associates	N	73.0	\$93,300

*Recommended Consultant

¹Total of consultant's submitted itemized schedule of prices for services required by City's RFP.

Consultant Evaluation Process

The evaluation process consisted of a review and ranking of the proposals based on the RFP requirements for qualifications, experience, expertise and cost. Failure to properly design for the unique conditions associate with these facilities (high in-rush current from motors and pumps) will result in either an undersized generator that will fail or an oversized generator that will result in long term operational and maintenance problems.

- Consultants 1 through 5 (see table above) all have water/wastewater or industrial power related experience (high in-rush current experience) Consultants 6 and 7 did not demonstrate this required experience.
- Consultant 6 did not meet the experience requirement of 2 or more projects within the last 3 years.
- Reference checks for Consultant 6 yielded a comment that the design plans did not meet the local building codes and had to be re-done at the consultant's expense. An additional project reference was provided that included a phone number that is not in service.

Project Need:

Water Treatment Plant #4 (WTP#4) and Wastewater Treatment Plant #3 (WWTP#3) are critical infrastructure for the City. Both are located at 400 Knaack Blvd in Crystal Lake. Failure to operate the wastewater plant during an extended power outages would lead to violation of the City's EPA operating permit. Similarly, failure to maintain power at water treatment plant #4 would result in the loss of two million gallons per day water production. WTP#4 and WWTP#3 will serve the proposed Woodlore development.

The generator at this location powers all of WTP#4 and only a portion of WWTP#3. The current generator does not automatically transfer power in an outage (emergency). Currently in a power outage, a public works employee will receive an alarm via e-mail (SCADA) and have to travel to the plant and then manually switch over the power to the generator. Additionally, in the event of a prolonged outage, additional portable generator(s) have to be brought in to power the remainder of WWTP#3 that is not currently connected to a generator. In addition to the lack of an operating automatic transfer switch, the generator and other related power controls (MCC) are over 20 years old and are in need of replacement.

The highest rank consultant, CMT, has the necessary experience and expertise with water and wastewater projects involving generators. CMT also has six qualified electrical engineers on staff. This depth of staff is very important for quality assurance and control during the design process. Staff has also worked with the project manager (electrical engineer) from CMT in the past with favorable results. In staff's opinion, CMT's experience, expertise and proposed fee offers the highest value to the City.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of CMT for the design and construction engineering services.

The FY19 budget has \$120,000 allocated for the design and construction engineering portion of this project.

Votes Required to Pass:

Simple majority of the City Council



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement with Crawford, Murphy, and Tilly for design and construction engineering services for the Backup Generator & Power Control Center for WTP#4/WWTP#3 in the amount proposed and approve changes in scope by 10 percent of the original price.

DATED this 19th day of June, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 19, 2018

APPROVED: June 19, 2018



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: June 19, 2018

Item: Agreement for Cost Sharing of Replacement Pumps for Lift Station #22

Staff Recommendation: Adopt a resolution executing an agreement between the City of Crystal Lake, Watermark Crystal Lake, LLC d/b/a The Fountains at Crystal Lake and the Springs at Crystal Lake, LLC for cost sharing of replacement pumps for Lift Station #22.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The City's sanitary Lift Station #22 is located on IL Route 31 north of Brighton Lane. Currently, the only sanitary sewer effluent tributary to this lift station is from the Fountains and the Springs. The City's Sewer Use Ordinance prohibits users from depositing non-waste items into the sewers. The Ordinance provides for fines up to \$1,000 per day for violation of the Ordinance.

Over the past several years, Lift Station #22 has experienced repeated pump clogs from wipes/towelettes/rags/latex gloves, etc. To remove these clogs, staff has to be dispatched to the lift station, pull the pumps with a truck crane, and then manually remove the clog mass from the pump impellers. Staff has been working proactively with the facilities during this time to reduce the volume and occurrences of these Sewer Use Ordinance violations. In discussions with both facilities, it was determined that it would be beneficial to replace the pumps with a type that can "chop" the rags/wipes similar to a household garbage disposal. In discussions with both facilities, the parties have agreed to pay one-third each (\$26,588.50 each) with the final third being paid by the City.

The attached, "Agreement regarding the Installation and Payment for Replacement of Pump Servicing Lift Station #22" was prepared by the City's legal counsel and has been executed by both the Springs and the Fountains. The agreement provides for the cost sharing of the purchase of the pumps, with installation by the City (Public Works staff) at no cost to the facilities. The agreement also stipulates that all parties agree to continue to work cooperatively together and meet semi-annually to review manhole inspections and staff education efforts. The agreement does not relieve the facilities from taking measures to prevent further introduction of inappropriate items into the waste stream.

Recommendation:

Staff recommends execution of the agreement. Both facilities have signed the agreement. Funds have been approved for this project in the current budget.

Votes Required to Pass:

Resolution: Simple Majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement with Watermark Crystal Lake, LLC d/b/a The Fountains at Crystal Lake and The Springs at Crystal Lake, LLC, d/b/a The Springs at Crystal Lake for the cost sharing of replacement pumps for Lift Station #22.

DATED this 19th day of June, 2018.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 19, 2018
APPROVED: June 19, 2018