



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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 16, 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. **Half Marathon Special Event Request – Street Closure for Lake Street (at Main Beach) and Grant Street - September 5, 2021**
 - b. **Annual Adoption of the Zoning Map**
10. **Bid Award – 2021 Sidewalk, Curb and Pedestrian Ramp (ADA) Construction Program**
11. **Council Inquiries and Requests**
12. **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**
13. **Reconvene to Regular Session**
14. **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>	March 2, 2021
<u>Item:</u>	Half Marathon Special Event request for closing Lake Street (at Main Beach) and Grant Street
<u>Recommendation:</u>	Motion to approve the Special Event for the Half Marathon to be held on September 5, 2021 pursuant to the recommended conditions listed in the agenda supplement.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

Background:

This is a request to hold a Half Marathon in Crystal Lake and the surrounding communities. This would be the second year that this event is held, the first year being in 2020 with all the required physical distancing and sanitation requirements meeting the Governor's Restore Illinois Plan. The Half Marathon is planned for Sunday, September 5, 2021. The race would begin at 7:00 AM at Main Beach and finish at approximately 12:00 noon on Grant Street at The Cottage, located at 6 E. Crystal Lake Avenue. The race consists of a 13.1-mile run through various roads in Crystal Lake, Lakewood, Lippold Park, Crystal Lake South High School track, and the MCCD bike path.

The organizers are requesting the following:

- The closure of Lake Street in front of Main Beach for the start of the race and Grant Street between Crystal Lake Avenue and Brink Street for the conclusion of the race.
- Assistance from the Crystal Lake Police Department along the racecourse that is within the City's jurisdiction. The recommended number of Police officers and volunteers for the event has been agreed to and is being paid for by the applicant. Volunteers will be stationed along the racecourse to assist with safety and race direction only.
- The organizers met with Police Department representatives last year, and as the course is the same, the Police chargeback fee will be approximately \$4,370.28. Last year, the Police chargeback fee was \$4,180.77. This was paid for by the applicant.

- Assistance from the Crystal Lake Fire Rescue Department during the race to have an ambulance on standby to assist with any medical emergencies. The Fire Rescue Department chargeback fee will be approximately \$480.00. This represents a \$120.00 per hour fee for a two-person crew for a minimum of four hours. This will be paid by the applicant.

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

- 1) This approval is contingent upon this event maintaining compliance with the Governor's Restore Illinois Plan.
- 2) Approval for the Half Marathon is contingent upon approval from other participating jurisdictions. The Village of Lakewood, Crystal Lake Park District, School District 155, and McHenry County Conservation District are responsible for coordinating public safety services within and adjacent to their corporate boundaries/properties. The event organizers must submit to the City a letter from the agencies stating their approval for the event.
- 3) The event organizers must provide the City with a site plan for set-up at Main Beach and parking plan for the event for review by City Departments.
- 4) Items must be not located to block sidewalks.
- 5) Streets are not to be marked with paint or any permanent materials.
- 6) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on their roadways.
- 7) The volunteers for both races must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 8) The organizers of the event must provide 50+ volunteers to oversee several posts throughout the course. The event organizers must coordinate with the Crystal Lake Police, Fire Rescue, and Public Works Departments regarding assistance during the event. Please contact the Police Department **by August 2, 2021**, to determine/arrange for police officers for traffic control, lead vehicle, review the final list of volunteers and their locations, etc.
- 9) "Race in Progress" signs must be posted a minimum of three days prior to the event.
- 10) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks.
- 11) Add cones or other physical separation for the temporary "runners' lane" where directed by the Police Department.
- 12) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 13) Local traffic access to all roadways must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 14) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
- 15) All debris created by the event must be cleaned up during and after the event.

- 16) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. This must be provided by **August 2, 2021**.
- 17) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review and approval.
- 18) Promotional banners and signage were not included with this request. Any temporary signage/banner requires a Limited Duration sign permit through Community Development Department.
- 19) In the case of inclement weather, an alternate date can be approved by the City Manager.

This event will require 18 staff members of the Police Department (including officers and sergeants) to be located at various intersections throughout the route. The staff members would not negate the need for the race organizers to staff volunteers of their own for many locations. The Police Department estimates the chargeback fee for the police detail to be approximately \$4,370.28.

The Fire Rescue Department chargeback fee will be approximately \$480.00. This represents a \$120.00 per hour fee for a two-person crew for a minimum of four hours.

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

Votes Required to Pass:

Simple majority vote



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date: March 2, 2021

Item: Annual Adoption of the Zoning Map

Recommendation: Motion to adopt an Ordinance approving the 2021 Crystal Lake Zoning Map, as presented.

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

Background: Attached is the 2021 updated Zoning Map, which reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2020. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31st of each year. The GIS based zoning map, which is available on the City’s website and provides a convenient reference material for customers, is attached for the Council’s information.

Below is a brief summary of the parcels that were rezoned.

Petition	Location	Acreage	From	To
2018-139	911 Tek	4.9	M	B-2 PUD
2019-182	169 Maple, 254 Church, 178 & 174 McHenry	2.6	R-2, R-3A	R-2 PUD, R-3A PUD
2020-111	110 W. Woodstock Street	4.5	M-L	M-L PUD
Total Acreage		12 acres		

Votes Required to Pass: A simple majority vote.

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE ADOPTING
THE 2021 OFFICIAL ZONING MAP**

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December 2020, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

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

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

DRAFT

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

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST:

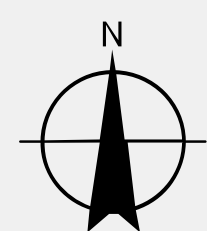
Nick Kachiroubas, CITY CLERK

Passed: March 2, 2021
Approved: March 2, 2021

ZONING - 2021

City of Crystal Lake, Illinois

- Zoning Code
- B-1
 - B-1 PUD
 - B-2
 - B-2 PUD
 - B-4
 - B-4 PUD
 - COUNTY
 - E
 - E PUD
 - F
 - M
 - M PUD
 - M-L
 - M-L PUD
 - O
 - O PUD
 - R-1
 - R-1 PUD
 - R-2
 - R-2 PUD
 - R-3A
 - R-3A PUD
 - R-3B
 - R-3B PUD
 - R-O
 - RE
 - RE PUD
 - W



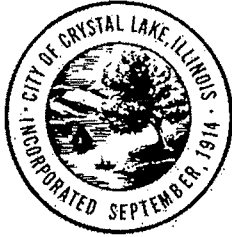
0 0.5 1 Miles

Approved by the City Council

Mayor

City Clerk

Published this 2nd day of March 2021, in pamphlet form by the authority of the Mayor and City Council, and as subsequently revised.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

March 2, 2021

Item:

2021 Sidewalk, Curb and Pedestrian Ramp (ADA) Construction Program Bid Award

Staff Recommendation:

Motion to award the 2021 Sidewalk, Curb and Pedestrian Ramp (ADA) Construction Program bid to the lowest responsive and responsible bidder, Chadwick Contracting, adopt a Resolution authorizing the City Manager to execute a contract with Chadwick Contracting for \$429,480.00, execute change orders for up to 10 percent of the contract amount, and approve necessary completion date change orders relating to the contract.

Staff Contact:

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

Background:

On February 17, 2021, the City opened and publicly read the bids received for the City's annual Sidewalk, Curb and Pedestrian Ramp (ADA) Construction Program. The City held a mandatory pre-bid meeting and four vendors attended. Of the four vendors, two placed a bid. The bid breakdown is as follows:

Bidder	Bid Price
¹ Chadwick Contracting	\$429,480.00
Engineer's Estimate	\$429,869.00
Landmark Contractors	\$645,363.50

¹ Indicates Recommended Lowest Responsive and Responsible Bidder.

City staff contacted last year's contractor, Strada Construction Company, who attended the pre-bid meeting but did not bid. Strada indicated that they did not bid based on their current workload.

This program will remove and replace curb and gutter along the streets in the 2021 Street Resurfacing Program that need repair along with replacing sidewalks and ramps that do not meet

current American with Disability Act (ADA) requirements. In addition, this program includes other areas of sidewalk, curb and ADA work in the City that staff has identified over the previous year.

Each year, the Public Works Department's Engineering Division surveys one-quarter of the City and evaluates all of the sidewalks in that section of the City. The City also routinely responds to reports of damaged sidewalks and curbs that are received from residents and staff. The City keeps a record of all the damaged sidewalks and prepares a sidewalk repair program annually to repair the sidewalks that meet the replacement criteria.

Recommendation:

Specifications were sent to various contractors and standard bid advertisement procedures were followed. City staff has reviewed bid submissions and determined that Chadwick Contracting meets the requirements. The City has worked with Chadwick Contracting previously with satisfactory results.

Votes Required to Pass:

Simple majority vote.

DRAFT



RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to have an Annual Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement Program to keep the City's sidewalks, curbs and pedestrian ramps in a state of good repair; and

WHEREAS the CITY received and publicly opened bids for this program on February 17, 2021; and

WHEREAS, the lowest responsive and responsible bidder for the 2021 Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement Program was Chadwick Contracting of Lake in the Hills, Illinois with a bid amount of \$429,480.00;

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 contract between the CITY OF CRYSTAL LAKE and Chadwick Contracting for construction of the Annual Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement Program in the amount of \$429,480.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10 percent of the contract amount and to approve warranted completion date change orders relating to the contract.

DRAFT

DATED this 2nd day of March, 2021.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

Nick Kachiroubas, CITY CLERK

PASSED: March 2, 2021
APPROVED: March 2, 2021