



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 1, 2020
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – August 18, 2020 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. **Acting Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a. **5707 Meadowbrook Lane, Matthew Rogulic – County Zoning Request allowing a proposed 9-foot side yard setback and 10-foot rear yard setback for an addition, a variation of 11 feet and 20 feet respectively**
10. **Three Oaks Recreation Area Special Event Request – Willow Creek Church Lake Baptism Event, September 13, 2020 (rain date September 20, 2020)**
11. **330 Dolle Lane, Rhienna McClain – Variation to allow a 16-foot yard abutting a street setback, a variation of 14 feet for a five-foot fence**
12. **300 W. Terra Cotta Avenue, Nicor – Special Use Permit Request for a radio transmission tower and variations to allow for a 300-foot tower, a variation of 100 feet and to allow a setback that is less than 110% of the height of the tower, 330 feet from the property line**
13. **1079 North Shore Drive, Chip and Denise Yager – Amendment to remove a prior Ordinance condition setting the front yard setback for this lot, and a variation to encroach 10.49 feet into the required 68.64-foot front yard setback**
14. **2020 Steam Boiler Feed System Replacement Bid Award**
15. **Municipal Complex Fuel Island Replacement Project Bid Award**
16. **Local Coronavirus Urgent Remediation Emergency (CURE) Support Program**
17. **Board and Commission Appointments – Economic Development Committee, Sustainability Committee**

- 18. Proposal Award – Utility Bill Printing and Mailing Services**
- 19. Council Inquiries and Requests**
- 20. 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**
- 21. Reconvene to Regular Session**
- 22. 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**

Meeting Date: September 1, 2020

Item: COUNTY ZONING REQUEST
Matthew Rogulic
5707 Meadowbrook Lane

Recommendation: City Council's discretion.

- a) Motion to object to the proposed 9-foot side yard setback and 10-foot rear yard setback for an addition, a variation of 11 feet and 20 feet, respectively, directing staff to proceed with an objection to the County Hearing Officer.
- b) No action.

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

Background:

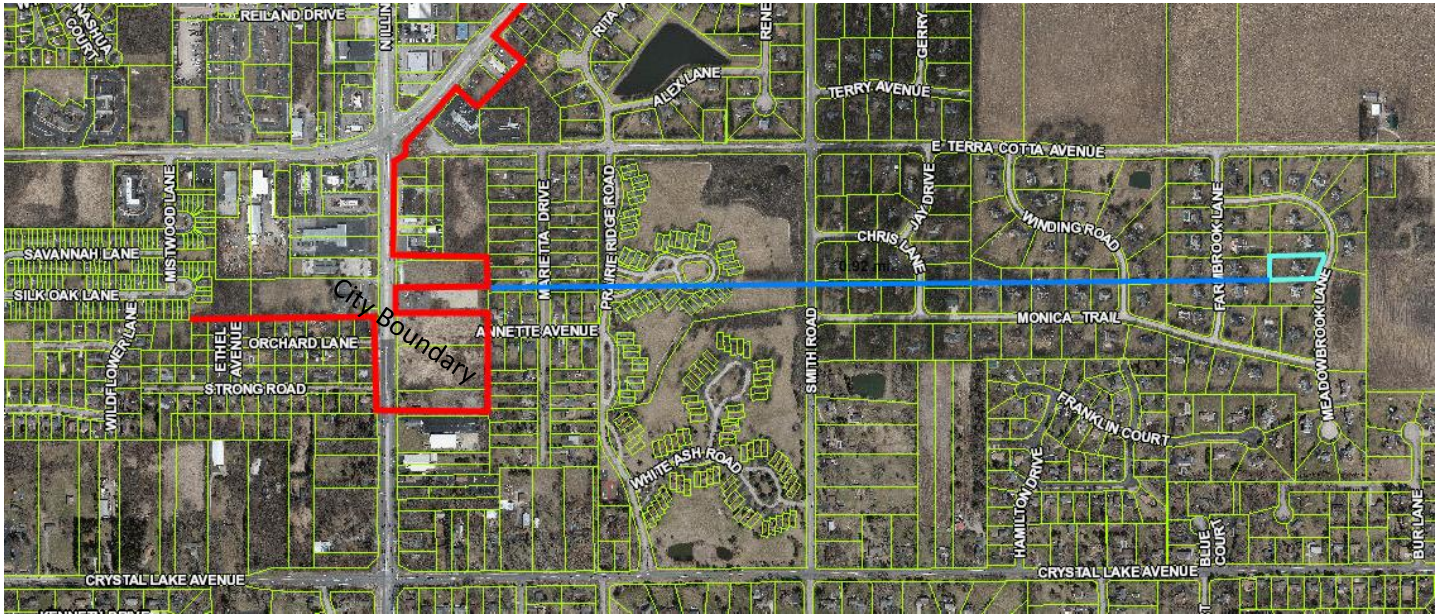
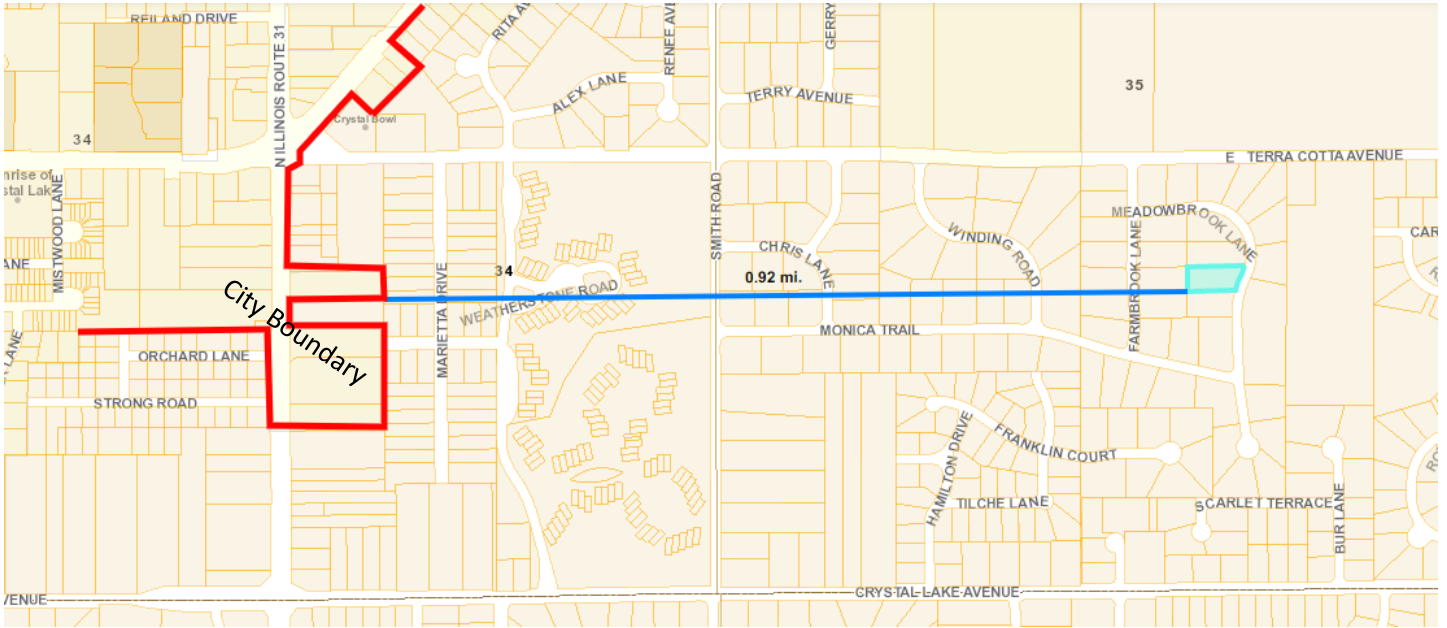
- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.
- The property in question consists of approximately 1.09 acres and is zoned "E-1" Estate District. Currently, the property is improved with a single-family house.

Request:

- The petitioner is proposing an addition to the house, including a screened porch, new backyard patio and enlarged front porch.
- The petitioner is requesting a setback variation from the 20-foot side yard setback to allow the addition. The proposed side yard setback is 13.5 feet.
- The subject property is not within the Crystal Lake Watershed and staff has no concerns with the request.

Votes Required to Pass: A simple majority.

COUNTY ZONING REQUEST – 5707 Meadowbrook Ln. PIQ





Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

September 1, 2020

Item:

Willow Creek Lake Baptism Event

Council Discretion:

Motion to approve the Willow Creek Crystal Lake request to hold a special event at the Three Oaks Recreation Area from 1:00 p.m. to 3:00 p.m. on Sunday, September 13, 2020 with a rain date of Sunday, September 20, 2020.

Staff Contact:

Nick Hammonds, Assistant to the City Manager

Background:

The City has received a request from Willow Creek Crystal Lake for the use of the Three Oaks Recreation Area beach/wading area for a lake baptism from 1:00 p.m. to 3:00 p.m. on Sunday, September 13, 2020 with a rain date of Sunday, September 20, 2020. From 2011 through 2019, the petitioner successfully complied with the City's requirements and conditions during the lake baptism.

Due to Covid-19, the petitioner will be taking additional measures to ensure the safety of event attendees and park patrons. Per the petitioner's itinerary, the baptism would be staged with time slots per group to ensure that only one group enters and exits the beach area at one time. No more than ten people are allowed in one group, with eight total groups anticipated over the course of the two-hour event. Each group will have 15 minutes to perform the baptism, take pictures, and exit the beach. The petitioner has agreed to comply with State guidelines for religious gatherings. The attached "Covid-19 Guidance for Places of Worship and Providers of Religious Services" has been provided to the petitioner.

All event attendees will wear masks when inside the beach, except for the person being baptized when they are in the water. Groups will enter the beach area through the staff garage entrance to ensure the public is separated from event attendees at all times. Once a group has performed the baptism, the group will exit the beach area and the next group will enter.

All other areas of the park would be open to the public during the event. The petitioner's non-resident attendees will not be subject to beach admission fees, since at the time of the event, the swimming season will be over and non-residents will be allowed to access the beach/playground/spray park area for no charge. Due to the limited scope of this year's event, the petitioner will not be renting a pavilion, family swim will not be held, and no sound amplification devices will be used during the event.

Staff has reviewed this request and would offer the following conditions for approval.

The Petitioner shall:

- Due to the Covid-19 pandemic, take precautions and limit group sizes as noted in this agenda supplement, and comply with State Guidance for Places of Worship and Providers of Religious Services.
- Comply with all City Code regulations and Special Event requirements.
- Provide a certificate of insurance prior to the event.
- Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
- Agree that all traffic control activities shall be performed by City staff.
- All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection. Petitioner shall be responsible for contacting the City for an inspection.
- All egress gates shall be unobstructed at all times.
- Reimburse the City for the following:

Special Event Application Fee	\$50.00
One City Lifeguard	\$23.00 (2 hours, at \$11.50 per hour)
Total Non-Refundable Fee*	\$73.00

*A damage deposit is not being proposed due to the limited scope of the event. The petitioner will not be renting a pavilion and will be using only a limited beach sand and water area.

Attached is a copy of the petitioner's submittals. The City's Fire Rescue Department has reviewed and approved of the conditions of this request.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

September 1, 2020

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

Variation from Articles 3-200 and 4-700 to allow a 16-foot yard abutting a street setback, a variation of 14 feet for a five-foot fence.

Petitioner:

Rhienna McClain, petitioner
330 Dolle Lane

PZC Recommendation:

To approve the PZC recommendation and adopt an Ordinance granting the variation for a fence at 330 Dolle Lane.

Staff Contact:

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

Background:

- Existing Use: The subject property is single-family home.
- UDO Requirements: A fence located in a yard abutting a street can be four feet in height if it has a five-foot setback from the property line. A five-foot fence would be required to have a 30-foot setback.

Request:

- The petitioner is requesting a variation from the yard abutting a street setback requirement to allow a five-foot fence to have a 16-foot setback, a variation of 14 feet.
- While the lot meets the dimensional standards, it is not a perfect rectangle and the rear of the property is narrower than the front of the property. The house was built near the rear of the lot and there is a stormwater drainage ditch behind the home.
- The proposed fence screens a front patio.

PZC Highlights:

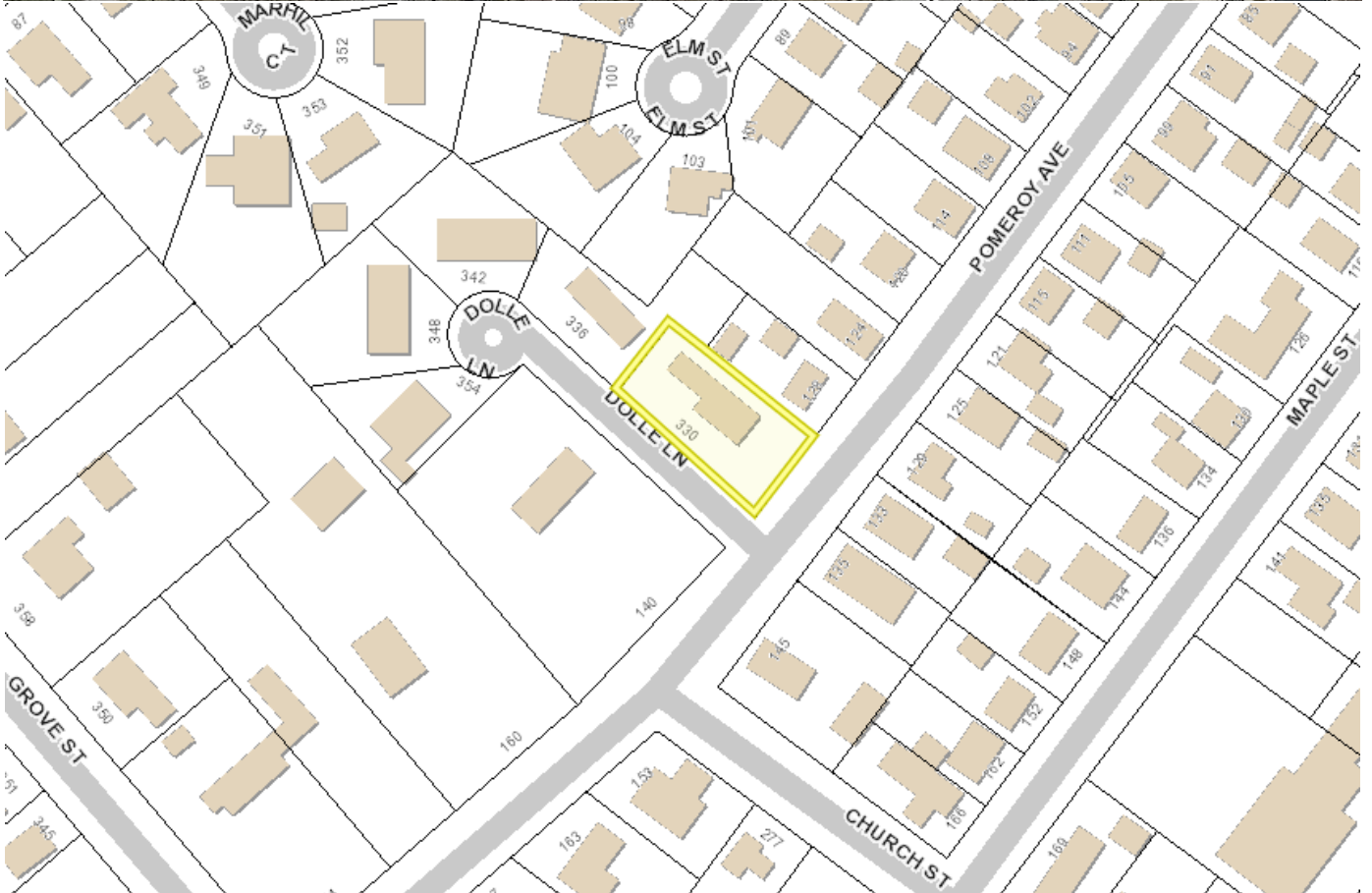
- The PZC agreed with the petitioner that the double frontage lot created a hardship.
- The PZC stated the Findings of Fact had been met.

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 (McClain, received 07/24/2020)
 - B. Plan (McClain, received 07/24/2020)
2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority.

PIQ MAP – 330 DOLLE LANE – VARIATION REQUEST



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION
AT 330 DOLLE LANE**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-00135) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Variation from Articles 3-200 and 4-700 to allow a five-foot fence to be located at a 16-foot yard abutting street setback, a variation of 14 feet at 330 Dolle Lane; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 30, 2020 in the Northwest Herald, held a public hearing at 7:00 p.m., on August 19, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Fence Variation; and

WHEREAS, on August 19, 2020, 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 Variation be approved; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variation 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 Variation from Articles 3-200 and 4-700 to allow a five-foot fence to be located at a 16-foot yard abutting street setback, a variation of 14 feet be granted for the property commonly known as 330 Dolle Lane (19-05-129-024), Crystal Lake, Illinois.

Section II: Said Variation is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (McClain, received 07/24/2020)
 - B. Plan (McClain, received 07/24/2020)

DRAFT

Ord. No.
File No.

2. 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 that all pertinent records of the City of Crystal Lake to show the issuance of a 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 1st day of September, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Acting Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: September 1, 2020

Approved: September 1, 2020



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

September 1, 2020

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

1. Special Use Permit for a radio transmission tower.
2. Variations from Article 2-400 to allow for a 300-foot tower, a variation of 100 feet and to allow a setback that is less than 110% of the height of the tower, 330 feet, from the west property line.

Petitioner:

Hal Morris, attorney
300 W. Terra Cotta Avenue

PZC Recommendation:

To approve the PZC recommendation and adopt an Ordinance granting the Special Use Permit and Variations for a radio transmission tower at 300 W. Terra Cotta Avenue.

Staff Contact:

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

Background:

- Existing Use: Nicor's property currently has an existing 300-foot radio transmission tower that is used for Nicor's business operations.
- Nicor is seeking to replace the existing guyed tower with a self-support tower. Per the application, the existing guyed tower was installed in 1985.
- UDO Requirements: A Special Use Permit is required for radio transmission towers. Radio transmission towers must meet the same special criteria as wireless communication facilities, including a height limitation of 200 feet and the towers are required to be setback 110% of the height of the tower from all property lines.

Request:

- The petitioner is requesting a Special Use Permit for a radio transmission tower and a zoning variation from Article 2-400 to allow a 300-foot tower and for it to be setback less than 110% of the height of the tower, 330 feet, from the west property line.

PZC Highlights:

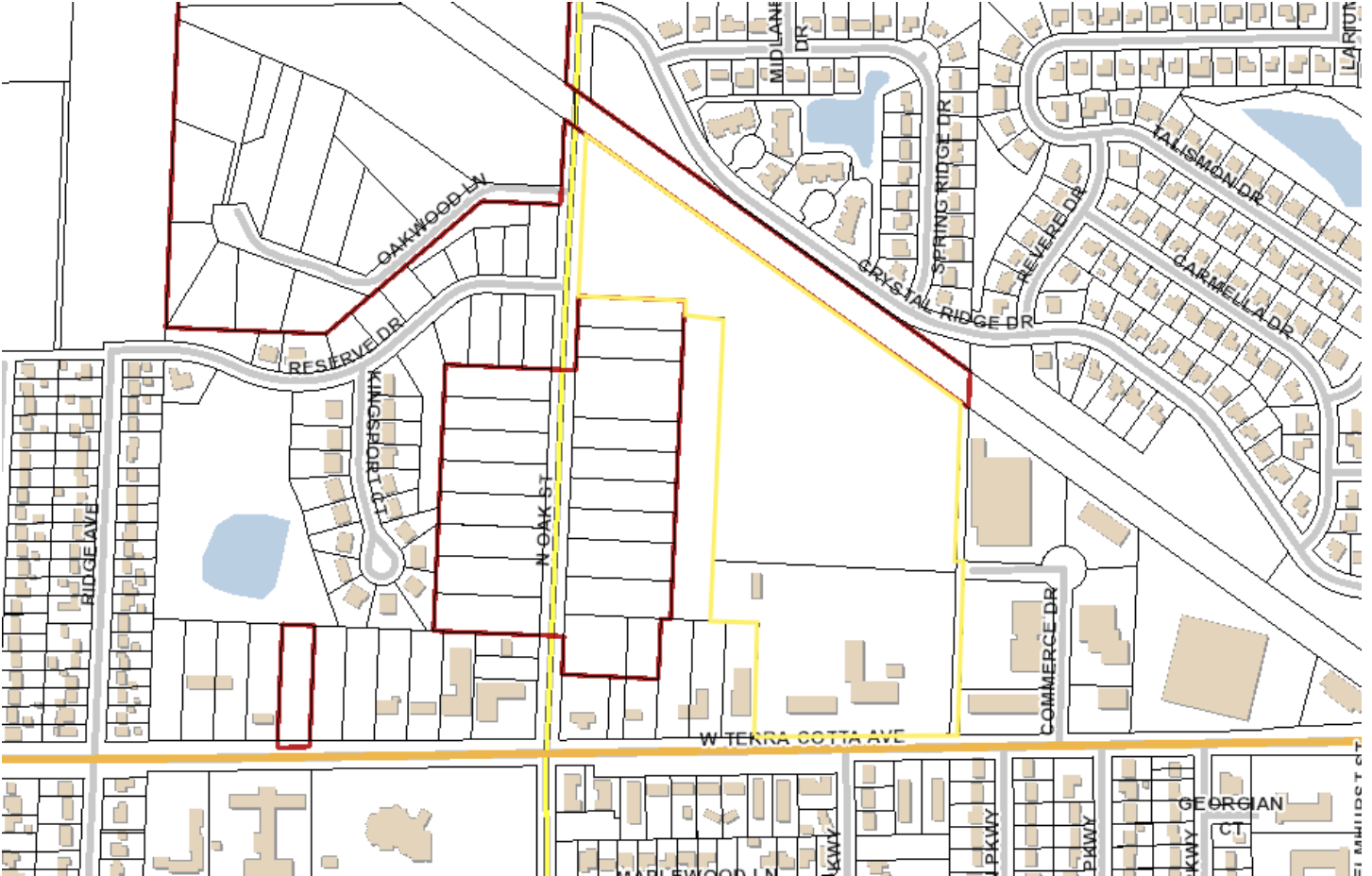
- The PZC asked if the tower could be moved to the east, so one variation would not be required. The wiring and equipment from the existing tower will be utilized for the proposed tower. The petitioner explained that the FCC is transferring the approvals from the existing tower to the new tower so it should remain near the existing tower for coordinate purposes. This also allows the FAA to keep their existing records of the tower for flight purposes.
- The petitioner stated the new tower would be constructed this fall and asked for some leniency in the removal of the existing tower in case the timing falls in the winter. The PZC agreed to amend the recommended condition to work with staff.
- The PZC stated the Findings of Fact had been met.

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 (Morris, received 07/27/2020)
 - B. Findings of Fact Letter (Morris, received 07/27/2020)
 - C. Plan Set (Rohn, received 07/27/2020, dated 11/18/2019)
 - D. Plat of Survey (received 07/30/15, dated 01/03/1961)
 - E. Affidavit (Morris, received 08/12/2020)
2. The design of buildings and related structures shall, to the maximum extent practicable, use materials, colors and architectural styles, which blend into the natural setting and surrounding buildings.
3. A single sign measuring no more than two square feet in size can be located on or near the tower, and shall identify the tower owner, the street address of the tower, the owner's identification code for the tower, and a twenty-four-hour emergency contact telephone number.
4. No commercial advertising shall be allowed on the tower or its related facilities.
5. ~~The existing tower that is being decommissioned must be removed within 60 days of the new tower becoming operational.~~ **After the existing tower is decommissioned, work with staff to set-up a time for removal. (Amended by the PZC)**
6. The petitioner shall address all of the review comments and requirements of the Community Development and Public Works Departments.

Votes Required to Pass: A simple majority.

PIQ MAP – NICOR – 300 W. TERRA COTTA AVE – SUP & VARIATION REQUEST



DRAFT



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND VARIATIONS
AT 300 W. TERRA COTTA AVENUE**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-00133) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit and Variations from Article 2-400 for a radio transmission tower that is 300 feet in height and has a setback of less than 110% of the height of the tower from the west property line at 300 W. Terra Cotta Avenue; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 31, 2020 in the Northwest Herald, held a public hearing at 7:00 p.m., on August 19, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Fence Variation; and

WHEREAS, on August 19, 2020, 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 and Variations be approved; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variation 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 and Variations from Article 2-400 for a radio transmission tower that is 300 feet in height and has a setback of less than 110% of the height of the tower from the west property line be granted for the property commonly known as 300 W. Terra Cotta Avenue (14-32-151-026 & 14-32-151-012), Crystal Lake, Illinois.

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

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File No.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Morris, received 07/27/2020)
 - B. Findings of Fact Letter (Morris, received 07/27/2020)
 - C. Plan Set (Rohn, received 07/27/2020, dated 11/18/2019)
 - D. Plat of Survey (received 07/30/15, dated 01/03/1961)
 - E. Affidavit (Morris, received 08/12/2020)
2. The design of buildings and related structures shall, to the maximum extent practicable, use materials, colors and architectural styles, which blend into the natural setting and surrounding buildings.
3. A single sign measuring no more than two square feet in size can be located on or near the tower, and shall identify the tower owner, the street address of the tower, the owner's identification code for the tower, and a twenty-four-hour emergency contact telephone number.
4. No commercial advertising shall be allowed on the tower or its related facilities.
5. After the existing tower is decommissioned, work with staff to set-up a time for removal.
6. The petitioner shall address all of the review comments and requirements of the Community Development and Public Works Departments.

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 and Variations 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 1st day of September, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Acting Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: September 1, 2020
Approved: September 1, 2020



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: September 1, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: **Variations from:**
1) An amendment to remove a prior Ordinance condition setting the front yard setback for this lot, and
2) A Variation from Article 3-300 3. Front Yard Setbacks to encroach 10.49 feet into the required 68.64-foot front yard setback.

Chip and Denise Yager, petitioners
1079 North Shore

PZC Recommendation: To approve the PZC recommendation and adopt an Ordinance granting the removal of prior Ordinance condition and a variation for a deck in the front yard setback for 1079 North Shore Drive.

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

Background:

- In 2003, the previous owner subdivided the property into two non-conforming lots to construct two new residences.
- Several variations were requested including encroachment into the front yard (lake side) setback. The concern with the variations was the blocking of the lake views for the adjacent properties. **The variations for the front yard encroachment were not approved and a condition was added to the Ordinance that the new residences shall not extend beyond a line from the houses on the adjacent lots.**
- In existing neighborhoods, the average front yard setback is determined by the properties within 400 feet. The average front yard setback was determined to be 68.64 feet, which is about 1.5 feet from the house now. The 12-foot addition encroaches 10.49 feet.

Key Factors:

- Request: Remove the restrictive Ordinance condition.
 - The house on this lot 1079 North Shore Drive and the house to the west at 1083 North Shore Drive were restricted by a line drawn between the neighboring homes at 1075 and 1089 North Shore Drive.
 - The house that was on 1089 North Shore Drive has been demolished and it is currently joined with the property at 1095 North Shore Drive.
 - The house at 1083 North Shore Drive requested and was approved for a variation in 2016 to extend beyond the restrictive line and encroach into the front yard setback.

- Request: Variation from the front yard setback.
 - The average front yard setback was determined to be 68.64 feet.
 - The addition off the house for the covered deck would extend 10.49 feet into the setback.
 - The closest portion of the house would be approximately 58 feet back from the water's edge.



PZC Highlights:

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

- The PZC was split on the vote to amend the original Ordinance and the variation for the front yard setback. The vote to approve was passed by a 4-3 vote.
- The discussion revolved around the hardship, the sightlines of the neighboring properties, and the front yard being their private yard. The majority of the PZC found that the petition met the Findings of Facts.
- Mr. Skluzacek wanted a condition added to restrict enclosing the sides of the covered deck in the future. No other members wanted this condition.
- Members Esposito and Skluzacek and Chairman Greenman voted no on the request. Mr. Esposito's no vote was that the front yard of the lake side was to remain open even though this is their private yard space. Mr. Skluzacek voted no because he wanted additional conditions added. Mr. Greenman voted no finding there not to be a hardship.

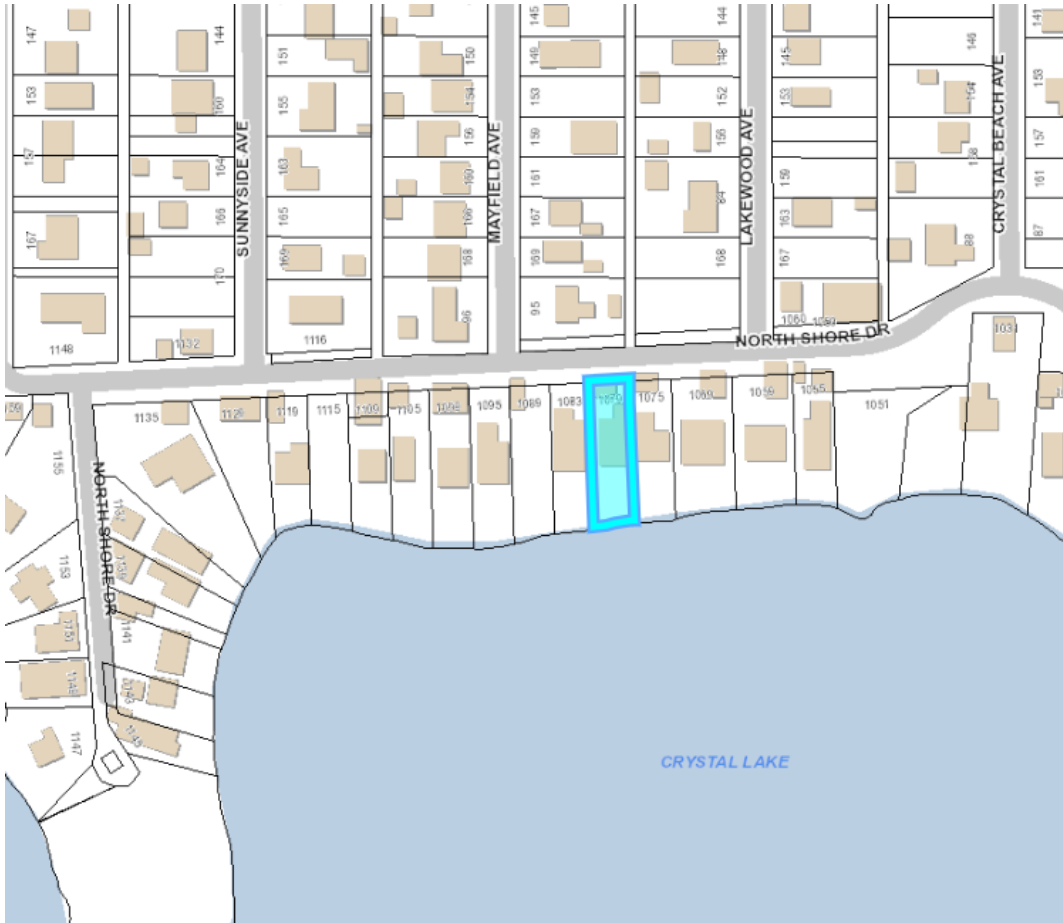
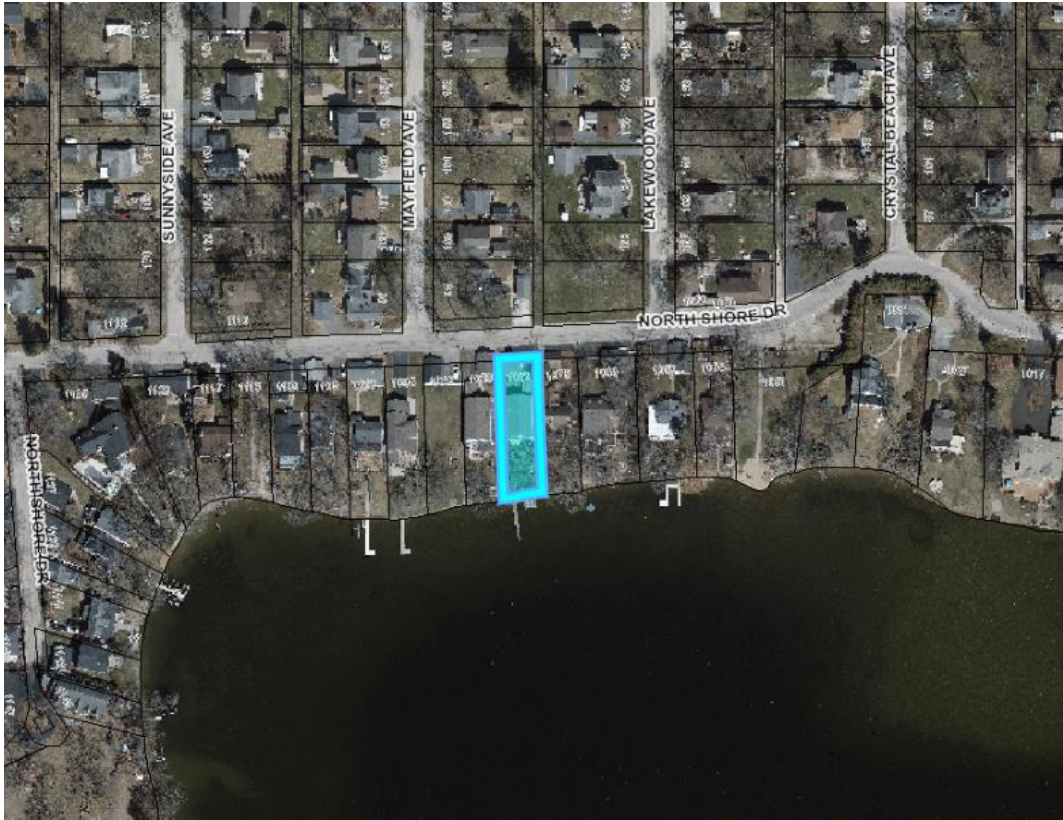
The Planning and Zoning Commission recommended **approval (4-3)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Yager, received 07/28/20)
 - B. Architectural Plans (ALA Architects, dated 06/22/20, received 07/28/20)
 - C. Plat of Survey (Land Technology, dated 06/23/06, received 07/28/20)
2. Any further encroachment by decks, stairs, additions, etc. would require additional variations. Flat work, such as a patio, does not require a variation provided it meets the minimum 5-foot setbacks, height standards, and impervious coverage limits.
3. The petitioner shall address all of the review comments and requirements of Community Development Department.

Votes Required to Pass:

A simple majority vote

PIQ Map
1079 North Shore



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION
AT 1079 NORTH SHORE DRIVE**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-136) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an amendment to Ordinance #5723 to remove the requirement to adhere to a setback equal to the two adjacent lots and a Variation from Articles 3-300 3. Front Yard Setbacks to encroach 10.49 feet into the required front yard setback at 1079 North Shore Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 31, 2020 in the Northwest Herald, held a public hearing at 7:00 p.m., on August 19, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Ordinance amendment and setback variation; and

WHEREAS, on August 19, 2020, 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 and Variation be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variation 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 an amendment to Ordinance #5723 to remove condition #1 “Per the exhibit discussed at the December 2, 2003 City Council meeting, new residences on Lots 18 and 19 shall not extend beyond a line drawn between the southern building lines of the existing structures on Lots 17 and 20” and a Variation from Articles 3-300 3. Front Yard Setbacks to encroach 10.49 feet into the required 68.64-foot front yard setback be granted for the property commonly known as 1079 North Shore Drive (18-01-229-058), Crystal Lake, Illinois.

Section II: Said Amendment and Variation is issued with the following conditions:

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File No.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Yager, received 07/28/20)
 - B. Architectural Plans (ALA Architects, dated 06/22/20, received 07/28/20)
 - C. Plat of Survey (Land Technology, dated 06/23/06, received 07/28/20)

2. Any further encroachment by decks, stairs, additions, etc. would require additional variations. Flat work, such as a patio, does not require a variation provided it meets the minimum 5-foot setbacks, height standards, and impervious coverage limits.

3. The petitioner shall address all of the review comments and requirements of Community Development Department.

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 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 1st day of September, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Acting Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: September 1, 2020
Approved: September 1, 2020



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: September 1, 2020

Item: 2020 Steam Boiler Feed System Replacement Bid Award

Staff Recommendation:

1. Reject October 15, 2019 bids received for the Steam Boiler Feed System Replacement Project

2. Motion to award the 2020 Steam Boiler Feed System Replacement Project Bid to the lowest responsive and responsible bidder, Sherman Mechanical and adopt a Resolution authorizing the City Manager to execute a contract with Sherman Mechanical for \$56,832.00 with a 10% contingency for unforeseen expenses and to authorize the City Manager to review and approve necessary completion date change order relating to the contract.

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

Background: On October 15, 2019, the City opened bids for the 2019 Steam Boiler Feed System Replacement Project at the Municipal Complex. All bids were over the budget for the project, so staff did not proceed with the project and instead increased the funding request for Fiscal Year 2020/2021.

On August 25, 2020, the City opened and publicly read the bids received for the 2020 Steam Boiler Feed System Replacement Project. The City received six bids with the following costs:

Vendor	Total Project Cost
Sherman Mechanical, Cary, IL	\$56,832.00
Core Mechanical, Chicago, IL	\$57,895.00
Jensen's Plumbing, Woodstock, IL	\$59,980.00
Independent Mechanical, Elk Grove Village, IL	\$65,500.00
Ideal Heating, Brookfield, IL	\$69,333.00
1Source Mechanical, DeKalb, IL	\$95,200.00

Project Need:

The current steam boiler feed tank is aging and has experienced leaks and numerous repairs. In addition, the overflow protection mechanism has failed on several occasions. Rather than continuing to make repairs to failing equipment, it is financially appropriate to replace the entire system and perform this work before the upcoming winter season. The project will entail heating equipment replacement, including new piping and insulation. The contractor will also integrate the new equipment with the building's existing automation system to ensure the heating system is working efficiently and add additional mechanism to greatly minimize the potential for overflow. The project should be complete by 2021.

Recommendation:

Staff has reviewed the bids to ensure compliance with bid requirements. The City has previously worked with Sherman Mechanical and they are the City's current HVAC maintenance contractor and have performed satisfactorily. Therefore, City staff recommends awarding the bid and entering into a contract with Sherman Mechanical for the 2020 Steam Boiler Feed System Replacement Project. There are sufficient funds in the Fiscal Year 2020/2021 Budget for this project.

Votes Required to Pass:

Simple majority

DRAFT



WHEREAS the City opened bids on October 15, 2019 for the Steam Boiler Feed System Replacement Project with the results over budget; and

WHEREAS adequate funding for this project is now included in the Fiscal Year 2020/2021 Budget.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

The foregoing recitals are incorporated as though fully set forth herein; and

BE IT FURTHER RESOVLED that the bids from the October 15, 2019 bid opening are rejected; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute a contract for the 2020 Steam Boiler Feed System Replacement Project with Sherman Mechanical for \$56,832.00; and

BE IT FURTHER RESOLVED that City Manager is authorized to execute appropriate and warranted change orders up to ten (10%) percent of the contract amount and to review and approve necessary completion date change order relating to the contract.

DRAFT

DATED this 1st day of September, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 1, 2020

APPROVED: September 1, 2020



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: September 1, 2020

Item: Municipal Complex Fuel Island Replacement Project Bid Award

Staff Recommendation: Motion to award the bid for the Municipal Complex Fuel Island Replacement Project to the lowest responsive, responsible bidder, Crowne Industries, Ltd. in the amounts bid and adopt a Resolution authorizing the City Manager to execute a contract with Crowne Industries, Ltd. in the amounts bid, execute warranted change orders for up to 10% of the contract amount, and execute warranted contract completion date change orders.

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

Background:

On February 4, 2020, City Council approved an engineering services contract with Integrity Environmental Services, Inc. for the Municipal Complex Fuel Island Replacement Project. Since then, City staff has been working with Integrity Environmental Services to create project drawings and bid specifications. The City held a pre-bid meeting on August 18, 2020, and six vendors attended.

On August 26, 2020, the City of Crystal Lake publicly opened and read aloud the bids received for the Municipal Complex Fuel Island Replacement Project.

The following table includes bid pricing for the project:

Bidder	Base Bid Total
√ Crowne Industries, Ltd.	\$372,498.00
Stenstrom Petroleum Group	\$429,800.00
Unified Construction Group	\$443,100.00

√ Indicates the lowest responsive and responsible bidder

Project Need:

The City's current fuel island and single walled underground storage tanks (UST's) are at the end of their service life (installed in the late 1980's.) The fueling facility serves all City Departments, particularly Police, Fire/Rescue and Public Works. Access to fuel 24/7 including during emergencies (extended winter storms, severe weather events, extended power outages) is necessary in order for the City to operate and provide emergency services. The existing fueling facility does not have an overhead canopy, resulting in emergency personnel refueling in inclement weather.

Since UST's are less desirable due to the potential for environmental risks and relatedly higher insurance rates, the new system will include an Aboveground Storage Tank (AST). The new fueling facility will have an overhead canopy with LED lighting. This will protect staff from the elements during refueling in inclement weather. The new fuel island project includes a new concrete pad/base, a single tank with dual compartments at 5,000 gallons in each compartment (one for gasoline and the other for diesel fuel), and two new hose dispenser heads (one for gasoline and the other for diesel fuel). Additionally, the project will include all new double walled piping with interstitial monitoring (leak detection), and electrical work. The proposed facility will be located behind the Public Works garage and properly secured.

The contract will also include removal of the current underground storage tank. During this process it will be determined if there is contaminated soil around the tank which will need to be removed. The bid included unit prices for removing contaminated soil and draining of any remaining fuel in the tanks and piping. The Illinois Environmental Protection Agency administers the State's Underground Storage Tank (UST) Fund. The UST Fund helps tank owners pay for cleaning up leaks from petroleum UST's. The cleanup costs are eligible for reimbursement from the UST Fund after meeting a \$5,000 deductible.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Crowne Industries, Ltd. has submitted the lowest responsive and responsible bid per the specifications. Crowne Industries, Ltd. provided satisfactory references as well. Therefore, it is the recommendation of staff to award the bid to the lowest responsive, responsible bidder, Crowne Industries, Ltd. for the Municipal Complex Fuel Island Replacement Project.

There are sufficient funds in the Fiscal Year 2020/2021 Budget.

Votes Required to Pass:

Simple Majority

DRAFT



WHEREAS the City opened bids on August 26, 2020 for the Municipal Complex Fuel Island Replacement Project; and

WHEREAS adequate funding for this project is included in the Fiscal Year 2020/2021 Budget.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

The foregoing recitals are incorporated as though fully set forth herein; and

BE IT RESOLVED that the City Manager is hereby authorized to execute a contract for the Municipal Complex Fuel Island Replacement Project with Crowne Industries, Ltd. in the amounts bid; and

BE IT FURTHER RESOLVED that City Manager is authorized to execute appropriate and warranted change orders up to ten (10%) percent of the contract amount and to review and approve necessary completion date change order relating to the contract.

DRAFT

DATED this 1st day of September, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 1, 2020

APPROVED: September 1, 2020



Agenda Item No: 16

City Council Agenda Supplement

Meeting Date: September 1, 2020

Item: Local Coronavirus Urgent Remediation Emergency (CURE) Support Program

Staff Recommendation: Motion to adopt an Ordinance authorizing the City to enter into the Local CURE Program Financial Support Conditions and Certification

Staff Contact: Jodie Hartman, Director of Finance

Introduction

The Local Coronavirus Urgent Remediation Emergency (Local CURE) Support Program was created by the Illinois Public Act 101-0636, Section 3-10. The program is a local government assistance program, federally funded through the CARES Act. To begin the process of receiving such assistance, the City is required by the State to execute the attached Financial Support Conditions and Certifications, included as Attachment A.

Discussion

Local CURE funds are available to local governments in Illinois for reimbursement of COVID-19 related expenditures. To qualify, the local government must be in a county that did not receive direct CARES Act funding. As McHenry County did not meet the criteria for direct CARES Act funds, the City is automatically eligible for an allocation. Eligible reimbursements must meet the following criteria:

1. Necessary expenditures incurred due to the public health emergency with respect to COVID-19
2. Were not accounted for in the budget most recently approved as of March 27, 2020.
3. Were incurred during the period beginning March 1, 2020 and ending December 30, 2020.
4. Revenue replacement is not an eligible request.

The City has received a per capita allotment of up to \$1,680,772. To date, costs directly tied to COVID-19 total approximately \$40,000. Additional requests will be forthcoming. The City does not expect to exceed the allotment for expenditures. There is no cost sharing element to this program.

The conditions and certifications state the requirements of the program, important deadlines involving the funds, and additional details on reimbursement criteria.

Recommendation

It is staff's recommendation to authorize the City to enter into the Local CURE Program Financial Support Conditions and Certification

Votes Required to Pass

Simple majority

DRAFT



ORDINANCE NO. _____

AN ORDINANCE PERTAINING TO THE LOCAL CURE PROGRAM

WHEREAS, the City of Crystal Lake, McHenry County, Illinois, (“City”) is an Illinois municipality, eligible for reimbursement of funds through the Local Coronavirus Urgent Remediation Emergency Support Program (Local CURE Program), 20 ILCS 605/605-1045; and

WHEREAS, the Local CURE Program is funded from financial assistance the State of Illinois received through the U.S. Department of the Treasury’s Coronavirus Relief Fund (CFDA No. 21.019) authorized under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act, P.L. 116-136 (“CARES Act”); and

WHEREAS, as a Local Government recipient of financial support through the Local CURE Program, the City is required to utilize the financial support received from the Illinois Department of Commerce and Economic Opportunity (the “Department”) for the specific purposes and in compliance with the terms and certifications of the Local CURE Program; and

WHEREAS, the corporate authorities of the City have determined that it is advisable, necessary and in the best interest of the City to enter into the attached Local CURE Program Financial Support Conditions and Certification in order to participate in and receive the funding pursuant to the Local CURE Program.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

ARTICLE 1

The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

ARTICLE 2

The Financial Support Conditions and Certification in substantially the form of the exhibit attached hereto is hereby incorporated herein by reference, authorized and approved.

ARTICLE 3

The Acting Mayor is hereby authorized to execute and deliver and the City Clerk is hereby authorized to attest to said execution of said certification in substantially the form of the exhibit appended hereto as so authorized and approved for and on behalf of the City.

ARTICLE 4

SEVERABILITY. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

ARTICLE 5

REPEAL OF CONFLICTING PROVISIONS. All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

ARTICLE 6

EFFECTIVE DATE. This Ordinance shall be in full force and effect on September 1, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, Acting Mayor

SEAL

ATTEST

City Clerk

PASSED: September 1, 2020
APPROVED: September 1, 2020



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: September 1, 2020

Item: Economic Development Committee
Appointments/Designation

Recommendation: City Council Discretion

Contact: Haig Haleblian, Acting Mayor

Background:

The Economic Development Committee (EDC) consists of nine (9) voting members, one nominated by the Chamber of Commerce, one nominated by the Main Street program, and seven at-large members. The members are subject to the approval by a majority vote of the Mayor and City Council of the City of Crystal Lake.

As the City Council is aware, William Eich was hired as the new President and CEO of the Crystal Lake Chamber of Commerce. As such, Mr. Eich is requesting to become the new EDC member nominated by the Chamber of Commerce.

In addition, there is currently one vacancy on the Committee, for a term expiring September 30, 2022. Rhienna McClain, owner of 1776, has expressed interest in serving on the Committee. The EDC is in support of approving Ms. McClain's appointment.

Appointments to the Economic Development Committee are nominated and confirmed by the Mayor and City Council.

Should the Council have any questions, please contact Acting Mayor Haleblian.

Votes Required to Pass: Simple majority



Agenda Item No: 17

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	September 1, 2020
<u>Item:</u>	Sustainability Committee Member Nominations
<u>Council Discretion:</u>	Motion to approve the appointment of three applicants to fill three vacancies on the Sustainability Committee for terms expiring September 30, 2023.
<u>Staff Contact:</u>	Haig Haleblian, Acting Mayor

Background:

On November 17, 2015, the City Council formed the Sustainability Committee (“Committee”), replacing the Ad Hoc Clean Air Counts Advisory Committee established in 2007. The purpose of the Committee is to assist the City in promoting environmental sustainability within the City. As part of the Committee Charter, the City Council approved a total of nine (9) members to fulfill the Committee for three (3) year terms. There are currently three (3) vacancies on the Committee.

Attached is a list of the current Committee members, along with the current applicants to fill the vacant positions. The applications submitted by each new applicant are also attached. Per the Committee Charter, to be a member on the Committee one must live in Crystal Lake, own a business in Crystal Lake, or attend a school in Crystal Lake.

Samantha Zurawski is a communications specialist and an advocate for environmental living and sustainable practices. She has experience in project management and organizing sustainability reports. Lisa Janezic is a teacher who is passionate about the environment and promoting sustainability in the community. Cordell Crane is a technology professional who is interested in promoting environmental and self-sustaining principles in the community. Staff has confirmed that each applicant is a Crystal Lake resident. The Sustainability Committee has recommended each applicant for appointment.

Appointments to the Sustainability Committee are nominated and confirmed by the Mayor and City Council.

Votes Required to Pass:

Simple majority of City Council present.

Sustainability Committee Members / Proposed Terms

Committee Member	Proposed Term
Jen Oliver	Three Years
Lara Smith	Three Years
Nicky Strahl	Three Years
Terry Dieckhoff	Three Years
Joe Babiarz	Three Years
Emilie Hoffman	Three Years
Lisa Janezic (new member)	Three Years
Samantha Zurawski (new member)	Three Years
Cordell Crane (new member)	Three Years



Agenda Item No: 18

City Council Agenda Supplement

Meeting Date: September 1, 2020

Item: Award of proposal to perform utility bill printing and mailing services

Staff Recommendation: Motion to award the proposal for water and sewer utility bill printing and mailing services to the most responsive and responsible proposer, Sebis Direct, Inc. and adopt a Resolution authorizing the City Manager to execute an agreement with Sebis Direct, Inc. in the amount proposed.

Staff Contact: Jodie Hartman, Director of Finance

Background:

The City of Crystal Lake conducted an open solicitation Request for Proposal (RFP) for the printing and mailing of water and sewer utility bills. The contract with the current vendor expires December 2020. Implementation with a new vendor is estimated to take two to three months of design and testing before going live for printing.

The request for proposals was released on June 17, 2020, with a deadline to responders of July 22, 2020. The City received responses from sixteen (16) vendors. The pricing submitted was required to cover the next five calendar years, 2021 through 2025. Matrix, the incumbent vendor, was allowed to submit a proposal as they have provided quality service to the City since 2013.

Vendor Evaluation Process

The evaluation process consisted of a review and analysis of the proposals based on the RFP requirements for qualifications, experience, expertise and cost. The resulting product will reach the majority of households and businesses within Crystal Lake, requiring evaluation criteria beyond price alone, such as positive municipal references, quality of materials, security of data and materials and thoroughness of proposal.

Responsive vendors were asked to submit pricing for both core and optional elements. Core pricing relates to the printing of the billing statements, mailing envelopes and return payment envelopes as well as any mail processing fees (excluding postage) and design/implementation fees. Vendors were also required to propose on providing a searchable PDF of bill statement copies each month and/or a searchable vendor portal to obtain statement copies. Optional items related to insertion of materials into the bills when requested by the City.

To evaluate the pricing of the proposals, staff compared the core pricing elements, with the following results. The quotes do not include postage charges from the United States Postal Service (USPS), as those costs are determined by the USPS and will be incurred regardless of the selected

vendor. Estimated quantities of 14,000 bills per month were used for comparison purposes. Actual quantities will vary slightly.

Consultant	Core Element Pricing Five Year Estimate 2021 - 2025
1. SureBill	\$75,600
2. Master's Touch	\$79,464
3. Sebis Direct ✓	\$79,968
4. Variverge	\$80,942
5. Dataprose	\$86,099
6. Matrix	\$90,720
7. Infosend	\$92,736
8. Pinnacle	\$100,800
9. TC Delivers	\$102,250
10. Prima Data	\$104,410
11. Data Integrators	\$107,820
12. Moonlight	\$113,400
13. CMS	\$134,446
14. PCI	\$193,470
15. Advantage	\$253,707
16. Proficiency Billing	\$285,600

✓ Recommended Vendor

From a pricing perspective, the first four proposals were relatively close in annual cost totals. Narrowing the evaluations down to the top five proposals, staff evaluated other aspects of the proposals in detail. The lowest cost proposal, SureBill, did not commit to five year pricing, and as such was disqualified. The next two vendors, Master's Touch and Sebis Direct, were both highly qualified. Sebis Direct, mailing bills from Bedford Park, Illinois, would be able to reduce mailing time, putting the bills in the hands of City customers sooner than Master's Touch, who would be mailing from Washington or Arizona. Sebis Direct also has several local references, notably the villages of Hoffman Estates, Schaumburg, and Streamwood, who all gave glowing remarks. Based on pricing, the quality of materials, references, security and thoroughness, staff feels most confident in the proposal from Sebis Direct.

The incumbent vendor, Matrix, ranked sixth in pricing. While the City could save some time upfront on implementation, the overall savings of selecting a capable, quality vendor for a smaller fee did not justify selecting the incumbent for the award.

Sebis Direct Proposal

Sebis has been in the business for over thirty years. They have a number of Illinois clients, including the City of Chicago, Village of Schaumburg, Village of Hoffman Estates and Village of Streamwood. In speaking with representatives from both Schaumburg and Hoffman Estates, both have been very pleased with Sebis. Schaumburg has worked with Sebis for over five years without issues. Feedback received was that implementation went smoothly, the portal is user friendly and communication has been good from Sebis.

Sebis would print and mail the City's bills from Bedford Park, Illinois, in close proximity to the postal office. Many of the proposing vendors have their printing facilities out of Illinois, adding an extra day or two for delivery time. Sebis has an alternate printing facility in Brooklyn Heights, Ohio. Having the alternate facility in a different state provides better disaster relief planning, should one facility be impacted by a regional weather event.

City staff will have added quality control measures over the release of the bills, previewing a sample of bills before they are released. The samples are also reviewed by staff at Sebis before presentment. Sebis will verify the exact number of bills that were submitted to print are indeed printed before the bills are mailed. Sebis also uses "householding" technology, grouping bills being sent to the same mailing address into a single envelope, saving frustration on the customer and saving the City postage and envelope costs.

The only impact to the City's water and sewer customers will be visual, the look of the bill. In reviewing the samples provided by Sebis, staff believes the current bill can be simplified and presented in a cleaner, more user-friendly format, without losing any current data. Sebis will be working with staff to design a custom format as desired for the City. Customers would see the new bill format early 2021, once Sebis would assume the printing and mailing responsibilities from the current vendor.

The approved agreement will run from September 2020 through December 2025. The first four months will be used for programming, design and testing. Sebis would begin generating bills for mailing for January 2021. The agreement with the current vendor will run through December 2020 to ensure no gap in service. While the agreement is slated for five years, the contract includes a provision for the City to terminate at will. The agreement is provided for reference, as is a copy of the proposal from Sebis.

Recommendation:

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Sebis Direct, Inc. for the printing and mailing of water and sewer utility bills in the amount proposed.

The fiscal year 2020/21 budget has \$22,000 allocated for this service.

Votes Required to Pass:

Simple majority of the City Council

DRAFT



RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement with Sebis Direct, Inc. for the amount proposed.

DATED this 1st day of September, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
Haig Haleblian, Acting Mayor

SEAL

ATTEST

City Clerk

PASSED: September 1, 2020

APPROVED: September 1, 2020