



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
September 3, 2019  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – August 20, 2019 Regular City Council Meeting and January 22, 2019 Hotel/Motel Tax Workshop 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. **Annexation Public Hearing Continuations to October 1, 2019 City Council Meeting – Reinhardt-Kirk, 851 Reiland Drive  
Chicago Title Trust 4149, Whiskey Business, 870 E. Terra Cotta Avenue  
Chicago Title Trust 4152, 850 E. Terra Cotta Avenue**
  - b. **Special Event Request and Class 16 Temporary Liquor License Request, Special Event Request Application Fee Waiver and Temporary Liquor License Fee Waiver – Downtown Crystal Lake Main Street, Gazebo Dinner Fundraiser, September 5, 2019**
10. **Class 3 Liquor License Request – Brinker Restaurant Group, DBA Chili's Grill & Bar, 5620 Northwest Highway**
11. **Sign Variation, Immanuel Lutheran Church School, 6300 Northwest Highway**
12. **Special Use Permit Amendment, 1776 Restaurant, 295 Washington Street**
13. **Crystal Lake Watershed Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement, 1776 Restaurant Parking Lot, 295 Washington Street**
14. **Final Planned Unit Development, Helzberg Diamonds, Crystal Point Shopping Center, 5750 Northwest Highway**

15. **Parking Restriction – Franklin Avenue (Walkup Avenue to Williams Street)**
16. **Stormwater Solutions: North Shore Storm Sewer Project – Storm Sewer Easement Agreement**
17. **Stormwater Solutions: Consultant Selection for preparation of the Illinois Environmental Protection Agency (IEPA) 319 Crystal Creek Watershed-Based Plan**
18. **2019 Pavement Marking Program Approval**
19. **Bid Award – Sanitary Sewer Lining Services Bid**
20. **Rejection of Bids – Lift Station #9 and various Stormwater Solutions Projects**
21. **Council Inquiries and Requests**
22. **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**
23. **Reconvene to Regular Session**
24. **Approval of Executive Session Minutes that includes the dates of November 6, 2018, December 4, 2018, February 19, 2019, March 5, 2019, April 2, 2019, April 16, 2019, July 2, 2019, July 16, 2019, August 6, 2019, and August 20, 2019**
25. **Consideration to destroy verbatim records**
26. **Consideration of action following semi-annual review of Executive Session Minutes**
27. **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

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Meeting Date: September 3, 2019

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 October 1, 2019 City Council meeting for the Annexation Public Hearings.

Staff Contact: Michelle Rentsch, Director of Community Development  
Katie Cowlin, Assistant City Planner

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Background:

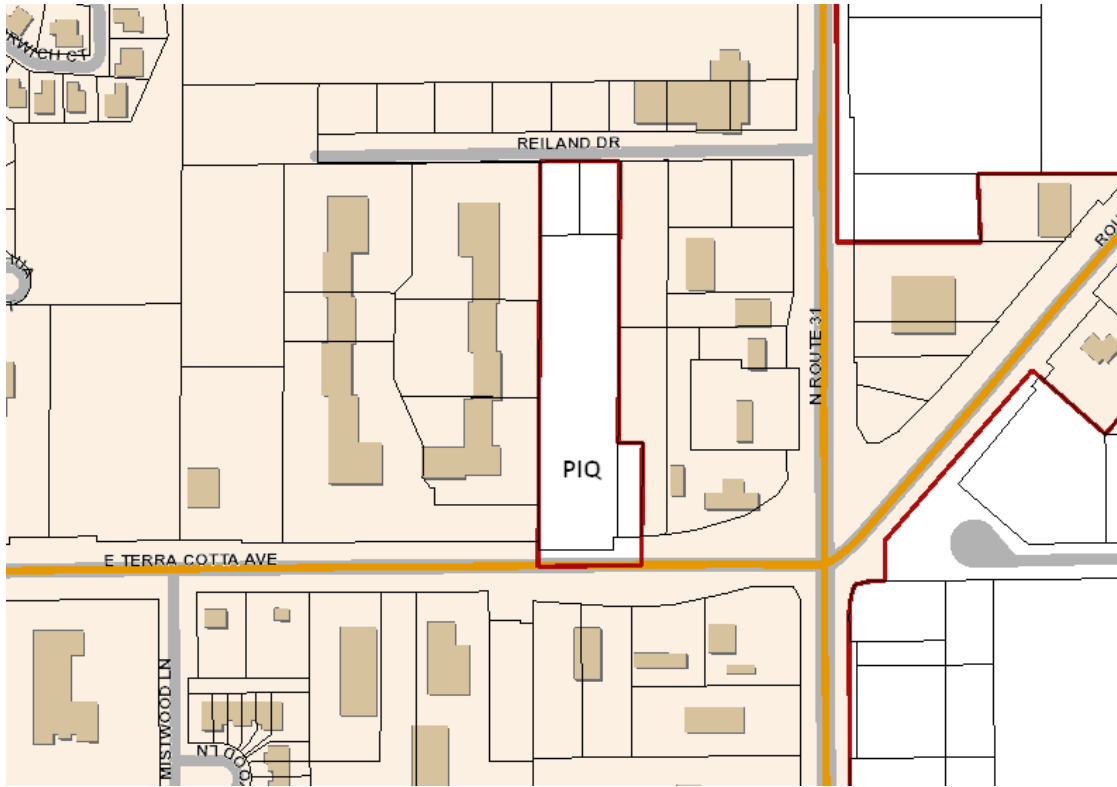
**Chicago Title Land Trusts-** The petitioner is requesting the annexation of three parcels that total approximately 3.04 acres, located at 4616 Route 176, 4709 Route 176 and lot 13 on Reiland Drive. The parcels are improved with Whiskey Business, a commercial retail shopping center, auto repair business 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 October 1, 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. Proposed redevelopment of the Chicago Title Land Trust properties (Whiskey Business) prolonged the annexation agreement discussions. City staff and the petitioner are in the process of finalizing the annexation agreement for the City Council's review at this time. Due to the prolonged discussions, the public notifications for the Annexation Public Hearing will be republished.

Votes Required to Pass: A simple majority.

Chicago Title Land Trusts 1004004149 & 1004004152 (Whiskey Business and Shopping Center) & Reinhardt/Krik Annexation Public Hearings





Agenda Item No: 9b

City Council  
Agenda Supplement

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Meeting Date: September 3, 2019

Item: Downtown Crystal Lake/Main Street Special Event request for a gazebo dinner fundraiser and issuance of a Temporary Liquor License.

Recommendation: Motion to approve issuance of the Special Event and Class 16 Temporary Liquor License to Downtown Crystal Lake/Main Street for the gazebo dinner fundraiser, pursuant to the recommendations listed below and a waiver of the Special Event (\$50) and Temporary Liquor License (\$20) application fees.

Staff Contact: Michelle Rentzsch, Director of Community Development  
Eric T. Helm, Deputy City Manager

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Background: Downtown Crystal Lake/Main Street has requested the issuance of a Class 16 Temporary Liquor License in order to serve wine at the Gazebo Dinner Fundraising Raffle Dinner being held at the Downtown Gazebo, located in Depot Park, Downtown Crystal Lake, on Thursday, September 5, 2019 from 6:30 p.m. to 8:30 p.m. The City has a License Agreement with the UPRR that allows the City to authorize use of the gazebo, with approvals such as a Special Event permit.

Section 329-5P 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 is issued to not-for-profit corporations qualified to do business in the State of Illinois. The license is for a period not to exceed three (3) days, and is 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.

In order to hold the dinner, Downtown Crystal Lake has also applied for a Special Event to allow a dinner to be held in the gazebo located at Depot Park for the winner of the raffle along with seven guests. The event will be held on Thursday, September 5, 2019. Downtown Crystal Lake has been approved for a raffle license by the City. The Council has approved the event in the past.

Since this is a fundraiser for the Downtown Crystal Lake organization, the applicant is requesting the Special Event application fee of \$50 and the Temporary Liquor License fee of \$20

be waived. The Downtown Crystal Lake organization has received waivers for other events, but a Temporary Liquor License fee has not been waived for any fundraisers.

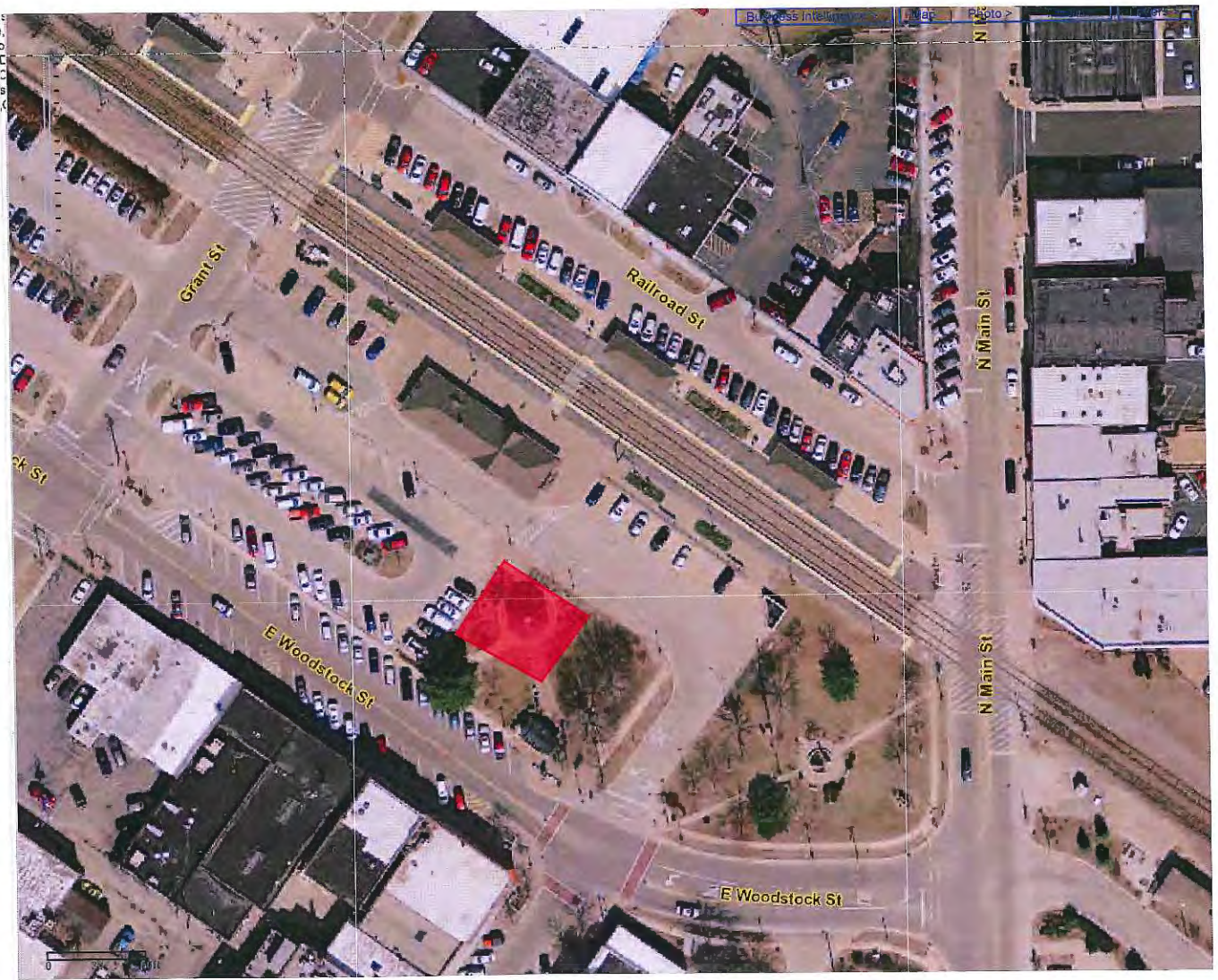
If the request is approved, the following conditions are required:

1. The approval is valid for Thursday, September 5, 2019. In the case of inclement weather, an alternate date can be approved by the City Manager.
2. Purveyors are responsible for site clean-up, with all garbage removed at the end of the event.
3. Adequate trash receptacles must be supplied.
4. A certificate of insurance (with liquor liability) must be provided.
5. If any electrical connections and equipment are to be used, they must comply with the requirements of the 2005 National Electrical Code.
6. The consumption of beer and wine must remain inside the gazebo.

The applicant has been made aware of these recommended conditions and advised to attend the September 3, 2019, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.







**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:** September 3, 2019

**Item:** City Code Amendment to Increase the Number of Class 3 Liquor Licenses – Applicant: Brinker Restaurant Corporation, DBA Chili’s Grill & Bar

**Staff Recommendation:** Motion to adopt an ordinance increasing the number of Class 3 liquor licenses from the currently permitted 5 licenses to 6 licenses, in order to allow for the issuance of a new Class 3 liquor license to Brinker Restaurant Corporation, DBA Chili’s Grill & Bar, who is purchasing the property from the current owner of Chili’s Grill & Bar, located at 5620 Northwest Highway.

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

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**Background:**

Brinker Restaurant Corporation, is purchasing Chili’s Grill and Bar, located at 5620 Northwest Highway from the current owner. Since the current license was issued to the current owner, the liquor license will be surrendered and the number of Class 3 liquor licenses will be reduced automatically from 6 to 5.

As licenses are non-transferable, thus Brinker Restaurant Corporation is requesting the City Council to approve an increase in the number of Class 3 licenses to allow for the continuous operation of the business at Chili’s Grill & Bar, located at 5620 Northwest Highway. No other changes are being made to the license.

**Chapter 329 Liquor Licenses, Section 329-5 License Classification** - Class 3 license which shall authorize the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises as well as the retail sale of alcoholic liquor in the original package between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and 10:00 a.m. on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises.

The annual fee for such license shall be the sum of \$1,475.



The applicant has submitted all of the necessary paperwork. A fingerprint/background search is pending for corporate officers.

The following conditions must be met prior to the license being issued:

- Successful Completion of Background Checks
- Payment of Prorated License Fee
- Copy of Certificate of Occupancy

The following establishments currently hold Class 3 Liquor Licenses.

<u>Name</u>	<u>Address</u>	<u>Zoning</u>
Aroma Coffee & Wine House	77 E. Woodstock	“B-4”
Fire Bar and Grill	435 Angela Lane	“B-2”
Georgio’s Chicago Pizzeria & Pub	75 E. Woodstock Street	“B-4”
Las Cazuelitas	21 Crystal Lake Plaza	“B-2 PUD”
Texas Roadhouse	835 Cog Circle (Archway East)	“B-2 PUD”

The attached ordinance approves an increase in the number of Class 3 liquor licenses in order to allow the owner of Chili’s Grill & Bar to continue to operate under a new license. This ordinance is expressly made subject to the voluntary surrender of the existing liquor license by the current license holder.

**Votes Required to Pass:**

Simple majority

**DRAFT**

Ord. No. ---  
File No. 255 L



**The City of Crystal Lake**

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

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

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

1. Class 3 License shall be increased from 5 to 6.

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

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

DATED at Crystal Lake, Illinois, this 3rd day of September, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

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

SEAL

ATTEST

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

PASSED: September 3, 2019  
APPROVED: September 3, 2019



Agenda Item No: 11

## City Council Agenda Supplement

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Meeting Date: September 3, 2019

Item: Sign Variation to allow an off-premise limited duration sign for the Immanuel Lutheran Church School at 6300 Northwest Highway.

City Council Discretion: A) Motion to approve an ordinance with the recommended conditions for the sign variation for ILC, as requested. OR  
B) Motion to deny the variation request.

Staff Contact: Michelle Rentzsch, Director of Community Development  
Elizabeth Maxwell, City Planner

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Background:

- Immanuel Lutheran School received a Special Use Permit in 2008. The school is located behind The Commons shopping center at 300 Pathway Court.
- The petitioner is requesting a sign variation to place a sign on the The Commons Shopping Center property at the northwest corner of Teckler Boulevard and Route 14.
- The proposed sign would be considered off-premise. The sign is considered a limited duration sign and would be permitted for 39 days, 4 times a year.

Analysis

- The sign would be 4 x 6 feet in area, 6 inches off the ground, and 4 feet 6 inches in total height. It would be mounted on two posts. Any other tenant in The Commons Shopping Center could have a similar sign along Route 14.
- Per the UDO, a temporary sign is defined as a sign, with or without frames, intended to be displayed for a short period of time which displays information that is not permanently associated with the use located on the property. A Limited Duration sign is defined as a sign providing information on an event or occurrence. The sign is permitted 30 days prior to and 2 days following the event or occurrence, but in no case longer than 39 days.

- The petitioner is requesting a variation from Section 4-1000 F Commercial Signs in the UDO. The following table illustrates the Ordinance requirements and whether the proposed sign meets those requirements:

<b>Item</b>	<b>UDO Requirement</b>	<b>Proposed Signage</b>	<b>Meets the UDO?#</b>
Location	All signs must be located on the site which they identify.	Located at 6300 Northwest Highway in the Commons Shopping Center.	NO
Quantity of Temporary Signs	Varies – Each tenant in the center could have a limited duration sign.	1	YES
Size	32 square feet	24 square feet	YES
Height (feet)	6	4 feet 6 inches	YES

- An application and details of the proposed signage are included.

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

- A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
- B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
- C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Recommended Conditions:

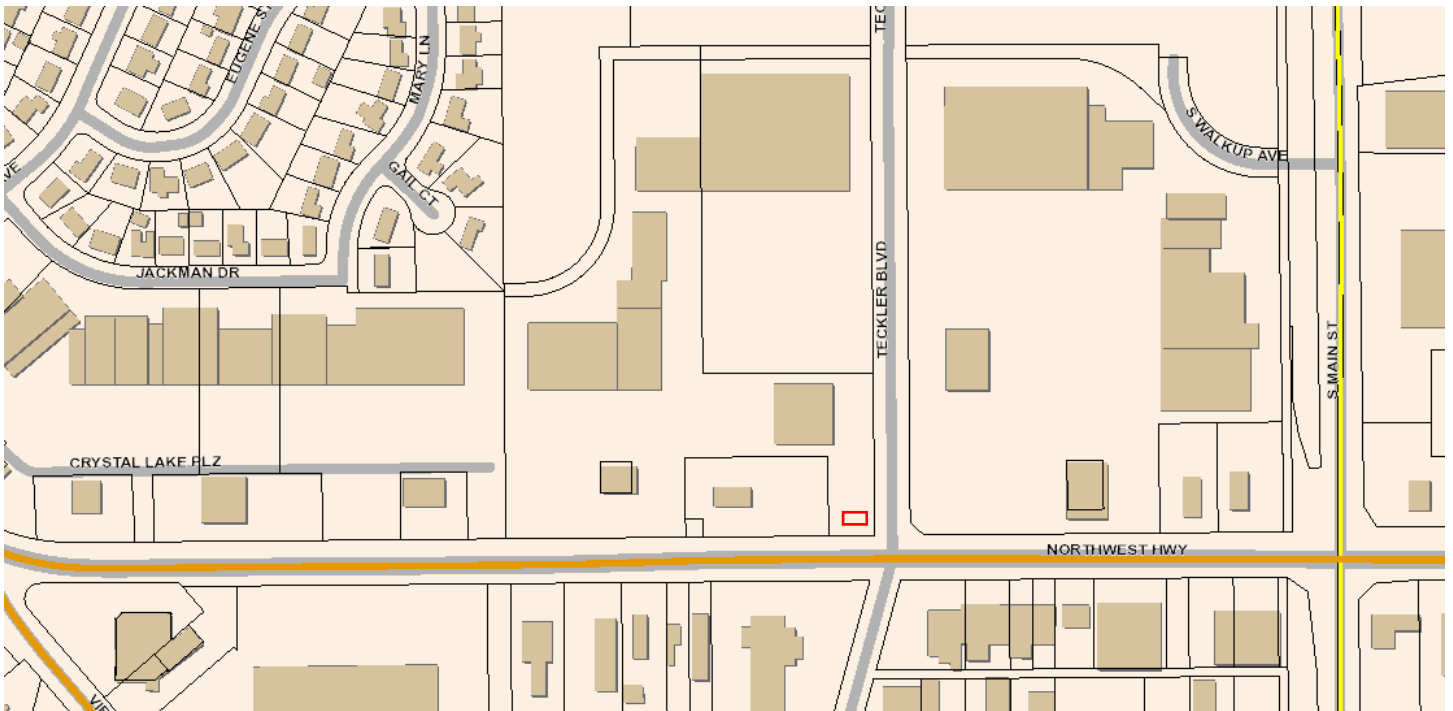
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (ILC, received 06/17/19)

B. Site Plan (ILC, received 06/17/19)

2. The petitioner must apply for a permit for each special event occurrence. A maximum of four occurrences are permitted per year.
3. The sign shall meet all of the other requirements in the UDO, as applicable.

Votes Required to Pass:            Simple majority vote.

PLN-2019-00103 IMMANUEL LUTHERAN CHURCH – SIGN VARIATION





**DRAFT**



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SIGN VARIATION FOR  
IMMANUEL LUTHERAN CHURCH SCHOOL  
AT 6300 NORTHWEST HIGHWAY**

WHEREAS, pursuant to the terms of the request (File #2019-103) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow an off-premise limited duration sign for Immanuel Lutheran Church School with the sign located at 6300 Northwest Highway; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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 sign variation be granted to allow an off-premise sign 4 x 6 feet in area, a maximum of 4 feet 6 inches in height as a limited duration sign, permitted for 39 days up to 4 times a year, for Immanuel Lutheran Church School located at 300 Pathway Court with the sign at 6300 Northwest Highway (19-05-476-019), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (ILC, received 06/17/19)
  - B. Site Plan (ILC, received 06/17/19)

2. The petitioner must apply for a permit for each special event occurrence. A maximum of four occurrences are permitted per year.
3. The sign shall meet all of the other requirements in the UDO, as applicable.

SECTION II: 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 Variation in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 3<sup>rd</sup> day of September, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: September 3, 2019

Approved: September 3, 2019



Agenda Item No: 12

City Council  
Agenda Supplement

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Meeting Date: September 3, 2019

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Special Use Permit Amendment to allow for a sign that is eight feet in height and a variation from Article 4-1000 to allow the sign to have a one-foot setback.

Petitioner: Rhienna McClain Trevino, petitioner  
295 Washington Street

PZC Recommendation: To approve the PZC recommendation for a Special Use Permit Amendment for variations for the parking lot sign located at 295 Washington Street.

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

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Background:

- The property received Special Use Permit approval for a private parking lot in November 2018.
- The Special Use Permit approval included a condition of approval that the freestanding sign be no greater than 5 feet in height.
- UDO Requirements: Freestanding signs are required to have a 10-foot setback from the property line.

Request:

- The petitioner is requesting a Special Use Permit Amendment and variation to allow the sign to be eight feet in height and at a one foot setback.

	<b>Approved Sign</b>	<b>Proposed Sign</b>	<b>Requested Amendment/Variation</b>
<b>Height</b>	5 ft	8ft	2-foot addition (complies with UDO requirement for commercial freestanding sign)
<b>Area</b>	20 sq. ft.	12.3 sq. ft.	Meets SUP approval
<b>Base</b>	Pole base	Pole base	Meets SUP approval
<b>Setback</b>	10 feet	One foot	Nine foot variation

PZC Highlights:

- The petitioner stated the hardship is the 15-foot width parkway. The extra-wide parkway creates a 25-foot setback from the pavement for the proposed sign.
- Two PZC members did not feel there was a hardship.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (5-2)** 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 (McClain Trevino, dated 06/30/19, received 07/03/19)
  - B. Sign Plan (Hughes Signs, received 07/03/2019)
2. The sign may be located as close as one foot from the property line.
3. The sign may be up to eight feet in height.
4. All conditions of approval from Ordinance 7514 (File #2018-143) are still valid unless amended by this approval.

Votes Required to Pass:            A simple majority.

PLN-2019-00112 1776 Restaurant - Special Use Permit Amendment



**DRAFT**

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



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT  
AMENDMENT AND VARIATION  
AT 295 WASHINGTON STREET**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2019-00112) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow for a sign that is eight feet in height and a variation from Article 4-1000 to allow the sign to have a one-foot setback for the property located at 295 Washington Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 25, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on August 21, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on August 21, 2019, 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-2019-00112, dated as of August 22, 2019; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment 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 Amendment be issued to allow for a sign that is eight feet in height and a variation from Article 4-1000 to allow the sign to have a one-foot setback for the property commonly known as 295 Washington Street (19-06-430-001 and 19-06-430-002), Crystal Lake, Illinois.

Section II: Said Special Use Amendment is issued with the following conditions:



1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (McClain Trevino, dated 06/30/19, received 07/03/19)
  - B. Sign Plan (Hughes Signs, received 07/03/2019)
2. The sign may be located as close as one foot from the property line.
3. The sign may be up to eight feet in height.
4. All conditions of approval from Ordinance 7514 (File #2018-143) are still valid unless amended by this approval.

Section III: That the City Clerk be and is hereby directed that all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit Amendment and variation in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 3rd day of September, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: September 3, 2019  
Approved: September 3, 2019



Agenda Item No: 13

## City Council Agenda Supplement

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Meeting Date: September 3, 2019

Item: Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement for the 1776 Parking Lot at 295 Washington Street.

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute a Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement for the 1776 Parking Lot at 295 Washington Street.

Staff Contact: Abigail Wilgreen, City Engineer

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Background:

On November 6, 2007, the City Council adopted the *Crystal Lake Watershed Stormwater Management Design Manual* and the *Crystal Lake Watershed Stormwater Management Program Implementation Plan*. The purpose of both documents is to protect Crystal Lake by regulating the stormwater management practices of properties that develop or redevelop in the watershed.

The *Crystal Lake Watershed Stormwater Management Program Implementation Plan* (Implementation Plan) provides more detail on how the watershed regulations would be executed by the City. The implementation plan gives specific details on what the responsibilities of developers, property owners, and the City are in the watershed.

Per the requirements of the implementation plan, a “Crystal Lake Watershed Stormwater Facilities Non-Residential Maintenance Plan, Grant of Easement and Funding Agreement” (agreement) was created. This agreement is utilized as a template whenever an existing or new development is completed within the watershed. This same agreement has been used for other projects in the Crystal Lake Watershed.

The owners of the 1776 Restaurant purchased and demolished a house located at 295 Washington Street to build a parking lot which increased the amount of impervious area.

The City’s special counsel has reviewed the attached agreement and it is in the City's standard format.

Votes Required to Pass:

Simple Majority

**DRAFT**



**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute the Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement with 397 W. Virginia LLC, owner of the 1776 Restaurant, for the parking lot at 295 Washington Street.

**DATED** this 3<sup>rd</sup> day of September, 2019.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: September 3, 2019

APPROVED: September 3, 2019



Agenda Item No: 14

City Council  
Agenda Supplement

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Meeting Date: September 3, 2019

Item: REPORT OF THE PLANNING & ZONING COMMISSION  
Crystal Point Shopping Center

Requests: Final Planned Unit Development Amendment to allow changes to the signage and building façade for the outlot building for Helzberg Diamonds at Crystal Point Shopping Center.

Petitioner: Henry Klover, petitioner  
5750 Northwest Highway

PZC Recommendation: Motion to approve the PZC recommendation and adopt an ordinance for changes to the signage and building façade for Helzberg Diamonds at 5750 Northwest Highway.

Staff Contact: Michelle Rentzsch, Director of Community Development  
Elizabeth Maxwell, City Planner

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Background:

- This outlot building was the former Boston Market space, which was a single-tenant building. The conversion was made to allow two tenants. The main tenant, Helzberg Diamonds, will occupy approximately 3,000 square feet, leaving 1,137 square feet for a second tenant.
- The property owner recently updated the façade with new colors, as well as, an elevated façade above the entry way. The property owner also installed new landscape around the building and to screen existing mechanical equipment.
- After the property owner was done with their improvements, Helzberg would now like to make further modifications. The new proposed design reflects an upscale architecture, which reflects the quality of the product and new brand identity for Helzberg.
- Helzberg uses an Archistone product, which is foam backed, but uses actual limestone on the front. It is very durable and looks nice.

PZC Highlights:

- The members of the PZC liked the proposed changes to the building, but were not supportive of the proposed door and cornice lighting, nor the third sign.
- During the discussion, Helzberg decided to make changes to their request and eliminate the LED lighting around the doors and windows and under the top cornice. They also eliminated the third sign.
- The PZC found that the request met the Findings of Fact.

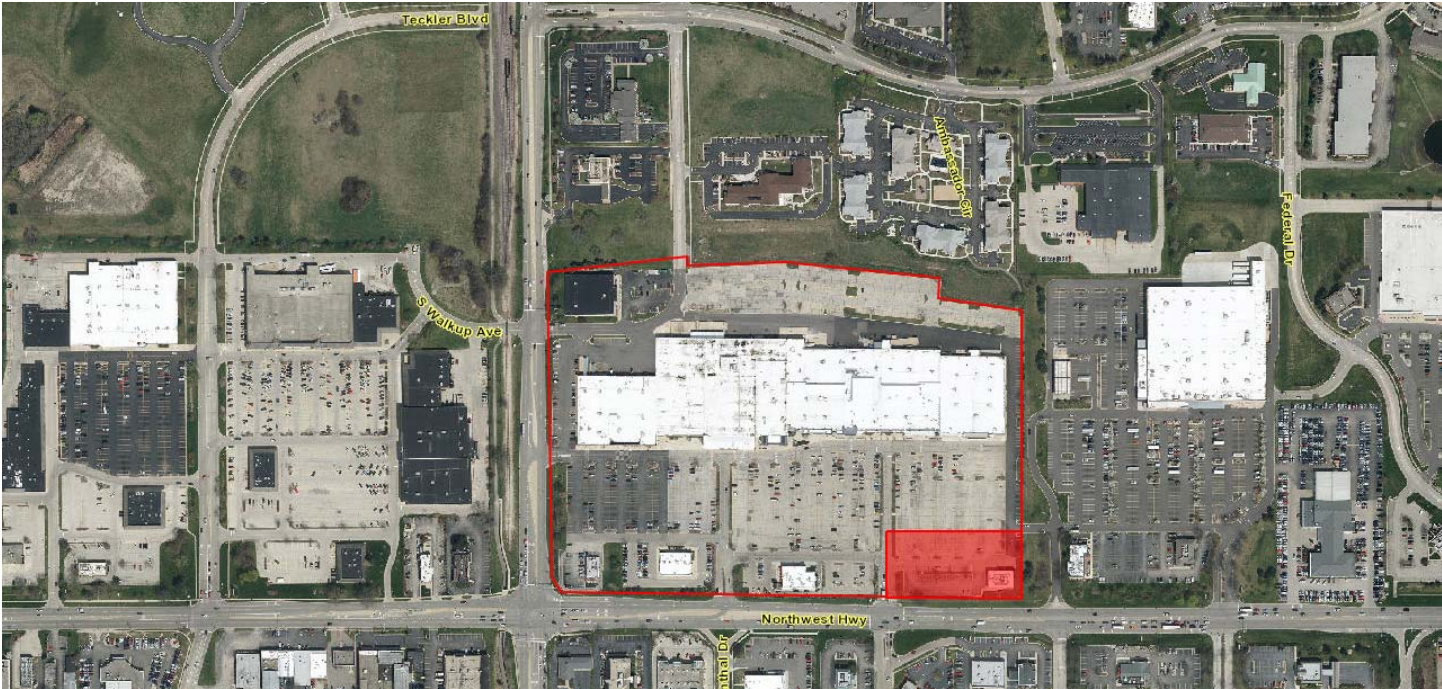
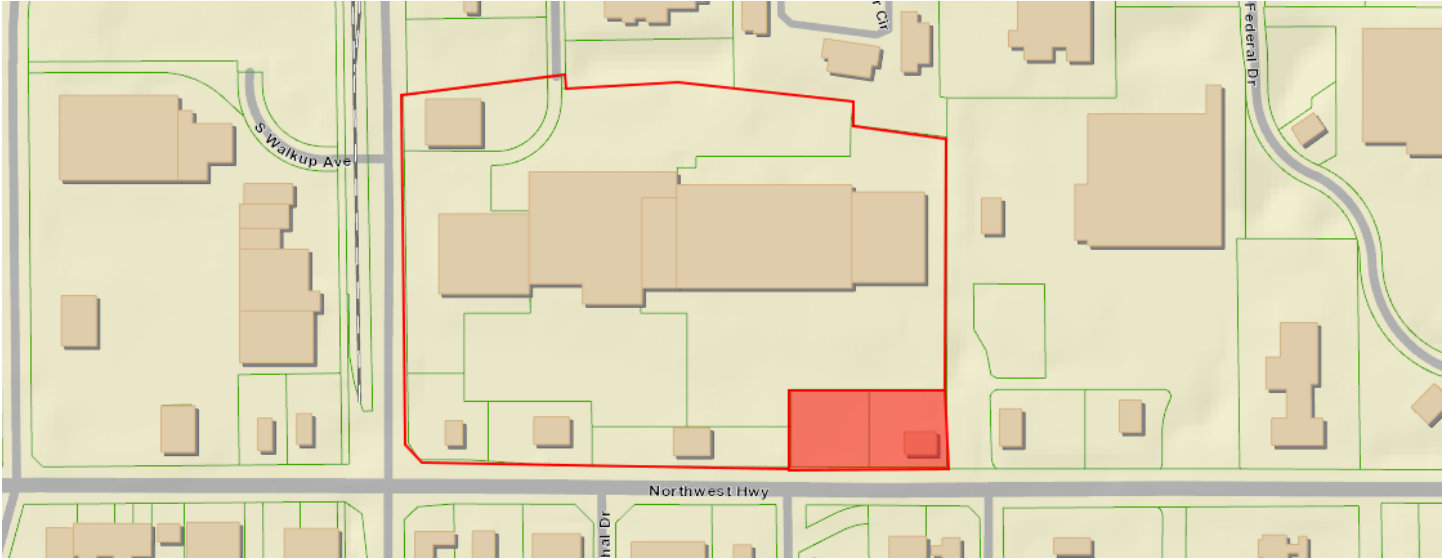
PZC Vote:

The PZC recommended **approval (7-0)** the petitioner's request for a Final Planned Unit Development Amendment with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (HC Klover Architect, received 07/29/19)
  - B. Architecture Plans (HC Klover Architect, dated 07/26/19, received 07/29/19)
  - C. Elevation Renderings (HC Klover Architect, dated 07/25/19, received 07/29/19)
2. The overall planned unit development approval and all subsequent amendments are still in effect unless modified by this ordinance.
3. All LED lighting, tape lighting and lighting surrounding windows, doors or outlining the cornice shall be removed. Also, no lighting under the awnings is permitted.
4. All window signage ~~shall~~ **may** meet the maximum ~~25%~~ **100%** coverage for the tenant space **as approved by staff. (Amended by the PZC)**
5. ~~Work with staff to create a darker top cornice color, either retaining the Nomadic Desert or a new color which would complement both the remaining building's cornice and Helzberg's design. (Removed by the PZC)~~
6. Reduce the wall signage ~~to 126 square feet~~, with the two main signs at 50 square feet each. **(Amended by the PZC)**
7. The petitioner must address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

Votes Required to Pass:            A simple majority vote.

PLN-2019-00127 Helzberg Diamonds - 5750 Northwest Hwy - Final PUD Amendment





**DRAFT**

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



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING AN AMENDMENT  
TO THE FINAL PUD FOR HELZBERG DIAMONDS**

WHEREAS, pursuant to the terms of the Petition (File #PLN-2019-127) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to allow exterior changes to the building signage and facade; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on August 2, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on August 21, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on August 21, 2019, 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 Amendment to the 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-2019-127, dated as of August 22, 2019; and

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

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

SECTION I: That a Final PUD Amendment be granted to allow exterior changes to the building signage and facade for the property located at 5750 Northwest Highway (19-04-351-016), Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (HC Klover Architect, received 07/29/19)
  - B. Architecture Plans (HC Klover Architect, dated 07/26/19, received 07/29/19)
  - C. Elevation Renderings (HC Klover Architect, dated 07/25/19, received 07/29/19)
2. The overall planned unit development approval and all subsequent amendments are still in effect unless modified by this ordinance.
3. All LED lighting, tape lighting and lighting surrounding windows, doors or outlining the cornice shall be removed. Also, no lighting under the awnings is permitted.
4. All window signage may meet the maximum 100% coverage for the tenant space as approved by staff.
5. Reduce the wall signage with the two main signs at 50 square feet each.
6. The petitioner must address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Planned Unit Development amendment 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,

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

approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 3rd day of September, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

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Nick Kachiroubas, City Clerk

Passed: September 3, 2019

Approved: September 3, 2019



Agenda Item No: 15

## City Council Agenda Supplement

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Meeting Date: September 3, 2019

Item: Franklin Avenue (Walkup Avenue to Williams Street)  
Parking Restriction

Staff Recommendation: Motion to adopt an ordinance making it unlawful to stop, stand, or park any vehicle on the north side of Franklin from the intersection of Walkup Avenue to the intersection of South Williams Street.

Staff Contact: Abigail Wilgreen, City Engineer

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Background:

A concern was brought to the City's Traffic Safety Committee regarding parking along Franklin Avenue between Walkup Avenue and Williams Street. Currently, parking is restricted on both sides of the street on weekdays between 7:00 AM and 4:00 PM to prevent overflow parking from Crystal Lake Central High School from parking on the street. A resident contacted the City and said that there are many events at the school outside of those times, such as football games and parent-teacher nights, where people attending those events park on both sides of the street. Since this section of Franklin Avenue is particularly narrow, parked cars on both sides of the street prevent the normal flow of traffic. This could be problematic for first responders that would need to travel through this area. Working with the resident, the Traffic Safety Committee determined that a complete parking prohibition on the north side of the street would provide the most effective remedy.

The committee sent a letter to residents along Franklin Avenue advising them of the proposed parking restriction. The City received two responses from the residents; both agreed that the parking congestion was an issue. Both responses were supportive of the change. The parking restriction on the south side of the street will remain unchanged. The responses received are attached.

Votes Required to Pass:  
Simple majority

**DRAFT**



**The City of Crystal Lake Illinois**

**ORDINANCE**

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

**SECTION I:** That it shall be unlawful to stop, stand, or park any vehicle on the north side of Franklin Avenue from the intersection of Franklin Avenue and Walkup Avenue to the intersection of Franklin Avenue and South Williams Street.

**SECTION II:** That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

**SECTION III:** That suitable signs and markers shall be erected.

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

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

**DATED** at Crystal Lake, Illinois, this 3<sup>rd</sup> day of September, 2019.

CITY OF CRYSTAL LAKE, an Illinois Municipal  
Corporation

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

SEAL

ATTEST:

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

PASSED: September 3, 2019

APPROVED: September 3, 2019

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.



Agenda Item No: 16

## City Council Agenda Supplement

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Meeting Date: September 3, 2019

Item: Stormwater Solutions: North Shore Storm Sewer Project – Storm Sewer Easement Agreements

Staff Recommendation: Motion to authorize the City Manager to execute storm sewer agreements with the Crystal Lake Park District and the North Crystal Lake Park Beach Association for the City's North Shore Storm Sewer Project.

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

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Background:

The North Shore Storm Sewer project will install new storm sewer in the right-of-way along Crystal Beach Avenue, Greenfield Road, and East End Avenue and replace the existing storm sewer outlets into the lake at two beach areas along North Shore Drive. Best management practice (BMP) basins will be installed along each street on lots acquired by the City to provide detention and improve storm water quality. This project will reduce flood impacts and improve storm water quality.

In order to construct the improvement, a Storm Sewer Easement Agreement is needed from the Crystal Lake Park District (CLPD) for the storm sewer that extends approximately 15 feet into the Lippold Park area at the end of each street. A Storm Sewer Easement Agreement is also needed from the North Crystal Lake Park Beach Association (NCLPBIA) Homeowners Association) for work in the two properties they own adjacent to the beach as well as approximately 80 feet of the alley between Greenfield Road and East End Avenue. The CLPD and NCLPBIA have executed the Easement Agreements. These Easement Agreements allow the City's contractor to construct the new storm sewer improvements as well as allow for the City to maintain the new storm sewer in the future.

The agreements have been reviewed by the City's special legal counsel and are deemed acceptable.

Votes Required to Pass:  
Simple majority vote.



**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 Storm Sewer Easement Agreements with the North Crystal Lake Park Beach Association and the Crystal Lake Park District for the North Shore Storm Sewer project.

**DATED** this 3<sup>rd</sup> day of September, 2019.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: September 3, 2019

APPROVED: September 3, 2019



Agenda Item No: 17

## City Council Agenda Supplement

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<u>Meeting Date:</u>	September 3, 2019
<u>Item:</u>	Stormwater Solutions: Consultant Selection for preparation of the IEPA 319 Crystal Creek Watershed-Based Plan.
<u>Staff Recommendation:</u>	Motion to award the proposal for preparation of the IEPA 319 Crystal Creek Watershed-Based Plan to the most qualified, responsible and responsive proposer, Applied Ecological Services, and adopt a resolution authorizing the City Manager to execute an agreement with Applied Ecological Services in the amount of \$64,944.00 and approve changes in scope by 10 percent of the original price.
<u>Staff Contact:</u>	Abigail Wilgreen, City Engineer Michael Magnuson, Director of Public Works

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### Background:

As part of the Stormwater Solutions Initiative, staff identified the benefit to completing an IEPA 319 Watershed-Based Plan (plan) for the Crystal Creek watershed and its tributary areas. This area, as shown on the attached map, includes the Crystal Lake subwatershed and the Woods Creek subwatershed. An IEPA 319 Watershed-Based Plan was previously completed and approved for the Woods Creek subwatershed in 2013 with the Village of Algonquin as the lead municipality.

The purpose of this plan is to investigate the ecological aspects of a stream(s), identify stream impairments and the most abundant pollutants, identify any non-point pollution sources, reduce flooding and develop a plan on how to reduce pollutant loads. Once the plan is complete, it will be submitted to the IEPA for approval. After approval, improvements included in the report will be eligible for IEPA Section 319 grant funding including re-opening the creek between South Elementary and Lundahl Middle Schools. By re-opening the creek, flooding of this area would be reduced with the reestablishment of many ecological benefits that are seen with an open creek. In the past, IEPA Section 319 grant funding offers a 60 percent grant fund with a 40 percent match by the local agency.

The plan is technical in nature and City staff does not have the expertise or capacity to complete it. An outside consultant is needed to ensure all requirements of the plan are met so approval will be obtained from the IEPA.

*Consultant Selection Process*

The City sent the Request for Qualifications & Proposal (RFQ&P) directly to qualified engineering firms and the City’s standard advertising practices were followed. Through this notification process, the City received three proposals.

The proposals were reviewed based on the consultants’ qualifications and the proposed cost. The qualifications criteria considered during the review were:

- Firm Experience and qualification of the individual who will be assigned to the project
- Scope of Services
- Completed Sample Plans
- References

Firm	Applied Ecological Services <sup>1</sup>	Christopher B. Burke Engineering	Hey and Associates
Proposal Cost	\$64,944.00	\$65,682.00	\$74,975.00

<sup>1</sup> Indicates the most qualified, responsible, responsive proposer

Of the three proposals received, Applied Ecological Services was deemed the most qualified, responsible and responsive proposer. The City has not directly contracted with Applied Ecological Services before. However, staff worked with them on the Woods Creek plan. The Village of Algonquin speaks very highly of them and the City’s interaction during that plan creation was very good. In addition, the City contacted their references, and they were given very enthusiastic recommendations.

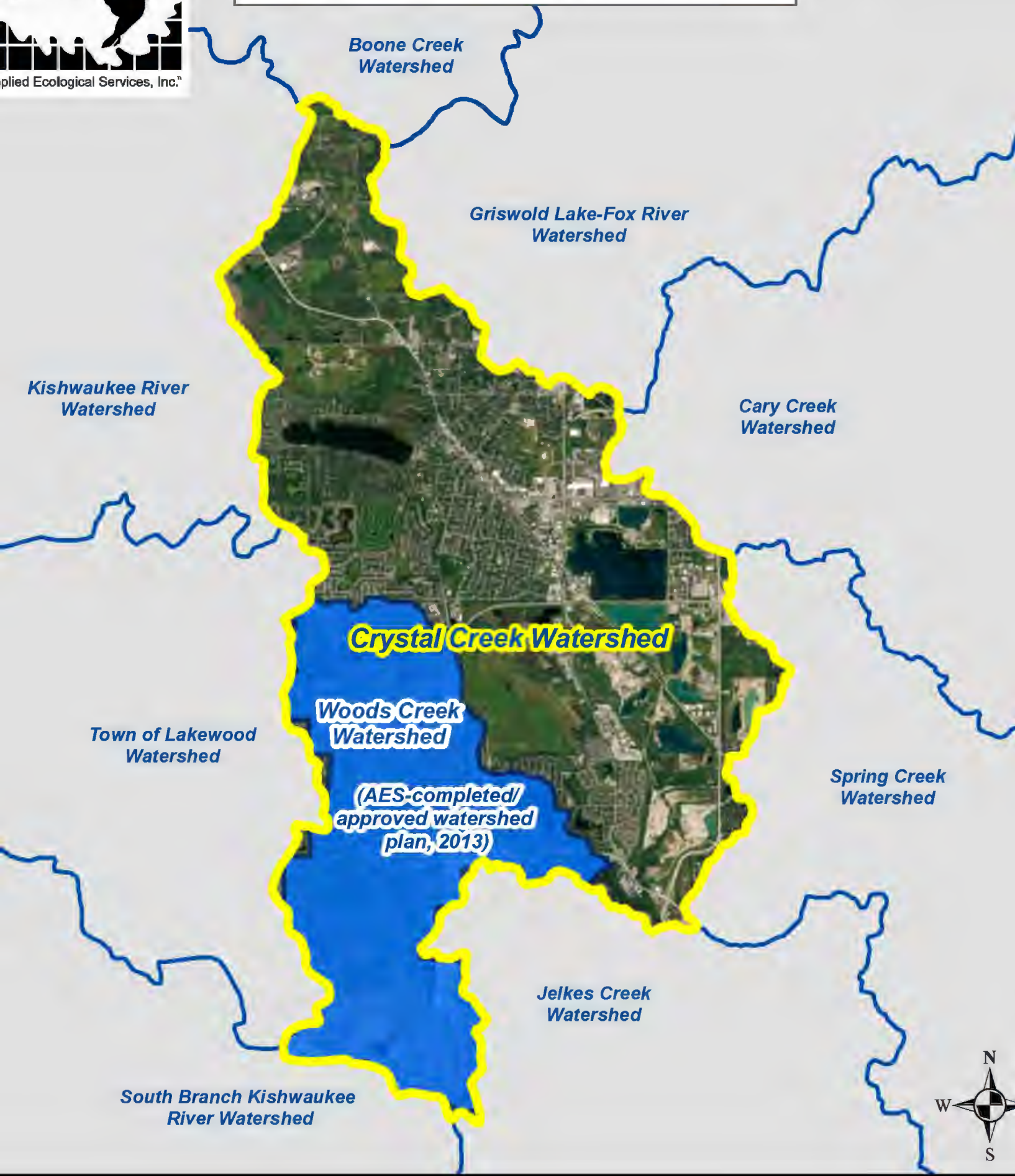
It is staff’s recommendation to select Applied Ecological Services to create the IEPA 319 Crystal Creek Watershed-Based Plan. This project is budgeted in the FY 2019/2020 budget.

Votes Required to Pass:

A simple majority.



# Crystal Creek Watershed



**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 agreement with Applied Ecological Services for the IEPA 319 Crystal Creek Watershed-Based Plan in the amount of \$64,944.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** at Crystal Lake, Illinois, this 3<sup>rd</sup> day of September, 2019.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: September 3, 2019

APPROVED: September 3, 2019



Agenda Item No: 18

## City Council Agenda Supplement

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Meeting Date: September 3, 2019

Item: 2019 Pavement Marking Program

Staff Recommendation: Motion to adopt a resolution authorizing the City's participation in the 2019 McHenry County Division of Transportation Joint Purchasing Program in the not-to-exceed expenditure of \$100,000 for pavement markings and authorizing the City Manager to execute a contract with Superior Road Striping.

Staff Contact: Abigail Wilgreen, City Engineer

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Background:

In the past several years, agencies in McHenry County have been collaborating to conduct joint bidding of services. This allows agencies to take advantage of economies of scale. The City utilized the McHenry County Division of Transportation (County) joint bid for pavement markings in 2018.

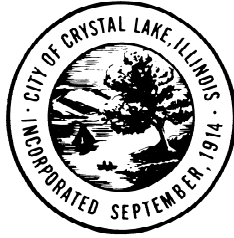
Earlier this year, the County once again conducted a joint bid for pavement markings. The low bidder for the 2019 program is Superior Road Striping and the unit prices were better than in 2018. The City has used Superior Road Striping many times in the past for this service and has been extremely happy with their performance.

Staff is requesting authorization to participate in the McHenry County's joint purchase and to use \$100,000 of Road and Vehicle License Funds for pavement marking services. This project is included in the Fiscal Year 2019-2020 budget.

Votes Required to Pass:

Simple majority vote

**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 is hereby authorized to participate in the 2019 McHenry County Division of Transportation Pavement Marking Joint Purchasing Program.

**BE IT FURTHER RESOLVED** that the City Manager be authorized to execute a contract with Superior Road Striping in the not-to-exceed amount of \$100,000 for pavement markings through the 2019 McHenry County Division of Transportation Pavement Marking Joint Purchasing Program.

**DATED** this 3<sup>rd</sup> day of September, 2019.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: September 3, 2019

APPROVED: September 3, 2019



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

**Meeting Date:** September 3, 2019

**Item:** Sanitary Sewer Lining Services Bid

**Staff Recommendation:** Motion to award the contract for sanitary sewer pipe lining services to the lowest responsive and responsible bidder, Hoerr Construction, and to adopt a Resolution authorizing the City Manager to execute a contract with Hoerr Construction in the submitted bid amounts with a 10% contingency for unforeseen expenses.

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

**Background:**

On August 22, 2019, the City of Crystal Lake publicly opened and read aloud the bids received for the sanitary sewer lining at various locations throughout the City. The following is a breakdown of the base bids received:

<b>BIDDER</b>	<b>BASE BID TOTAL</b>
✓Hoerr Construction Peoria, IL	\$464,760.40
Visu-Sewer Bridgeview, IL	\$ 477,957.00
Insituform Technologies Orland Park, IL	\$ 496,975.40
Michels Corporation Brownsville, WI	\$ 508,109.00

*✓Indicates lowest responsive and responsible bidder*

**Project Need and Description:**

Sanitary Sewer lining is an annual program in the Public Works Department. This program addresses structural deficiencies (broken or cracked pipe) and infiltration that has been detected by Public Works crews as part of our sewer assessment operations. Infiltration is the flow of groundwater into the sanitary sewer system through cracks or other defects that are caused by age, tree roots, etc. Infiltration can overload the sanitary sewer system (cause backups) and result in operational issues at the wastewater treatment facilities.



Lining is significantly less expensive and more efficient than traditional open cut excavation and pipe replacement methods. The lining is normally installed with minimal surface disruption.

Public Works has identified 2.6 miles of sanitary sewer mains that require lining for defects and infiltration.

**Recommendation**

The Public Works Department has reviewed bids received for completeness and accuracy in accordance with the invitation to bid document. City staff has worked with Hoerr Construction previously with satisfactory results. Therefore, the Public Works Department recommends that the contract for Sanitary Sewer Lining Services be awarded to the lowest responsive and responsible bidder, Hoerr Construction, in the amount of \$464,760.40. Sufficient funds are available for this project in the FY2019/2020 operating budget.

**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 hereby authorized and directed to award the contract for sanitary sewer lining services to the lowest responsive and responsible bidder, Hoerr Construction, and adopt a resolution authorizing the City Manager to execute a contract with Hoerr Construction, in the submitted bid amount with a 10% contingency for unforeseen expenses.

DATED this 3<sup>rd</sup> day of September 2019

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

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

PASSED: September 3, 2019  
APPROVED: September 3, 2019



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

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**Meeting Date:** September 3, 2019

**Item:** Reject all bids for Lift Station #9 and various Stormwater Solutions Projects

**Staff Recommendation:** Motion to adopt a resolution rejecting all bids from the August 7, 2019 bid opening for Lift Station #9 and the August 13, 2019 bid opening for Various Stormwater Solutions projects

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

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**Background:**

The City recently conducted two bid openings for infrastructure projects on August 7 and August 13, 2019. City staff followed standard bidding procedures and published the bids electronically (BidSync) and reached out directly to advise contractors of the projects. In both cases there were a limited number of bidders and the project bids came in over the estimates. The results of the bid openings are tabulated below:

**Pine St. Sanitary Sewer Lift Station #9 Rehabilitation**

A pre-bid meeting was held on July 25, 2019, and three companies attended. Two bids were received on August 7, 2019. The following is a breakdown of the bids:

<b>Bidder</b>	<b>As-Read Bids</b>
Bolder Construction, Cary IL	\$1,190,000.00
Berger Excavating, Wauconda IL	\$1,261,000.00

Both of these bids are significantly above the engineer's estimate of cost (\$630,850.00).

**Stormwater Solutions Project**

A single bid package was prepared for three stormwater projects (Cove Pond Overflow/Woodland Channel Connection, Gardina Vista Storm Sewer, and the Green Oaks Drain Tile Replacement). The City opened and publicly read the bids received for the Various Stormwater Solutions Projects (see attached for scope of work). The City received one bid and the results are tabulated below.

<b>Bidder</b>	<b>As-Read Bid</b>
Copenhaver Construction Gilberts, IL	\$669,660.85

This single bid is 15.7% over the engineer's estimate of \$578,610.00. The City followed the standard bidding procedures and also reached out directly to 16 contractors to inform them of the bid advertisement. Seven contractors downloaded the plans for review; however, only Copenhaver Construction provided a bid.

**Discussion:**

In both cases, staff followed up with contractors who either viewed the plans or were made aware of the projects. In both projects, the response was similar. Because of the heavy and frequent rains in the spring, contractors are behind on completing projects and do not have the resources or desire to take on additional projects and commit to the project deadlines. Staff also feels that the volume of municipal and State work has increased recently without a corresponding increase in contractor resources.

Staff is recommending rejection of the bids. Staff is working to adjust completion dates and make other adjustments to attract greater competition. Staff will re-bid both projects later this fall.

**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 Council rejects all bids received from the August 7, 2019 Pine Street Lift Station #9 Rehabilitation bid opening and the August 23, 2019 Various Stormwater Solutions Projects bid opening.

DATED this 3<sup>rd</sup> day of September, 2019.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

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

PASSED: September 3, 2019  
APPROVED: September 3, 2019