



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 2, 2021
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – January 19, 2021 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a. **Bob Blazier Run for the Arts Special Event Request and Fee Waiver – Sunday, May 2, 2021**
10. **110 W. Woodstock Street, Natural Therapy Wellness – Special Use Permit (SUP) to allow a Massage Establishment**
11. **126 W. Paddock Street, Crystal Lake Public Library – Variation from Article 3-200 Table 3-200A to allow an impervious surface coverage of 57.75%, a variation of 17.75%**
12. **Proposal Award – SCADA System Services**
13. **Hotel/Motel Tax Funding Allocations**
14. **Council Inquiries and Requests**
15. **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**
16. **Reconvene to Regular Session**
17. **Adjourn**

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



Agenda Item No: 9a

City Council Agenda Supplement

<u>Meeting Date:</u>	February 2, 2021
<u>Item:</u>	Bob Blazier Run for the Arts Special Event Request and Fee Waiver
<u>City Council discretion:</u>	Motion to approve the Special Event request for the 2021 Bob Blazier Run for the Arts pursuant to the recommended conditions listed below and a waiver of the Police Officer assistance fees (\$1,638).
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

The Raue Center is in the process of planning the 2021 Bob Blazier Run for the Arts, which will be the event's 24th year. The run will take place in Downtown Crystal Lake on Sunday, May 2, 2021. The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit the Raue Center.

As part of the event, the Raue Center is requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 11:00 a.m. They have also requested that parking be temporarily prohibited on the south side of Woodstock Street between Grant and Williams Streets between 6:00 a.m. and 9:30 a.m.

Last year, the City Council granted the waiver of the Police Officer assistance fee (\$1,495). Again this year the applicants are requesting the waiver of this fee. This year's Police Officer assistance is \$1,638.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closures, providing the following conditions are met:

1. This approval is contingent upon this event maintaining compliance with the Governor's Restore Illinois Plan.
2. All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.

3. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. The petitioner must meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.
4. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
5. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
6. Barricades must be placed so that a firefighter is able to move them if an emergency vehicle(s) need access or position the barricades so that emergency vehicles can go through the barricaded street.
7. The barricades on Brink Street should be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Parking is restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
9. Add cones or other physical separation for the temporary "runners' lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
10. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
11. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. The site shall be inspected the morning of the event for compliance with canopy/tents anchoring, spacing (if applicable) and electrical connections. A site visit on April 30, 2021, is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
14. No smoking, cooking, nor open flames are permitted under the canopies/tents.
15. An access lane of no less than 20 feet must be maintained for emergency vehicles access to Williams and area streets. Items must not be located so as to block sidewalks.
16. The occupancy limit for the Raue Center cannot be exceeded during the award ceremony. Any building used for the event must remain below the posted occupancy load limit and meet Federal and State COVID requirements at the date and time of the event.
17. This event will require one supervisor and nine Crystal Lake Police Department staff members and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by Police Officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by April 1, 2021, to determine/arrange for police officers for traffic control, lead vehicle, etc.

18. All trash must be picked up along the race route, as well as in the downtown area.
19. Streets are not to be marked with paint or any permanent materials.
20. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
21. All temporary signage associated with this event is approved via this permit. The details of the signage must be submitted to the Building Division to ensure the sign, number, location, and duration meet the requirements.
22. In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the approximate cost for Police Officer assistance for this event is \$1,638.00. The applicant is requesting a waiver from paying this cost.

The applicant has been made aware of these recommended conditions and advised to attend the February 2, 2021 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote



Agenda Item No: 10

City Council Agenda Supplement

<u>Meeting Date:</u>	February 2, 2021
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION
<u>Request:</u>	Special Use Permit (SUP) to allow a Massage Establishment
<u>Petitioner:</u>	Jon Petersen, Natural Therapy Wellness, petitioner 110 W. Woodstock Street
<u>PZC Recommendation:</u>	Motion to approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the SUP for a massage establishment at 110 W. Woodstock Street.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, City Planner

Background:

- The petitioner has an existing massage establishment in McHenry. They partner with Smith Physical Therapy & Running Academy, which is currently at 110 W. Woodstock Street. The clients they refer to them must drive up to McHenry to receive services.
- Locating within the same building would be easier for clients to receive services. Natural Therapy Wellness would be sub-leasing two rooms for massage.
- All massage establishments are required to obtain a Massage Establishment License and a Special Use Permit.
- The petitioner has already made the Massage Establishment License application.

PZC Highlights:

- The PZC was supportive of the request for a Special Use Permit.
- They found that the request met the Findings of Fact.

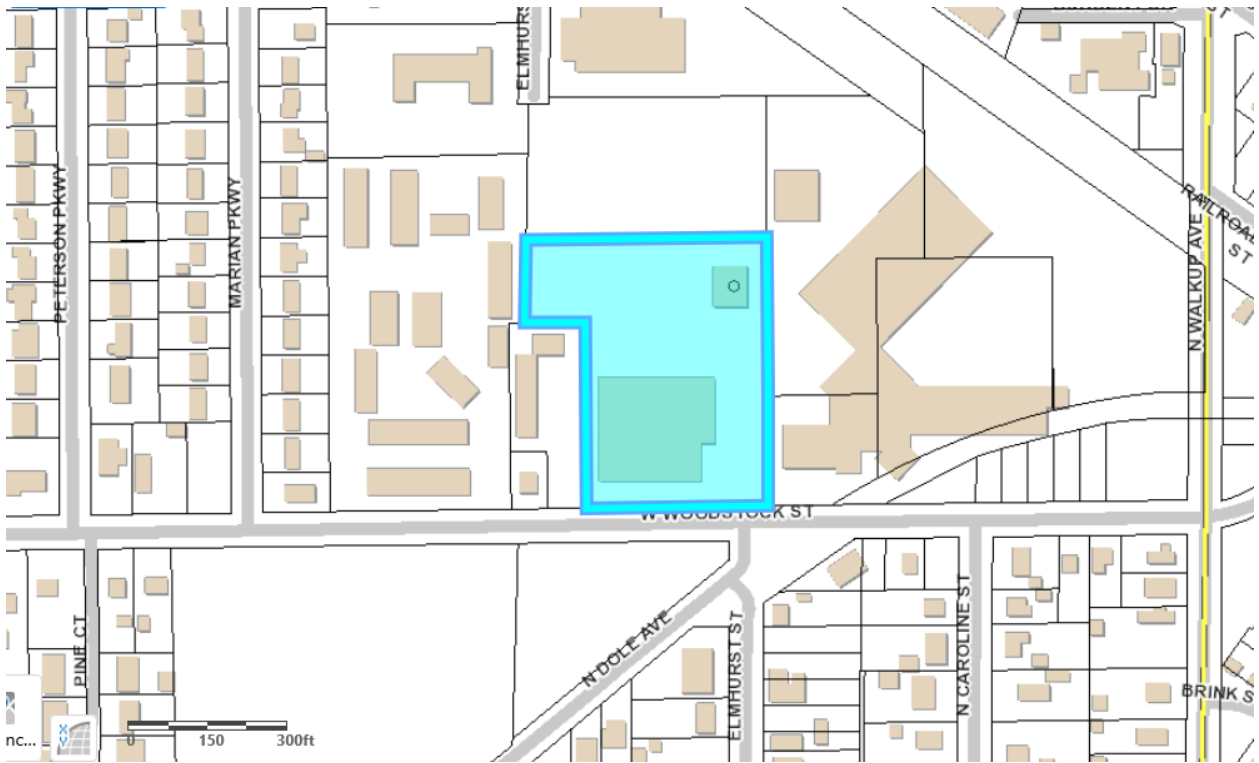
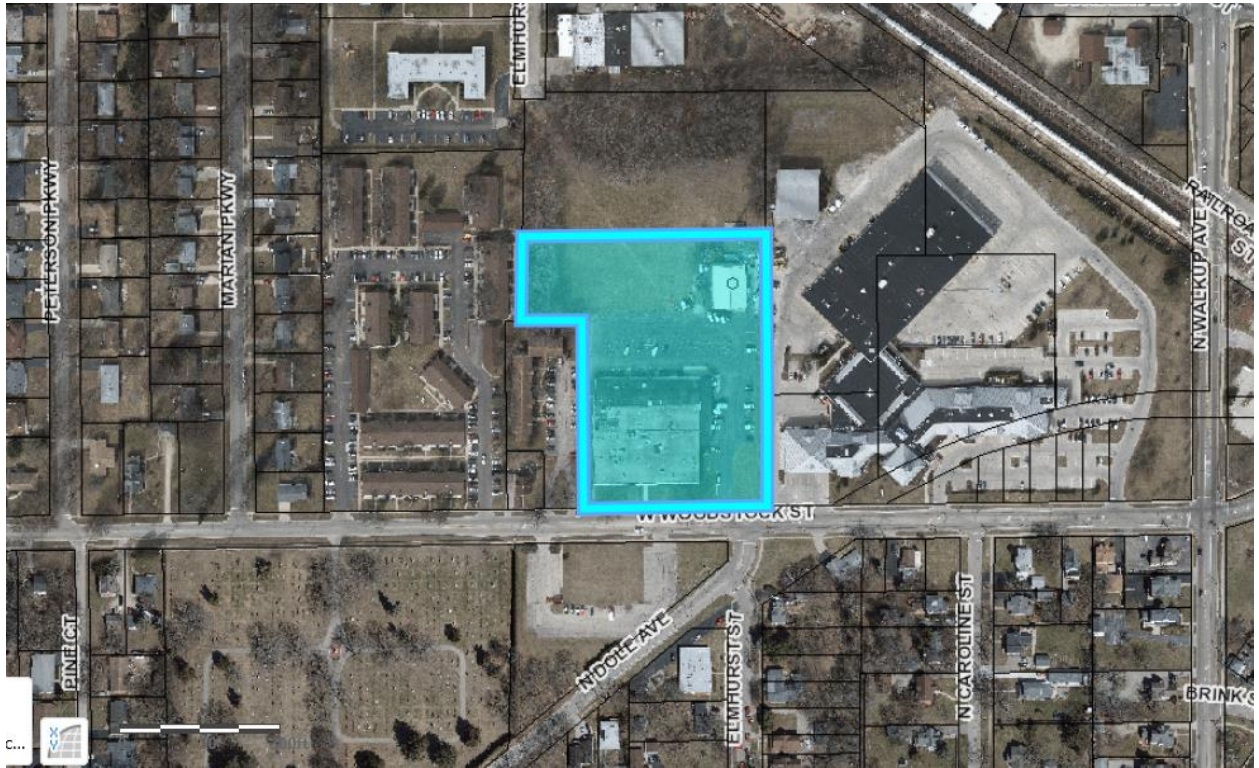
PZC Vote:

The PZC recommended **approval (5-0)** of the petitioner's request for a Special Use Permit with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (4500 NW HWY LLC, received 12/04/20)
 - B. Floor Plan (Petersen, received 12/04/20)
2. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue and Police Departments.

Votes Required to Pass: A simple majority.

PIQ
110 W. Woodstock Street



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 110 W. WOODSTOCK STREET**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-199) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a Massage Establishment for the property located at 110 W. Woodstock Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on December 30, 2020 in the Northwest Herald, held a public hearing at 7:00 p.m., on January 20, 2021 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on January 20, 2021, 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, as documented in the minutes; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit 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 be issued to allow a Massage Establishment for the property commonly known as 110 W. Woodstock Street (14-32-402-016), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (4500 NW HWY LLC, received 12/04/20)
 - B. Floor Plan (Petersen, received 12/04/20)

DRAFT

Ord. No.
File No.

2. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue and Police 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 Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 2nd day of February, 2021.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST:

Nick Kachiroubas, CITY CLERK

Passed: February 2, 2021

Approved: February 2, 2021



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

February 2, 2021

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

A variation from Article 3-200 Table 3-200A to allow an impervious surface coverage of 57.75%, a variation of 17.75%.

Petitioner:

Crystal Lake Public Library, petitioner
126 W. Paddock Street

PZC Recommendation:

To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the variation for impervious surface coverage at 126 W. Paddock Street.

Staff Contact:

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

Background:

- Previous Approvals: In 1983, the Crystal Lake Public Library received a variation for setbacks and the parking lot. In 1995, the Library completed an addition, which required a variation for a reduced front yard setback, parking lot setback and parking lot landscaping requirements. In 2002, a variation was granted to allow a fence for the parking lot screening from residential.

Request:

- Request: The petitioner is requesting a variation to allow an impervious surface coverage of 57.75%, a variation of 17.75%.
- UDO Requirement: Institutional uses (such as libraries and schools) are allowed a 40% impervious surface coverage in residentially zoned areas.
- The current impervious surface coverage is 55.6% and the proposed impervious surface coverage is 57.75%, an increase of 2.15% (2,104 square feet) for the addition of the book pick-up drive.
- The Library explored other layout options in order to not increase the impervious surface coverage. Due to the slopes around the library, the proposed layout for the pick-up window was the best solution.

- Within the pick-up circle, four vehicles could stack before the window and there is room for additional vehicles in the parking lot. Vehicles could turn into the pick-up lane through the parking lot from Paddock Street or McHenry Avenue.

PZC Highlights:

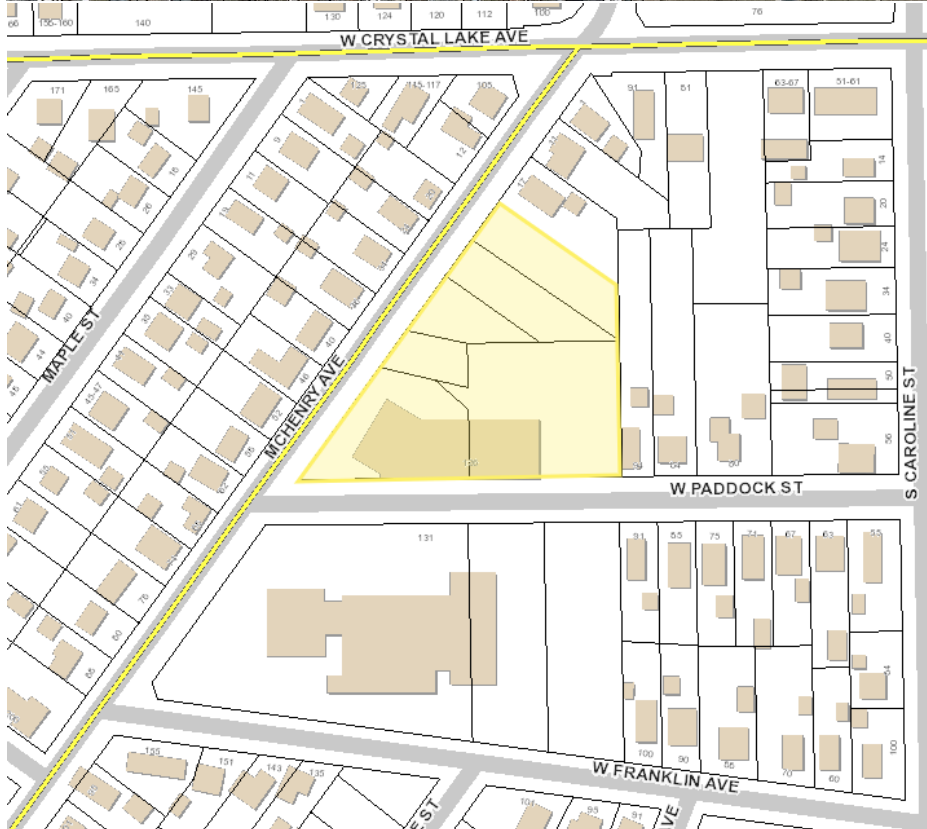
- The PZC had a concern with there being a traffic conflict on Paddock Street between the library pick-up window users and the parents that pick-up their children from school. The library pick-up window drive is accessible from the parking lot via McHenry Avenue. It is anticipated that not more than 4-5 cars would stack waiting for the book pick-up at any one time.
- The PZC stated the Findings of Fact had been met.

The PZC recommended **approval (5-0)** of the petitioner’s request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Crystal Lake Public Library, dated 01/05/2021).
 - B. Plan Set (Engberg Anderson Architects, dated 10/21/2020).
2. Provide landscaping in the landscape island in the drive-through circle.
3. The petitioner shall comply with all of the requirements of the Community Development, Public Works and Fire Rescue Departments.

Votes Required to Pass: A simple majority.

PIQ MAP – CRYSTAL LAKE PUBLIC LIBRARY – VARIATION
126 W PADDOCK ST



DRAFT

Ord. No. xxxx
File No. xxx



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A VARIATION
FOR THE CRYSTAL LAKE PUBLIC LIBRARY
AT 126 W PADDOCK STREET**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2021-00001) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a variation from Article 3-200 Table 3-200A to allow an impervious surface coverage of 57.75%, a variation of 17.75% at 126 W. Paddock Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 5, 2021 in the Northwest Herald, held a public hearing at 7:00 p.m., on January 20, 2021 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Variation; and

WHEREAS, on January 20, 2021, 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 Article 3-200 Table 3-200A to allow an impervious surface coverage of 57.75%, a variation of 17.75% at 126 W. Paddock Street (19-05-202-004, 19-05-202-005, 19-05-202-006, 19-05-202-029, 19-05-202-032 & 19-05-202-033), Crystal Lake, Illinois.

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

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Crystal Lake Public Library, dated 01/05/2021).
 - B. Plan Set (Engberg Anderson Architects, dated 10/21/2020).

DRAFT

Ord. No. xxxx
File No. xxx

2. Provide landscaping in the landscape island in the drive-through circle.
3. The petitioner shall comply with all of the requirements of the Community Development, Public Works and Fire Rescue 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 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 2nd day of February, 2021.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST:

Nick Kachiroubas, CITY CLERK

Passed: February 2, 2021

Approved: February 2, 2021



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

February 2, 2021

Item:

SCADA System Services Proposal Award

Staff Recommendation:

Motion to award the proposal for SCADA System Management to the most responsive, responsible proposer, Advanced Automation and Controls, Inc., of McHenry, Illinois, for SCADA System Management of the City's SCADA systems and adopt a Resolution authorizing the City Manager to execute a contract with Advanced Automation and Controls, Inc., for three years and up to two additional one-year terms in the proposed hourly rates and authorize services and repairs for a not-to-exceed annual amount of \$80,000.

Staff Contact:

Michael Magnuson, Director of Public Works & Engineering

Background:

The City of Crystal Lake has an existing Supervisory Control and Data Acquisition (SCADA) system, which monitors and controls operations at the City's five water treatment plants, two wastewater treatment plants and over half of the City's 31 lift stations. SCADA allows for remote monitoring and adjustment of these facilities, recording of data, and more importantly, automatically sends out electronic notification alarms for programmed critical events to alert staff to respond. The SCADA systems consists of electronic components and sensors, Ethernet communications, wireless and internet based communication, servers with firewall protection and specialized software. This system requires periodic maintenance, management and replacement/repair of electronic components. In addition, as new equipment is added or replaced, additional programmable logic circuits (PLC's) need to be integrated into the overall SCADA system. Staff relies heavily on the SCADA system to keep the City's potable water and wastewater systems operating correctly.

Programming and configuration of these systems is unique, requiring both a knowledge of electronic components as well as computer networking and communications. To assist staff with the specialized skills required for this management and maintenance, the City has relied upon outside consultants and has budgeted annually for these services. The current vendor's initial contract period has expired and they indicated they do not want to extend the contract with the current terms. Therefore, the City has advertised for proposals.

Discussion:

On December 23, 2020, the City received proposals and costs from the following companies:

1. Concentric Integration
2. Advanced Automation and Controls, Inc.
3. Automatic Systems Company, Chicago.
4. Computer Consultants International, Mukilteo, Washington

Of these proposals, vendors 1-3 submitted complete proposals in accordance with the RFP requirements. Vendor 4 submitted an incomplete proposal and was not considered in the evaluation process.

Consultant Selection Process

This contract is being presented pursuant to a request for proposal (RFP) process. Under such process, the contract is to be awarded to the vendor whose proposal “will be the most advantageous to the City.” The City staff has reviewed the various proposals received, and determined that the recommended contractor is the most well-suited for the project.

A critical requirement of providing SCADA services is the ability to respond with a physical presence (person on our site) 24/7/365 to outages or equipment failures in a reasonable amount of time. Therefore, having multiple staff members available in a close geographic area to Crystal Lake is critical to providing emergency services. Without functioning SCADA communication, Public Works must increase staffing and incur additional overtime costs with staff having to physically monitor facilities as opposed to relying on automatic alarms.

The Public Works Department followed the City’s Purchasing Policy to secure a qualified vendor to address this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm’s reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

The table below provides a summary of the three vendors with complete submittals:

Vendor	Number of local integration staff (Chicago Metro area)	Hrly. Rate System Integration	Overtime Rate System Integration	Annual Increase (percent)
√ Advanced Automation and Controls, Inc., McHenry, IL	5	\$115.00	\$115.00	1.5%
Automatic Systems Co. St. Paul, MN	2	\$99.75	\$120.00	5%
Concentric Integration Crystal Lake, IL	25-30	\$145.00	\$145.00	3%

√ Indicates the recommended vendor

The Public Works Department identified Advanced Automation and Controls, Inc. as the responsive and responsible proposer for reasons including:

- **Number and location of personnel available to respond to City of Crystal Lake:** Advanced Automation and Controls, Inc. has 5 local integrators that would be available to draw upon. The low number of local integrators available from Automatic Systems raises a concern among Public Works staff that the limited number of local staff would be stretched between competing clients and the City may not receive immediate service in an emergency. Concentric Integration offers the largest staff contingent of all three firms, but their cost is 26% more than Advanced Automation and Controls, Inc.
- **SCADA System Maintenance and Management Experience:** In a review of the firm's experience, two of the vendors (Advanced Automation and Controls, Inc. and Concentric Integration) identified clients with ongoing, long-term relationships that include management and maintenance of the SCADA systems.

Advanced Automation and Controls, Inc. has held the SCADA maintenance contracts with the City of McHenry since 2007; Naperville since 2005; Cary since 2018. This demonstrates experience in maintaining SCADA systems over a long period of time for local communities. Concentric Integration has provided management and maintenance services to the City of Chicago since 2015 and has been the City of Crystal Lake's vendor for this work in the past.

- **Cost:** Balancing cost with the criteria above, Advanced Automation and Controls, Inc. offers the best value in providing the required level of service and needs at an economical cost. This is a multi-year contract (three years with optional extensions to 5 years total).

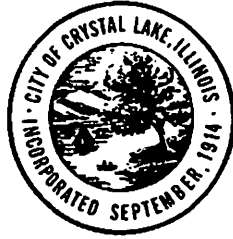
Recommendation:

The Public Works Department recommends awarding the contract to Advanced Automation and Controls, Inc. Advanced Automation and Controls, Inc. has submitted the most responsive, responsible proposal that represents the best option to the City and its needs. Being located in McHenry, they have a number of technicians that can offer prompt response to emergency calls. The City has utilized Advanced Automation and Controls, Inc. in the past and has been satisfied.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

WHEREAS the City of Crystal Lake operates water wells, treatment plants, wastewater plants and wastewater lift station to provide the citizens of the City with drinking water and to treat wastewater; and

WHEREAS these facilities need to operate 24 hours a day, 365 days a year to meet the needs of the residents and businesses of the City; and

WHEREAS a functioning Supervisory Control and Data Acquisition (SCADA) system is critical to maintaining water and wastewater facility operations and minimizing interruptions of service; and

WHEREAS the City relies on outside consultants to maintain and improve the SCADA system;

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a three year base contract and two optional one-year extensions between the CITY OF CRYSTAL LAKE and Advanced Automation and Controls, Inc. for SCADA System Services at the rates identified in their Proposal; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve SCADA related expenses (services and repair parts) for a not-to-exceed \$80,000 annual amount.

DRAFT

DATED this 2nd day of February, 2021.

**CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,**

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 2, 2021
APPROVED: February 2, 2021



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

February 2, 2021

Item:

Hotel/Motel Tax Funding Allocations

Staff Recommendation:

Motion to adopt a Resolution Allocating Hotel/Motel Tax Funding.

Staff Contact:

Jodie Hartman, Director of Finance

The City has received ten applications from local organizations for Fiscal Years 2021/22 & 2022/23 Hotel/Motel tax funding. Requests for funding total \$372,194.

The current pandemic has greatly affected the hospitality business, with most hotels reporting significantly less room bookings; this directly affects the Hotel/Motel Tax filings received by the City and consequently, the funds available to distribute through this program. Based on the remaining Hotel/Motel tax receipts that the City is anticipated to collect for the 2020/21 fiscal year, the projected year-end balance that the City will have in reserve on April 30, 2021 will be about \$30,000, which will be reserved for future years of the Hotel/Motel tax funding program.

The City's Hotel/Motel tax rate is currently at 5.0%. Based on preliminary estimates, the City is conservatively projecting to collect approximately \$200,000 in Hotel/Motel tax receipts during the 2021/22 & 2022/23 fiscal years. As such, the recommended funding level for the next two years will remain at \$203,945, consistent with 2020/21. Should Hotel/Motel Tax receipts significantly exceed estimates, allocations can be increased at a later date at the City Council's discretion.

Below is a summary of requests for Hotel/Motel tax funding. Two previous recipients, the Crystal Lake Rowing Club and the Berkshire Ballet (no longer in operation), did not reapply. There are no new organizations requesting funding. The McHenry County Youth Orchestra request is now under the larger umbrella of the Encore Music Academy.

The summary includes amounts previously allocated, the requested annual amount for each of the next two fiscal years, as well as a recommendation from Staff on the annual amount for each of the next two fiscal years. The recommended amount is based on the allocations from fiscal year

2020/21, plus a proportionate reallocation of the 2020/21 allocations from the Crystal Lake Rowing Club and the Berkshire Dance Academy, as they did not submit requests for the this cycle. Worth noting is the fact that many organization did not have their designated events in 2020 due to the pandemic and as such, have not received distributions of their 2020/21 allocation.

Organization	Fiscal Year Allocation 2019/20		Fiscal Year Allocation 2020/21		Requested Annual Funding 2021/22 & 2022/23	Recommended Annual Funding 2021/22 & 2022/23	
	Amount	Share	Amount	Share	Amount	Amount	Share
Crystal Lake Chamber of Commerce	\$ 5,000	1.6%	\$ 3,230	1.6%	\$ 5,000	\$ 3,300	1.6%
Crystal Lake Soccer Federation	\$ 5,000	1.6%	\$ 3,230	1.6%	\$ 15,000	\$ 3,300	1.6%
Encore Music Academy ^(a)	\$ 2,500	0.8%	\$ 1,615	0.8%	\$ 10,000	\$ 1,650	0.8%
Historic Downtown District of Crystal Lake, Inc.	\$ 35,000	11.1%	\$ 22,610	11.1%	\$ 35,000	\$ 23,125	11.3%
Lakeside Legacy Foundation	\$ 45,400	14.4%	\$ 29,329	14.4%	\$ 50,000	\$ 30,000	14.7%
McHenry County Convention & Visitors Bureau ^(b)	\$ 10,000	3.2%	\$ 6,460	3.2%	\$ 20,394	\$ 6,600	3.2%
McHenry County Santa Run for Kids	\$ 2,000	0.6%	\$ 1,292	0.6%	\$ 5,000	\$ 1,320	0.6%
McHenry County Youth Sports Association	\$ 52,800	16.7%	\$ 34,109	16.7%	\$ 52,800	\$ 34,880	17.1%
Raue Center for the Arts	\$ 150,000	47.5%	\$ 96,902	47.5%	\$ 150,000	\$ 99,110	48.6%
Williams Street Repertory Theatre Company	\$ 1,000	0.3%	\$ 646	0.3%	\$ 29,000	\$ 660	0.3%
Berkshire Ballet Theatre (Closed)	\$ 2,000	0.6%	\$ 1,292	0.6%	\$ 0	\$ 0	0.0%
Crystal Lake Rowing Club (Did not apply)	\$ 5,000	1.6%	\$ 3,230	1.6%	\$ 0	\$ 0	0.0%
Total	\$ 315,700	100.0%	\$ 203,945	100.0%	\$ 372,194	\$ 203,945	100.0%

(a) Encore Music Academy includes McHenry County Youth Orchestra, Encore Youth Choir and Voices in Harmony.

(b) McHenry County Convention & Visitor’s Bureau has requested 10% of Hotel/Motel Tax receipts.

As fiscal year 2020/21 has not been a typical year for any events or gatherings of large numbers of people, several organizations that were awarded an allocation for fiscal year 2020/21 have not claimed this year’s allocation. Approval of annual funding sets a maximum amount to be requested. Before any funds are disbursed, Staff evaluate several criteria. The most notable criteria include 1) availability of Hotel/Motel Tax receipts for disbursement and 2) review of documentation submitted by each organization. Regarding availability of Hotel/Motel Tax receipts, the allocations are all dependent upon Hotel/Motel Tax receipts in sufficient amounts to

cover the requests. The City does not supplement the allocations with City revenues. Relating to the review of documentation, each organization must submit qualifying receipts related to the events/activity that was intended to generate hotel stays within Crystal Lake before funds are disbursed. This ensures all disbursements honor the spirit and intentions of the program and support the health of Crystal Lake hotels, as well as restaurants and retail establishments.

The importance of this second criteria has become more apparent as the receipts of the Hotel/Motel Tax have decreased and the pandemic has altered the event plans of many of the organizations involved. The following language has been added to the approval resolution, affirming the direction of the City Council to only disburse allocations after the events or activities have been held. If the City Council would prefer to direct staff to administer the program differently, the resolution may be amended accordingly.

In order to qualify for a distribution of Hotel/Motel Tax Funding allocations, the requesting organization must submit documentation showing the qualifying event or activity has occurred as indicated within the program application and a listing of the corresponding expenses incurred to hold the event or activity. Distributions will be limited to first, the approved allocation amount and second, to the amount actually incurred relating to the event or activity.

The resolution continues to include language stating that all distributions are dependent on the availability of funds. The City Council has the option to allocate additional funds at a later date should the tax receipts total more than anticipated.

The information below provides more detail for each request.

- **Crystal Lake Chamber of Commerce – Community Events Video Requests \$5,000**

The Crystal Lake Chamber of Commerce is requesting \$5,000 to create a video that would highlight the community events that happen annually in the City of Crystal Lake. Hotels and motels would be promoted in video coverage noting places to stay while attending events held in Crystal Lake. The Crystal Lake Chamber of Commerce received \$5,000 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & \$3,230 for the 2020/21 fiscal year.

- **Crystal Lake Soccer Federation – Marketing, Advertising & Promotion Requests \$15,000**

The Crystal Lake Soccer Federation (CLSF) is requesting \$15,000 for marketing, advertising and promotion of their annual tournament (Crystal Lake Force Classic Soccer Tournament). The CLSF has been around since 1982, and currently host recreational and competitive programs. The spectator attendance is expected to be 3,400-4,000 and participation attendance is expected to be 1,800-2,000 per day. It is estimated that there will be 300 hotel rooms needed per night. The Crystal Lake Soccer Federation received \$5,000 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & was eligible for funding of \$3,230 for the 2020/21 fiscal year, however, no event was held in FY 2021 due to the pandemic.

- **Encore Music Academy– General Operating Support and Concert Production Requests \$10,000**

The Encore Music Academy is an independent music school that is a major after-school and summer music education provider in McHenry County. It is made up of the Encore Youth Choir, the McHenry County Youth Orchestra and Voices in Harmony. The Encore Music Academy is requesting \$10,000 for general operating support and expenses associated with concert production. Funding will help this group to continue to provide music education, performance opportunities, music classes and private lessons to more than 650 musicians of all ages in 23 surrounding communities of McHenry County. There are approximately 1,200-2,000 attendees for each concert season. Through Encore’s program and sales campaign, area hotels are invited to purchase ad space in the four concert program books. This is the first grant request for the Encore Music Academy.

- **Historic Downtown District of Crystal Lake, Inc. – Operating Support & Financial Assistance for Programs Requests \$35,000**

The Historic Downtown District of Crystal Lake, Inc. is requesting \$35,000 to partially support operating expenses for the organization’s year-long program of activities and events. The Hotel/Motel tax funding will support greater marketing of both events and promote daily advantages of the experience of a historic district, such as shopping, dining, culture and community. The City has funded the Historic Downtown District of Crystal Lake, Inc. since its inception in 1996. The Historic Downtown District received \$35,000 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & \$22,610 for the 2020/21 fiscal year.

- **Lakeside Legacy Foundation – Operating Support of Signature Events and Programs Requests \$50,000**

The Lakeside Legacy Foundation is requesting \$50,000 to support general operating, maintenance, and marketing costs associated with events, programming and artist studios. An estimated 700 overnight participants and visitors are anticipated for programs and events when pandemic restrictions are lifted and more people are able to attend events. The Lakeside Legacy Foundation received \$45,400 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & \$29,329 for the 2020/21 fiscal year.

- **McHenry County Convention & Visitors Bureau – Increase Ongoing Marketing and Sales Efforts for Visit McHenry County Requests 10% of collected taxes**

The McHenry County Convention and Visitors Bureau (CVB) is requesting funding in the amount of 10% of Hotel/Motel taxes collected. If the City Council chooses to give the CVB 10% or more of Hotel/Motel tax receipts, the City of Crystal Lake will have a voting position on the Visit McHenry County Board of Directors. Funding is being requested to increase the ongoing marketing and sales efforts for Visit McHenry County in order to increase overnight stays at Crystal Lake hotels and continue to meet the Local Tourism Convention Bureau (LTCB) grant matching requirement. The

McHenry County CVB promotes Crystal Lake and McHenry County as an overnight visitor destination. Crystal Lake and the region will be promoted through a combination of advertising in both print and digital, website, social media, public relations/media and direct sales. The McHenry County Convention & Visitors Bureau received \$10,000 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & \$6,460 for the 2020/21 fiscal year

- **McHenry County Santa Run for Kids – Operating and Marketing Support Requests \$5,000**

The McHenry County Santa Run for Kids (formerly the Kiwanis Foundation’s Santa Run for Kids) is requesting \$5,000 to assist with the operation and marketing support of the annual Santa Run for Kids. The funding will assist with purchasing the Santa suits that all runners wear for the event. This event is a fundraiser for charity and a fun activity for the entire community. With additional people comes additional proceeds for charity and more people visiting Crystal Lake. The expected spectator attendance is 1,200 people and the expected participant attendance is 800. It is estimated that 80 hotel rooms would be needed for overnight stays. The McHenry County Santa Run for Kids received \$2,000 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & was eligible for \$1,292 for the 2020/21 fiscal year, however, no event was held in FY 2021 due to the pandemic.

- **McHenry County Youth Sports Association – Marketing Support of MCYSA Summer International Baseball Championships Requests \$52,800**

The McHenry County Youth Sports Association (MCYSA) is requesting \$52,800 for operating support to provide marketing and promotion of the MCYSA Summer International Youth Baseball Championship. MCYSA will be hosting the Summer International Championship in two sessions during summer 2021, July 23rd - 26th, 2021, and July 29th – August 1st, 2021. It is anticipated that 1,500 players and coaches will participate in the 2021 MCYSA Summer International Baseball Championships with an additional 20,000+ spectators. An estimated 2,100 overnight visitors are anticipated. The McHenry County Youth Sports Association received \$52,800 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & was eligible for \$34,109 for the 2020/21 fiscal year, however, no event was held in FY 2021 due to the pandemic.

- **Raue Center for the Arts – Programming and Marketing Support Requests \$150,000**

The Raue Center for the Arts is requesting \$150,000 for programming and marketing support for upcoming events and the 20th anniversary celebration utilizing numerous multi-day programming and the introduction of new initiatives. The funds will continue to help the Raue Center attract new audience members, new sponsors and an overall increase in opportunities and visitors for the entire Crystal Lake community. The total annual attendance is expected to be 45,000 starting as early as April 2021, with limited capacity, and increasing to 50% capacity by September 2021. An estimated 3,200+ overnight visitors are normally anticipated for the events. It is

anticipated that overnight visitors will increase by Thanksgiving 2021. The Raue Center for the Arts received \$150,000 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & \$96,902 for the 2020/21 fiscal year.

- **Williams Street Repertory Theatre Company – Programming Support Requests \$29,000**

The Williams Street Repertory Theatre Company (WSREP) is requesting \$29,000 for programming support of the Williams Street Repertory. The WSREP is an outgrowth of the Raue Center for the Arts and is a stand-alone 501(c)3 charitable organization. It is the only professional theater company in McHenry County. WSREP chooses plays and musicals that appeal to a variety of patrons. The estimated attendance for the season of shows is 17,000, with 600 overnight guests estimated. The Williams Street Repertory Theatre Company received \$1,000 in Hotel/Motel tax funding from the City for the 2019/20 fiscal year & \$646 for the 2020/21 fiscal year.

Votes Required to Pass:

Simple majority.

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RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to allocate Hotel/Motel Tax funding for fiscal years 2021/22 and 2022/23 as follows:

Organization	Fiscal Year Allocation 2021/22	Fiscal Year Allocation 2022/23
Crystal Lake Chamber of Commerce	\$ 3,300	\$ 3,300
Crystal Lake Soccer Federation	\$ 3,300	\$ 3,300
Encore Music Academy (a)	\$ 1,650	\$ 1,650
Historic Downtown District of Crystal Lake, Inc.	\$ 23,125	\$ 23,125
Lakeside Legacy Foundation	\$ 30,000	\$ 30,000
McHenry County Convention & Visitors Bureau (b)	\$ 6,600	\$ 6,600
McHenry County Santa Run for Kids	\$ 1,320	\$ 1,320
McHenry County Youth Sports Association	\$ 34,880	\$ 34,880
Raue Center for the Arts	\$ 99,110	\$ 99,110
Williams Street Repertory Theatre Company	\$ 660	\$ 660
Total	\$ 203,945	\$ 203,945

DRAFT

Such allocations are subject to the City having sufficient moneys in its Hotel/Motel Tax Fund to pay fully the amounts hereby allocated and may otherwise be conditioned by the Council. In the event that the City's Hotel/Motel Tax Fund lacks sufficient moneys to pay fully the amounts hereby allocated, the City has the right to reduce each allocation *pro rata* based on moneys actually received in the Hotel/Motel Tax Fund.

In order to qualify for a distribution of Hotel/Motel Tax Funding allocations, the requesting organization must submit documentation showing the qualifying event or activity has occurred as indicated within the program application and a listing of the corresponding expenses incurred to hold the event or activity. Distributions will be limited to first, the approved allocation amount and second, to the amount actually incurred relating to the event or activity.

Dated this 2nd day of February, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, Acting Mayor

ATTEST

Nick Kachiroubas, City Clerk

PASSED: February 2, 2021

APPROVED: February 2, 2021