



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
December 18, 2018
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – December 4, 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. **Class 16 Temporary Liquor License – Knights of Columbus Fr. McCormick Council #3880.**
 - b. **Abatement Ordinance - Taxable General Obligation Bond, Series 2009A and 2009B**
 - c. **Abatement Ordinance - General Obligation Bonds, Series 2012**
 - d. **Abatement Ordinance - General Obligation Bonds, Series 2013A**
 - e. **Abatement Ordinance – General Obligation Refunding Bonds, Series 2014**
 - f. **Abatement Ordinance – Special Service Area No. 43, Crystal Heights Subdivision.**
 - g. **Abatement Ordinance – Special Service Area No. 44, Tracy Trail Subdivision.**
 - h. **Ordinance for Levying Special Service Area No. 47 taxes for tax year 2018.**
 - i. **Annexation Public Hearing Continuation – Chicago Title Land Trusts 1004004149 & 1004004152**
 - j. **Cancellation of January 1, 2019 Regular City Council meeting.**
 - k. **Resolution approving the 2019 City Council meeting schedule.**
10. **The Residences of Crystal Lake, 355 Station Drive – Final Plat of Subdivision for two lots and Final Planned Unit Development and Special Use Permit for a continuing care retirement community without nursing facilities.**
11. **Crystal Lake Park District – Liquor License change of location to the Main Beach Pavilion Hall, 300 Lakeshore Drive.**
12. **316 Douglas Avenue – Variations to allow for the construction of a new detached garage.**

13. **140 Pomeroy Avenue – Variations to enlarge a non-conforming structure and a Special Use Permit for an accessory structure greater than 900 square feet to allow for an addition to the existing detached garage.**
14. **Three Oaks Recreation Area – Medela LLC Special Event Request for June 22, 2019.**
15. **City of Crystal Lake, 530 Edgebrook Drive – Special Use Permit for a new Water Treatment Plant.**
16. **2019 Intergovernmental Agreement – MCRide Program.**
17. **Resolution Supporting FEMA Pre-Disaster Mitigation Grant Funding Pine Street/Oriole Trail/ Crystal Lake Avenue Stormwater Solutions Study Area.**
18. **Contract Award – Tree Pruning Services.**
19. **Intergovernmental Agreement with the Illinois Department of Transportation (IDOT) for the Route 176 at Haligus Road/Mt. Thabor Road Intersection Improvement.**
20. **Resolution Appropriating Funding for the City of Crystal Lake Contribution to the Illinois Department of Transportation (IDOT) Route 176 at Haligus Road/Mt. Thabor Road Intersection Improvement.**
21. **Motor Fuel Tax Appropriation for the Route 176 at Haligus Road/Mt. Thabor Road Intersection Improvement.**
22. **Letter of Intent – Route 47 Improvement from Reed Road to Route 14.**
23. **ComEd Street Lighting Agreements for New Installations – Woodlore Estates Subdivision.**
24. **Property Tax Levy Ordinance – Truth in Taxation Public Hearing.**
25. **Council Inquiries and Requests.**
26. **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.**
27. **Reconvene to Regular Session.**
28. **Adjourn.**

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



Agenda Item No: 9a

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	Class 16 Temporary Liquor License Request – Knights of Columbus Fr. McCormick Council #3880
<u>Staff Recommendation:</u>	Motion to approve issuance of a Class “16” Temporary Liquor License to the Knights of Columbus Fr. McCormick Council #3880
<u>Staff Contact:</u>	Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Fr. McCormick Council #3880 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their annual Parish Polish Dinner being held at the St. Thomas the Apostle Church, located at 451 West Terra Cotta Avenue, on Saturday, January 12, 2019 from 5:30 p.m. to 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Taxable General Obligation Bond, Series 2009 Abatement

Staff Recommendation: Motion to adopt the Abatement Ordinance for the 2009A and 2009B Taxable General Obligation Bond Issue

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

Background:

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

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

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

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018
TO PAY THE PRINCIPAL AND INTEREST ON \$17,435,000 TAXABLE GENERAL
OBLIGATION BONDS, SERIES 2009 OF THE CITY OF CRYSTAL LAKE, MCHENRY
COUNTY, ILLINOIS**

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

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 14 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2020; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2018 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2018 in the Ordinance is hereby abated in its entirety.

DRAFT

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.

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

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

Passed by the Corporate Authorities on: _____
Approved: _____

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018

Approved: December 18, 2018



Agenda Item No: 9c

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	General Obligation Bonds, Series 2012 Abatement
<u>Staff Recommendation:</u>	Motion to adopt the Abatement Ordinance for the 2012 General Obligation Bond Issue
<u>Staff Contact:</u>	George Koczvara, Director of Finance Laura Herrig, Assistant Finance Director

Background:

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

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

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

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018
TO PAY THE PRINCIPAL AND INTEREST ON \$9,235,000 GENERAL OBLIGATION
BONDS, SERIES 2012 OF THE CITY OF
CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

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

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 16 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2020; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2018 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2018 in the Ordinance is hereby abated in its entirety.

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Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.

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

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

Passed by the Corporate Authorities on _____
Approved _____

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018

Approved: December 18, 2018



Agenda Item No: 9d

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: General Obligation Bonds, Series 2013A Abatement

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

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

Background:

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

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

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018
TO PAY THE PRINCIPAL AND INTEREST ON \$9,465,000 GENERAL OBLIGATION
BONDS, SERIES 2013A OF THE CITY OF
CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

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

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 15 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2020; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2018 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2018 in the Ordinance is hereby abated in its entirety.

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Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.

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

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

Passed by the Corporate Authorities on _____
Approved _____

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018
Approved: December 18, 2018



Agenda Item No: 9e

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	General Obligation Refunding Bonds, Series 2014 Abatement
<u>Staff Recommendation:</u>	Motion to adopt the Abatement Ordinance for the 2014 General Obligation Bond Issue
<u>Staff Contact:</u>	George Koczvara, Director of Finance Laura Herrig, Assistant Finance Director

Background:

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

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

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018
TO PAY THE PRINCIPAL AND INTEREST ON \$7,610,000 GENERAL OBLIGATION
REFUNDING BONDS, SERIES 2014 OF THE CITY OF
CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

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

WHEREAS, the City will have money in the “Bond Fund” established pursuant to Section 12 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2020; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2018 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2018 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.

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

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

Passed by the Corporate Authorities on _____
Approved _____

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018

Approved: December 18, 2018



Agenda Item No: 9f

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	Special Service Area Number 43, Crystal Heights Subdivision Abatement
<u>Staff Recommendation:</u>	Motion to adopt the Abatement Ordinance for certain properties within Special Service Area Number 43, Crystal Heights Subdivision
<u>Staff Contact:</u>	George Koczvara, Director of Finance Laura Herrig, Assistant Finance Director

Background:

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

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

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

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

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE TAX
YEAR 2018 FOR CERTAIN PROPERTIES IN THE CRYSTAL HEIGHTS
SUBDIVISION, CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS**

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

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

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

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

Section 1. Abatement of Tax. The tax heretofore levied for the tax year 2018 in the

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Ordinance is hereby abated for:

- 415 E Crystal Lake Avenue (PIN 19-04-127-018),
- 417 E Crystal Lake Avenue (PIN 19-04-201-019),
- 14 John Street (PIN 19-04-127-003),
- 21 John Street (PIN 19-04-126-033),
- 24 John Street (PIN 19-04-127-005 and 19-04-127-006),
- 25 John Street (PIN 19-04-126-022),
- 30 John Street (PIN 19-04-127-007),
- 31 John Street (PIN 19-04-126-023),
- 37 John Street (PIN 19-04-126-024),
- 42 John Street (PIN 19-04-127-009),
- 43 John Street (PIN 19-04-126-025),
- 52 John Street (PIN 19-04-127-010),
- 55 John Street (PIN 19-04-126-027),
- 60 John Street (PIN 19-04-127-019),
- 66 John Street (PIN 19-04-127-022),
- 4 Kent Avenue (PIN 19-04-202-001),
- 5 Kent Avenue (PIN 19-04-201-003),
- 10 Kent Avenue (PIN 19-04-202-026),
- 11 Kent Avenue (PIN 19-04-201-022),
- 16 Kent Avenue (PIN 19-04-202-013),
- 23 Kent Avenue (PIN 19-04-201-007),
- 29 Kent Avenue (PIN 19-04-201-020),
- 33 Kent Avenue (PIN 19-04-201-010),

DRAFT

36 Kent Avenue (PIN 19-04-202-016),

41 Kent Avenue (PIN 19-04-201-011),

52 Kent Avenue (PIN 1-04-202-019), Crystal Lake, Illinois.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the Treasurer of the County of McHenry, Illinois, and it shall be the duty of said Treasurer to abate said tax levied associated with the parcels identified in Section 1 of this Ordinance, for the tax year 2018 in accordance with the provisions hereof.

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

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

Passed by the Corporate Authorities on _____
Approved _____

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

DRAFT

Recorded in the City Records on

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018

Approved: December 18, 2018



Agenda Item No: 9g

**City Council
Agenda Supplement**

Meeting Date:

December 18, 2018

Item:

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

Staff Recommendation:

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

Staff Contact:

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

Background:

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

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

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

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE TAX YEAR 2018 TO PAY THE PRINCIPAL AND INTEREST ON \$750,000 SPECIAL SERVICE AREA NUMBER 44 BONDS, SERIES 2007 OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS

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

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

WHEREAS, all owners have made their annual payment and shall be entitled to a rebate of 2018 taxes unless they are abated;

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

Section 1. Abatement of Tax. The tax heretofore levied for the tax year 2018 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the tax year 2018 in accordance with the provisions hereof.

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

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

Passed by the Corporate Authorities on _____
Approved _____

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

DRAFT

Recorded in the City Records on

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018

Approved: December 18, 2018



Agenda Item No: 9h

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Special Service Area Number 47

Staff Recommendation: Motion to adopt the Ordinance for levying Special Service Area Number 47 taxes for tax year 2018

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

Background:

The Crystal Lake Watershed Stormwater Management Program Implementation Plan (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.

Habitat for Humanity of Northern Fox Valley has proposed a residential development within the City upon the property generally described as 431 S. McHenry Avenue, 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.

City staff recommends that the City Council approve the attached ordinance that provides official direction to the County Clerk to levy taxes for the 2018 tax year. Said taxes shall be utilized for the purpose of inspection, maintenance and repair of stormwater management facilities in Special Service Area Number 47.

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake

**AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 47 IN
THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS FOR TAX YEAR
2018**

WHEREAS, the Mayor and City Council (the “Corporate Authorities”) of the City of Crystal Lake, McHenry County, Illinois (the “City”), by Ordinance adopted on the 1st day of May, 2018 (the “Ordinance”), did provide for establishing Special Service Area Number 47 and the imposition of a tax at a rate sufficient to pay the cost of providing special services in and for such area.

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

Section 1. There is hereby levied over all taxable property within the City of Crystal Lake Special Service Area Number 47 the total sum of \$1,500.00 for the 2018 tax year.

The approximate street location for the area is on the East side of McHenry Avenue south of the intersection with Lake Street.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois.

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

DRAFT

Mayor.

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

Passed by the Corporate Authorities on _____
Approved _____

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018

Approved: December 18, 2018



Agenda Item No: 9i

**City Council
Agenda Supplement**

Meeting Date: December 18, 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 February 19, 2019 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 February 19, 2019 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.



Agenda Item No. 9j

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Cancellation of January 1, 2019 Regular City Council meeting.

Staff Recommendation: City Council Discretion

Staff Contact: Gary J. Mayerhofer, City Manager

Background:

The first Tuesday in January will be January 1, 2019. It appears that the January 1st City Council agenda would be brief and any pending items could be deferred to the January 15th meeting. According to State Statute (5 ILCS 120/2.01), no meeting required by the Illinois Open Meetings Act “shall be held on a legal holiday unless the regular meeting day falls on that holiday.” In recognition of the holiday, it is recommended that the January 1, 2019 City Council meeting be canceled.

Votes Required to Pass:

Simple Majority.



Agenda Item No: 9k

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Resolution Approving 2019 City Council Meeting Schedule

Staff Recommendation: Staff recommends adoption of the Resolution Approving 2019 City Council Meeting Schedule

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

This resolution approves the 2019 schedule of City Council meetings which is required to be published by the Open Meetings Act.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2, which requires public notice of an annual meeting schedule, the City Council approves the attached 2019 Calendar of Regularly Scheduled Meetings and authorizes its publication.

DATED this 18th day of December, 2018.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: December 18, 2018
Approved: December 18, 2018

CITY OF CRYSTAL LAKE 2019 CALENDAR OF REGULARLY SCHEDULED MEETINGS

The following schedule designates the place, time, and date of all regularly scheduled meetings of the City Council, Boards and Commissions. For further information please call the City Manager's Office at (815) 459-2020.

CITY COUNCIL

Place: Municipal Complex, City Council Chambers, 100 W. Woodstock Street

Date: 1st and 3rd Tuesday

One meeting in January

Time: 7:30 p.m.

January 15	April 2, 16	July 2, 16	October 1, 15
February 5, 19	May 7, 21	August 6, 20	November 5, 19
March 5, 19	June 4, 18	September 3, 17	December 3, 17

Workshop Meetings

Place: Municipal Complex, City Council Chambers, 100 W. Woodstock Street

Date: 2nd Tuesday

Time: 7:30 p.m.

January 8	April 9	July 9	October 8
February 12	May 14	August 13	November 12
March 12	June 11	September 10	December 10



Agenda Item No: 10

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION Senior Housing – The Residences of Crystal Lake
<u>Requests:</u>	1. Final Plat of Subdivision for two lots, and 2. Final Planned Unit Development and Special Use Permit for a continuing care retirement community without nursing facilities.
<u>Petitioner:</u>	Tim Hedges and John Green, DKI, petitioners 355 Station Drive
<u>PZC Recommendation:</u>	To approve the PZC recommendations and adopt an ordinance granting the Final Plat of Subdivision and Final PUD for DKI at 355 Station Drive.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, City Planner

Background:

- The project received Preliminary PUD approval with a rezoning to Office and a preliminary plat of subdivision on October 3, 2017.
- The project has received funding through the Illinois Housing Development Authority's tax credit program.
- The project features affordable age-restrictive housing for independent seniors. Amenities are provided in the apartment-style living facility including a theater, community room with library and personal storage areas.
- The Final PUD submittals are in substantial conformance with the approved Preliminary PUD.

PZC Highlights:

- The PZC members were glad that the project received funding and would be moving forward. They were very appreciative that the petitioners complied with everything from the Preliminary PUD approval and have further enhanced the project.

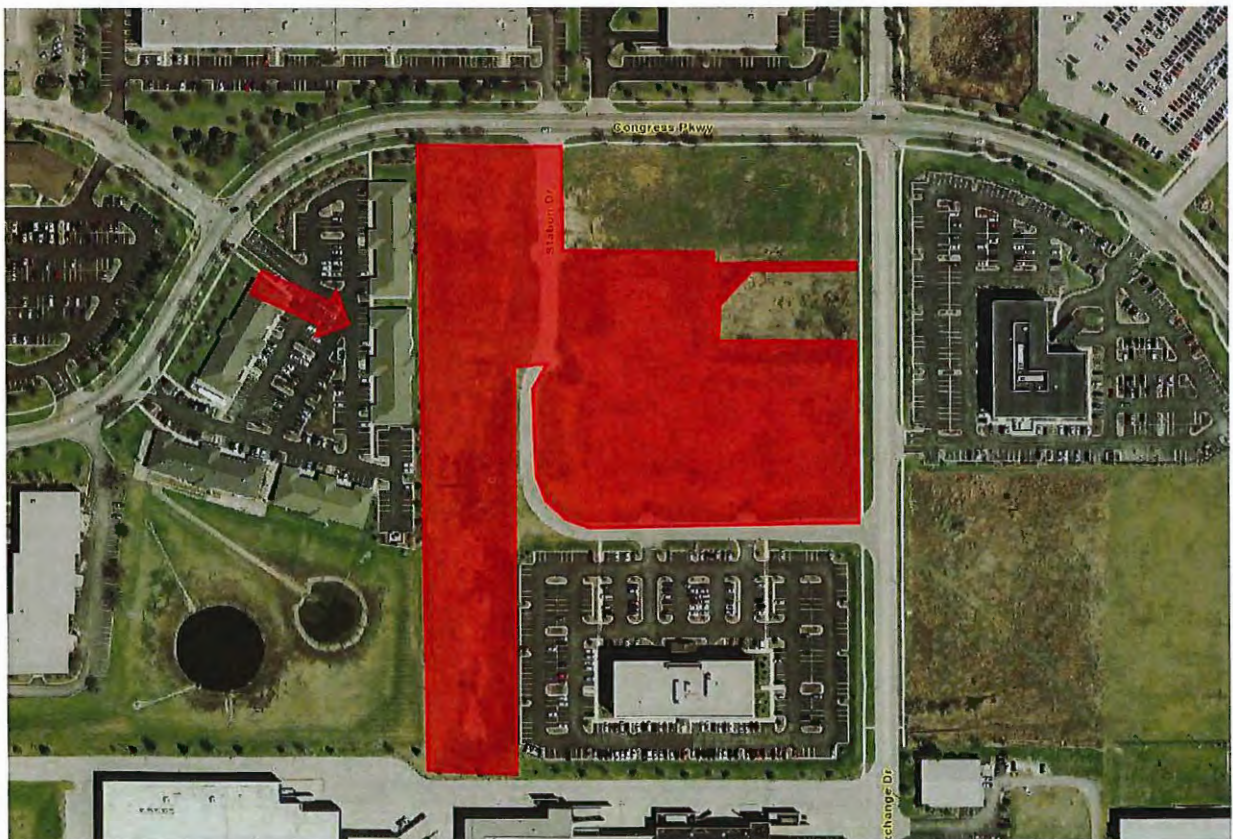
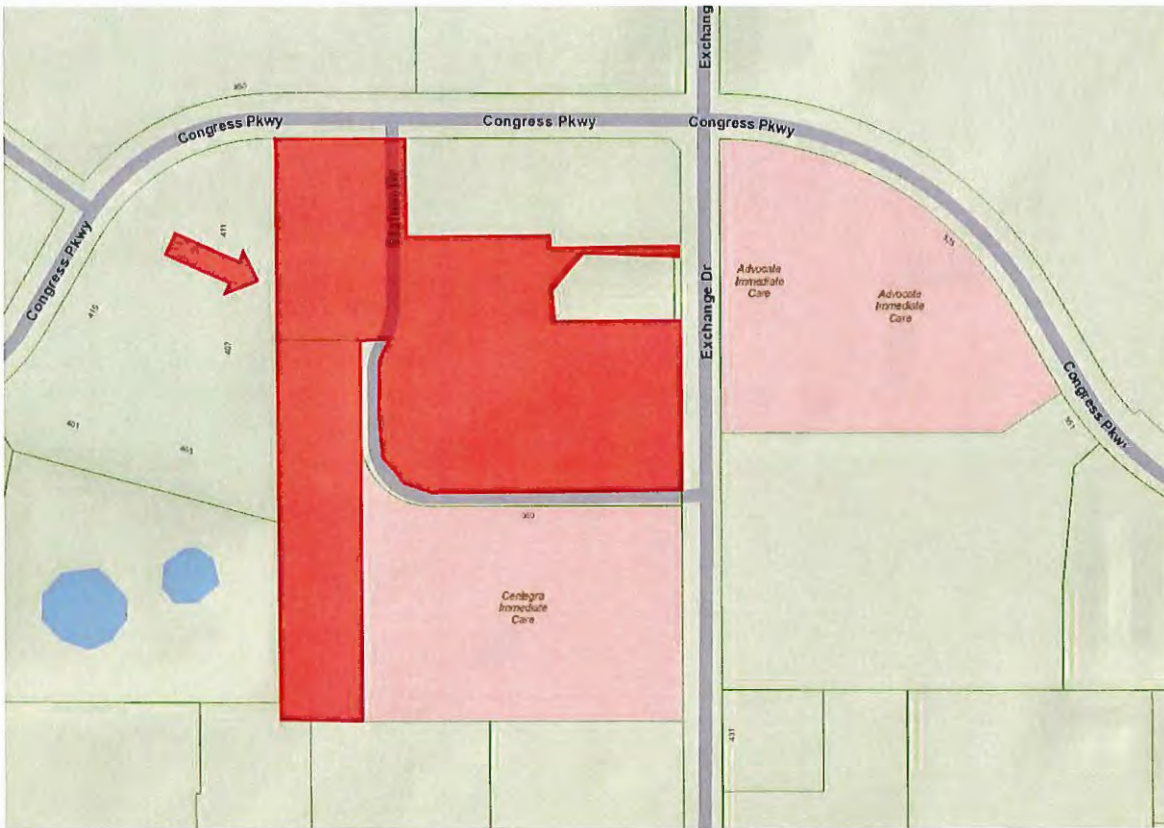
- The PZC reviewed the Findings of Fact and found that the petition meets the criteria.

The PZC recommended **approval (7-0)** 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 (DKI Inc., received 10/29/18)
 - B. Plat of Resubdivision (Morris Engineering, Inc., dated 10/01/18, received 10/29/18)
 - C. Site Plan (Groundwork Ltd., dated 10/26/18, received 10/29/18)
 - D. Colored Site Plan (Groundwork, Ltd., dated 10/26/18, received 10/29/18)
 - E. Landscape Plan (Krogstad, dated 10/26/18, received 10/29/18)
 - F. Elevations (Urban Works, dated 10/23/18, received 10/29/18)
 - G. Colored Elevations (Urban Works, dated 10/26/18, received 10/29/18)
 - H. Floor Plans (Urban Works, dated 10/23/18, received 10/29/18)
 - I. Engineering Plans (Groundwork Ltd., dated 10/26/18, received 10/29/18)
 - J. Stormwater Management Report (Groundwork Ltd., dated 10/26/18, received 10/29/18)
 - K. Sign (DKI Inc., dated 10/26/18, received 10/29/17)
2. Elevations:
 - A. Increase the size of the roof dormers to more significant architectural features and side them with veneer cast stone or material that appears to resemble the cast stone, providing some contrast.
3. Landscape Plan
 - A. Work with staff to add some additional shrubs in the three landscape islands on the north side of the site and along the perimeter of the northern most parking area.
4. Final Plat of Subdivision.
 - A. Work with staff to clarify the new lot naming and provide all required plat notations.
 - B. Provide a Mylar ready for City signatures after approval.
5. The petitioner shall contribute 10% of the cost for the planned traffic signal at Congress Parkway and Exchange Drive.
6. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Police, Public Works, and Community Development Departments in addition to the City's stormwater consultant.

Votes Required to Pass: A simple majority.

PLN-2018-00149 DKI Senior Housing - Final PUD and Final Plat of Subdivision



DRAFT

Ord. No.

File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A FINAL PLAT OF
SUBDIVISION AND FINAL PLANNED UNIT DEVELOPMENT
FOR THE RESIDENCES OF CRYSTAL LAKE**

WHEREAS, pursuant to the terms of the Petition (File #PLN-2018-149) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final Plat of Subdivision for two lots; and Final Planned Unit Development for a continuing care retirement community without nursing facilities for 60 residential units; and

WHEREAS, on December 5, 2018, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public meeting 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 Plat of Subdivision and Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-149, dated as of December 6, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Final Plat of Subdivision and a 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 Plat of Subdivision for two lots; and Final Planned Unit Development for a continuing care retirement community without nursing facilities for 60 residential units be granted for the property located at (355 Station Drive) (19-04-404-002, 19-04-404-005, and 19-04-404-003), Crystal Lake, Illinois.

SECTION II: That the Final Plat of Subdivision and a 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 (DKI Inc., received 10/29/18)

DRAFT

Ord. No.

File No.

- B. Plat of Resubdivision (Morris Engineering, Inc., dated 10/01/18, received 10/29/18)
 - C. Site Plan (Groundwork Ltd., dated 10/26/18, received 10/29/18)
 - D. Colored Site Plan (Groundwork, Ltd., dated 10/26/18, received 10/29/18)
 - E. Landscape Plan (Krogstad, dated 10/26/18, received 10/29/18)
 - F. Elevations (Urban Works, dated 10/23/18, received 10/29/18)
 - G. Colored Elevations (Urban Works, dated 10/26/18, received 10/29/18)
 - H. Floor Plans (Urban Works, dated 10/23/18, received 10/29/18)
 - I. Engineering Plans (Groundwork Ltd., dated 10/26/18, received 10/29/18)
 - J. Stormwater Management Report (Groundwork Ltd., dated 10/26/18, received 10/29/18)
 - K. Sign (DKI Inc., dated 10/26/18, received 10/29/17)
2. Elevations:
- A. Increase the size of the roof dormers to more significant architectural features and side them with veneer cast stone or material that appears to resemble the cast stone, providing some contrast.
3. Landscape Plan
- A. Work with staff to add some additional shrubs in the three landscape islands on the north side of the site and along the perimeter of the northern most parking area.
4. Final Plat of Subdivision.
- A. Work with staff to clarify the new lot naming and provide all required plat notations.
 - B. Provide a Mylar ready for City signatures after approval.
5. The petitioner shall contribute 10% of the cost for the planned traffic signal at Congress Parkway and Exchange Drive.
6. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Police, Public Works, and Community Development Departments in addition to the City's stormwater consultant.

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 Final Planned Unit Development & Final Plat of Subdivision 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.

DRAFT

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018
Approved: December 18, 2018



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	Approval of the Crystal Lake Park District liquor license change of location.
<u>Staff Recommendation:</u>	Motion to approve a change of the location for the Crystal Lake Park liquor license to the Main Beach Pavilion Hall, 300 Lake Shore Drive.
<u>Staff Contact:</u>	Eric T. Helm, Deputy City Manager

Background:

The Crystal Lake Park District holds a Class 12 liquor license for the Park Place Banquet Hall, located at 406 W. Woodstock Street. As the Council may recall, Park Place has been sold to a new owner, with a scheduled closing on December 21, 2018. As such, the Crystal Lake Park District is requesting the location of its current Class 12 liquor license be changed to the Main Beach Pavilion Hall at 300 Lake Shore Drive. Section 329-13 of the Liquor License Provisions of the City Code states that the location of an establishment holding a liquor license may be changed only upon approval of the Mayor and City Council.

The only change requested for the Park District Class 12 liquor license is a change in facility location. The Park District will continue to follow all requirements of the Class 12 license at the proposed new location. Liquor service would only be available for closed events held at the Main Beach Pavilion, and limited to event attendees only. No one from the general public would be able to access events or be served.

Hours for the Class 12 license at Main Beach would be the same as those allowed at Park Place:

Monday through Thursday and Sunday:	9:00 a.m. to 11:00 p.m.
Friday and Saturday:	9:00 a.m. to midnight

The current use of the Main Beach property is *Park and Recreation*, which is allowed in the RE Residential Estate zoning district. Part of the current routine use of a park facility is special events, which may or may not have alcohol present. The use of the Main Beach facility for events does not alter their principal use of *Park and Recreation*. The authorization to receive a Class 12 Liquor License for this location has been reviewed and approved by the City's Zoning Administrator and legal counsel.

Votes Required to Pass: A simple majority.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

December 18, 2018

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

1. Variation from Article 3-200(A)(4) to allow a 3-foot interior side yard setback, a variation of 2 feet for a detached garage.
2. Variation from Article 3-200(A)(4) to allow a 2-story accessory structure, a variation of one story.
3. Variation from Article 3-200(A)(4) to allow a 54% impervious surface coverage, a variation of 4%.

Petitioner:

Stephen Connell, petitioner
316 Douglas Avenue

PZC Recommendation:

To approve the PZC recommendation and adopt an ordinance granting the variations for the detached garage at 316 Douglas Avenue.

Staff Contact:

Michelle Rentzsch, Community Development Director
Kathryn Cowlin, Assistant City Planner

Background:

- Existing Use: The subject property is a single-family home with an existing detached garage.
- The subject property is located in the Crystal Lake Watershed.
- The previous zoning ordinance allowed for accessory structures to be 15 feet in height and two stories. The current ordinance allows for accessory structures to be 15 feet in height and one story.
- Three height variations for accessory structures have been granted since the UDO was adopted in 2009.

Request:

- The petitioner is requesting variations from the 5-foot interior side yard setback requirement, impervious surface coverage and height requirement to allow for the construction of a new detached garage.

- The existing garage would be removed and replaced with the new garage. The new garage would be constructed at a 3-foot side yard setback, the same as the existing nonconforming garage.
- The proposed garage is 18 feet in height and the UDO allows for accessory structures to be 15 feet in height and one story. The proposed garage is greater than one story as there is space between the floor and space above it (UDO definition of story).
- A variation from the 50% impervious surface coverage is included as City staff calculated the proposed impervious surface coverage at 54%. The petitioner calculated the impervious surface coverage at 50.4%.

PZC Highlights:

- The PZC agreed with the petitioner that the small lot size created a hardship.
- The petitioner agreed with the recommended conditions.
- The PZC stated the Findings of Fact had been met.

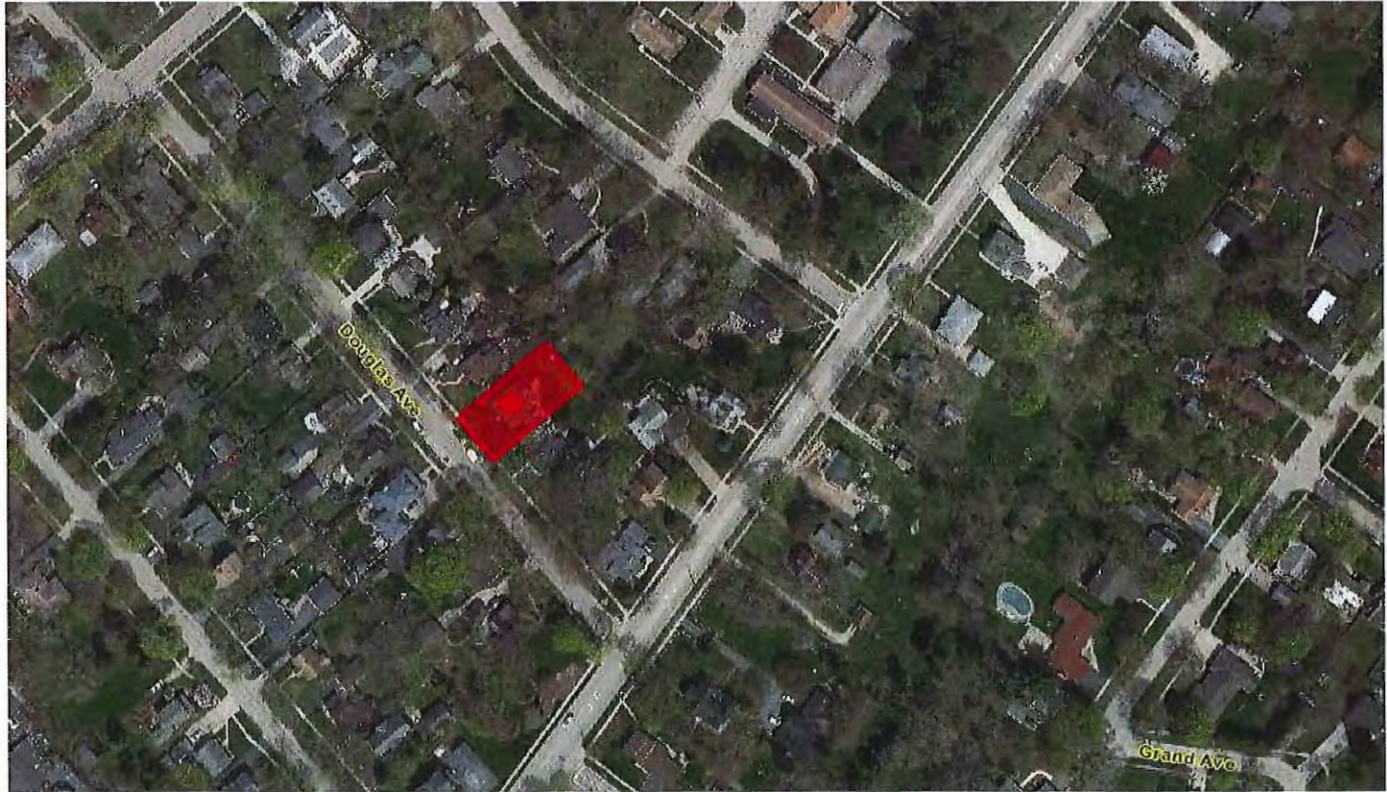
The PZC recommended **approval (6-1)** of the petitioner’s request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Connell, dated 11/01/18, received 11/05/18)
 - B. Site Plan (received 11/05/18)
 - C. Sketch of garage (received 11/05/18)
2. The detached garage must meet the 5-foot rear yard setback requirement.
3. The detached garage height will be allowed as presented based on the pattern book discussions and intentions of the UDO. ~~must be reduced to meet the accessory structure height requirements (one story and 15 feet), to be consistent with other garage projects.~~ **(Revised by the PZC)**
4. The total of all property improvements shall strive to meet ~~cannot exceed~~ the 50% impervious surface coverage requirement as presented. **(Revised by the PZC)**
5. All improvements must comply with the Watershed Ordinance requirements.
6. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass:

A simple majority.

PLN-2018-00159 – CONNELL – 316 DOUGLAS AVE.



DRAFT

Ord. No.

File No.



The City of Crystal Lake Illinois

AN ORDINANCE GRANTING VARIATIONS
AT 316 DOUGLAS AVENUE

WHEREAS, pursuant to the terms of the Application (File #PLN-2018-00159) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variations from: A. Article 3-200(A)(4) to allow a 3-foot interior side yard setback, a variation of 2 feet for a detached garage; B. Article 3-200(A)(4) to allow a 2-story accessory structure, a variation of one story; and C. Article 3-200(A)(4) to allow a 54% impervious surface coverage, a variation of 4%; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on November 20, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on December 5, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variations; and

WHEREAS, on December 5, 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 Variations be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-00159, dated as of December 6, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variations 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 1: That a Variations be granted from the Crystal Lake Unified Development Ordinance Variations from: A. Article 3-200(A)(4) to allow a 3-foot interior side yard setback, a variation of 2 feet for a detached garage; B. Article 3-200(A)(4) to allow a 2-story accessory structure, a variation of one story; and C. Article 3-200(A)(4) to allow a 54% impervious surface coverage, a variation of 4% at the property at 316 Douglas Avenue (19-05-156-022), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Connell, dated 11/01/18, received 11/05/18)
 - B. Site Plan (received 11/05/18)
 - C. Sketch of garage (received 11/05/18)
2. The detached garage must meet the 5-foot rear yard setback requirement.
3. The detached garage height will be allowed as presented based on the pattern book discussions and intentions of the UDO.
4. The total of all property improvements shall strive to meet the 50% impervious surface coverage requirement as presented.
5. All improvements must comply with the watershed ordinance requirements.
6. The petitioner shall address all of the review comments and requirements of the 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.

DRAFT

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018
Approved: December 18, 2018



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

December 18, 2018

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

1. Variation from Article 4-600(E)(2) to allow a 4.89-foot rear yard setback, a variation of 15.11 feet for a garage addition.
2. Variation from Section 7-300(B)(4) enlargement of a non-conforming structure.
3. A Special Use Permit for a 1,028 square-foot accessory structure.

Petitioner:

Robert Cahill, petitioner
140 Pomeroy Avenue

PZC Recommendation:

Motion to deny the request.

Staff Contact:

Michelle Rentsch, Director of Community Development
Kathryn Cowlin, Assistant City Planner

Background:

- Existing Use: The subject property is a single-family home with an existing 717 square-foot detached garage.
- The subject property is located in the Crystal Lake Watershed.

Request:

- The petitioner is requesting a variation from the rear yard setback requirement, a variation to enlarge a nonconforming structure and a Special Use Permit for an accessory structure greater than 900 square feet to allow for an addition to the existing detached garage.
- The existing detached garage was constructed decades ago and is considered nonconforming since the rear yard setback requirement for accessory structures is not met.
- The addition would increase the square footage of the detached garage to 1,028 square feet and would require a special use permit.
- **After the PZC meeting, the petitioner submitted a letter, which is attached with this packet, stating the hardship for the request is the existing lot constraints. The home, which was built in 1914, is set back over 140 feet from the front property line. The property is a corner lot, which limits the buildable area for a second detached garage. The petitioner also stated the addition to the existing detached garage would not negatively impact the character of the neighborhood.**

PZC Highlights:

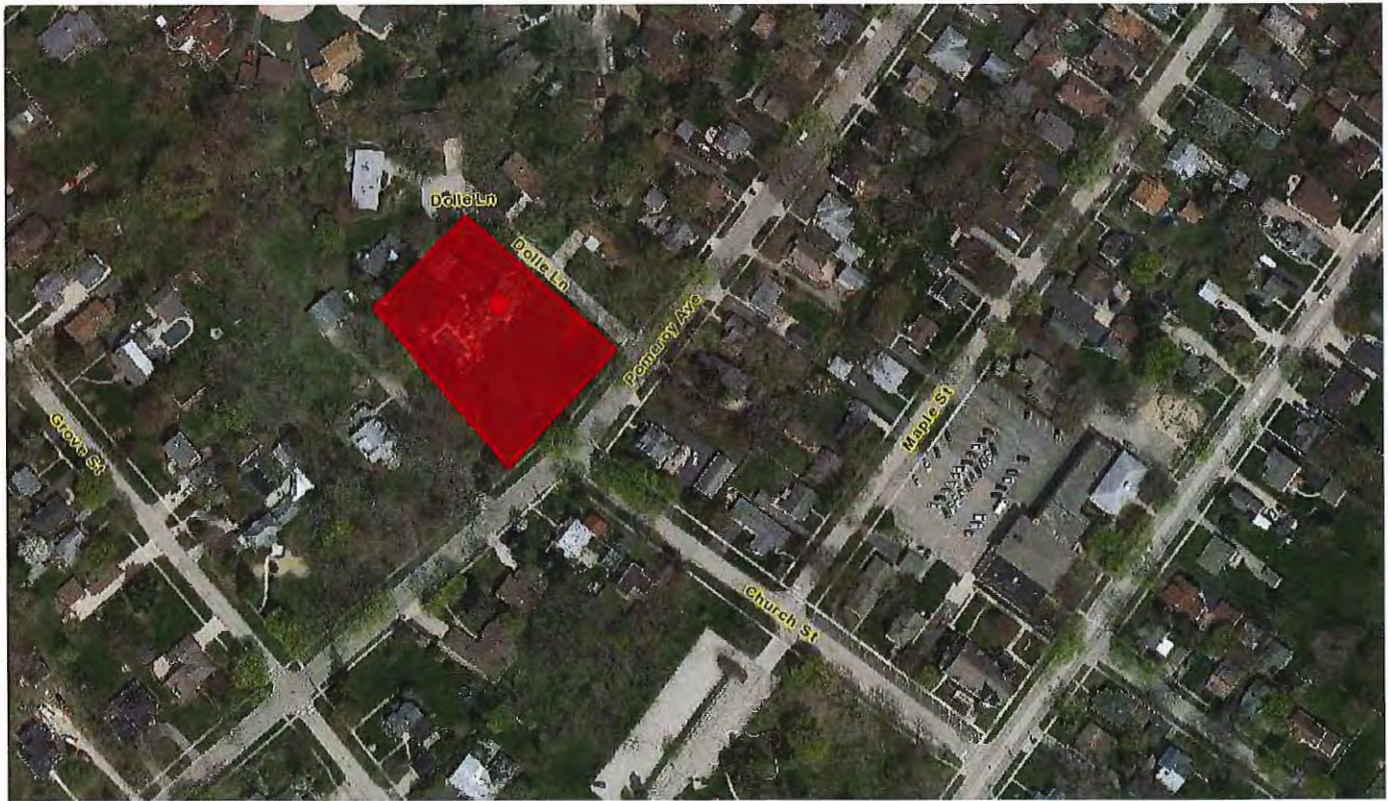
- The PZC asked if the neighbor had any concerns with the addition. The petitioner stated that he has spoken with the neighbors in the cul-de-sac and no one had an issue with the addition. The immediately adjacent neighbor does not have windows along the side of the addition.
- The PZC questioned the hardship for the request and asked that the petitioner determine the hardship prior to the City Council meeting.
- The PZC stated that the petition as presented did not meet the Findings of Fact since a hardship was not presented at the meeting.

The PZC made a motion to recommend the petitioner's request with the following conditions and the motion **failed (3-4)**. In the event the City Council approves the request, such approval should be made subject to the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Cahill, dated 10/26/18, received 10/26/18)
 - B. Plat of Survey (received 10/30/18)
 - C. Sketch of garage (Cahill, received 10/26/18)
2. The addition must match the siding and roofing material of the existing garage.
3. All improvements must comply with the watershed ordinance requirements.
4. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: Any proposed variation which fails to receive the approval of the Commission shall not be passed except by the favorable vote of at least 2/3 of all the City Council members. A super majority would be required to approve the request.

PLN-2018-00148 CAHILL – 140 POMEROY AVE





Agenda Item No: 14

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	Medela LLC Special Event at Three Oaks Recreation Area
<u>Council Discretion:</u>	Motion authorizing approval of the Medela LLC company picnic, to be held on Saturday, June 22, 2019, at Three Oaks Recreation Area, subject to the recommended conditions.
<u>Staff Contact:</u>	Eric T. Helm, Deputy City Manager

Background:

Medela LLC is requesting approval for their company picnic at Three Oaks Recreation Area on Saturday, June 22, 2019 from 5:30 a.m. (tent set up) to 3:30 p.m. The actual event time will be from 11:30 a.m. to 3:30 p.m. Medela was founded in 1961 by Olle Larsson in Zug, Switzerland and provides medical devices for nursing mothers. The first USA subsidiary was established in Crystal Lake in 1981. Medela moved their U.S. headquarters to McHenry in 1999. Medela held their annual employee picnic at Three Oaks Recreation Area for the first time on June 23, 2018. Three Oaks Recreation Area is their preferred location based on the great amenities and close proximity to the homes of many of their employees. The 2018 event was successful and the City was pleased with the applicant's performance. The 2019 event details mirror those from 2018.

Medela would like to hold the company picnic at Three Oaks Recreation Area again in 2019. The company is requesting approval for rental of the Picnic Grove Pavilion and surrounding grass area for 500 guests and exclusive use of the upper parking lot (135 parking spaces). During this event, the public will be inconvenienced in the following ways:

- The petitioner will have exclusive use of the picnic grove, including the pavilion.
- The petitioner is requesting exclusive use of the upper parking lot in order to accommodate a majority of the attendees from 11:00 a.m. – 3:30 p.m. 135 vehicles can be accommodated in the upper lot. The remaining vehicles will be directed to park off site. Medela is requesting a shuttle from off-site parking be approved to run from the lot to a designated drop off location. *No event parking will be allowed in the Quarry Cable Park parking lot or the main parking lot.*
- The City expects that the park's amenities will be busier than usual, which could create longer lines and wait times for entry to the parking lot, beach, marina and other park amenities.

City Staff Review

City Staff has reviewed the event and recommended several conditions in order to minimize inconvenience to the public. The operations at the park will be open as normal throughout the day. Staff suggests the installation of a barrier (Snow Fence around Picnic Grove) by the petitioner to separate event activities from the general public. Signage will also be utilized to notify guests of Three Oaks that the picnic may interfere with parking availability. Finally, the main parking lot and the Quarry Cable parking lot will be reserved for the general public and attendees will not be allowed to park in these areas. When the upper parking lot is filled with event attendees, additional attendee vehicles will be directed to off-site parking.

The City of Crystal Lake, along with the Crystal Lake Police and Fire Rescue Departments, have provided support and feedback. The Police Department advised that additional staff at the park on the day of the event will not be necessary. Staff will notify the Police Department prior to the event and an Officer will be posted to respond to any incident at the park. The Fire Rescue Department will be on site to inspect any tents or objects that are larger than 400 square feet. Fire safety hazards and placement of the portable toilets will be inspected as well.

There will be no impact to the Board House or Quarry Cable Park and Grille. The marina will be open during the event, and the event may draw participants to utilize the Beach and Quarry Cable Park and Grille after the completion of their company picnic. A staff member will be positioned at the entrance of the Quarry Cable Park parking lot to ensure that only Quarry Cable Park customers use this lot.

With great success last year, Medela will again pay for car passes for employees who are not Crystal Lake residents and all Medela guests will receive a wristband with beach tear off tags. The coordination of a shuttle service for the company's employees to park in an off-site location functioned beautifully in the previous year. The City and Medela would like to continue this plan as this would greatly reduce the amount of parking spaces used for the event and allow non-event patrons access to the park.

Required Petitioner Fees

<i>Fee Type</i>	<i>Amount</i>
Refundable Pavilion Deposit	\$150
Refundable Tent Damage Deposit (over 200 people)	\$1000
Total Refundable Fees	\$1,150
Application Fee	\$75
Out of Town Fee	\$150

Non-Resident Pavilion Rental Fee (Picnic Grove Pavilion)	\$360
Three Oaks Staffing Fee (4 employees/\$15 per hour/5 hours)	\$300
Preparation, Cleaning & Restoration Fee (as needed/ 3 staff members / \$30 per hour/ 2 hours)	\$180
Table Moving Fee (as needed)	\$25
Sound System Fee	\$75
Police Staffing Fee (if necessary, 2 Officers/\$72 per hour/4 hours)	\$576
Total Non-Refundable Fees	\$1,741

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Three Oaks Recreation Area Conditions:
 - a. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements.
 - b. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
 - c. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
 - d. Installation of a barrier (snow fence) around the Picnic Grove Area. Location to be approved by City staff.
 - e. Receive approval from 3rd party property owners for off-site parking. Staff recommends that all guest parking for the event be off-site.
 - f. Number and location of portable toilets to be determined by petitioner and City Staff prior to event.
 - g. Submit for City approval, severe weather plans and an evacuation plan.
 - h. Sound system shall not disturb other users of the park.
 - i. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
2. Medela LLC must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for volunteers and event workers for review by City Departments.
3. All debris created by the event shall be cleaned up during and after the event.

4. Petitioner 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.
5. The petitioner shall contact the Fire Rescue Department for further review of tent/canopy locations. Locations must be approved by the Fire Rescue Department. Tents/canopies must be installed and removed day of the event. Should safety concerns arise, Three Oaks Staff reserves the right to request the removal of tents/canopies.
6. In the case of inclement weather, an alternate date can be approved by the City Manager.
7. The petitioner is responsible for the required costs, which are for use of Three Oaks Recreation Area, as stated on pages 2 and 3 of the Agenda Supplement. These are estimated costs, and actual costs could be more.
8. Once the upper parking lot is full, all attendees will utilize off-site parking.
9. Medela LLC must provide shuttle buses for attendees utilizing off-site parking. Petitioner shall provide an adequate evacuation plan for attendees utilizing shuttle buses.
10. Medela LLC must receive approval from third party property owners for off-site parking. Remote parking locations and signage plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval. The City must receive the written authorization by the third party property owner for parking by June 1, 2019.
11. Medela LLC must provide payment, completed special event application, proof of volunteers, insurance, severe weather and evacuation plan, hold harmless and liability waivers by June 1, 2019 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will be present at the meeting.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

December 18, 2018

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

1. Special Use Permit for a water treatment plant.
2. Variation from Article 4-400 to allow no foundation landscaping.
3. Variation from Article 4-700 to allow no screening of the mechanical equipment.

Petitioner:

City of Crystal Lake, petitioner
530 Edgebrook Drive

PZC Recommendation:

To approve the PZC recommendation and adopt an ordinance for a Special Use Permit and variations for 530 Edgebrook Drive.

Staff Contact:

Michelle Rentzsch, Director of Community Development
Kathryn Cowlin, Assistant City Planner

Background:

- Existing Use: The subject property is an existing water treatment plant.
- The subject property is located partially in the Crystal Lake Watershed.

Request:

- The petitioner is requesting a Special Use Permit for City utilities and variations from the foundation landscaping requirement, mechanical equipment screening requirement and impervious surface coverage.
- City utilities are required to obtain a Special Use Permit. The existing water treatment plant did not obtain a Special Use Permit since it was constructed prior to the UDO adoption.
- The existing water treatment plant is past its useful life and requires replacement.
- The proposed water treatment plant would be constructed while the existing plant is still operational. Once the new plant is complete, the former plant will be demolished.

PZC Highlights:

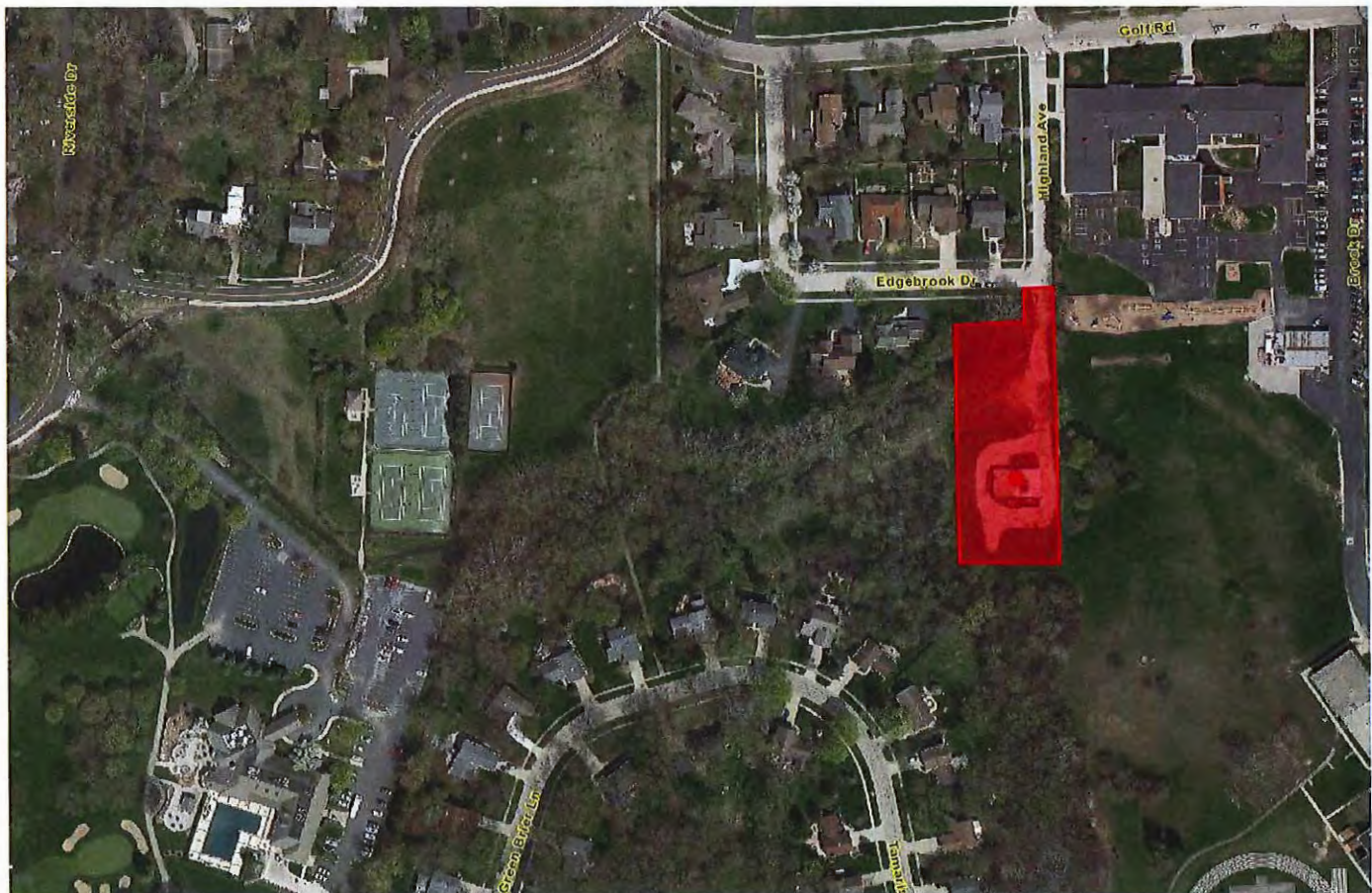
- The PZC discussed the variations and requested additional landscaping be added to the east property line to screen the building from Nash Road.
- The PZC stated that the petition met the Findings of Fact.

The PZC recommended **approval (7-0)** 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 (City of Crystal Lake, dated 11/15/18, received 11/15/18)
 - B. Plan set (Baxter & Woodman, dated 11/12/18, received 11/15/18)
2. Comply with the Watershed Ordinance requirements for the portion of the property that is located within the Watershed.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department and the City's Stormwater Consultant.
4. **The building currently has adequate landscape screening to the north, south, and west. Add arborvitae to the east, as necessary. (Added by the PZC)**

Votes Required to Pass: A simple majority.

PLN-2018-00160 City of Crystal Lake – 530 Edgebrook Drive



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AND VARIATIONS
AT 530 EDGEBROOK DRIVE**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2018-00160) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit for a water treatment plant; Variations from: A. Article 4-400 to allow no foundation landscaping and B. Article 4-700 to allow no screening of the mechanical equipment; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on November 20, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on December 5, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit and Variations; and

WHEREAS, on December 5, 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 Special Use Permit be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-00160, dated as of December 6, 2018; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit and Variations be issued 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 Special Use Permit for a water treatment plant; Variations from: A. Article 4-400 to allow no foundation landscaping and B. Article 4-700 to allow no screening of the mechanical equipment for the property commonly known as 530 Edgebrook Drive (19-06-454-002), Crystal Lake, Illinois.

Section II: Said Special Use Permit and Variations are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (City of Crystal Lake, dated 11/15/18, received 11/15/18)
 - B. Plan set (Baxter & Woodman, dated 11/12/18, received 11/15/18)
2. Comply with the watershed ordinance requirements for the portion of the property that is located within the Watershed.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department and the City's Stormwater Consultant.
4. The building currently has adequate landscape screening to the north, south, and west. Add arborvitae to the east, as necessary.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit 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 18th day of December, 2018.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 18, 2018
Approved: December 18, 2018



Agenda Item No: 16

City Council Agenda Supplement

Meeting Date: December 18, 2018

Item: An Intergovernmental Agreement for Public Dial-A-Ride Transit Service (MCRide) in 2019.

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an intergovernmental agreement for general public dial-a-ride transit service in 2019.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

At the November 15, 2011 City Council meeting, the City Council initially approved an Intergovernmental Agreement (IGA) between the County and the City of Crystal Lake, the City of McHenry, and the City of Woodstock to combine local dial-a-ride programs into one contracted service called MCRide with Pace Suburban Bus. The MCRide program started on February 1, 2012. The combined local dial-a-ride services provide greater consistency between service fares and hours, improves service performance monitoring and enables direct accounting for federal grant funding. A condition of the IGA requires that partner agencies renew the IGA annually.

Attached to this agenda supplement is the 2019 MCRide Intergovernmental Agreement with Municipality and Township Partners. As the City Council may recall, a draft of the attached agreement was reviewed at the September 18, 2018 City Council meeting. There are no substantive changes between the draft previously reviewed by the City Council and the attached document.

The IGA was approved by the McHenry County Board in November 2018, and is currently pending signature by other by other partner agencies. There will be no service disruption to the MCRide program during the IGA renewal process by all partners.

The contribution formula uses a sliding scale. The sliding scale for township local contribution is based on population and the local contribution for municipalities is based on population and community need. The municipal formula is a slightly modified version of the Chicago Metropolitan Agency for Planning (CMAP) municipal need rating system, factoring in median

income, tax base per capita, total tax base and population. Populations used are taken from the 2010 Census.

2019 Estimated Costs

McHenry County was awarded federal Section 5310 funding from the Regional Transportation Authority to fund the MCRide program. The funding will continue to cover approximately 50% of the operating costs associated with all identified trips provided to riders over 60 years of age and those with a disability (about 65% of all riders). The County will pay the monthly Pace invoices, and each municipality will be invoiced an annual amount of up to \$1.45 per capita by the County. In total, the coordinated MCRide effort has 24 funding sources. Rider fares pay about 10% of the program costs. It is estimated that in 2019, Pace Suburban Bus will cover approximately 44% of the total costs of the service (See Table 1). The County's final share of MCRide costs is estimated to be about \$263,000 in 2019.

It is proposed that the City of Crystal Lake's annual contribution will increase from \$57,040 to \$59,077 (\$1.40 per capita to \$1.45) an increase of 3.6 percent. In addition, Contributions will increase for all MCRide members. The new agreement will also include the Village of Fox River Grove for the first time.

If the City were to decide to no longer participate in the MCRide program, the City would need to work directly with Pace for provide dial-a-ride services. Despite the 2019 increase, the City's contributions for this service is substantially less than when the City contracted directly with Pace. In 2011, the City contributed \$137,229 toward Pace dial-a-ride service, which limited trips only to those within the City.

The 2019 cost increase, for the most part, can be attributed to the addition of Sunday dial-a-ride service in 2019. This service was not available in previous years. The cost of adding this service will be between \$80,000 - \$110,000, which will be paid for by the member contributions. As noted later in this agenda supplement, user fares will also increase to pay for Sunday service. The program will also add several stops, including Advocate Good Shepherd hospital in Barrington.

Table 1: MCRide Funding Sources and Share of Costs

	2019 Estimate	%	2018 Estimate	%	2017 Actual	%
Passenger Fares	\$230,000	11.3%	\$220,000	9.6%	\$178,525	9.5%
Pace Bus Subsidy	\$902,290**	44.3%	\$902,291	39.2%	\$884,563	47.1%
McHenry County	\$262,746	12.9%	\$460,450	20.0%	\$260,987	13.9%
<i>Crystal Lake</i>	<i>\$59,077</i>	2.9%	<i>\$57,040</i>	2.5%	<i>\$53,363</i>	2.8%
McHenry	\$33,740	1.7%	\$32,390	1.4%	\$35,353	1.9%
Woodstock	\$30,963	1.5%	\$29,724	1.3%	\$32,443	1.7%
Harvard	\$9,919	0.5%	\$9,447	0.4%	\$12,373	0.7%
Marengo	\$8,030	0.4%	\$7,648	0.3%	\$10,017	0.5%
Huntley	\$30,364	1.5%	\$29,149	1.3%	\$31,815	1.7%
Johnsburg	\$7,921	0.4%	\$7,604	0.3%	\$8,300	0.4%
Ringwood	\$1,045	0.1%	\$1,003	0.0%	\$1,095	0.1%
Richmond	\$1,968	0.1%	\$1,874	0.1%		
Union	\$609	0.0%	\$580	0.0%		
Fox River Grove	\$6,068	0.3%				
Dorr Township	\$5,040	0.2%	\$4,800	0.2%	\$6,000	0.3%
Greenwood Township	\$5,040	0.2%	\$4,800	0.2%	\$6,000	0.3%
Nunda Township	\$7,560	0.4%	\$7,200	0.3%	\$6,000	0.3%
Grafton Township	\$7,560	0.4%	\$7,200	0.3%	\$6,000	0.3%
Marengo Township	\$2,520	0.1%	\$2,400	0.1%	\$6,000	0.3%
Riley Township	\$2,520	0.1%	\$2,400	0.1%	\$6,000	0.3%
McHenry Township	\$7,560	0.4%	\$7,200	0.3%		
Chemung Township	\$2,520	0.1%	\$2,400	0.1%		
Richmond Township	\$2,520	0.1%	\$2,400	0.1%		
Federal 5310 Grant	\$407,000	20.0%	\$500,000	21.7%	\$334,213*	17.8%
Total Funding	\$2,034,580	100.0%	\$2,300,000	100%	\$1,879,047	100%

* 2017 Federal 5310 Grant – An additional \$160,000 (estimated) is expected to be reimbursed to the County for service provided in 2017. This will reduce the County’s share of total costs by the same amount.

** 2019 Pace Bus Subsidy – IGA between McHenry County and Pace specifies a 50%/50% split of the program’s operating deficit, up to a maximum Pace contribution of \$902,290.

Crystal Lake Ridership Data

Since March 2015, the County receives on a monthly basis, a report from Pace for all trips taken on the MCRide program. Using that data, the County has compiled ridership data by geographic area by looking at only the origins of the trips (using GPS coordinates) and assigning them to a municipality or township. For example, if someone takes a trip from a residence in Crystal Lake to a store in Crystal Lake and then returns back home, two trips are assigned to “Crystal Lake”. If someone travels from Huntley to Crystal Lake and back home, one trip is given to Huntley and one trip is assigned to Crystal Lake. Using this method, the below table shows ridership data for 2017, and to date in 2018. In 2018, the average monthly amount of trip origins in the City of Crystal Lake has been 2,534 per month (or 30,408 annually). The total anticipated 2019 cost for the City of Crystal Lake is \$59,077, therefore, the estimated average cost to the City, using 2018 ridership data, is \$1.94 per trip.

Month	Total Trips	Trip Origins in Crystal Lake	%
Jan-17	8628	2333	27.0%
Feb-17	8282	2340	28.3%
Mar-17	9505	2462	25.9%
Apr-17	8084	2164	26.8%
May-17	8773	2197	25.0%
Jun-17	8788	2085	23.7%
Jul-17	7880	1899	24.1%
Aug-17	9026	2111	23.4%
Sep-17	8724	2082	23.9%
Oct-17	9202	2202	23.9%
Nov-17	8730	2217	25.4%
Dec-17	8055	2071	25.7%
Total 2017		26,163 (2,180 avg.)	
Jan-18	9362	2320	24.8%
Feb-18	8647	2287	26.4%
Mar-18	9684	2429	25.1%
Apr-18	9502	2519	26.5%
May-18	10223	2606	25.5%
Jun-18	9873	2439	24.7%
Jul-18	9516	2540	26.7%
Aug-18	10205	2831	27.7%
Sept-18	8573	2505	29.2%
Oct-18	10074	2865	28.4%
Nov-18	-	-	-
Dec-18	-	-	-
Total 2018	95,659	25,341(2,534 avg.)	

*Dec, 2018 data is preliminary

MCRide Service Information

By entering into this IGA, all parties agree to continue the MCRide program, which provides service standardization, related to fare structure, service hours, and trip reservation policies. It should be noted that the MCRide program for Crystal Lake riders includes all general public, seniors, and individuals with disabilities. The Townships that participate in the program, including Grafton, Door and Nunda, which cover portions of Crystal Lake, only provide services to seniors and individuals with disabilities, not the general public. If the City were not to participate in the MCRide program, Crystal Lake riders would not have access to other areas of the County that participate in this program, and service in Grafton, Dorr and Nunda Townships would be limited to only seniors and individuals with disabilities within the boundaries of the Township. Under this scenario, Crystal Lake residents in Algonquin Township would not have service and those eligible residents that get service from Grafton, Door and Nunda Townships would not have service to areas of Crystal Lake that are within Algonquin Township boundaries. The following is service information regarding the MCRide program.

Fare Structure

Under the 2019 IGA, the fare structure will change. The rate is proposed to increase to pay for the addition of Sunday service.

Fare Type	Current Base Fare up to 5 miles plus 25 cents for each additional mile.	Base Fare up to 5 miles plus 25 cents for each additional mile.
	Through December 31, 2018	Starting January 1, 2019
General Public	\$2.50	\$3.00
Senior	\$1.25	\$1.50
Person with a Disability	\$1.25	\$1.50

In comparison to other neighboring County programs, such as Northwest Demonstration Service in Lake County and Ride in Kane, fares for services through MCRide are extremely low.

Standard Senior Definition

Persons 60 years and older will be considered seniors to be consistent with the federal Older Americans Act Title III regulations.

Service Hours

Service hours will change in 2019 to include Sunday hours. In previous years, the service ended for the week at 4:00 PM on Saturday.

	Monday-Friday Start	Monday-Friday End	Saturday- Sunday Start	Saturday- Sunday End
Service Hours	6:00 a.m.	7:00 p.m.	9:00 a.m.	5:00 p.m.
Reservation Hours	5:30 a.m.	6:00 p.m.	8:30 a.m.	4:00 p.m.

Trip Reservation

General Public Riders: no more than 24 hours before the requested trip, and no less than 2 hours before the requested trip. Seniors and Individuals with Disabilities: no more than 7 days in advance of the requested trip, and no less than 2 hours before the requested trip.

Additional Agreement Changes

All other sections of the agreement are the same, except for the following:

Section 8. Modifications – This section was modified to allow the County to modify, at its discretion upon 14 days written notice, the service fare, service area, service hours and service reservations. This section would also allow the County to add or delete Partner Agencies at its sole discretion. The previous agreement did allow for the County to modify fares at its own discretion, but required written approval from Partner Agencies to change service areas, hours, reservation and to add Partner Agencies.

Section 11. Waiver - This section is new for 2019.

These changes, along with the entire agreement, have been reviewed and approved by the City legal counsel.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute an intergovernmental agreement between the County of McHenry, the City of Crystal Lake, the City of Harvard, the City of Marengo, the City of McHenry, the City of Woodstock, the Village of Fox River Grove, the Village of Huntley, the Village of Johnsburg, the Village of Richmond, the Village of Ringwood, the Village of Union, and Chemung Township, Dorr Township, Grafton Township, Greenwood Township, Marengo Township, McHenry Township, Nunda Township, Richmond Township, and Riley Township for general public dial-a-ride transit service in 2019.

DATED this 18th day of December, 2018.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 18, 2018
APPROVED: December 18, 2018



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Resolution Supporting the City's Application for the FEMA Pre-Disaster Mitigation Grant Program Funding and long-term maintenance for the Pine Street/Oriole Trail/Crystal Lake Avenue Stormwater Solutions Study Area

Staff Recommendation: Motion to adopt a resolution supporting the City's application for the FEMA Pre-Disaster Mitigation Grant Program Funding for the Pine Street/Oriole Trail/Crystal Lake Avenue Stormwater Solutions Study Area

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

Background

The goal of the FEMA Pre-Disaster Mitigation Grant Program (PDM) is to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters. PDM grants are funded annually by Congressional appropriations and are awarded on a nationally competitive basis.

The City submitted an application for this grant in fall of 2017 and was just informed that this project did not receive this year's FEMA grant award. Staff will be enhancing the grant application and resubmitting to the State during the open application cycle, which is currently open until December 18, 2018. After reviewing planning and project applications to determine if they meet the program's requirements, the State prioritizes and forwards the selected planning and project applications to FEMA by January 31, 2019. FEMA then reviews the applications and makes funding decisions based on the agency's priorities for the most effective use of the grant funds by spring of 2019. The PDM program is a competitive grant program based on a cost-benefit analysis and other factors and is reimbursable. Concurrently, to keep the project moving forward, a budget proposal will be developed.

Proposed Project Scope

The City will be submitting an application for the Pine Street/Oriole Trail/Crystal Lake Avenue Stormwater Solutions Study Area for the voluntary acquisition and subsequent demolition of five

residences in this study area. The proposed improvements are expected to significantly reduce the risk of flooding, thereby reducing the flood damage to residences and roadways. It removes four repetitive loss properties and provides an auxiliary benefit of additional stormwater storage capacity on the vacated parcels. This eliminates economic damages from flooding at the removed residences and improves the level of flood protection for the remaining residences. The project is cost effective as demonstrated by a benefit-cost analysis.

The homeowners of the five residences are not required as part of this grant to sell their home. It is a voluntary program. This is the only study area in the City that would qualify to submit an application for these types of grant funds. Increasing storage through acquisition of homes was discussed at the stakeholder meeting for this study area held on August 8, 2017. The residents present at the meeting did not object to this concept. Several of the residents present owned homes that would be acquired through this project.

Proposed Funding

The attached resolution outlines the City Council's full support of the grant application and commits City funding for this project, if selected, but it does not allocate any dollars at this time. The resolution also outlines that the City will maintain the improvements outlined in the grant application. The Council has adopted this type of resolution in the past when the City has applied for other grants. The project cost is estimated at \$1,375,610. The federal share (75%) would be \$1,031,708 with the remaining 25% local match funded by the City (estimated to be \$343,902.)

Votes Required to Pass:

A simple majority.

DRAFT



The City of Crystal Lake Illinois

**A RESOLUTION APPROVING THE LOCAL MATCH FOR THE
IMPROVEMENT FOR THE PINE STREET/ORIOLE TRAIL/CRYSTAL LAKE
AVENUE STORMWATER SOLUTIONS STUDY AREA THROUGH THE FEMA
PRE-DISASTER MITIGATION GRANT PROGRAM**

WHEREAS, the Federal Emergency Management Agency (FEMA) offers the Pre-Disaster Mitigation (PDM) Grant Program; and

WHEREAS, the FEMA PDM Grant Program is a competitive grant program that gives local communities an opportunity to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters; and

WHEREAS, located in the City of Crystal Lake are several areas that are prone to flooding during heavy rain events; and

WHEREAS, the area of Pine Street, Oriole Trail, and Crystal Lake Avenue has been identified as an area that is susceptible to loss due to structure flooding; and

WHEREAS, the City has developed a plan to help prevent future losses in this area;
and

DRAFT

WHEREAS, the awarding of the FEMA PDM Grant will enable the City to implement this plan, saving the residents of the area from future costs associated with a flooding event.

NOW THEREFORE BE IT RESOLVED that the City of Crystal Lake, through its Mayor and City Council, is fully supportive of the City's application for FEMA Pre-Disaster Mitigation Grant Program Funding for the Pine Street, Oriole Trail, and Crystal Lake Avenue area.

BE IT FURTHER RESOLVED that the City of Crystal Lake will maintain all drainage structures constructed with these grant funds in perpetuity.

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: December 18, 2018

APPROVED: December 18, 2018

Agenda Item No: 18



**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Tree Pruning Services Contract Award

Staff Recommendation:

- 1) Reject previous bid opening on November 8, 2018
- 2) Motion to award the contract for tree pruning services to the lowest responsive and responsible bidder, Winkler's Tree and Landscaping, and to adopt a Resolution authorizing the City Manager to execute a contract with Winkler's Tree and Landscaping in the amount bid.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

On November 8, 2018, staff publicly opened and read aloud bids received for tree pruning. Only one bid was received. The City prefers to have multiple/competitive bidding and therefore the project was re-bid.

On November 28, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for tree pruning services.

The breakdown of bids is as follows:

	Bid Price per Tree
√ Winkler's Tree and Landscaping La Grange, IL	\$48.91
Advanced Tree Care Lincolnshire, IL	\$60.00

√ Indicates the lowest responsive and responsible bidder

In 2017, Acres Group was the low bidder at \$30.00 per tree. However, Acres Group declined to submit a bid in 2018, citing an increase to their workload.

The Public Works Department Urban Forest Management Plan strives to achieve a healthy, sustainable urban forest and improve the natural resource management within the City. One of the goals of the Plan is to trim parkway trees on a 5-year cycle. The program covers only trees that require routine arboriculture pruning to correct structural problems or growth patterns which would eventually obstruct traffic or interfere with sightlines or signage. One of the main objectives of this pruning is to raise the crown of the trees to stay consistent with City policies.

The 2018/2019 program will trim approximately 1,700 trees in the Coventry area and sections of the Woodcreek Subdivision.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid documents. It is the recommendation of staff to award the Tree Pruning Services contract to the lowest responsive and responsible bidder, Winkler's Tree and Landscaping. Winkler's Tree and Landscaping has performed these services for the City in the past with favorable results.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract with Winkler's Tree and Landscaping for Tree Pruning Services in the amount bid.

DATED this 18th day of December, 2018.

CITY OF CRYSTAL LAKE,
an Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: December 18, 2018

APPROVED: December 18, 2018



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Intergovernmental Agreement with the State of Illinois through its Department of Transportation for the Route 176 at Haligus Road/Mt. Thabor Road Intersection Improvement

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement between the City of Crystal Lake and the State of Illinois through its Department of Transportation regarding participation in improvements to the Route 176 at Haligus Road/Mt. Thabor Road Intersection Improvement.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

The Illinois Department of Transportation (IDOT) is finalizing the design engineering plans for the improvement to the intersection of Route 176 at Haligus Road/Mt. Thabor Road, with construction scheduled to begin in 2019. The improvement consists of realigning Mt. Thabor Road with Haligus Road, installing new traffic signals, and adding left-turn lanes on all four legs of the intersection. The project is currently scheduled on the March 8, 2019 IDOT letting, pending finalization of plans and available funding.

During the planning and design of the project, the City and IDOT signed a letter of concurrence regarding the funding of certain items. The City agreed to participate in the traffic signal modernization and installation of the traffic signal emergency vehicle pre-emption (EVP) system.

Now that the project is close to being let, IDOT has requested the City to enter into an intergovernmental agreement for the agreed upon improvements. The agreement defines each agency's responsibilities for the improvements. The agreement states that the City is responsible for a number of items, including:

- Funding a portion of the traffic signal modernization for the north and south legs of the intersection, which are under City jurisdiction;

- Funding the EVP system installation, and maintaining the EVP system for all intersections within the project limits;

The agreement further states that IDOT is responsible for a number of items, including:

- Surveys and obtaining all necessary rights-of-way
- Preparing the plans and specifications
- Receiving the bids and award of the contract
- Furnishing engineering inspection during construction
- Causing the improvement to be built in accordance with the approved plans, specifications and contract

The City is responsible for funding the following items:

Item	Estimated Cost
Traffic Signal Construction	\$15,000
Traffic Signal Construction Engineering	\$2,250
Emergency Vehicle Pre-Emption (EVP) System	\$7,000
EVP Construction Engineering	\$1,050
Total	\$25,300

The agreement has been reviewed by legal counsel and no concerns were reported to staff.

Votes Required to Pass:

A 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 City Manager be authorized to execute an intergovernmental agreement between the City of Crystal Lake and the State of Illinois through its Department of Transportation for the improvement of the intersection of Route 176 at Haligus Road/Mt. Tabor Road.

DATED this 18th day of December, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: December 18, 2018

APPROVED: December 18, 2018



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Resolution to Appropriate Funding for the City's Contribution to the Illinois Department of Transportation Route 176 at Haligus Road/Mt. Thabor Road Intersection Improvement

Staff Recommendation: Motion to adopt a resolution appropriating \$25,300 for the City's contribution to the Illinois Department of Transportation improvement of the Route 176 at Haligus Road/Mt. Thabor Road Intersection.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

As part of the intergovernmental agreement with the Illinois Department of Transportation for the Route 176 at Haligus Road/Mt. Thabor Road intersection improvement, the City agreed to pass a resolution committing to the funding of agreed upon elements of the improvement. The City is responsible for funding the following items:

Item	Estimated Cost
Traffic Signal Construction	\$15,000
Traffic Signal Construction Engineering	\$2,250
Emergency Vehicle Pre-Emption (EVP) System	\$7,000
EVP Construction Engineering	\$1,050
Total	\$25,300

These costs are estimated and the City will only be required to pay the actual construction cost of each individual item. These costs will be funded with MFT funds.

Votes Required to Pass:

A simple majority.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the City of Crystal Lake (CITY) has entered into an agreement with the State of Illinois (STATE) for the improvement of Route 176, known as FAP Route 335, State Section; 120N-4, and

WHEREAS, in compliance with the aforementioned agreement, it is necessary for the CITY to appropriate sufficient funds to pay its share of the cost of said improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, that there is hereby appropriated the sum of Twenty Five Thousand, Three Hundred Dollars (\$25,300) or so much thereof as may be necessary, from any money now or hereinafter allotted to the CITY, to pay its share of the cost of this improvement as provided in the AGREEMENT; and

BE IT FURTHER RESOLVED, that upon award of the contract for this improvement, the CITY will pay to the STATE in a lump sum from any funds allotted to the CITY, an amount equal to 80% of its obligation incurred under this AGREEMENT, and will pay to said STATE the remainder of the obligation in a lump sum, upon completion of the project, based on final costs.

DRAFT

BE IT FURTHER RESOLVED, that the City agrees to pass a supplemental resolution to provide any necessary funds for its share of the cost of this improvement if the amount appropriated herein proves to be insufficient, to cover said cost.

DATED this 18th day of December, 2018

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: December 18, 2018

APPROVED: December 18, 2018



Agenda Item No: 21

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	Appropriation of MFT funds for the Route 176 at Haligus Road/Mt. Tabor Road Intersection Improvement.
<u>Staff Recommendation:</u>	Motion to adopt a resolution appropriating \$25,300 in MFT funds for the Route 176 at Haligus Road/Mt. Tabor Road Intersection Improvement.
<u>Staff Contact:</u>	Abigail Wilgreen, City Engineer

Background:

It is recommended that the City Council appropriate \$25,300 in Motor Fuel Tax (MFT) funds for the Route 176 at Haligus Road/Mt. Tabor Road Intersection Improvement. This appropriation is for the City's contribution towards the new traffic signal and emergency vehicle pre-emption equipment.

Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has sufficient reserves in its MFT fund for the construction and this project will be included in the FY 2019-2020 budget.

Votes Required to Pass:

A simple majority.



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date: December 18, 2018

Item: Letter of Intent for the Route 47 from Reed Road to Route 14 Improvement.

Staff Recommendation: Motion to adopt a resolution authorizing the Mayor to sign a Letter of Intent with the Illinois Department of Transportation regarding the Route 47 from Reed Road to Route 14 improvement for portions within the City limits as recommended by City staff.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

The Illinois Department of Transportation (IDOT) has been designing improvements to Route 47 from Reed Road to Route 14 for several years. The improvement consists of widening and reconstruction to add an additional through lane in each direction with a center median, intersection improvements, bridge replacement, pedestrian and bicycle accommodations, and drainage improvements.

Only a small portion of this project is located within the City limits; that section is along Route 176, east of Route 47, see attached location map. Per IDOT Policy, a separate shared-use path and/or sidewalk is required to accommodate bicycles and pedestrians along the project limits if the local agency is willing to participate in cost sharing and take maintenance responsibilities of the facilities.

IDOT is proposing an eight-foot wide shared-use path on the north side and a five-foot wide sidewalk on the south side of Route 176 within the City limits. The City's total estimated cost for both is \$13,283 (20% of the construction cost plus 15% engineering fees) and the City must agree to the long-term responsibility for both facilities.

IDOT has stated that should the City chose not to install these facilities, an eight-foot wide shelf on the north and south would be provided so in the future a path or sidewalk could be installed.

IDOT is asking for a letter of intent from the City to provide direction during the design engineering.

The Village of Lakewood was also provided a similar letter of intent and chose to not participate in the shared costs of the pedestrian facilities. Should the City decide to move forward with the pedestrian facilities, they would not connect to any existing bike paths or pedestrian connections, as the City's section of Route 176 is east of Lakewood's jurisdiction.

Staff Recommendation

It is recommended that the letter of intent be signed as follows:

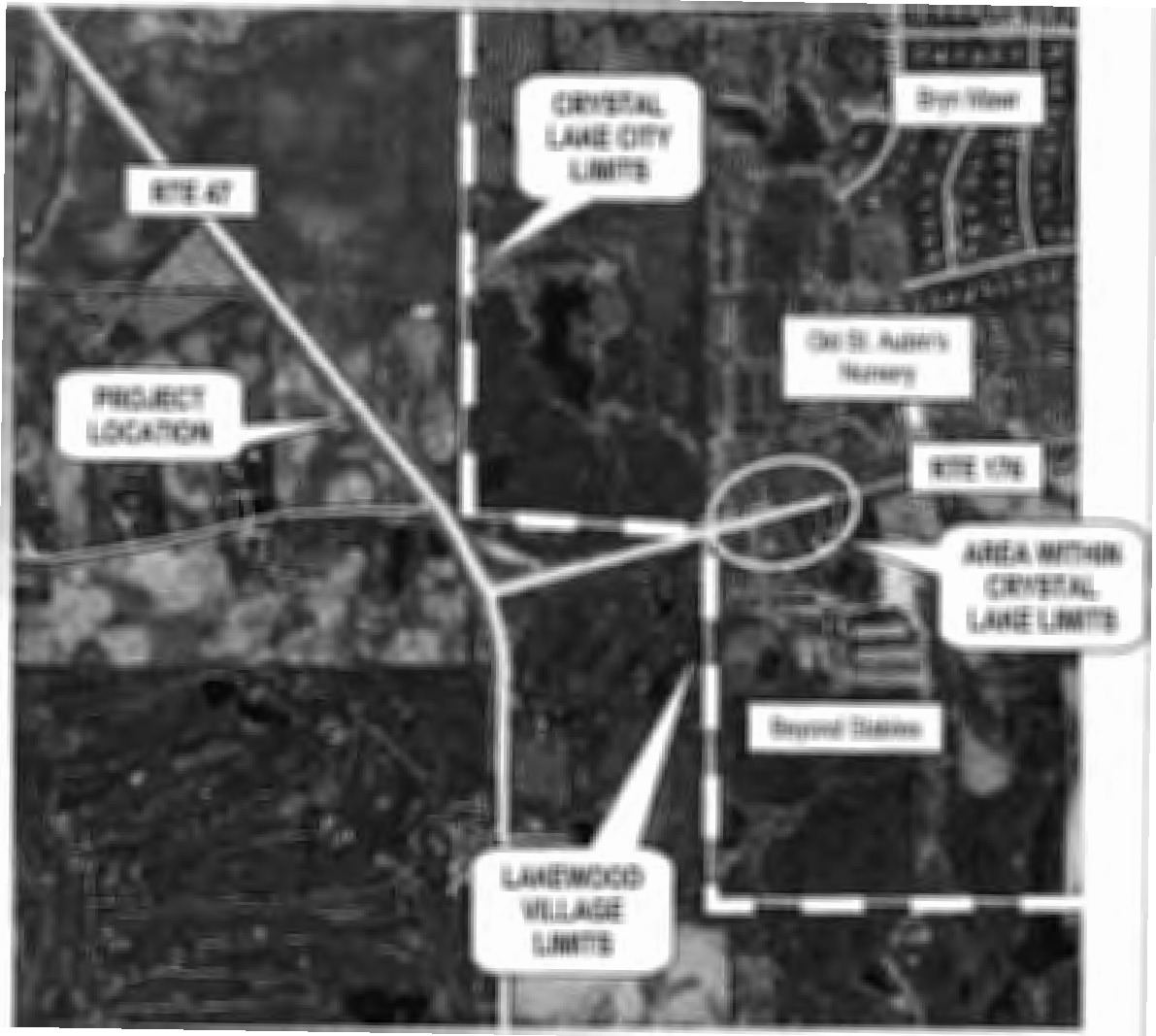
- Concur with the overall project scope: YES
- Concur with proposed shared use path scope, costs, and long-term maintenance: NO
- Concur with proposed sidewalk scope, costs, and long-term maintenance: NO

A copy of the IDOT letter of intent is attached.

Votes Required to Pass:

A simple majority.

LOCATION MAP





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 Mayor of the City of Crystal Lake be authorized to countersign a letter of intent with the Illinois Department of Transportation regarding certain improvements within the City limits for the Route 47 from Reed Road to Route 14 improvements.

DATED this 18th day of December, 2018.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: December 18, 2018

APPROVED: December 18, 2018



Agenda Item No: 23

City Council Agenda Supplement

Meeting Date:

December 18, 2018

Item:

ComEd Street Lighting Agreements for New Installations in the Woodlore Estates Subdivision

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute agreements related to maintenance and energy consumption for new street light installations in the Woodlore Estates Subdivision.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

ComEd owns and maintains most of the streetlights along public streets in the City. The City is responsible for paying the electricity charges as well as maintenance charges for the fixtures through an arrangement with ComEd.

New street lights and their placement were approved as part of the Woodlore Estates Subdivision Final Plat and PUD Amendment. These street lights will be installed within the City's right of way and will be subject to the City's agreement to pay maintenance and energy consumption charges. In order to proceed with the first phase of the installation of the street lights in the Woodlore Estates subdivision, ComEd requires that the attached agreement be executed by the City identifying the light poles and anticipated monthly maintenance and energy costs. Staff is requesting that the City Manager be authorized to execute the attached supplemental agreement as well as future supplemental agreements as additional street lights are added to the Woodlore Estates subdivision.

Votes Required to Pass:

A simple majority.



DRAFT

RESOLUTION NO. 18R-

**COMED STREET LIGHTING AGREEMENTS FOR THE NEW INSTALLATIONS IN
THE WOODLORE SUBDIVISION**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, that the City Manager is hereby authorized to execute ComEd street lighting agreements related to maintenance and energy consumption for new street light installations in the Woodlore Estates Subdivision.

BE IT FURTHER RESOLVED that the City Manager is authorized to take any actions necessary to facilitate the execution of new street lighting in the Woodlore Estates Subdivision.

DATED at Crystal Lake, Illinois, this 18th day of December, 2018.

APPROVED:

Aaron T. Shepley, Mayor

SEAL:

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: December 18, 2018

APPROVED: December 18, 2018



Agenda Item No: 24

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 18, 2018
<u>Item:</u>	Property Tax Levy Ordinance/Truth in Taxation Public Hearing
<u>Staff Recommendation:</u>	Motion to adopt the 2018 Property Tax Levy Ordinance and Certificate of Compliance.
<u>Staff Contact:</u>	Gary J. Mayerhofer, City Manager George Koczwarra, Director of Finance Laura Herrig, Assistant Finance Director

Summary:

The adoption of the proposed tax levy ordinance will result in a reduction of the property tax rate by approximately 5.11% from the City's 2017 tax rate. If the assessed value of a homeowner's property remains the same as the previous year, the City portion of a homeowner's tax bill will decrease \$48.50 or \$4.04 less per month.

The 2018 property tax levy will ensure that the City continues to provide residents with high-quality police and fire protection, water and wastewater treatment services, brush pick-up and drop-off, street maintenance, and other City services, including the Three Oaks Recreation Area.

Background:

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

The proposed tax levy is a 0% increase from last year's tax levy. Since the proposed tax levy is not more than 5% than the taxes extended for the prior tax levy, a "Black Box" was not required.

The City of Crystal Lake City Council must adopt a property tax levy and annually certify to the county clerk, on or before the last Tuesday in December, the amount to be levied. The process for the adoption of the tax levy is as follows:

The resolution determining the maximum 2018 tax levy was adopted on November 6, 2018. Adoption of this resolution was merely a procedural requirement and the actual levy ordinance is considered during the public hearing at the December 18, 2018 City Council meeting.

The process in determining the actual tax levy is challenging because the actual dollars collected from the 2018 tax levy are not received until fiscal year 2019-2020, for which the City has not yet considered an annual budget. The City's 2018 tax levy will be incorporated into property tax bills, which homeowners will receive during the calendar year 2019, and will be utilized by the City to fund a portion of the 2019-2020 City Budget (the City operates on a May 1 through April 30 fiscal/budget year). The tax levy adopted by the City of Crystal Lake is filed with the McHenry County Clerk, whose office determines the actual "tax rate" necessary in order to raise the dollars levied by the City. The City levies in dollars needed rather than a specific tax rate. As a result, the City does not receive any additional dollars if the assessed valuation of property in the City increases. Rather, the amount of the City tax levy remains the same and is spread over a greater total assessed valuation of property (which can result in a decrease in the actual City tax rate).

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

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

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



The impact of a proposed property tax levy on an individual homeowner is determined by estimating the Equalized Assessed Value (EAV). The actual City EAV will be calculated by the County Assessor. It is estimated that the City's 2018 EAV will be \$1,148,614,118, which is a 5.38% increase over the 2017 EAV.

The tax levies for the Fire and Police Pensions have been actuarially determined. The intention of the actuaries' study is to continue to fund pension benefits as outlined in State Statutes. Both the Fire and Police Pension Boards have recommended that the City Council adopt a levy consistent with amounts presented in the actuarial reports. Because higher investment returns, the proposed levy amount for the Police pension tax levy will decrease from \$2,418,485 to \$2,391,323 (a decrease of 1.1%) and the Fire pension tax levy will decrease from \$1,884,348 to \$1,847,033 (a decrease of 2.0%).

According to the Actuarial Valuation Report ended April 30, 2018, the percent funded for the Fire Pension Fund has increased from 65.7% last year to 68.4% this year. For the Police Pension fund, the percent funded has increased from 54.9% last year to 57.0% this year.

The proposed levy for the Illinois Municipal Retirement Fund (IMRF) and the City's share of Social Security and Medicare taxes (FICA) was reduced by -\$15,461 and -\$2,296, respectively. In accordance with State Statute, the municipal contribution rate for IMRF is actuarially determined each year by IMRF. Contributions are calculated as a percentage of covered payroll. Below is the proposed 2018 tax levy as compared to the 2017 levy.

Levy Extension:	2017	Proposed 2018
Fire Rescue	\$6,531,492	\$6,613,748
Crossing Guard	\$55,010	\$55,000
Police Pension	\$2,418,488	\$2,391,323
Fire Pension	\$1,884,357	\$1,847,033
City IMRF	\$865,461	\$850,000
City Social Security	\$727,296	\$725,000
Total - City	\$12,482,104	\$12,482,104
Library Operations	\$4,076,457	\$4,108,500
Library IMRF	\$315,558	\$280,195
Library Social Security	\$196,916	\$200,236
Total - Library	\$4,588,931	\$4,588,931
Total - All Funds	\$17,071,035	\$17,071,035

The following is the projected effect that the proposed 2018 tax levy will have on property tax rates as compared to the effects of the City's 2017 property tax levy. The projection below reflects an estimated increase of 5.38% in the City's overall EAV for tax year 2018.

Levy Extension:	2017	Proposed 2018
Fire Rescue	0.599234	0.575802
Crossing Guard	0.005047	0.004788
Police Pension	0.221885	0.208192
Fire Pension	0.172881	0.160805
City IMRF	0.079402	0.074002
City Social Security	0.066726	0.063120
Total - City	1.145175	1.086710
Library Operations	0.373996	0.357692
Library IMRF	0.028951	0.027494
Library Social Security	0.018066	0.017433
Total - Library	0.421013	0.399519
Total - All Funds	1.566188	1.486229

Determining the impact of the City's tax levy on area home values is dependent on several factors: the assessed value of a property as determined by each township's assessor, the equalization multiplier assigned by each township supervisor, the equalization multiplier assigned by the State and exemptions

specific to each property and property owner, (homestead, senior, senior freeze, etc.). The City of Crystal Lake spans four different townships: Algonquin Township, Nunda Township, Dorr Township and Grafton Township.

Summary:

The adoption of the attached ordinance will:

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

The City's property tax levy will remain flat.

The attached spreadsheet shows the total 2017 rates for neighboring communities with similar municipal services.

Recommendation:

It is the recommendation of the City Manager and Director of Finance to adopt the proposed 2018 property tax levy ordinance and certificate of compliance.

Votes Required to Pass:

Simple Majority



DRAFT

**AN ORDINANCE FOR THE LEVY
AND ASSESSMENT OF TAXES
FOR THE CITY OF CRYSTAL LAKE
FOR THE FISCAL YEAR BEGINNING
THE 1ST DAY OF MAY, 2018 TO
THE 30TH DAY OF APRIL, 2019**

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

December 18, 2018

**Published in pamphlet form by the authority of the City Council of the
City of Crystal Lake, McHenry County, Illinois, this 18th day of December, 2018.**

**AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
FOR THE CITY OF CRYSTAL LAKE FOR THE FISCAL YEAR BEGINNING
THE 1ST DAY OF MAY, 2018 TO
THE 30TH DAY OF APRIL, 2019**

DRAFT

WHEREAS, the City Council of Crystal Lake in the County of McHenry and State of Illinois did on the 17th day of April, 2018, pass the Annual Budget in accordance with Chapter 65 5/8-2.-9.1, *et. seq.* of the Illinois Compiled Statutes, for the City for the fiscal year beginning on the 1st day of May 2018 the amount of which is ascertained to be Seventy-Nine Million Nine Hundred Forty-Seven Thousand Nine Hundred Thirty-Six Dollars and No Cents (\$79,947,936), excluding inter-fund transfers, which said Budget Resolution was duly published on the 17th day of April, 2018.

WHEREAS, the Board of Library Trustees did, on the 17th day of October, 2018, approve Resolution 1819-7 to revise the Library's 2018-2019 appropriation.

WHEREAS, pursuant to State Law (Public Act 95-950), the Mayor and City Council hereby accept the Compliance Reports submitted by the Crystal Lake Firefighters' Pension Fund and the Crystal Lake Police Pension Fund for the year ended April 30, 2018.

WHEREAS, the Mayor and City Council of the City of Crystal Lake did on the 6th day of November, 2018, determine that the levy of the City of Crystal Lake for 2018 would not exceed \$17,071,035 exclusive of debt service (or \$20,907,940 inclusive of debt service) and, pursuant to Chapter 35, Illinois Compiled Statutes 200/18-55 *et. seq.*, entitled "Truth in Taxation Act," all provisions of said Act were fully complied with by the City of Crystal Lake.

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

Section 1: That the total amount of appropriations for all corporate purposes legally made to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of Seventeen Million Seventy-One Thousand Thirty-Five Dollars and No Cents (\$17,071,035).

Section 2: That the sum of Seventeen Million Seventy-One Thousand Thirty-Five Dollars and No Cents (\$17,071,035) being the total of appropriations heretofore legally made that are to be collected from the tax levy of the City of Crystal Lake for the purpose of providing for the General Fund (Police Protection Services), the Illinois Municipal Retirement and Federal Insurance Contributions Act Fund (the City's contributions to IMRF and for Social Security and Medicare taxes), Police Pension Fund, Fire Pension Fund, Library Operating Fund, Library IMRF Fund (the Library's contributions to IMRF), the Library Federal Insurance Contributions Act Fund (the Library's contributions for Social Security and Medicare taxes), Fire Rescue Fund and School Crossing Guard Fund, and Debt

Service Funds as appropriated for the current fiscal year by annual appropriation of the City of Crystal Lake for the Fiscal Year 2018-2019, passed by the Mayor and City Council of said City at the legally convened meeting of April 17, 2018 be, and the same is hereby levied upon all of the taxable property in the City of Crystal Lake subject to taxation for the current year, the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "Tax Levy" that appears over them, the tax so levied being for the current fiscal year of said City, and for the said appropriation to be collected from said tax levy, the total of which has been ascertained as aforesaid and being as follows:

	<u>APPROPRIATION</u>	<u>TAX LEVY</u>
GENERAL FUND	\$29,061,329	\$0
COMMUTER PARKING FUND	\$252,817	\$0
WATER & SEWER FUNDS	\$17,443,981	\$0
FIRE RESCUE FUND	\$10,338,424	\$6,613,748
SCHOOL CROSSING GUARD FUND	\$110,000	\$55,000
MOTOR FUEL TAX FUND	\$716,000	\$0
ROAD & VEHICLE LICENSES FUND	\$57,557	\$0
DEBT SERVICE FUNDS	\$1,496,493	\$0
FOREIGN FIRE INSURANCE FUND	\$65,985	\$0
TIF FUNDS	\$1,650	\$0
CAPITAL REPLACEMENT FUND	\$7,245,815	\$0
CITY IMRF/FICA CONTRIBUTIONS FUND		
IMRF	\$931,073	\$850,000
FICA	\$769,664	\$725,000
INSURANCE RESERVES FUND	\$50,128	\$0
RESTRICTED POLICE FUNDS FUND	\$54,735	\$0
POLICE PENSION FUND	\$3,221,300	\$2,391,323
FIRE PENSION FUND	\$1,757,200	\$1,847,033
LIBRARY-OPERATING FUND	\$4,195,646	\$4,108,500
LIBRARY IMRF/FICA CONTRIBUTIONS FUND		
IMRF	\$324,430	\$280,195

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FICA	\$196,912	\$200,236
LIBRARY-CONSTRUCTION & REPAIR FUND	\$132,576	\$0
LIBRARY-AMES TRUST FUND	\$10,000	\$0
LIBRARY-GIFT & MEMORIAL FUND	\$20,000	\$0
LIBRARY-PER CAPITA GRANT FUND	\$94,221	\$0
LIBRARY-SPECIAL RESERVE FUND	\$1,400,000	\$0
GRAND TOTAL - ALL FUNDS	\$79,947,936	\$17,071,035

Section 3: That the total amount of Seventeen Million Seventy-One Thousand Thirty-Five Dollars and No Cents (\$17,071,035) ascertained above, be and is hereby levied and assessed on all property subject to taxation within the City of Crystal Lake according to the value of said property as assessed and equalized for state and county purposes for the current year.

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

Section 5: That there is hereby certified to the County Clerk of McHenry County, Illinois, the several sums above, constituting said total amount, and the total amount of Seventeen Million Seventy-One Thousand Thirty-Five Dollars and No Cents (\$17,071,035), which total amount the City of Crystal Lake requires to be raised by taxation for the current fiscal year of the City, and the City Clerk of the City is hereby ordered and directed to file with the County Clerk of the County on or before the time required by law, a certified copy of this Ordinance.

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

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

Section 8: Pursuant to Statute, in compliance with Public Act 83-881, the City of Crystal Lake did file on April 20, 2018 an Estimate of Revenue by Source with the McHenry County Clerk's office.

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

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

ADOPTED this 18th day of December 2018, pursuant to a roll call vote as follows:

AYES:

NAYS:

DRAFT

APPROVED this 18th day of December 2018.

Aaron Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk