



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
March 16, 2021
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – March 2, 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**
10. **Heyen, 1027 North Shore Drive – Variation from Article 3 - Yard Abutting a Street Setback from the required 30-foot setback to allow 10 feet, a variation of 20 feet**
11. **Establishment of a School Zone on Berkshire Drive at Canterbury Drive**
12. **Bid Award – 2021 Street Resurfacing Program**
13. **Letter of Intent with the Illinois Department of Transportation (IDOT) for the Route 31 Improvement from Route 176 to Route 120**
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: 10

City Council Agenda Supplement

<u>Meeting Date:</u>	March 16, 2021
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION
<u>Request:</u>	Variation from the required 30-foot Yard Abutting a Street Setback to allow 10 feet, a variation of 20 feet Keith Heyen, petitioner 1027 North Shore Drive
<u>PZC Recommendation:</u>	Motion to approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the variation into the yard abutting a street setback for 1027 North Shore Drive.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, City Planner

Background:

- The lot is unique due to the configuration of the right-of-way. The pavement of the roadway curves north around the property to the west so the right-of-way extends down 40 to 80 feet before it reaches this lot's northern property line.
- The previous home on this lot (which has since been demolished) had a detached garage only a few feet from the northern property line. The proposed 10-foot setback of the house and garage by this property owner would be less of a non-conformity.
- Vacating a portion of the right-of-way would be a long-term solution that could ultimately make the house and garage conforming, an option that can be handled with the property owner in the future.





PZC Highlights:

- The PZC saw the unusual configuration as the hardship due to the right-of-way at this location and the fact that the lot is set so far back from the actual travel lanes of North Shore.
- The PZC found that the petition met the Findings of Facts.

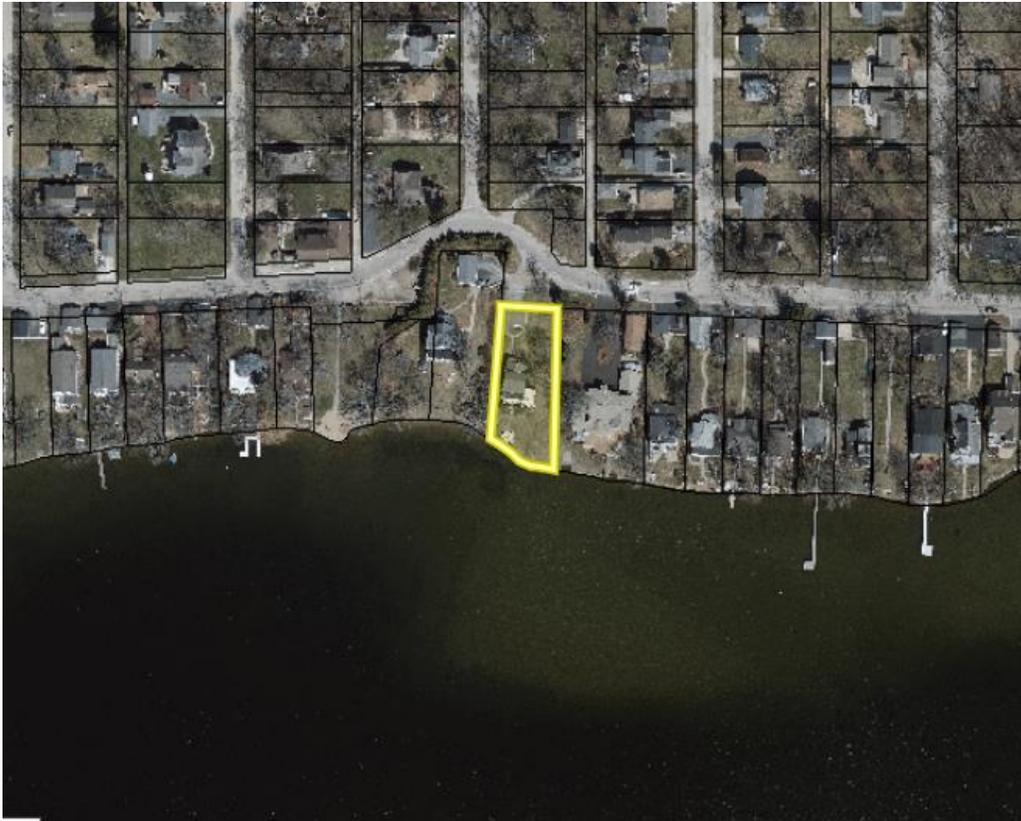
The PZC recommended **approval (5-0)** of the petitioner’s request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Heyen, received 02/11/21)
 - B. Site Plan (Midwest Design Group. dated 02/05/21, received 02/11/21)
2. Work with the City on any plats of vacation, plats of dedication, and plats for utility easements as a result of any vacated right-of-way along the frontage of this lot.
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
1027 North Shore Drive



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION
AT 1027 NORTH SHORE DRIVE**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2021-14) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Variation from Article 3 Yard Abutting a Street Setback from the required 30-foot setback to allow 10 feet, a variation of 20 feet at 1027 North Shore Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 13, 2021 in the Northwest Herald, held a public hearing at 7:00 p.m., on March 3, 2021 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed setback variation; and

WHEREAS, on March 3, 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, 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 ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

Section I: That a Variation from Article 3 Yard Abutting a Street Setback from the required 30-foot setback to allow 10 feet, a variation of 20 feet for the property commonly known as 1027 North Shore Drive (18-01-229-027), 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 (Heyen, received 02/11/21)
 - B. Site Plan (Midwest Design Group, dated 02/05/21, received 02/11/21)

DRAFT

Ord. No.
File No.

2. Work with the City on any plats of vacation, plats of dedication, and plats for utility easements as a result of any vacated right-of-way along the frontage of this lot.
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 16th day of March, 2021.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, ACTING MAYOR

SEAL

ATTEST:

Nick Kachiroubas, CITY CLERK

Passed: March 16, 2021

Approved: March 16, 2021



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 16, 2021
<u>Item:</u>	Establishment of a School Zone on Berkshire Drive near Canterbury Drive
<u>Staff Recommendation:</u>	Motion to adopt an Ordinance establishing a school zone on Berkshire Drive near Canterbury Drive
<u>Staff Contact:</u>	Michael Magnuson, P.E., Director of Public Works and Engineering

Background:

The City has received complaints about speeding along Berkshire Drive. The City conducted a speed study last summer on Berkshire Drive. The City measured the speed at four locations along Berkshire Drive. Three of the locations did not meet the City's threshold of an actionable speeding concern¹. The fourth location, near Canterbury Drive, showed an eighty-fifth percentile speed of 36.1 mph. Since the posted speed limit is 30 mph, this meets the threshold for an actionable request.

This section of Berkshire Drive is used by students walking to and from Canterbury Elementary School. Also, there is a Kindercare child-care facility located at 14 Berkshire Drive.

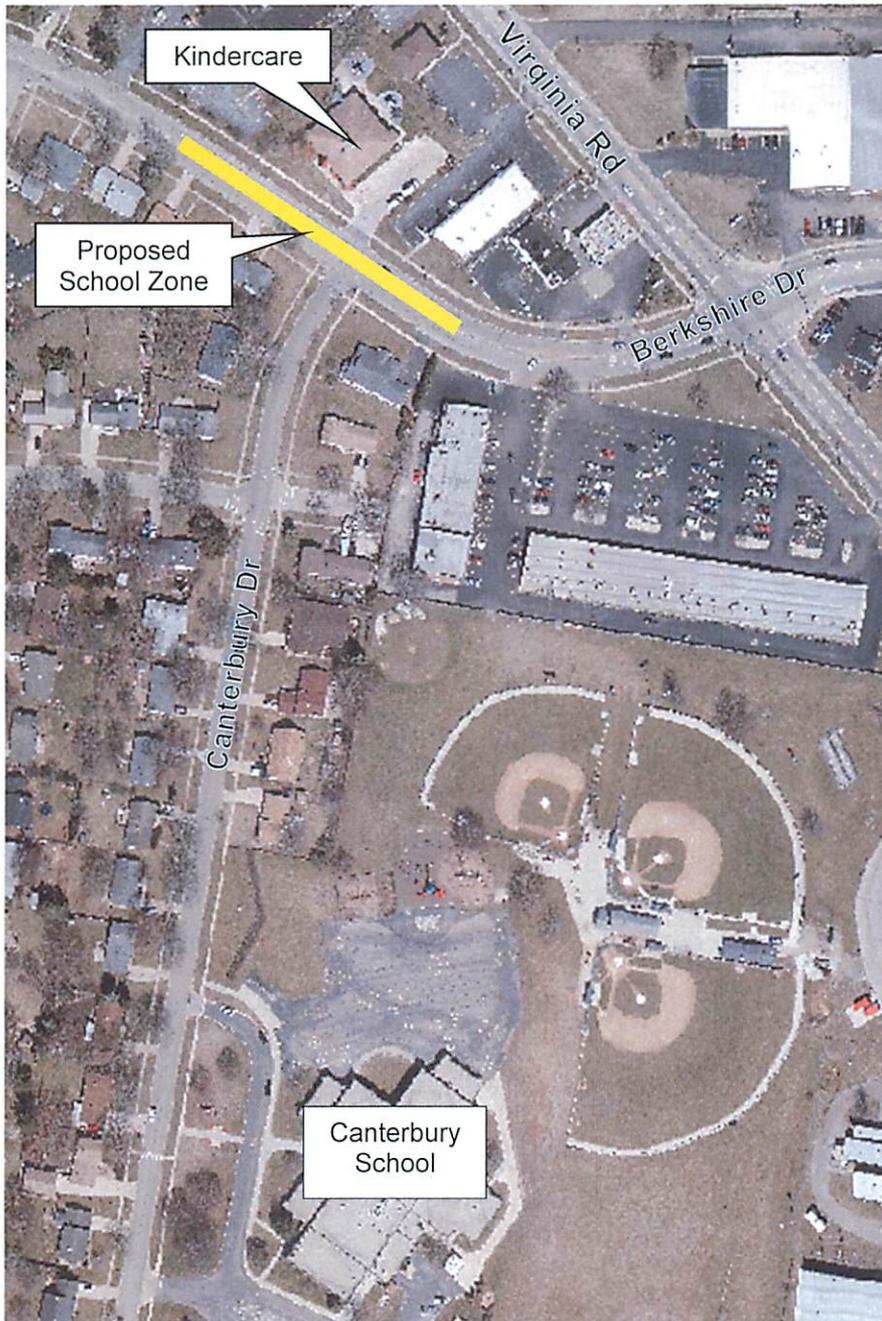
By implementing a school zone, the speed limit would become 20 mph on school days between 7:00 AM and 4:00 PM when children are present. The Illinois State Statutes grant the City authority to establish a school zone on "public thoroughfares where children pass going to and from school." Further guidance from IDOT states that school zones do not need to be limited to school property directly abutting a street. Additionally, the Illinois State Statute includes public, private, or religious nursery schools included in its definition of schools when considering the establishment of a school zone.

Recommendation:

The Traffic Safety Committee (TSC) has determined that establishing a school zone on Berkshire Drive around Canterbury Drive is appropriate. The school zone will help reduce speeds when

¹ The City's Traffic Calming Policy states that the threshold for an actionable speeding concern is an eighty-fifth percentile speed that is 6 mph over the posted speed limit.

children are present. The TSC will continue to monitor this area for opportunities to improve safety.



Votes Required to Pass:

A simple majority

DRAFT



AN ORDINANCE ESTABLISHING
A SCHOOL ZONE ON BERKSHIRE DRIVE

WHEREAS, students from Canterbury Elementary School utilize Berkshire Drive to walk to and from school; and

WHEREAS, there is a Kindercare child care and early childhood educational facility located at the intersection of Berkshire Drive and Canterbury Drive; and

WHEREAS, 625 ILCS 5/11-605 grants the City authority to establish a School Zone on any public thoroughfare where children pass going to and from school; and

WHEREAS, 625 ILCS 5/11-605 extends the definition of school to include a public, private, or religious nursery school; and

WHEREAS, establishing a School Zone on a public thoroughfare sets a speed limit of 20 miles per hour on school days between 7:00 AM and 4:00 PM when children are present, and

WHEREAS, the Traffic Safety Committee determined that it is appropriate to establish a School Zone near the intersection of Berkshire Drive and Canterbury Drive.

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

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SECTION I: That a School Zone be established on Berkshire Drive beginning at a point 134 feet east of the intersection of Berkshire Drive and Canterbury Drive, and ending at a point 238 feet west of the intersection of Berkshire Drive and Canterbury Drive.

SECTION II: That suitable signs and markers shall be erected.

SECTION III: That any person, firm, or corporation violating any provision of this Ordinance shall be fined under Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois and/or Illinois Compiled Statutes Section 625 ILCS 5/11-605.

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

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

DATED at Crystal Lake, Illinois, this 16th day of March, 2021.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 16, 2021

APPROVED: March 16, 2021

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



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

March 16, 2021

Item:

Bid Award - 2021 Street Resurfacing Program

Staff Recommendation:

Motion to award the 2021 Street Resurfacing Program bid to the lowest responsive and responsible bidder, Geske and Sons, Inc. in the bid amount of \$1,074,358.50 and adopt a Resolution authorizing the City Manager to execute a contract with Geske and Sons, Inc., allowing for a 10 percent contingency and to authorize the City Manager to review and approve necessary completion date change orders relating to the contract.

Staff Contact:

Michael P. Magnuson, Director of Public Works and Engineering

Background:

On March 9, 2021, the City opened and publicly read the bids received for the 2021 Street Resurfacing Program. The City received five bids* and the results are tabulated below.

<i>Firm</i>	<i>Amount of Base Bid</i>	<i>Amount of Alternate Bid</i>	<i>Total Bid</i>
Geske and Sons, Inc. ¹ Crystal Lake, IL	\$961,249.00	\$113,109.50	\$1,074,358.50
Schroeder Asphalt Marengo, IL	\$1,178,928.50	\$150,352.00	\$1,329,280.50
Curran Contracting Co. Crystal Lake, IL	\$1,212,104.30	153,545.30	\$1,365,649.60
Engineer's Estimate	\$1,290,997.02	\$137,979.54	\$1,428,976.56
Peter Baker & Son Co. Lake Bluff, IL	\$1,327,178.90	\$160,751.90	\$1,487,930.80

¹ Indicates recommended lowest responsive and responsible bidder.

*Arrow Road Construction submitted a bid, however did not provide the correct price sheet, therefore their bid is invalid.

The resurfacing work will include milling (grinding) of the existing pavement surface, warranted repairs/adjustments to the pavement base, and construction of a new asphalt surface. A map of the streets to be resurfaced with this year's program is attached. The resurfacing on Congress Parkway will extend from Main Street to Federal Drive. The remainder of Congress Parkway will be resurfaced next year after the roundabout projects at Federal Drive and Exchange Drive are constructed.

Recommendation:

Specifications were sent to various contractors and standard bid advertisement procedures were followed. The City has used Geske and Sons, Inc. on past roadway and resurfacing projects and has been satisfied with their performance. This project is included in the Fiscal Year 2021/2022 budget and will not exceed the total allotted budget amount.

Votes Required to Pass:

Simple majority vote.

DRAFT



RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to have an Annual Street Resurfacing Program to keep the City's roadways in a state of good repair; and

WHEREAS the CITY received and publicly opened bids for this program on March 9, 2021; and

WHEREAS, the lowest responsive and responsible bidder for the 2021 Annual Street Resurfacing Program was Geske and Sons, Inc. of Crystal Lake, Illinois, with a bid amount of \$1,074,358.50;

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 Geske and Sons, Inc. for the Annual Street Resurfacing Program in the amount of \$1,074,358.50; 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 16th 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 16, 2021
APPROVED: March 16, 2021



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

March 16, 2021

Item:

Letter of Intent with the Illinois Department of Transportation (IDOT) for the Route 31 Improvements from Route 176 to Route 120.

Staff Recommendation:

Motion to adopt a resolution authorizing the Acting Mayor to sign a Letter of Intent with the Illinois Department of Transportation regarding the Route 31 Improvements from Route 176 to Route 120 for portions within the City limits as recommended by City staff.

Staff Contact:

Michael Magnuson, Director of Public Works and Engineering
Abigail Wilgreen, City Engineer

Background:

The Illinois Department of Transportation (IDOT) improvements to Route 31 from Route 176 to Route 120 in the City of McHenry have been ongoing for several years. The preliminary engineering is complete. Design engineering and land acquisition are programmed in the current state fiscal year. The improvement consists of widening and reconstruction to add an additional through lane in each direction with a center median, intersection improvements, pedestrian and bicycle accommodations, and drainage improvements.

The southern portion of this project is located within the City limits with portions being the responsibility of Nunda Township, see attached location map. IDOT is asking for a letter of intent from the City to provide direction during design engineering regarding the following items:

- Bicyclist and Pedestrian Accommodations
- Roadway Lighting
- Landscaped Medians

City staff is requesting direction on these items which will be forwarded to IDOT for inclusion into the final design engineering.

Bicyclist and Pedestrian Accommodations

Per IDOT policy, a separate shared-use path and/or sidewalk is required to accommodate bicycles and pedestrians along the project limits if the local agency is willing to participate in cost sharing and take maintenance responsibilities of the facilities.

IDOT is proposing an 8-10 foot wide shared-use path on the east side of Route 31 and a five-foot wide sidewalk on the west side of Route 31 for the entire project limits. The City's total estimated cost for the shared-use path is \$50,876 and \$165,200 for the new sidewalk (20% of the construction cost plus 15% engineering fees) and the City must agree to the long-term responsibility for both facilities.

IDOT has stated that should the City chose not to install these facilities, a ten-foot wide shelf on the east side would be provided so in the future a path or sidewalk could be installed at the City's full cost.

Nunda Township was also provided a similar letter of intent and did choose to participate in the shared costs of the pedestrian facilities.

Roadway Lighting

The existing roadway lighting consists of ComEd maintained poles at various intersections along the corridor. Per IDOT, the existing lighting is in conflict with the proposed improvement and does not meet the Illuminating Engineering Society (IES) standards. Therefore, IDOT is requesting it be removed and/or upgraded to current standards.

Per IDOT, all costs and long-term maintenance associated with roadway lighting within the City limits are the City's responsibility. Should the City choose to upgrade the existing lighting system, complete intersection lighting with approach lighting, it would be required from Route 176 to Brighton Lane. The estimated cost for the lighting upgrade is \$299,000 with all future long term maintenance responsibility and energy costs being the City's.

Based upon the crash analysis from the IDOT preliminary engineering report, 78% of the crashes occurred during the daylight hours. The existing ComEd poles at the intersections can be relocated and upgraded by the City through ComEd. Nunda Township declined the upgrade to the lighting.

Landscaped Medians

During the Route 14 IDOT improvement, the City worked with IDOT to upgrade the proposed landscaped medians to include trees and additional plantings. The cost to install the trees and additional plantings was included in the project; however, maintenance is the responsibility of the City. The City has been maintaining the Route 14 medians by contract as part of the City's landscape maintenance contract. The City receives compliments on the medians.

IDOT is requesting the City's input regarding the installation of trees and/or additional plantings for the medians within the City limits for this improvement. The installation of trees would be paid for by the project; however, additional landscaping would need to be discussed. The long term maintenance of the trees and any landscaping would be the responsibly of the City.

Utility Relocation

The existing sanitary sewer force main and water main will need to be relocated as they are in conflict with the proposed improvement. These facilities were installed around 1989 within the IDOT right-of-way via an IDOT permit. Per the IDOT permit conditions, any future roadway projects which require the relocation of these facilities will be the responsibility of the City. The preliminary estimate of cost for the relocation of the City's utilities is \$1,415,000. Staff will work closely with IDOT to complete this relocation work either prior to or in conjunction with the improvement.

Staff Recommendation

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

- Concur with the overall project scope: Yes
- Concur with sidewalk scope, costs and long-term maintenance: Yes
- Concur with the shared-use path scope, costs, and long-term maintenance: Yes

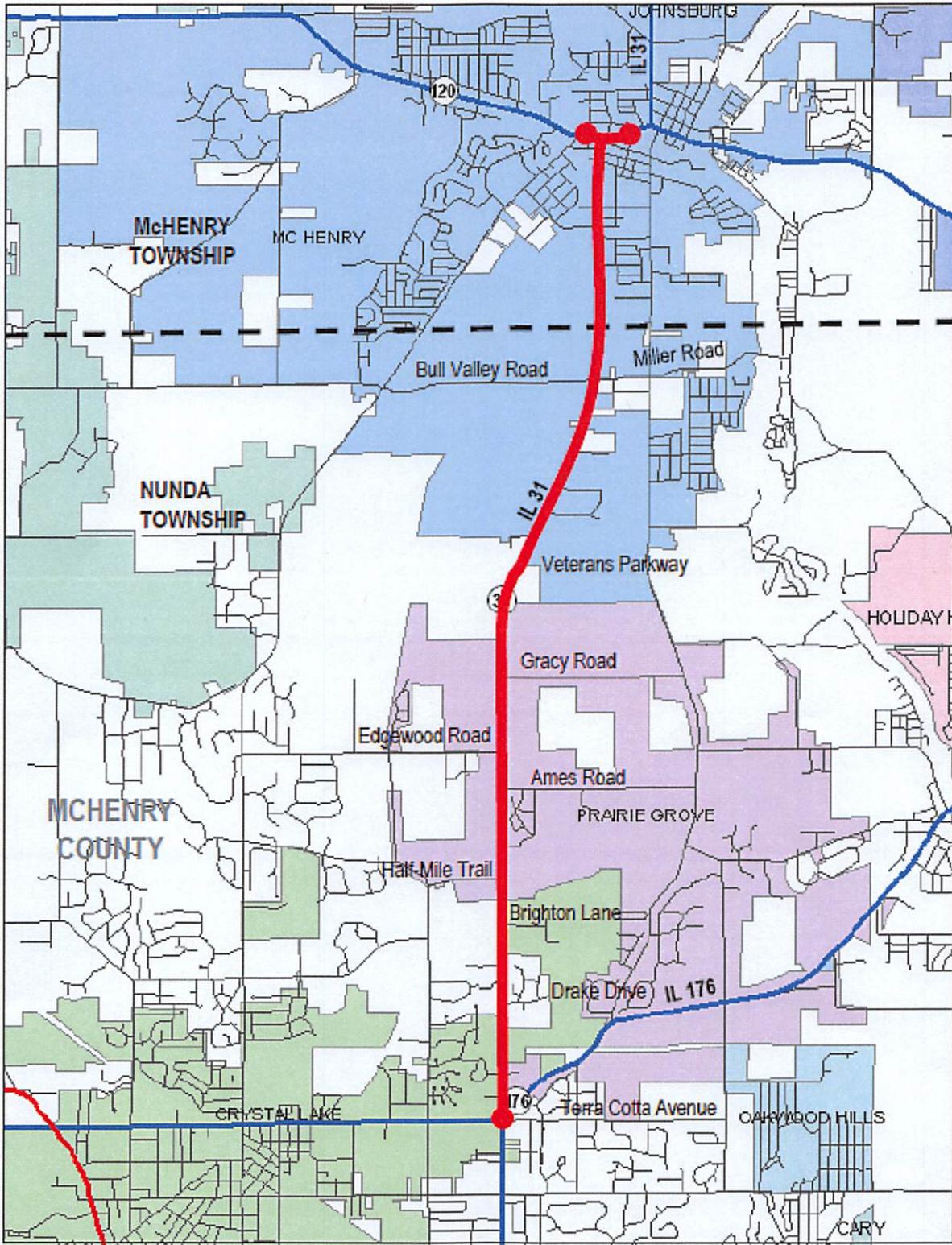
Upgrades to the existing lighting to meet IES and IDOT standards will be significant. Staff recommends working with ComEd to install upgraded and relocated ComEd poles at each intersection in the City limits. Staff can continue to discuss the landscaped medians with IDOT and provide an update to the City Council as additional information is provided by IDOT.

A copy of the IDOT letter of intent is attached. The project is tentatively scheduled for construction in 2024/2025.

Votes Required to Pass:

A simple majority.

LOCATION MAP



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RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the Acting Mayor of the City of Crystal Lake be authorized to execute a letter of intent with the Illinois Department of Transportation regarding certain improvements within the City limits for the Route 31 from Route 176 to Route 120 improvements.

DATED this 16th day of March, 2021.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Haig Haleblian, ACTING MAYOR

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 16, 2021

APPROVED: March 16, 2021