



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
April 6, 2021  
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – March 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. **Special Event Request, McIntyre – Outdoor Sale of Birdhouses at 110 S. Virginia Street**
  - b. **Class 16 Temporary Liquor License Requests – Crystal Lake Park District 2021 Summer/Fall Events**
10. **Lakeside Legacy Temporary Use Permit and Class 19 Temporary Liquor License Requests, Music Under the Trees Special Event**
11. **Lakeside Legacy Temporary Use Permit and Class 19 Temporary Liquor License Requests, The Dole Open Air Market Special Event**
12. **Quarry Cable Park 2021 Use Fees and the Cottage on the Beach 2021 Concession Menu**
13. **Quarry Cable Park Events and Live Music Consideration**
14. **Proposal Award: Consultant Selection for Final Engineering and Construction Observation Services for New Deep Well Number 19 and Transmission Water Main**
15. **Council Inquiries and Requests**
16. **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**
17. **Reconvene to Regular Session**
18. **Adjourn**

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



## Agenda Item No: 9a

### City Council Agenda Supplement

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**Meeting Date:**

April 6, 2021

**Item:**

McIntyre Special Event request for the outdoor sale of birdhouses at 110 S. Virginia Street

**Recommendation:**

City Council's discretion:

A. Motion to approve the Special Event for outdoor sales of birdhouses at 110 S. Virginia Street for April through September 2021, pursuant to the staff recommended conditions.

B. Motion to deny the applicant's request.

**Staff Contact:**

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

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**Background:** In 2017, the applicant received approval from the City Council to sell birdhouses during weekends in August, September, and October in the vacant lot next to The Freeze. In 2018, the sales were expanded to six solid months, versus just weekends, which caused the request to be heard by the City Council again and subsequently approved. Since 2018, the applicant has received administrative approval to conduct birdhouse sales since the request was the same as the 2018 City Council-approved request. A new location is proposed this year, which requires the request to be reviewed by the City Council.

For 2021, the request is for every day from the date of approval through September 30, 2021 from 9AM to 3PM. Sales would likely not take place every single day but the request is to allow the opportunity for additional sales, if the applicant is available.

The outdoor sales of these birdhouses would be conducted in the southeast corner of the parking lot of The Crystal Lake Motel at 110 S. Virginia Street, potentially for every day from April 7<sup>th</sup> through September 30<sup>th</sup>. The applicant has permission from the owner of the lot.

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

1. The approval is valid daily from April 7 through September 30, 2021 from 9AM to 3PM.
2. The birdhouse sales must comply with the Governor's Restore Illinois Plan requirements.
3. Ensure that the placement of the birdhouses for sale does not block the sight line of motorists exiting the parking lots on either side.
4. Temporary Signs
  - A. A banner is permitted on-site during the sale days and times.

- B. Directional signs are permitted on sale days. Property owners must provide their approval. These directional signs must be removed at the end of the sale day.
  - C. Signs cannot obstruct the view of traffic or be attached to utility poles.
  - D. No directional signage is permitted in residential neighborhoods.
5. The purveyor is responsible for site clean-up, with all garbage removed at the end of each selling day.
  6. Pedestrian ways must not be obstructed.
  7. Vehicular flow within the parking lot cannot be obstructed.
  8. If a Tent/Canopy is to be used, it must comply with the following:
    - A. No smoking is permitted in or under any tents or canopies.
    - B. Enclosed tents shall be 20 feet from all buildings and other tents/canopies tents open on all sides are required to be 12 feet away from any structure.
    - C. The tents must be properly anchored.
    - D. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
    - E. A portable fire extinguisher shall be present.
    - F. Inspection from the Fire Rescue Department for any tents/canopies must be completed prior to the sale being opened to the public.
  9. Outdoor sales associated with this approval are restricted to 110 S. Virginia Street. No outdoor sales may occur on any other lot (commercial or residential) within the City limits without amending this approval. If the property owner at 130 S. Virginia Street (The Freeze) gives approval for sales to resume on their property, the applicant can move to 130 S. Virginia Street after notifying the Community Development Department.
  10. Provide proof that Crystal Lake has been documented as the point of sale for birdhouse sales from this location.

The applicant has been made aware of these recommended conditions and advised to attend the April 6, 2021 City Council meeting to answer any questions.

**Votes Required to Pass:**

A simple majority.

Little Layla's Bird Houses – PLN-2021-00037  
110 S Virginia St





**Agenda Item No: 9b**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 6, 2021

**Item:**

Class 16 Temporary Liquor License Requests –  
Crystal Lake Park District 2021 Summer/Fall Events

**Staff Recommendation:**

Motion to approve issuance of twenty-three (23) Class 16 Temporary Liquor Licenses to the Crystal Lake Park District for the Park District's 2021 Summer/Fall events.

**Staff Contact:**

Eric Helm, Deputy City Manager

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**Background:**

The City has received a request from the Crystal Lake Park District for the issuance of Temporary Liquor Licenses for the Park District's 2021 Summer/Fall events. The Park District is requesting twenty-three (23) Class 16 Temporary Liquor Licenses for the scheduled events. The Park District has implemented additional protocols throughout the district to comply with the requirements of the Restore Illinois Plan, the State of Illinois and the McHenry County Department of Health (MCDH).

The 2021 Summer/Fall events include softball tournaments at Lippold Park on April 13-15, April 28-30, May 7-9, May 11-13, May 19-21, May 25-27, June 9-11, June 18-20, June 22-24, June 28-30, July 7-9, July 16-18, July 20-22, July 26-28, August 6-8, August 12-14, August 18-20, August 24-26, September 3-5, September 8-10, September 22-24, and September 28-30 and October 15-17.

Section 329-5-P of the City Code - Class 16 Temporary Liquor License - authorizes the retail sale of beer and wine for consumption upon the premises specified in the license where sold for a period not to exceed three (3) days for special events sponsored by a not-for-profit organization.

The Park District has submitted the required application forms, certificates of insurance and fees for the twenty-three (23) Class 16 Temporary Liquor Licenses.

**Votes Required to Pass:**

Simple majority



February 19, 2021

Mayor Haig Haleblian  
City of Crystal Lake  
100 W. Municipal Complex  
Crystal Lake, IL 60014

Dear Mayor Haleblian,

Enclosed please find updated dates of Crystal Lake Park District 2021 for which we are requesting city liquor permits.

We have implemented additional protocols throughout the district to comply with the requirements of The Restore Illinois Plan, the state of Illinois, and the McHenry County Health Department. At all times, there will be Bassett/TIPS trained staff on duty. All participants will be carded, be required to wear a wristband, and follow CLPD guidelines.

We respectfully ask that you grant the Crystal Lake Park District request for the listed dates.

Sincerely,

Kurt Reckamp  
Superintendent of Recreation Program and Facility Services

Cc: Jason, Herbster, Executive Director

**1 E. Crystal Lake Avenue | Crystal Lake IL 60014 | 815.459.0680**

**CRYSTALLAKEPARKS.ORG**



## 2021 Boncosky Beer Schedule

April 13-15	(Tuesday-Thursday)	Leagues
April 28-30	(Wednesday-Friday)	Leagues
May 7-9	(Friday-Sunday)	Tournament
May 11-13	(Tuesday-Thursday)	Leagues
May 19-21	(Wednesday-Friday)	Leagues
May 25-27	(Tuesday-Thursday)	League Trny
June 9-11	(Wednesday-Friday)	Leagues
June 18-20	(Friday-Sunday)	Tournament
June 22-24	(Tuesday-Thursday)	Leagues
June 28-30	(Monday-Wednesday)	Leagues
July 7-9	(Wednesday-Friday)	Leagues
July 16-18	(Friday-Sunday)	Tournament
July 20-22	(Tuesday-Thursday)	Leagues
July 26-28	(Monday-Wednesday)	Leagues
August 6-8	(Friday-Sunday)	Tournament
August 12-14	(Thursday-Saturday)	Tournament
August 18-20	(Wednesday-Friday)	Leagues
August 24-26	(Tuesday-Thursday)	League Trny
Sept. 3-5	(Friday-Sunday)	16" Nat'l Trny
Sept. 8-10	(Wednesday-Friday)	Leagues
Sept. 22-24	(Wednesday-Friday)	Leagues
Sept. 28-30	(Tuesday-Thursday)	Leagues
Oct. 15-17	(Friday-Sunday)	Tournament

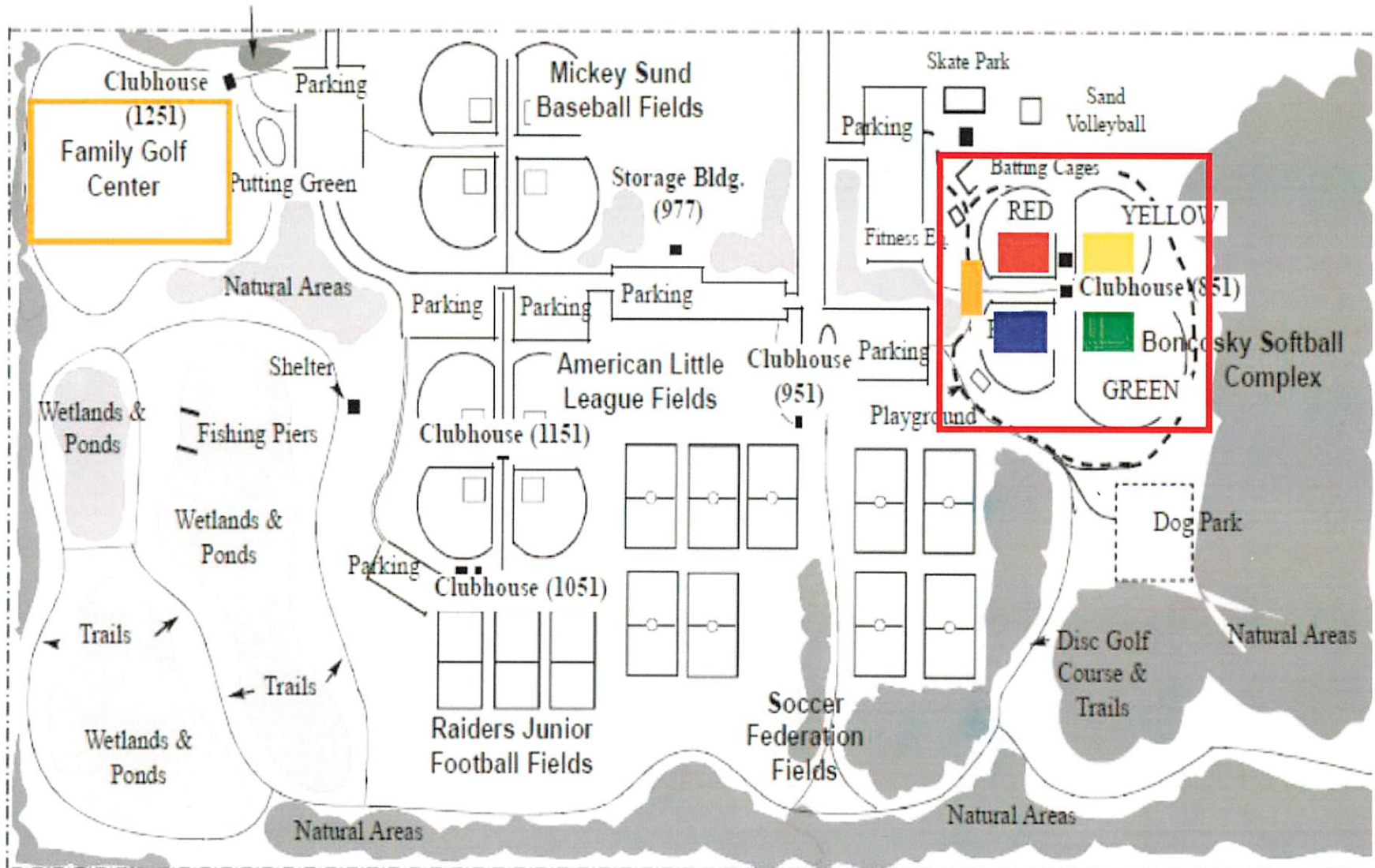
1 E. Crystal Lake Avenue | Crystal Lake IL 60014 | 815.459.0680

CRYSTALLAKEPARKS.ORG

Mini Golf Course

IL Route 176

NOT TO SCALE



# LIPPOLD PARK





**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 6, 2021

**Item:**

Lakeside Legacy request for:

1. Temporary Use Permit for Music under the Trees Special Event, and
2. Three Class 19 Temporary Liquor License

**Recommendation:**

City Council discretion:

- 1) Motion to approve a Temporary Use Permit for the Music under the Trees event and Class 19 Liquor Licenses for the dates of the special events at 401 Country Club Road, pursuant to the staff recommended conditions.
- 2) Motion to deny the applicant's request.

**Staff Contact:**

Eric Helm, Deputy City Manager  
Michelle Rentzsch, Director of Community Development  
Kathryn Cowlin, Assistant City Planner

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**Background:** The Lakeside Legacy Arts Park is requesting approval of a Temporary Use Permit and corresponding Class 19 Liquor Licenses in order to hold a reoccurring acoustic music event as outlined below.

- The original Special Use Permit approval for Lakeside Legacy contained a specific condition, "A Temporary Use Permit shall be requested when required." This Temporary Use Permit request is before the City Council due to this specific Special Use Permit condition.
- The abutting neighbors have been notified of the proposed events and advised of the date of this City Council meeting for consideration.
- On May 27, 2020, the City Council approved a citywide Ordinance that permits valid liquor license holders to serve outdoors in temporary outdoor seating areas, when physical distancing requirements are in place. That approval would cover these events. The approval for the temporary rules would expire if the State moves into Phase 5 of the Restore Illinois Plan. In order to ensure the events can occur, the applicant is also requesting Class 19 Temporary Liquor Licenses for the events.

### *Music under the Trees*

Lakeside Legacy is requesting a Temporary Use Permit to hold eight outdoor "picnic" and acoustic music events on the lawn located in front of the building, an approximately 40,000 square-foot area. The events would be held every other Wednesday from 6:00 p.m. to 9:00 p.m., on May 26, June 9, July 14 & 28, August 11 & 25 and September 8 & 22. The events would be ticketed with food and liquor for sale and contained in a fenced, limited-access area. The summary of the request and plan layout are attached. The outdoor event's size and layout was based on the Governor's Phase 4 outdoor performing arts guidelines.

### *Class 19 Temporary Liquor Licenses (3 total)*

The City has received a request from The Dole Mansion – Lakeside Legacy Foundation for the issuance of Class 19 Temporary Liquor Licenses in order to sell beer, wine, and alcoholic liquor drinks at their Music under the Trees event being held at the Dole Mansion, located at 401 Country Club Road, on, May 26, June 9, July 14, July 28, August 11, August 25, September 8, and September 22, from 6:00 p.m. to 9:00 p.m.

Section 329-5-S of the City Code permits the issuance of a Class 19 Temporary Liquor License for the retail sale of beer, wine, and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

### **Recommended Conditions of Approval:**

The Music under the Trees event must conform to the following conditions contained in the City's liquor code:

- (a) The outdoor seating area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.
- (b) The outdoor seating area shall have a maximum capacity as defined by the Building Commissioner.
- (c) Any part of the outdoor seating area not blocked by a building shall be surrounded by a fence or other barrier approved by the Building Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the city regarding vision, clearance and required distances from corners.
- (d) All electrical wiring shall comply with the codes of the City.
- (e) All combustible rubbish shall be stored in a non-combustible container and the license holder shall be responsible for keeping the area in a clean and sightly condition.
- (f) The noise emanating from any outdoor seating area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

(g) The license holder shall be responsible for preventing violations of this chapter.

In addition, the following conditions for the outdoor seating area shall apply:

1. The Music under the Trees event's outdoor seating area is permitted for May 26, June 9, July 14 & 28, August 11 & 25 and September 8 & 22, 2021. The City Manager may approve an alternate date, if inclement weather causes a cancellation of any of the four dates. This approval is contingent upon this event maintaining compliance with the Governor's Restore Illinois Plan.
2. Due to the potential impact upon neighboring residential properties, no portion of the outdoor seating area may be used by patrons after 11:00 p.m.
3. No amplified music is permitted in the outdoor seating area, unless approved in connection with a Special Event permit. Acoustical music is allowed.
4. Work with staff on selecting a temporary event fencing or similar fencing material for the outdoor seating area. Ensure that no temporary fencing nor attendees' chairs and tables obstruct the line of sight for motorists exiting the driveway(s).
5. Reflective striping shall be installed on fencing material that blocks any existing entry drives and exiting/safety requirements must be implemented per City Code.
6. This temporary outdoor seating area approval may be rescinded if the area is not kept in an orderly manner. All litter and debris must be removed and disposed of in private refuse containers.

The following condition for the issuance of the Class 19 Temporary Liquor Licenses shall apply:

1. Proof of Liquor Liability Insurance to be submitted to staff prior to May 26, 2021.

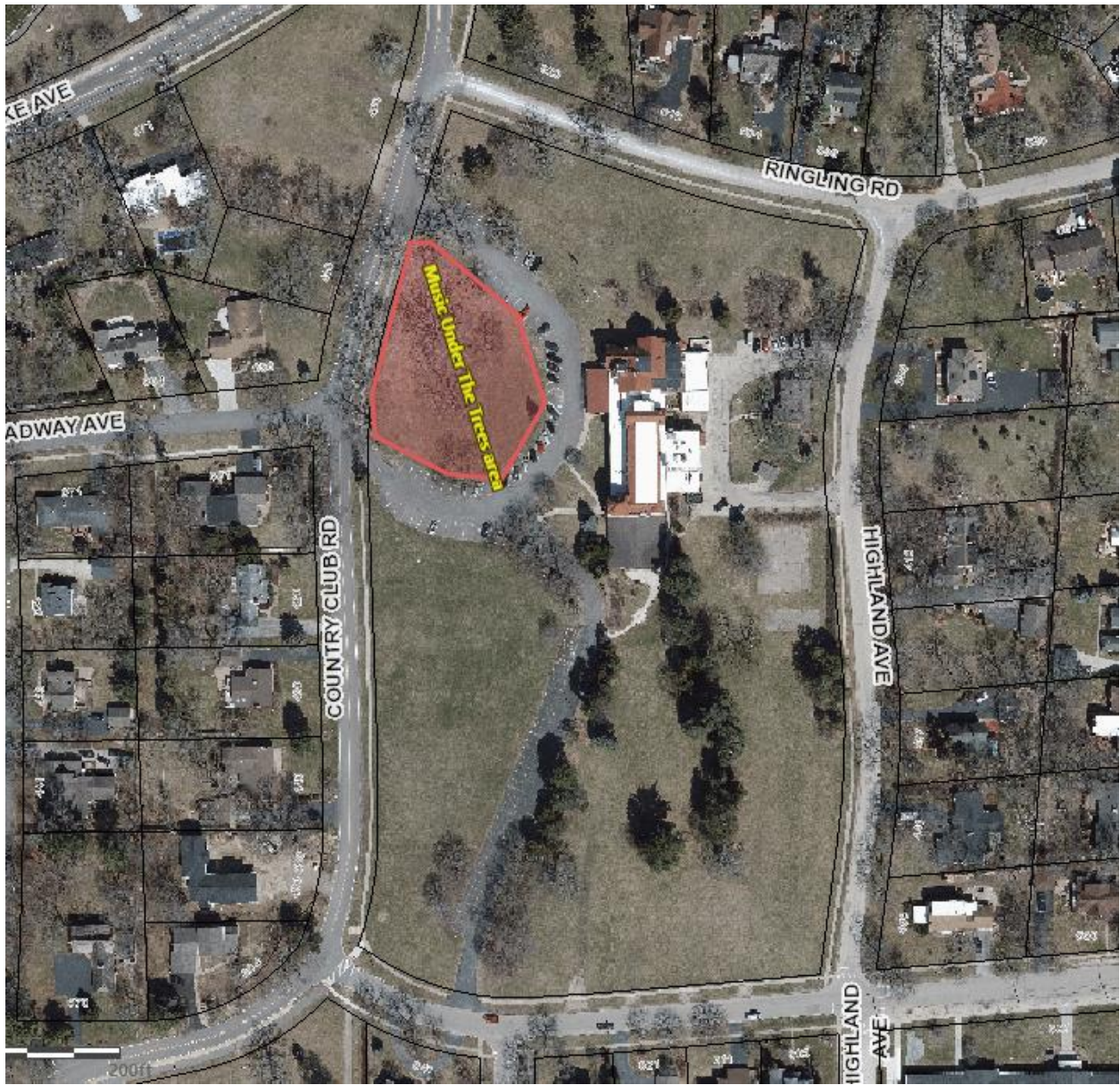
The applicant has been made aware of these recommended conditions and advised to attend the April 6, 2021 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote.

PIQ Map

Lakeside Legacy – The Dole Music under the Trees





## Agenda Item No: 11

### City Council Agenda Supplement

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**Meeting Date:**

April 6, 2021

**Item:**

Lakeside Legacy request for:

1. Temporary Use Permit for The Dole Open Air Market Special Event and
2. Five Class 19 Temporary Liquor License Request

**Recommendation:**

City Council discretion:

- 1) Motion to approve a Temporary Use Permit for The Dole Open Air Market and Class 19 Liquor Licenses for the dates of the special events at 401 Country Club Road, per the conditions outlined in this agenda supplement.
- 2) Motion to deny the applicant's request.

**Staff Contact:**

Eric Helm, Deputy City Manager  
Michelle Rentzsch, Director of Community Development  
Kathryn Cowlin, Assistant City Planner

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**Background:** The Lakeside Legacy Arts Park is requesting approval of a Temporary Use Permit and corresponding Class 19 Liquor Licenses in order to hold a reoccurring acoustic music and vendor event as outlined below.

- The Special Use Permit approval for Lakeside Legacy contained a specific condition, "A Temporary Use Permit shall be requested when required." This Temporary Use Permit request is before the City Council due to this specific Special Use Permit condition.
- The abutting neighbors have been notified of the proposed events and advised of the date of this City Council meeting for consideration.
- On May 27, 2020, the City Council approved a citywide Ordinance that permits valid liquor license holders to serve outdoors in temporary outdoor seating areas, when physical distancing requirements are in place. That approval would cover these events. The approval for the temporary rules would expire if the State moves into Phase 5 of the Restore Illinois Plan. In order to ensure the events can occur, the applicant is also requesting Class 19 Temporary Liquor Licenses for the events.

### *The Dole Open Air Market*

Lakeside Legacy is requesting a Temporary Use Permit to hold an Open Air Market with farmer booths, music, food trucks and liquor sales on the circular driveway and lawn located in front of the building, an approximately 82,000 square-foot area. Booths for farmers, baked goods, artisans and crafters would be spaced per the Governor's Restore Illinois Phase 4 guidelines. The market would be held on Sundays from June 5<sup>th</sup> to September 25<sup>th</sup>, 2021 during the hours of 10:00am to 2:00pm. The event area would be serviced by Food Trucks, an outdoor cash bar with liquor for sale and contained in a fenced, limited-access area. The summary of the request and plan layout are attached. The outdoor event's size and layout was based on the Governor's Stage 4 outdoor market and festivals guidelines.

### *Class 19 Temporary Liquor Licenses (5 total)*

The City has received a request from The Dole Mansion – Lakeside Legacy Foundation for the issuance of five Class 19 Temporary Liquor License in order to sell beer, wine, and alcoholic liquor drinks at their Open Air Market event being held at the Dole Mansion, located at 401 Country Club Road, on Sunday, June 6, June 13, June 20, July 11, July 18, July 25, August 1, August 8, August 15, August 22, August 29, September 5, September 12, September 19, and September 26 from 10:00 a.m. to 2:00 p.m.

Section 329-5-S of the City Code permits the issuance of a Class 19 Temporary Liquor License for the retail sale of beer, wine, and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

### **Recommended Conditions of Approval:**

The Dole Open Air Market event must conform to the following conditions contained in the City's liquor code:

- (a) The outdoor seating area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.
- (b) The outdoor seating area shall have a maximum capacity as defined by the Building Commissioner.
- (c) Any part of the outdoor seating area not blocked by a building shall be surrounded by a fence or other barrier approved by the Building Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the city regarding vision, clearance and required distances from corners.
- (d) All electrical wiring shall comply with the codes of the City.

- (e) All combustible rubbish shall be stored in a non-combustible container and the license holder shall be responsible for keeping the area in a clean and sightly condition.
- (f) The noise emanating from any outdoor seating area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.
- (g) The license holder shall be responsible for preventing violations of this chapter.

In addition, the following conditions for the outdoor seating area shall apply:

1. The Dole Open Air Market event is permitted for every Sunday from June 5 to September 25, 2021 during the hours of 10:00 a.m. to 2:00 p.m.
2. Due to the potential impact upon neighboring residential properties, no portion of the outdoor seating area may be used by patrons after 11:00 p.m.
3. No amplified music is permitted in the outdoor seating area, unless approved in connection with a Special Event permit. Acoustical music is allowed.
4. Work with staff on selecting a temporary event fencing or similar fencing material for the outdoor seating area. Ensure that no temporary fencing nor attendees' chairs and tables obstruct the line of sight for motorists exiting the driveway(s).
5. Reflective striping shall be installed on fencing material that blocks any existing entry drives and exiting/safety requirements must be implemented per City Code.
6. This temporary outdoor seating area approval may be rescinded if the area is not kept in an orderly manner. All litter and debris must be removed and disposed of in private refuse containers.

The following condition for the issuance of the Class 19 Temporary Liquor License shall apply:

1. Proof of Liquor Liability Insurance to be submitted to staff prior to June 6, 2021.

The applicant has been made aware of these recommended conditions and advised to attend the April 6, 2021 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote.

PIQ Map

Lakeside Legacy – The Dole Open Air Market







**Agenda Item No: 12**

**City Council  
Agenda Supplement**

**Meeting Date:**

April 6, 2021

**Item:**

Quarry Cable Park 2021 Use Fees and the Cottage on the Beach 2021 Concession Menu.

**Staff Recommendation:**

1. Motion to adopt a Resolution approving the 2021 Use Fees per section 5.02 of the Property Use Agreement between Quarry Cable Park, LLC and the City of Crystal Lake, and;
2. Motion to adopt a Resolution approving the 2021 Concession Menu per section 9(a) of the Concessionaire Lease Agreement between the Cottage on the Beach and the City of Crystal Lake.

**Staff Contact:**

Eric T. Helm, Deputy City Manager  
Nick Hammonds, Assistant to the City Manager

**The Quarry Cable Park 2021 Pricing:**

Per section 5.02 of the City's Property Use Agreement with Quarry Cable Park, LLC, the concessionaire must submit their proposed fees for the use of the Facility by members of the public. The 2020 fees and the proposed 2021 fees are depicted in the below table. The proposed fees are in compliance with the terms of the property use agreement.

The Quarry Cable Park Use Fees / Rates				
		2020	2021	
RATES	2hr	\$40	\$40	
	All day	\$60	\$60	
RENTAL	Helmet	\$8	\$8	
	Jacket	\$10	\$20	
	Standard Board	\$20	\$20	
	Demo Board	<i>Additional</i>	\$40	
MULTI-RIDE	5 pk (2-Hour)	\$165	\$175	Save \$25
	5 pk (All-Day)	\$250	\$250	Save \$50
	10 pk (2-Hour)	\$315	\$350	Save \$50
	10 pk (All-Day)	\$495	\$525	Save \$75
SEASON	Q Pass Unlimited	\$850	\$850	
	Parking	<i>Additional</i>	Additional	

Section 5.02 of the Property Use Agreement states that “the Use Fees shall be based upon the prevailing market rate for similar facilities.” It also states that the City’s approval of the use fees cannot be unreasonably withheld. Based on a sampling of several similar cable parks, it is the determination of City Staff that the 2021 Quarry Cable Park at the Three Oaks Recreation Area are in line with the prevailing market at other cable park facilities.

<b>Sample of Cable Park Pricing</b>	<u>2 hour pass</u>	<u>4 hour pass</u>	<u>All Day</u>
<i>Action Wake Park, MI</i>	\$35	\$45	\$55
<i>Hydrous Cable Park, Allen, TX</i>	\$40	\$80	NA
<i>Wake Nation, Fairfield, OH</i>	\$35	\$40	\$45
<i>The Quarry Cable Park, Crystal Lake, IL</i>	\$40	-	\$60

**The Cottage on the Beach 2021 Menu:**

Per section 9(a) of the Concessionaire Lease Agreement with the Cottage on the Beach, the concessionaire (the Cottage on the Beach) must submit their proposed menu, including a description and price for each food item, 30 days prior to the concessions opening date. The 2021 proposed menu and pricing are depicted in the below tables. The proposed menu is in compliance with the Concessionaire Lease Agreement. Higher costs for beef and the Illinois minimum wage increase have factored into the increased 2021 menu prices.

The Cottage on the Beach Proposed Menu				
	2020	2021	2021	2021
Menu Item	<i>Single Item</i>	Single Item	Small Combo (Fries and Drink)	Large Combo (Fries and Drink)
Quarter Pound Hamburger	\$4.00	\$6.00	\$9.75	\$10.00
Quarter Pound Cheeseburger	\$5.00	\$6.25	\$9.75	\$10.00
Grilled Chicken Sandwich	\$5.00	\$6.00	\$9.75	\$10.00
Hot Dog	\$4.00	\$4.00	\$9.00	\$9.25
Chicken Tenders (3)	\$5.00	\$6.00	\$9.75	\$10.00
Fries	\$3.00	\$2.50		
Cheese Fries	\$4.00	\$3.25		
Pretzel Bites with Cheese	\$4.00	\$6.00		
Nachos with Cheese	\$4.00	\$4.00		
Chips	\$1.00	\$1.00		
Sundae	-	\$6.00		
Cookie Sandwiches	\$5.00	\$5.00		
Packaged Ice Cream	\$5.00	\$5.00		
Single Scoop Cone	\$2.00	\$3.00		
Double Scoop Cone	\$3.00	\$4.00		
Rootbeer Float	\$4.00	\$4.00		
Sherbet Tubes	-	\$4.00		
Ice Pops	-	\$2.00		
21 oz Fountain Drink	\$2.00	\$2.00		
32 oz Fountain Drink	\$3.00	\$2.50		
Island Oasis Smoothies	\$4.00	\$4.00		
Juice Box	\$1.00	\$2.00		
Milk	-	\$2.00		

**Votes Required to Pass:**

Simple majority vote of the City Council.

**DRAFT**



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**RESOLUTION**

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that per section 5.02 of the Property Use Agreement between the City of Crystal Lake and Quarry Cable Park, LLC, the City approves the 2021 Use Fees/Rates for the use of the Facilities by members of the public, and that per section 9(a) of the Concessionaire Lease Agreement between the City of Crystal Lake and the Cottage on the Beach, the City approves the 2021 Concession Menu.

The approved Use Fees are depicted in the below table.

The Quarry Cable Park Use Fees / Rates				
		2020	2021	
RATES	2hr	\$40	\$40	
	All day	\$60	\$60	
RENTAL	Helmet	\$8	\$8	
	Jacket	\$10	\$20	
	Standard Board	\$20	\$20	
	Demo Board	<i>Additional</i>	\$40	
MULTI-RIDE	5 pk (2-Hour)	\$165	\$175	Save \$25
	5 pk (All-Day)	\$250	\$250	Save \$50
	10 pk (2-Hour)	\$315	\$350	Save \$50
	10 pk (All-Day)	\$495	\$525	Save \$75
SEASON	Q Pass Unlimited	\$850	\$850	
	Parking	<i>Additional</i>	Additional	

The approved Concession Menu is depicted in the below table.

The Cottage on the Beach Proposed Menu				
	2020	2021	2021	2021
Menu Item	<i>Single Item</i>	Single Item	Small Combo (Fries and Drink)	Large Combo (Fries and Drink)
Quarter Pound Hamburger	\$4.00	\$6.00	\$9.75	\$10.00
Quarter Pound Cheeseburger	\$5.00	\$6.25	\$9.75	\$10.00
Grilled Chicken Sandwich	\$5.00	\$6.00	\$9.75	\$10.00
Hot Dog	\$4.00	\$4.00	\$9.00	\$9.25
Chicken Tenders (3)	\$5.00	\$6.00	\$9.75	\$10.00
Fries	\$3.00	\$2.50		
Cheese Fries	\$4.00	\$3.25		
Pretzel Bites with Cheese	\$4.00	\$6.00		
Nachos with Cheese	\$4.00	\$4.00		
Chips	\$1.00	\$1.00		

**DRAFT**

Sundae	-	\$6.00		
Cookie Sandwiches	\$5.00	\$5.00		
Packaged Ice Cream	\$5.00	\$5.00		
Single Scoop Cone	\$2.00	\$3.00		
Double Scoop Cone	\$3.00	\$4.00		
Rootbeer Float	\$4.00	\$4.00		
Sherbet Tubes	-	\$4.00		
Ice Pops	-	\$2.00		
21 oz Fountain Drink	\$2.00	\$2.00		
32 oz Fountain Drink	\$3.00	\$2.50		
Island Oasis Smoothies	\$4.00	\$4.00		
Juice Box	\$1.00	\$2.00		
Milk	-	\$2.00		

DATED this 6<sup>th</sup> day of April, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

\_\_\_\_\_  
Nick Kachiroubas, CITY CLERK

PASSED: April 6, 2021

APPROVED: April 6, 2021



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

**Meeting Date:**

April 6, 2021

**Item:**

Quarry Cable Park Events and Live Music Consideration

**Staff Recommendation:**

1. Motion to approve live outdoor music on all Friday and Saturday nights from May 1 to September 25 in 2021, pursuant to the conditions recommended in this agenda supplement, and;
  
2. Motion to approve the Special Event application from the Quarry Cable Park for use of the Three Oaks Recreation Area for the Mother’s Day Market on May 7 and 8; an outdoor music event on Sunday, July 11 from 12:00 p.m. to 3:00 p.m.; an outdoor music event on Friday, August 6 from 7:00 p.m. to 10:00 p.m.; the Oktoberfest event on Friday and Saturday, September 17 and 18; and the Merry Market event on Friday and Saturday, December 5 and 6.

**Staff Contact:**

Eric Helm, Deputy City Manager  
Nick Hammonds, Assistant to the City Manager

**Background:**

The Quarry Cable Park has requested a Special Event permit to host events at their location at the Three Oaks Recreation Area. Pursuant to section 5.08 (l) of the Concessionaire and Property Use Agreement, the Quarry Cable Park shall receive Special Event approval for all events involving “tournaments, special advertising displays, live bands, special promotions, outside vendors, night use, and/or large groups of people that could exceed the available parking spaces...The review of these events will be reviewed on a case-by-case basis.” The following special events are proposed in 2021.

Event	Date	New / Recurring
Mother’s Day Market	Friday and Saturday, May 7 and 8	New
Bella Cain Unplugged	Sunday, July 11	New
Libido Funk Circus	Friday, August 6	Recurring
Oktoberfest	Friday and Saturday, Sept. 17 and 18	Recurring
Merry Market	Friday and Saturday, Dec. 5 and 6	Recurring

All events and all related activities will be contained in the designated premises outlined in the Property Use Agreement. The Police Department, Fire Rescue Department, Public Works Department, and Three Oaks Recreation Area staff have reviewed and approved the following events proposed by the Quarry Cable Park. **Capacity restrictions and social distancing will be in compliance with state and local requirements depending on the status of Covid-19 at the time of each event.**

#### Friday, May 7 and Saturday, May 8, 2021: Mother's Day Market

This event is proposed for Friday, May 7, and Saturday, May 8, 2021. This event will be similar to the events held in December 2018 and 2019, featuring artists with hand-crafted holiday gifts and accessories.

#### Sunday, July 11, 2021: Outdoor Music Event, Bella Cain Unplugged

This proposed music event is to be held on the outdoor patio for the band Bella Cain Unplugged on Sunday, July 11, 2021 from 12:00 p.m. to 3:00 p.m. The Quarry Cable Park will coordinate with the Fire Rescue Department to establish occupancy load for the event.

#### Friday, August 6, 2021: Outdoor Music Event, Libido Funk Circus

This proposed music event is to be held on the outdoor patio for the band Libido Funk Circus on Friday, August 6, 2021 from 7:00 p.m. to 10:00 p.m. This event has been held at the Quarry Cable Park in the past with no issues. The Quarry Cable Park will coordinate with the Fire Rescue Department to establish occupancy load for the event. Since the event is held in the evening when many Three Oaks amenities will be closed, parking will not be an issue.

#### Friday, September 17 and Saturday September 18, 2021: Oktoberfest

This event is proposed for Saturday, October 5, 2021 from 10:00 a.m. to 11:00 p.m. This event will include Oktoberfest themed food and drinks, as well as live music. Previous event attendance in 2019 was 350 to 400 people. The Quarry Cable Park will coordinate with the Fire Rescue Department to establish occupancy load for the event.

#### Friday, December 5 and Saturday, December 6, 2021: Merry Market

This event is proposed for Friday, December 5, and Saturday, December 6, 2021. Previous event attendance was 130 people. This event will be similar to the events held in December 2018 and 2019, featuring artists with hand-crafted holiday gifts and accessories.

#### **Live Music**

Live music has been conducted in the past with no issues. A current schedule of live music events is attached; however, this is not an exhaustive list. The petitioner is requesting approval for live music events throughout the year on Friday and Saturday nights, May 1 through September 25, 2021.

#### **Staff Conditions for All Events**

City staff from the Fire Rescue and Police Departments have reviewed the request and do not have any concerns regarding the events, providing the following conditions are met:

1. Follow all masking and social distancing recommendations as required by federal, state and local authorities. The City will have discretion to cancel an event if the City determines that Covid-19 cases and restrictions warrant cancellation.
2. The Quarry Cable Park & Grille shall coordinate with the Crystal Lake Fire Rescue and Police Departments, and Three Oaks Recreation Area staff regarding assistance during each event, including coordinating with the Fire Rescue Department regarding occupancy limits.
3. Provide a layout for each event showing the locations of the various event activities.

4. Provide and maintain emergency access (boat launch) to the North Lake for rescue purposes during the entire event.
5. Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
6. Fire hydrants located on or near the property must remain unobstructed and “No Parking” signs posted.
7. Provide a site plan at least 30 days prior to the event for any tents/canopies, if used, to ensure compliance.
8. Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
9. Provide adequate lighting for participants during night hours.
10. If a standby ambulance is being requested, contact the Fire Department at least 30 days prior to the event to discuss scheduling and associated fees.
11. All debris created by the event shall be cleaned up during and after the event.
12. Petitioner must adhere to the required City insurance provisions.
13. In the case of inclement weather, alternate dates can be approved by the City Manager.

The applicants have been made aware of these recommended conditions and will attend the City Council meeting to answer any questions. The application materials and current band schedule have been attached for reference.

**Votes Required to Pass:**

Simple majority vote of the City Council.



## Band Schedule - 2021 Tentative Band Line-up

Saturday, May 1: Derby Day Event and Live Music (7-10pm)  
Tuesday, May 4: Teacher Event and Live Music (4-10pm)  
Friday, May 7: Mother's Day Market and Live Music (4-11pm)  
Friday, May 28: John Katzke Band (7-10pm)  
Saturday, May 29: Mackenzie O'Brien Band (7-10pm)  
Sunday, May 30: Wait, What? (7-10pm)  
Friday, June 4: Jimmy Marquis Band (7-10pm)  
Saturday, June 5: Jimmy Nick (7-10pm)  
Friday, June 11: Irish Goodbye (7-10pm)  
Saturday, June 12: Recycled (7-10pm)  
Friday, June 18: Hi-Fi Unplugged (7-10pm)  
Saturday, June 19: Kraig Kenning (7-10pm)  
Friday, June 25: Pino Farina (7-10pm)  
Saturday, June 26: Aunt Janet Band (7-10pm)  
Friday, July 2: Genr8r (7-10pm)  
Saturday, July 3: Mackenzie O'Brien Band (7-10pm)  
Friday, July 9: Gina Gonzalez and Bryan Sansom (7-10pm)  
Saturday, July 10: Blue Shield Band (7-10pm)  
Sunday, July 11: Bella Cain Unplugged (7-10pm)  
Friday, July 16: TBD (7-10pm)  
Saturday, July 17: TBD (7-10pm)  
Friday, July 23: Irish Goodbye (7-10pm)  
Saturday, July 24: Recycled (7-10pm)  
Friday, July 30: Jimmy Nick (7-10pm)  
Saturday, July 31: Pino Farina (7-10pm)  
Friday, August 6: Libido Funk Circus (7-10pm)  
Saturday, August 7: Aunt Janet Band (7-10pm)  
Friday, August 13: TBD (7-10pm)  
Saturday, August 14: Hi-Fi Unplugged (7-10pm)  
Friday, August 20: TBD (7-10pm)  
Saturday, August 21: Jimmy Marquis (7-10pm)  
Friday, August 27: Kraig Kenning (7-10pm)  
Saturday, August 28: Genr8r (7-10pm)  
Friday, September 3: Mackenzie O'Brien Band (7-10pm)  
Saturday, September 4: Gina Gonzalez and Bryan Sansom (7-10pm)  
Friday, September 10: Blue Shield Band (7-10pm)  
Saturday, September 11: Irish Goodbye (7-10pm)  
Friday, September 17: Oom-Pah Band (Oktoberfest)  
Saturday, September 18: Oom-Pah Band (Oktoberfest)  
Friday, September 24: TBD (7-10pm)  
Saturday, September 25: Wait, What? (7-10pm)





## Agenda Item No: 14

### City Council Agenda Supplement

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**Meeting Date:**

April 6, 2021

**Item:**

Proposal Award: Consultant Selection for Final Engineering and Construction Observation Services for New Deep Well Number 19 and Transmission Water Main

**Staff Recommendation:**

Motion to award the proposal for final engineering and construction observation services for the new deep well Number 19 and transmission water main to the most responsible and responsive proposer, Fehr Graham, and adopt a Resolution authorizing the City Manager to execute an agreement with Fehr Graham in the amount of \$514,635.00, execute change orders for up to 10 percent of the agreement amount, and approve necessary completion date change orders relating to the agreement.

**Staff Contact:**

Michael Magnuson, Director of Public Works and Engineering

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**Background:**

The City of Crystal Lake conducted an open solicitation Request for Proposal (RFP) for consulting services for the final engineering design, preparation of plans, specifications and estimates along with other required services for bidding of the construction of new deep well #19. Conceptual engineering was completed in 2019/2020 by Stanley Consultants. A project plan, required for Illinois Environmental Protection Agency (IEPA) State Revolving Loan Funds, was prepared by Baxter & Woodman, Inc.

**Project Need:**

The City of Crystal Lake operates four deep wells and seven shallow wells. Projected growth will challenge our ability to meet increased demand in the near future. Implementation of a new deep well takes several years and staff recommends starting the engineering process now. This project is included in the City's FY 2021/2022 Budget and the Capital Improvement Plan (CIP).

The proposed well will be located on or adjacent to the City's Wastewater Treatment Plant #2 (Coventry Lane) property. The proposed transmission main will be located between the well and the City's Water Treatment Plant 2 (WTP#2) located at 530 Highland Avenue (see attached map). The City will be bidding out the rehabilitation of WTP#2 this spring. This project includes building capacity to treat water from the new deep well #19. The City is anticipating this new well #19 to

produce a flow rate of at least 1,000 GPM and should be drilled into the Galesville sandstone aquifer (around 1,300' deep) similar to the other four deep wells the City operates.

Public notice of the project was made in the Northwest Herald and letters were sent to adjacent property owners. A public meeting was conducted on March 22, 2021. The City is not aware of any opposition to the project.

**Consultant Selection Process**

The Public Works Department followed the City’s Purchasing Policy to secure a consulting firm to address this project. The City received proposals from three firms. A staff working group scored the individual proposals based on qualifications and cost to provide the best value to the City for these services. The consultants were evaluated on 13 qualification factors (scale 1-5 with 5 being the highest) and then cost (least cost = 5, highest cost =1). The two rankings were then averaged to arrive at a final value ranking of Fehr Graham (4.6) followed by Stanley Consultants (2.6) and Baxter and Woodman (2.5). The detailed rankings are depicted below:

Performance Rating (average of staff rankings) Excellent = 5 Very Good = 4 Good = 3 Acceptable = 2 Poor = 1 Unacceptable = 0	Committee's Relative Weight of Importance	Fehr Graham		Baxter & Woodman		Stanley	
		Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating
Criteria	(1-10)						
Past Performance of firm and/ or Project Manager on City Projects	8	4.00	32.00	3.33	26.67	4.67	37.33
Project Manager and firm experience with new deep wells in Illinois	10	4.33	43.33	4.33	43.33	4.33	43.33
Experience and expertise of project team in their areas of speciality	10	3.67	36.67	4.00	40.00	4.00	40.00
General Understanding of Project Scope: Are key areas/scope items identified and a clear understanding of the work needed to address outlined in the scope?	8	4.33	34.67	4.33	34.67	4.33	34.67
Discussion/ explanation of Alternative Analysis process	4	3.33	13.33	3.33	13.33	4.00	16.00
Discussion/ Explanation of design process (plans, specifications and estimates)	5	3.67	18.33	3.67	18.33	3.67	18.33
Discussion/Familiarity with IEPA loan process (designn through closeout)	7	3.67	25.67	4.00	28.00	3.67	25.67
Are the project hours by task appropriate and align with other consultant's submittals and past experience.	9	3.67	33.00	2.00	18.00	3.67	33.00
Project examples are pertinent and aligned with the proposed scope	8	4.33	34.67	4.33	34.67	4.33	34.67
Senior/ lead project team members have relevant experience in project examples	7	4.67	32.67	4.67	32.67	4.67	32.67
Reference Check on Project Examples (to be ranked by AR)	10	5.00	50.00	4.00	40.00	4.00	40.00
Identification and Qualification of Sub-Consultants	5	5.00	25.00	0.00	0.00	5.00	25.00
Experience and qualifications of Construction Observation Team	7	3.33	23.33	3.33	23.33	3.67	25.67
<b>Total Weighted Rating</b>	<b>98</b>		<b>402.67</b>		<b>353.00</b>		<b>406.33</b>
<b>PERFORMANCE RANKING</b>		<b>4.11</b>		<b>3.60</b>		<b>4.15</b>	
<b>Total Cost</b>		<b>\$514,635.00</b>		<b>\$592,450</b>		<b>\$599,680.00</b>	
<b>RELATIVE COST RANKING</b>		<b>5</b>		<b>1.42</b>		<b>1</b>	
<b>TOTAL VALUE RANKING =</b>		<b>4.55</b>		<b>2.51</b>		<b>2.57</b>	

**Recommendation:**

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. Further, staff has negotiated the contract price with the vendor, which staff believes is a reasonable price for completion of the work at hand.

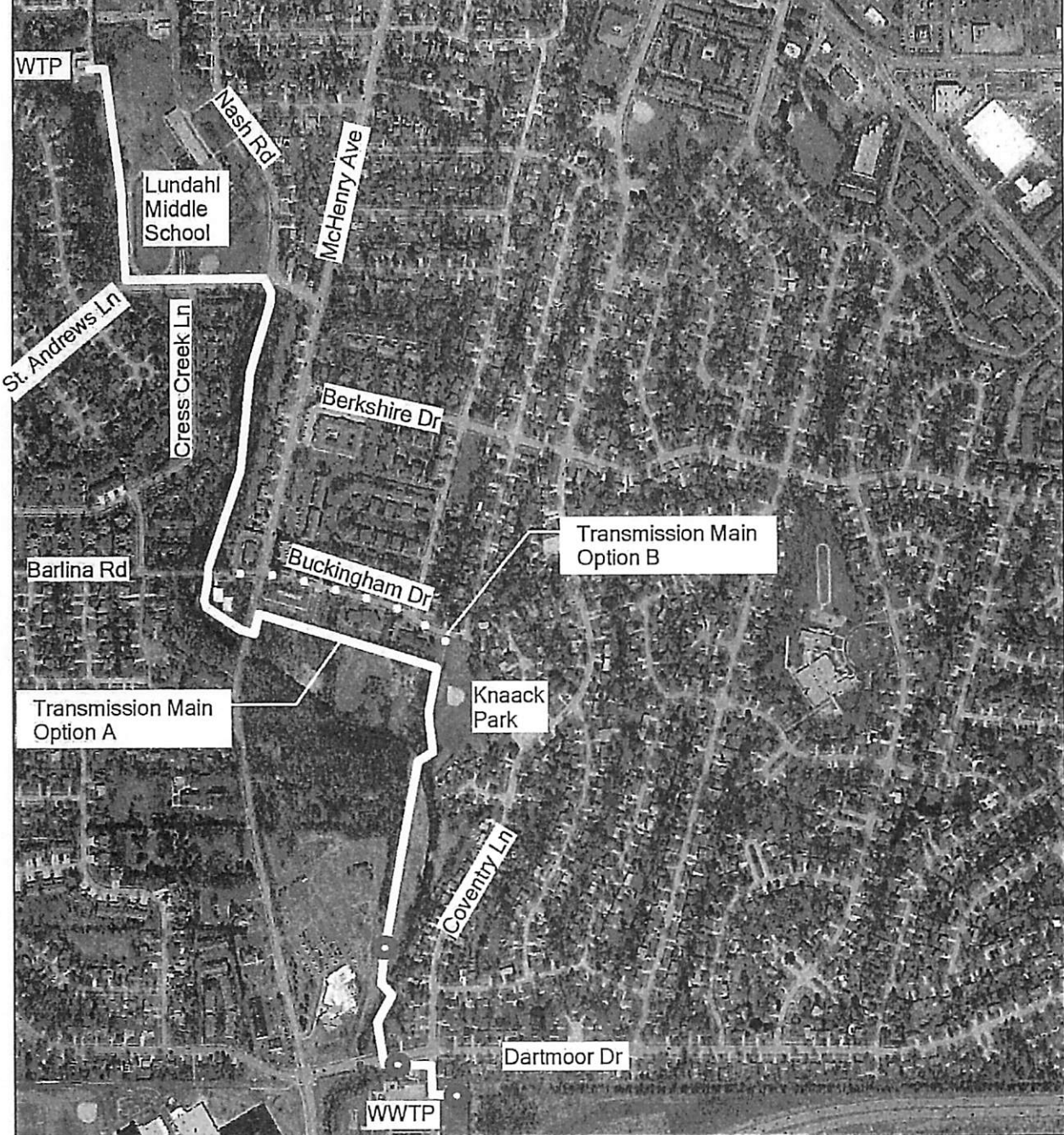
Based upon a review of the RFP requirements, qualifications, and cost, staff’s recommendation is to select Fehr Graham to perform the engineering design and construction observation services for the deep well #19 and transmission main project.

Funds have been budgeted for this work.

**Votes Required to Pass:**

Simple majority.

# Crystal Lake Transmission Main Route



**NOTES:**

- WTP: Water Treatment Plant
- WWTP: Waste Water Treatment Plant
- Possible Well Location



Legend

This map was generated using the City of Crystal Lake's GIS Web Mapping Application. This map is a user generated static output from an Internet Mapping Site and is for reference only.



**DRAFT**



## **RESOLUTION**

**WHEREAS** it is necessary to provide the City's residents and businesses with a safe and adequate supply of drinking water; and

**WHEREAS**, there is a need to construct a new deep well and water transmission main to meet the current and future needs of the City; and

**WHEREAS** final engineering must be completed to prepare the necessary design plans, bidding documents, and other documentation required to move forward in the Illinois Environmental Protection Agency's (IEPA) State Revolving Loan Fund process.

**NOW THEREFORE BE IT RESOLVED BY THE 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 an agreement with Fehr Graham for consulting design engineering and construction observation services for the Deep Well #19 and Water Transmission Main Project in the amount of \$514,635.00 and allowing for a 10 percent contingency; 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 6<sup>th</sup> day of April, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

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

PASSED: April 6, 2021  
APPROVED: April 6, 2021