



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
May 4, 2021  
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Oath of Office - Mayor Haig Haleblian**
5. **Oath of Office –**
  - a. **City Clerk Nick Kachiroubas**
  - b. **City Councilmembers Cameron Hubbard, Mandy Montford and Ian Philpot**
6. **Approval of Minutes – April 20, 2021 Regular City Council Meeting**
7. **Accounts Payable**
8. **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.*
9. **Mayor's Report**
10. **City Council Reports**
11. **Consent Agenda**
  - a. **American Idol Home Town Parade Event**
  - b. **Prairie Ridge High School Fishing Tournaments at Three Oaks Recreation Area**
12. **1776 Restaurant, 397 W. Virginia Street – Special Use Permit to allow an outdoor seating area and a variation for a setback of 5 feet**
13. **City Code Amendment to Class 7 Liquor License requirements and to Increase the Number of Class 7 Liquor Licenses – Applicant: 1776 Restaurant, 397 W. Virginia Street**
14. **Hughes Signs, 305 Dearborn Court - Sign Variation for a projecting sign**
15. **Unified Development Ordinance (UDO) Amendment, Article 2 Land Use Table to allow Tattoo Parlors and Permanent Makeup as a Limited Use in the B-4 Mixed Use Zoning District**
16. **City Code Amendment – 2021-2022 Massage, Tattoo, and Body Piercing Licenses Fee Waiver for license holders impacted by COVID-19 Mitigations**
17. **Ordinances to Amend the City Code for Outdoor Seating Areas and to amend the Existing Retailer Façade Grant Program to include a Matching Grant for Outdoor Seating Improvements**

18. **Annual Allocation of State Motor Fuel Tax (MFT) funds for traffic signal maintenance, street light maintenance, and snow-fighting material purchases**
19. **Bid Award – McHenry County Municipal Partnering Initiative Bulk Rock Salt Purchase for Snow and Ice Control**
20. **Consultant Selection to conduct a Tax Increment Financing (TIF) analysis and provide related services to the potential TIF creation and redevelopment proposal; and Resolution of Intent for a potential Redevelopment of Crystal Court Shopping Center TIF program to initiate the TIF feasibility study**
21. **Consideration of Resolution for the Purchase of Three Replacement Fire Pumper Trucks and Declaration of Surplus Property**
22. **Council Inquiries and Requests**
23. **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**
24. **Reconvene to Regular Session**
25. **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: 11a**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

May 4, 2021

**Item:**

American Idol Home Town Parade Request

**City Council discretion:**

- a) Motion to approve the American Idol Home Town Parade to be held on May 18 or May 19, 2021, subject to the recommended staff conditions.
- b) Motion to deny the request.

**Staff Contact:**

Michelle Rentzsch, Director of Community Development

---

**Background:** Grace Kinstler, a Lakewood resident and Crystal Lake Central High School graduate is one of the top contenders on American Idol, a singing competition television series on ABC. The American Idol production team has reached out for ideas of suitable venues and parade routes for a Home Town Parade and Concert May 18 and May 19, assuming that Ms. Kinstler moves onto the Top 5. Voting for the Top 5 contenders takes place on May 9 and May 10 so this request is before the City Council to obtain the necessary approvals, for the best-case scenario that Ms. Kinstler advances.

April Runge, a Village of Lakewood Trustee-elect, is requesting approval to hold the Parade on either Tuesday, May 18 or Wednesday, May 19 in Downtown Crystal Lake, utilizing the Festival of Lights Parade route. The time of the parade has not been determined at this time. Since they are requesting road closures, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval. The planned event is not a typical parade with a long queue of floats. The High School's cheerleaders, Tiger Buddies, or band might be the only other participants in the parade along with the Grace Kinstler car and the film crew vehicle(s).

The goal is to provide an opportunity for as many residents as possible to have a socially distanced space to view the parade and to provide a wonderful backdrop to the filming of this celebration to be aired on national television. Capacity rates provided to American Idol assume we will still in Phase 4 Restore Illinois guidelines. In addition to the parade, a Grace Kinstler concert is also being planned on one of the two days to offer an additional opportunity to celebrate this achievement, which would be held in one of three possible venues: Central High

School field, Red Tail Golf Course, or McHenry County Fairgrounds. The show's producers will select the best concert venue.

The parade participants and vehicles would line up at City Hall and use the far-east entrance/exit off Woodstock Street into City Hall. Parade participants will be asked to use the Alexander Commuter Lot for their personal vehicles during the parade. During the parade, the Fire Rescue, Police, and Public Works Departments would use the west entrance/exit to City Hall. A map of the parade route has been attached to this agenda supplement.

The following roads will be closed at the start for the parade route and will be opened when the route clears.

- Woodstock Street between Walkup Avenue and Caroline Street, and between Grant Street and Williams Street
- Caroline Street between Woodstock Street and Crystal Lake Avenue
- Crystal Lake Avenue between Caroline Street and Williams Street
- Grant Street between Crystal Lake Avenue and Woodstock Street
- Williams Street between Woodstock Street and Crystal Lake Avenue

City staff has reviewed the petitioner's request, and does not have concerns with the parade, providing the following conditions be met:

- 1) This parade must meet the Governor's Restore Illinois guidelines for this type of event. The plan for compliance must be submitted to the City before the event.
- 2) The parade organizer must coordinate with the Crystal Lake Police and Public Works Departments regarding staffing, signage, and other needs for the parade. Minor amendments to the parade route may be administratively approved, if changes are requested by the film company and are acceptable to the Crystal Lake Police Department.
- 3) The petitioner must continue to work with City staff on how best to control spectators, which may include 3-foot tall metal barricades, additional parade marshals, additional police assistance, or other acceptable crowd control measures to ensure the safety of all spectators and participants.
- 4) An indemnity agreement must be executed and returned to the City before the event.
- 5) All debris created by the event must be cleaned up during and after the event.
- 6) If tents or canopies will be used, the petitioner must contact the Fire Rescue Department for further review.
- 7) Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event.
- 8) 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.
- 9) In the case of inclement weather, an alternate date can be approved by the City Manager.

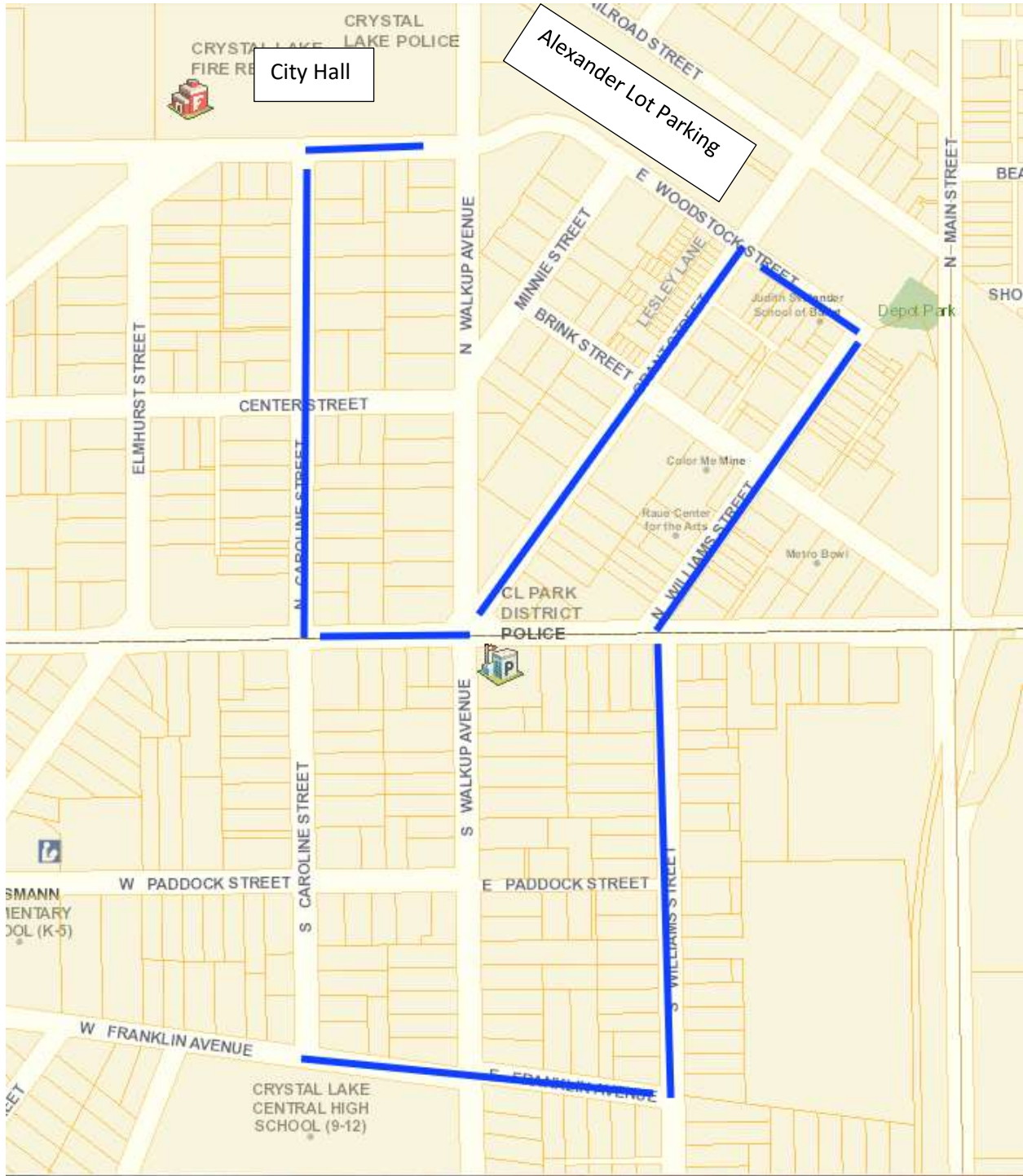
The Police Department estimates that the cost for Police Officer assistance for this event is \$1,985.96 based on previous years' staffing of the Festival of Lights Parade. No waiver of this fee is requested.

The applicant has been made aware of these recommended conditions and will be in attendance at the May 4, 2021 City Council meeting to answer any questions and provide any updates on venue, dates and or timing of events from the American Idol production team.

**Votes Required to Pass:**

Simple majority vote.

# American Idol Home Town Parade Route







**Agenda Item No: 11b**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

May 4, 2021

**Item:**

Prairie Ridge High School Fishing Tournaments at Three Oaks Recreation Area

**Council Discretion:**

Motion to approve a waiver of fees for District 155 students associated with the Prairie Ridge High School Fishing Tournament, to be held on Saturday, May 8, 2021, from 7:00 a.m. to 10:00 a.m., and a waiver of fees for an additional weekday fishing tournament for District 155 students at Three Oaks Recreation Area, subject to the recommended conditions, for a total fee waiver request of \$696.

**Staff Contact:**

Nick Hammonds, Assistant to the City Manager

---

**Background:**

The Prairie Ridge High School bass fishing team is requesting approval for a fishing tournament to be held at Three Oaks Recreation Area on Saturday, May 8, 2021, from 7:00 a.m. to 10:00 a.m. The tournament will be hosted by Prairie Ridge High School, and surrounding area high schools will also participate. The petitioner requests the exclusive reserved use of 18 of the City's 25 row boats and a waiver of fees.

Prairie Ridge High School is additionally requesting a weekday in May to hold a fishing tournament for Prairie Ridge High School students only, with a waiver of fees. The weekday event would be from 3:45 p.m. to 5:45 p.m. on a mutually agreed upon date between the City and the School. The petitioner requests 12 boats to be reserved for this event, with a waiver of fees. The organizers have also agreed to perform voluntary service hours at the park.

**The event was last held in 2018. All event details and the fee waiver request remain unchanged from the 2018 events, which were approved by the City Council.**

**City Staff Review:**

City Staff has reviewed the event and identified financial and park user impacts.

**Financial Impact:**

The following table provides a breakdown of the costs for the fishing tournaments. It is proposed that the 12 boats used by District 155 students be used for no fee, and the remaining six boats used



by other schools to be paid at full price, with the application of a resident discount. The table below shows the full amount and the waiver request.

<i>Event</i>	<i>Amount</i>
May 8, 2021 (18 boats requested)	
Fee for 12 boats for District 155 Schools	\$408
Fee for 6 boats for non-Crystal Lake Schools	\$204
Total Fees:	\$612
<b><i>Total Requested Fees to be Waived:</i></b>	<b><i>\$408</i></b>
Weekday 2021 Event – District 155 Schools Only	
Fee for 12 boats for District 155 Schools	\$288
<b><i>Total Requested Fees to be Waived:</i></b>	<b><i>\$288</i></b>
<b>Total Fees Waived for Both Events:</b>	<b>\$696</b>

Park User Impact

The operations at the park will be open as normal throughout the day and the beach will not be open at this time in the season. There is one pavilion rental scheduled for May 8, 2021 at the Three Oaks Recreation Area. The proposed fishing tournament will have no impact on the pavilion rental.

The petitioner is requesting exclusive use of 18 boats from 7:00 a.m. to 10:00 a.m. on the day of the event. This leaves seven (7) available row boats for guests to rent at the Marina. Since there is typically high demand for fishing boats on a Saturday morning early in the season, the availability of boats for the general public will be limited. Staff will create social media posts to notify the public of the event and limited boat rentals.

**Recommended Conditions:**

City staff has reviewed the petitioner’s request and offers the following conditions:

1. Follow all masking and social distancing recommendations as required by federal, state and local authorities. The City will have discretion to cancel the event if the City determines that Covid-19 cases and restrictions warrant cancellation.
2. Comply with all City Code regulations and Special Event requirements, including all insurance requirements. 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, and sign the required Indemnity/Hold Harmless agreement.
3. Comply with all fishing and safety guidelines.
4. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
5. The majority of participating students will be under 18 years of age. Participants aged 14 to 15 must have an accompanying adult on the boat, and students aged 16 and 17 must have prior guardian consent to fish without an adult on board. Participants shall follow all fishing and safety requirements during the tournament.

6. All debris created by the event shall be cleaned up during and after the event.
7. In the case of inclement weather, an alternate date can be approved by the City Manager.
8. Prairie Ridge High School must provide insurance, severe weather and evacuation plan, hold harmless and liability waivers by May 7, 2021 or the event may be cancelled.

The petitioner is aware of the recommended conditions and plans to be present at the meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

May 4, 2021

**Item:**

City Code Amendment to Class 7 Liquor License requirements and to Increase the Number of Class 7 Liquor Licenses – Applicant: 1776 Restaurant, 397 W. Virginia Street

**Staff Recommendation:**

Motion to adopt an Ordinance:

- 1) Amending City Code Section 329-6 to increase the number of Class 7 liquor licenses from the currently permitted 2 licenses to 3 licenses, in order to allow for the issuance of a new Class 7 liquor license to 1776 Restaurant, located at 397 W. Virginia Street;
- 2) Amending Section 329-5(G) (Class 7) to allow the retail sale of alcoholic liquor in the original package by the license holder at wine-tasting events that are held within the City;
- 3) Amending Section 329-5(G)(1)(b) (Class 7) to allow the open unroofed area to be no greater than 100 percent of the floor space of the licensed premises;
- 4) Amending Section 329-5(G)(1)(i) (Class 7) to allow the Liquor Commissioner to impose conditions in order to allow for open unroofed areas which are located less than 100 feet from land zoned for residential purposes.

**Staff Contact:**

Eric T. Helm, Deputy City Manager  
Melanie Nebel, Executive Assistant

---

**Background:**

1776 Restaurant, located at 397 W. Virginia Street, has requested a Special Use Permit for outdoor seating with a variation to allow a set-back of five (5) feet from the residential property adjacent to their location. As the City Council is aware, outdoor seating and serving of alcoholic liquor has been allowed on a temporary basis as a means to help businesses during the COVID-19 pandemic.

This has been successful for the applicant, and as such, 1776 is requesting the City Council to approve an increase in the number of Class 7 licenses to allow for the serving of alcoholic beverages both inside the restaurant in an open unroofed area on a permanent basis. The applicant currently holds a Class 1 license, which does not allow for outdoor consumption. This license would be surrendered upon the issuance of the new Class 7 license.

A Class 7 Liquor License authorizes the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises as well as the retail sale of alcoholic liquor in the original package between the hours of 11:00 a.m. and 1:00 a.m., Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and noon on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises. For the purposes of this license, premises shall include not only the interior of any building or structure but also an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed.

The fee for Class 7 license is \$1,700.00 (2021-22 fee with 50% reduction - \$850.00)

There are two other establishments with Class 7 liquor licenses:

<u>Name</u>	<u>Address</u>	<u>Zoning</u>
Duke's Alehouse and Kitchen	110 N. Main Street	"B-4"
Kyoto Japanese Restaurant	5690 Northwest Highway	"B-2 PUD"

Class 7 does not allow packaged sales at wine tastings at other locations in the City. In order to allow the petitioner to continue to hold such events, an amendment to the language defining the allowable uses for a Class 7 license is required.

The City Code currently outlines certain conditions that must be met for the sale of alcoholic beverages in an open unroofed area, such as a patio. The proposed patio does not meet two of the conditions:

- 1) *No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes (City Code 329-5-G-(1i)).*
- 2) *The open unroofed area shall be no greater than one-half the other floor space of the licensed premises (City Code 329-5- G(1b))*

The outdoor patio for 1776 is located within 5 feet of residentially-zoned property, and is approximately 2,307 square feet, over half of the indoor space at the restaurant (approximately 3,074 square feet). The proposed patio would not comply with the requirements of the Class 7 liquor license.

In light of 1776 not being able to comply with the Class 7 liquor license conditions, the following changes to Section 329-5-G (Class 7) are recommended to accommodate the petitioner's requests:

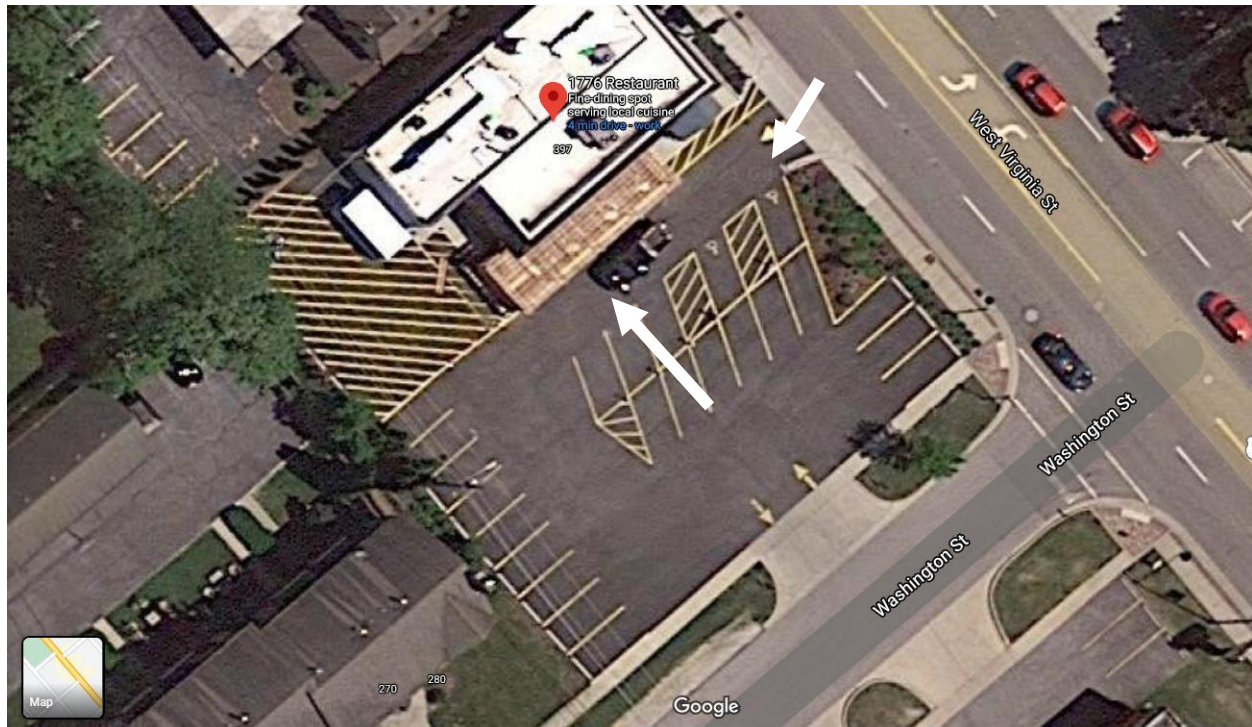
- 1) The Class 7 license will be amended to authorize the retail sale of alcoholic liquor in the original package by the license holder at wine-tasting events that are held within the City.

- 2) Amendment to Section 329-5-G-(1i): This Section currently prohibits open unroofed area to be located within 100 feet of residentially zoned property. The proposed amendment allows the Liquor Commissioner to allow exceptions to this restriction, subject to conditions imposed by the Liquor Commissioner.

Due to the proximity to residentially zoned property, the zoning approval (Special Use Permit) for the outdoor seating includes the condition that the outdoor seating area close at 10:00 p.m. It is recommended that the liquor license have a similar condition of approval for consistency and enforceability.

- 3) Amendment to Section 329-5-G-(1b): This Section currently prohibits open unroofed areas from being greater than ½ of the floor space of the other space within the licensed premises. The proposed amendment would permit the open unroofed floor space area to be no greater than 100 percent of the floor space area on the interior portion of the premises. This amendment would allow the outdoor patio at the size proposed by the petitioner.

For the City Council's information, the restaurants currently holding a Class 7 license, Kyoto and Duke's Alehouse and Kitchen, are not adjacent to residentially zoned property. City staff does not anticipate the changes made to the Class 7 liquor license negatively impacting residential properties near the establishments.



**Votes Required to Pass:**

Simple majority

**DRAFT**

Ord. No.  
File No. 255 L



**The City of Crystal Lake**

**AN ORDINANCE AMENDING THE CODE  
OF THE CITY OF CRYSTAL LAKE**

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

SECTION ONE: Amendment to Section 329-6 (Limitations on Licenses)

Section 329-6 of the City Code is hereby amended to increase the number of Class 7 licenses from 2 to 3

SECTION TWO: Amendment to Section 329-5(G) (Class 7 Licenses)

Section 329-5-G of the City Code is hereby amended and shall hereinafter read as follows:

*[Deletions are shown as strikethroughs, additions are underlined and in bold font]*

Class 7 license which shall authorize the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises as well as the retail sale of alcoholic liquor in the original package between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and noon on Sunday and 1:00 a.m. on Monday. **The license shall also authorize the retail sale of alcoholic liquor in the original package by the license holder at wine-tasting events that are held within the City.** A Class A type restaurant may be located on the premises. For the purposes of this license, premises shall include not only the interior of any building or structure but also an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed.

(1) Any open unroofed area in which alcoholic beverages are served or consumed pursuant to this license shall conform to the following:

(a) The open unroofed 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 open unroofed area shall be no greater than ~~1/2~~ **100 percent** of the other floor space of the licensed premises.

(c) The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner which shall be separately posted at the entrance to the open unroofed area.

(d) Any part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor 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.

(e) All electrical wiring shall comply with the codes of the City.

(f) All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.

(g) The noise emanating from any open unroofed 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.

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

(i) No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes, **except as may be approved by the Liquor Commissioner, subject to such conditions as the Liquor Commissioner may deem necessary to ensure that sales and consumption can be conducted in a safe manner and to minimize any impact upon such residentially zoned properties.**

(2) The annual fee for such license shall be the sum of \$1,700.

SECTION THREE: Effective Date.

This Ordinance shall be in full force and effect from and after is passage, approval and publication in pamphlet form in the manner provided by law.

DATED at Crystal Lake, Illinois, this 4th day of May, 2021.

City of Crystal Lake, an  
Illinois municipal corporation

---

Haig Haleblian, MAYOR

SEAL

ATTEST

---

Nick Kachiroubas, CITY CLERK

PASSED: May 4, 2021

APPROVED: May 4, 2021



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

---

<b><u>Meeting Date:</u></b>	May 4, 2021
<b><u>Item:</u></b>	Sign Variation for a 26.25-square-foot projecting wall sign
<b><u>Petitioner:</u></b>	Vicki Hughes, Hughes Signs, petitioner 305 Dearborn Court
<b><u>Recommendation:</u></b>	City Council Discretion: A. Motion to approve an Ordinance with the recommended conditions for the variations as requested. B. Motion to deny the variation request.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Community Development Director Elizabeth Maxwell, City Planner

---

**Background:**

- This property was annexed in 2016 and was permitted to continue the uses and granted a Special Use for the outside storage and cell towers.
- The property was recently subdivided and now the two front office buildings are under separate ownership from the outside storage and cell towers.

**Analysis**

- Stand-alone buildings are permitted a total of 150 square feet of wall signage, with no more than 75 square feet on any one façade. The petitioner would be allowed to have 75 square feet of signage on this front facade.
- The request is for a 26.25 square-foot sign, which is much less than what would be permitted if it were a traditional wall sign.
- The variation is necessary because the sign is projecting.
- Projecting signs are only permitted in Location B per the UDO, which is the Downtown and Virginia Street Corridor. In addition, projecting signs are only permitted to be a total of 9 square feet in size.
- The variations are for the sign type and the square footage of the sign.



The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

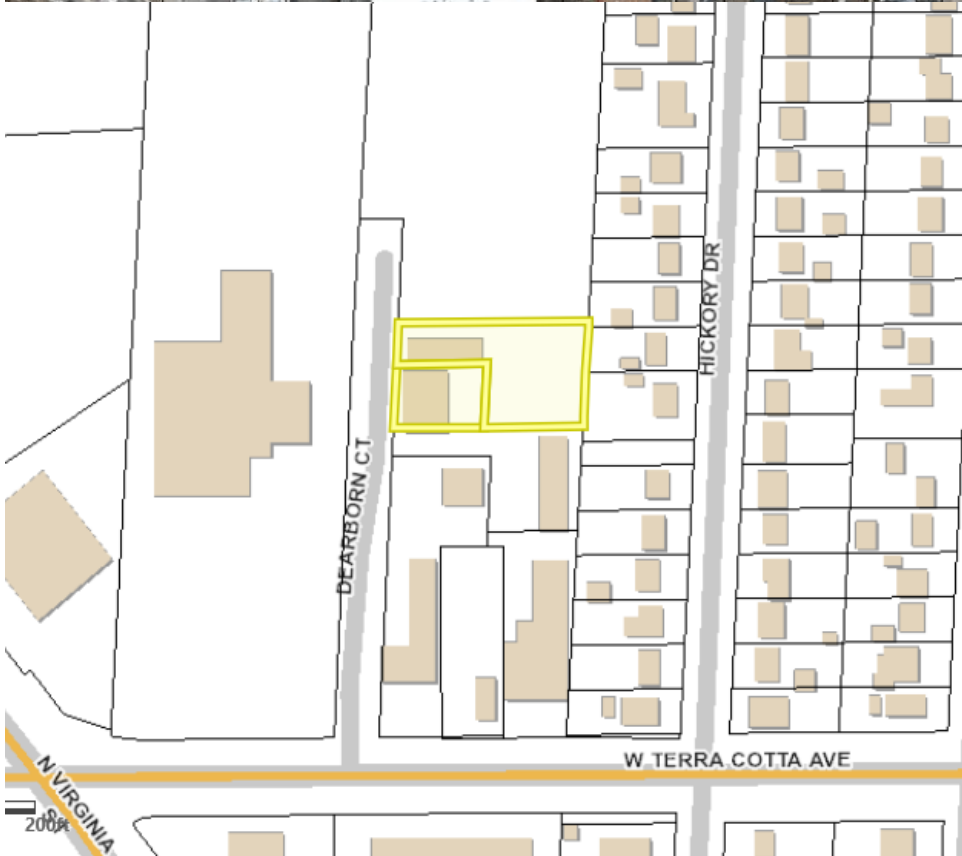
- A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
- B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
- C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

If a recommendation of approval is made, the following conditions are suggested:

- 1. Approved plans, as approved by the City Council:
  - A. Application (Hughes, received 04/24/21)
  - B. Sign Plan (Hughes, undated, received 04/22/21)
- 2. The existing free-standing non-conforming pole sign is to be removed prior to finalizing the building permit for the projecting wall sign.

**Votes Required to Pass:** Simple majority vote

PIQ Map  
305 / 315 Dearborn Court



**DRAFT**

Ord. No.  
File No.



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SIGN VARIATION FOR  
HUGHES SIGNS AT 305 DEARBORN COURT**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2021-65) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow a projecting sign at 26.25 square feet projecting 44 inches from the façade for Hughes Signs at 305 Dearborn Court; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council on May 4, 2021 in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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 sign variation be granted to allow a projecting sign at 26.25 square feet projecting 44 inches from the façade for Hughes Signs at 305 Dearborn Court (14-31-252-002), Crystal Lake, Illinois.

Section II: Said sign variation is approved with the following conditions:

1. Signage Plans, as approved by the City Council:
  - A. Application (Hughes, received 04/24/21)
  - B. Sign Plan (Hughes, undated, received 04/22/21)
2. The existing free-standing non-conforming pole sign is to be removed prior to finalizing the building permit for the projecting wall sign.

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 the sign variation in accordance with the provisions of

**DRAFT**

Ord. No.  
File No.

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 4<sup>th</sup> day of May, 2021.

City of Crystal Lake, an  
Illinois municipal corporation

---

Haig Haleblian, MAYOR

SEAL

ATTEST:

---

Nick Kachiroubas, City Clerk

Passed: May 4, 2021

Approved: May 4, 2021



## Agenda Item No: 15

### City Council Agenda Supplement

---

<b><u>Meeting Date:</u></b>	May 4, 2021
<b><u>Item:</u></b>	REPORT OF THE PLANNING & ZONING COMMISSION
<b><u>Request:</u></b>	Unified Development Ordinance (UDO) Amendment, Article 2 Land Use Table to allow Tattoo Parlors and Permanent Makeup as a Limited Use in the B-4 Mixed-Use Zoning District.
<b><u>Petitioner:</u></b>	Thelma Flag, petitioner 2 N. Williams Street
<b><u>PZC Recommendation:</u></b>	Motion to approve the PZC recommendation and adopt an Ordinance amending the UDO text.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, City Planner

---

#### **Background:**

The UDO is a dynamic document and can be periodically updated as the world evolves. In 2009, when the UDO was adopted, the desire to limit tattoo studios from all districts except the B-2 General Commercial district was discussed. There is an existing tattoo studio, Area 51, in the Downtown, which was established prior to the adoption of the UDO and is allowed to remain as a non-conforming use.

Staff has received inquiries from tattoo artists and salons wishing to do permanent makeup and looking to locate in the Downtown. The applicant making this request operates the Antique Mall and the tattoo artist would use a separate portion of the mall for the studio.

Text amendments are applicable to all properties in that zoning district. Approving this amendment would allow this tattoo parlor and any future tattoo parlors or permanent makeup practitioners to open in the B-4 zoning district if the specific use criteria identified in the UDO are met. For consistency with the B-2 zoning district, the recommendation is for tattoo parlors and permanent makeup to be allowed as a limited use. Limited Uses are approved administratively, if the UDO criteria are met, as part of the occupancy process.

The following is the proposed amendment to the Land Use Table:

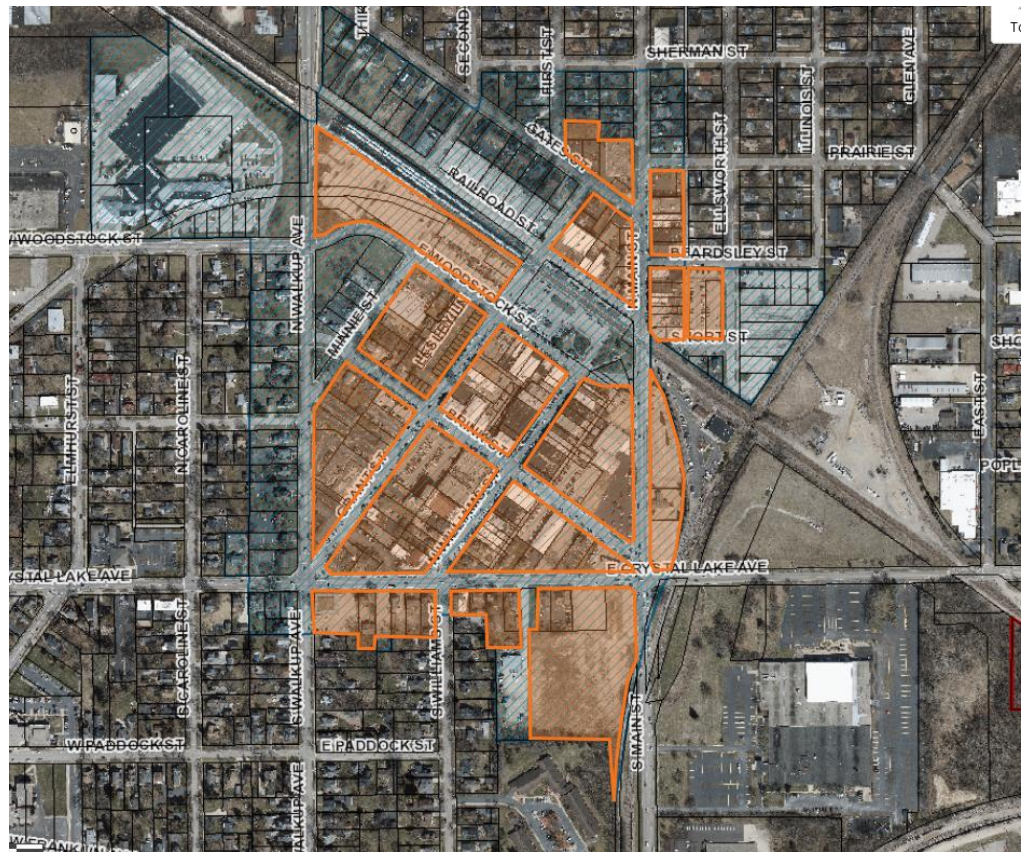
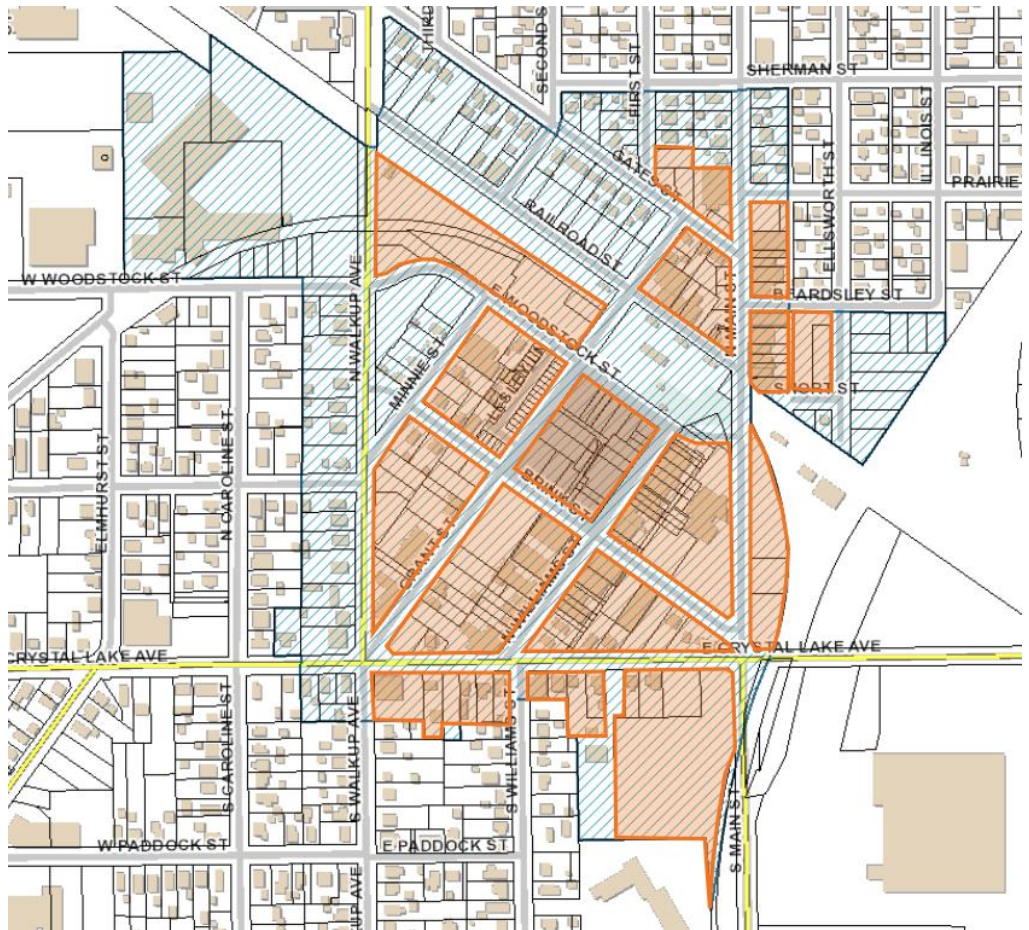
Personal Laundry Svcs.		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	Use Criteria
	Tattoo Parlor Permanent Makeup												L	L		

**PZC Vote:**

The PZC recommended **approval (4-2)** of the UDO text amendment to allow Tattoo Parlor and Permanent Makeup as a Limited Use in the B-4 zoning district. The two dissenting votes were due to the thought that tattoo parlors should be limited and not permitted in the Downtown area.

**Votes Required to Pass:** A simple majority.

PIQ Map  
All Downtown B-4 zoned properties



**DRAFT**

Ord. No.  
File No.



**AN ORDINANCE AMENDING  
CHAPTER 650: UNIFIED DEVELOPMENT ORDINANCE OF THE  
CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

WHEREAS, pursuant to its home rule powers, the Illinois Municipal Code, and other applicable authority, the City is authorized to regulate land uses within the City and does so pursuant to the City's Unified Development Ordinance, set forth as Chapter 650 of the Crystal Lake City Code; and

WHEREAS, pursuant to the terms of a Petition (File #PLN-2021-42) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Text Amendment; and

WHEREAS, from time to time it is appropriate to review, update and modify the Unified Development Ordinance to assure that it appropriately addresses new issues that may arise; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 3, 2021 in the Northwest Herald, held a public hearing at 7:00 p.m., on April 21, 2021 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider proposed amendments to the Unified Development Ordinance regarding Article 2 Land Use Table to allow Tattoo Parlors and Permanent Makeup as a Limited Use in the B-4 Mixed-Use Zoning District; and

WHEREAS, on April 21, 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 proposed amendment to the Unified Development Ordinance be approved; and

WHEREAS, the Mayor and City Council, having considered such recommendation and the findings and minutes from the Planning and Zoning Commission, have found and determined that adopting amendments to the Unified Development Ordinance regarding Article 2 Land Use Table to allow Tattoo Parlors and Permanent Makeup as a Limited Use in the B-4 Mixed-Use Zoning District as set forth in this Ordinance will be in the best interests of the City and its residents;



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 Article 2 Land Use Table be amended to read as follows:

	F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	Use Criteria
Personal Laundry Svcs. Tattoo Parlor Permanent Makeup											L	L			

**SECTION II:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**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 approval of the text amendment 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 provided by law.

DATED at Crystal Lake, Illinois, this 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: May 4, 2021  
APPROVED: May 4, 2021

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



## Agenda Item No: 16

### City Council Agenda Supplement

---

**Meeting Date:**

May 4, 2021

**Item:**

City Code Amendment – 2021-2022 Massage and Tattoo and Body Piercing Licenses Fee Waiver for license holders impacted by COVID-19 Mitigations.

**Staff Recommendation:**

Motion to adopt an Ordinance amending City Code Chapter 335-18 regarding Massage Establishments and Chapters 463-5, 463-6, 463-7, 463-29, 463-31, and 463-32 regarding Tattooing and Body Piercing for the 2021-2022 license period.

**Staff Contact:**

Michelle Rentzsch, Director of Community Development  
Elizabeth Maxwell, City Planner

---

**Background:**

In an effort to provide additional assistance to businesses which are required to obtain licenses to operate within the City for Massage and Tattoo Parlors, who have been directly impacted by the Governor's COVID-19 mitigation measures, it was suggested to waive or reduce these license fees.

Massage License History:

- Massage Establishments in existence prior to the Massage Establishment License requirement (February of 2018) obtained their licenses and were **not** charged any application fee or background check fee.
- New Massage Establishments are required to submit for the Massage Establishment License and pay a \$50 application fee and \$50 background check fee. The requested amendment to the City Code is to waive both of these fees for the 2021-2022 period.
- There is no annual fee for renewals of the Massage Establishment License.

Tattoo License History:

- Tattoo Parlors are required to obtain a Shop License with an annual fee of \$100. The proposed text amendment would waive this annual fee for the 2021-2022 period.

- Tattoo Parlor owners are required to have a background check. There is a \$15 annual fee for this. The proposed text amendment would waive this annual fee for the 2021-2022 period.
- Tattoo Artists or Body Piercing Artists are required to obtain a license with an annual fee of \$100 and a background check with a fee of \$15. The proposed text amendment would waive these annual fees for the 2021-2022 period.

The number of businesses impacted would be:

- 17 existing Massage Establishments. No renewal fee is charged so there is no predicted cost to massage establishments.
- 4 Tattoo Parlor Shop licenses. This would be a cost of \$460.
- 20 Tattoo/Piercing Artist licenses. This would be a cost of \$2,300.

The attached Ordinance outlines the conditions for license holders to have their license fees waived by 100% for the following year, from May 2021 through May 2022 only. The Ordinance would expire on June 1, 2022 unless otherwise extended by the City Council.

**Votes Required to Pass:** A simple majority.

**DRAFT**

Ord. No.  
File No.



**AN ORDINANCE AMENDING  
CHAPTERS 335-18, 463-5, 463-6, 463-7, 463-29, 463-31, and 463-32 OF THE  
CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

**WHEREAS**, the City of Crystal Lake, (the “City”) is a home rule municipality as contemplated under Article VII Section 6 of the Constitution of the State of Illinois and the passage of this Ordinance constitutes an exercise of the City’s home rule powers; and

**WHEREAS**, in March of 2020, governor Pritzker issued a proclamation declaring the State of Illinois and all counties within the State a disaster area as a result of the spread of the COVID-19 virus and has renewed such disaster declaration each month thereafter; and

**WHEREAS**, in conjunction with such disaster proclamations, and in the interest of public health, Governor Pritzker has also issued over seventy-five Executive Orders, many of which have imposed restrictions in a number of areas, including limitations on gatherings and the operation of businesses that offer services such as massage, tattooing and body piercing.

**WHEREAS**, while recognizing the importance of the restrictions imposed by the Governor’s office to protect the citizens of the State of Illinois, the Mayor and City Council have found that these restrictions have had significant impact upon the commercial residents of the City and particularly service providers that need to be in close contact with others such as Massage Establishments pursuant to Chapter 335 and Tattoo Parlors pursuant to Chapter 463 of the city Code;

**WHEREAS**, the Mayor and City Council have found that it would be in the best interests of such businesses and the residents of the City of Crystal Lake to allow, on a temporary basis, relief so such businesses with respect to licenses fees as required by Chapter 335 and Chapter 463 of the City Code be waived.

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

**SECTION I:** Chapter 335 of the City Code is hereby amended as follows:

§ 335-18 License fee and period of license (**For any license application submitted from May 2021 through May 2022, the license fee shall be \$0.**)

A. The fee for the original application for a massage establishment shall be \$50. There shall be no fee for each renewal application. This amount shall be nonrefundable. All fees shall be paid at the

time each application is submitted to the City. No application shall be processed without the payment in full of the applicable fees, even if the application is made for a period of less than a full year. The license is valid for a period of one year.

**SECTION II:** Chapter 463 of the City Code is hereby amended as follows:

**§ 463-5 Fees (For any license application submitted from May 2021 through May 2022, the license fee shall be \$0.)**

The license fee for a tattoo business shall be \$100 per year or any part thereof. The license fee for tattooers shall be \$100 per year or any part thereof. If the licensee also obtains a body piercing license,<sup>[1]</sup> the total fee for both licenses per year or any part thereof shall not exceed \$100.

**§ 463-6 Application information for tattoo establishment (For any license application submitted from May 2021 through May 2022, the license fee shall be \$0.)**

[Added 2-20-2007 by Ord. No. 6161]

A. An applicant for a tattoo establishment license must complete an application in full and submit all required documents in person to the Chief of Police or his/her designated representative. The application and all required documents shall be filed in duplicate and shall be accompanied by a cover letter, addressed to the Chief of Police, requesting a tattoo establishment license, an application fee of \$100 and the a fee in an amount set by the Illinois State Police Bureau of Identification for a criminal background check. Upon receipt of the completed application packet, the sole proprietor, copartner or corporation representative or the registered agent must contact the City of Crystal Lake Police Department in order to schedule a fingerprinting and photograph session as part of the required background check and schedule an inspection of the tattoo establishment by the Chief of Police or his/her authorized representative.

**§ 463-7 Application information for tattooer (For any license application submitted from May 2021 through May 2022, the license fee shall be \$0.)**

[Added 2-20-2007 by Ord. No. 6161]

No person, firm or corporation shall engage in or carry on the practice of tattoo in the City of Crystal Lake without first obtaining a tattoo license issued by the City.

A. An applicant for a tattooer's license must complete an application in full and submit all required documents in person to the Chief of Police or his/her designated representative. The application and all required documents shall be filed in duplicate and shall be accompanied by a cover letter, addressed to the Chief of Police, requesting a tattooer's license, an application fee of \$100 and a the fee in an amount set by the Illinois State Police Bureau of Identification for a criminal background check. Upon receipt of the completed application packet, the applicant must contact the City of Crystal Lake Police Department in order to schedule a fingerprinting and photograph session as part of the required background check.

**§ 463-29 Application information for body piercing practitioner (For any license application submitted from May 2021 through May 2022, the license fee shall be \$0.)**

[Added 2-20-2007 by Ord. No. 6161]

No person, firm or corporation shall engage in or carry on the practice of body piercing in the City of Crystal Lake without first obtaining a body piercing practitioner license issued by the City.

A. An applicant for a body piercing practitioner's license must complete an application in full and submit all required documents in person to the Chief of Police or his/her designated representative. The application and all required documents shall be filed in duplicate and shall be accompanied by a cover letter, addressed to the Chief of Police, requesting a body piercing practitioner's license, an application fee of \$100 and the fee in an amount set by the Illinois State Police Bureau of Identification for a criminal background check. Upon receipt of the completed application packet, the applicant must contact the City of Crystal Lake Police Department in order to schedule a fingerprinting and photograph session as part of the required background check.

**§ 463-31 Fees. (For any license application submitted from May 2021 through May 2022, the license fee shall be \$0.)**

The license fee for a body piercing business shall be \$100 per year or any part thereof. The license fee for body piercers shall be \$100 per year or any part thereof. If the licensee also obtains a tattoo license,<sup>[1]</sup> the total fee for both licenses per year or any part thereof shall not exceed \$100.

**§ 463-32 Application information. (For any license application submitted from May 2021 through May 2022, the license fee shall be \$0.)**

A. An applicant for a body piercing establishment license must complete an application in full and submit all required documents in person to the Chief of Police or his/her designated representative. The application and all required documents shall be filed in duplicate and shall be accompanied by a cover letter, addressed to the Chief of Police, requesting a body piercing establishment license, an application fee of \$100 and a the fee in an amount set by the Illinois State Police Bureau of Identification for a criminal background check. Upon receipt of the completed application packet, the sole proprietor, copartner or corporation representative or the registered agent must contact the City of Crystal Lake Police Department in order to schedule a fingerprinting and photograph session as part of the required background check and schedule an inspection of the body piercing establishment by the Chief of Police or his/her authorized representative.

**SECTION III:** These temporary amendments to these Sections 335-18, 463-5, 463-6, 463-7, 463-29, 463-31, and 463-32 shall be repealed effective June 1, 2022 unless otherwise extended by further action of the City Council.

**DRAFT**

Ord. No.  
File

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

DATED at Crystal Lake, Illinois, this 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: May 4, 2021  
APPROVED: May 4, 2021

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



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

May 4, 2021

**Item:**

Ordinances to Amend the City Code for Outdoor Seating Areas and to amend the Existing Retailer Façade Grant Program to include a Matching Grant for Outdoor Seating Improvements.

**Recommendation:**

- 1) Motion to adopt an Ordinance amending Chapter 158 of the City Code to allow proposed changes to the consumption of alcoholic beverages on public property.
- 2) Motion to adopt an Ordinance amending Section 228-25 of the City Code to include a matching grant for outdoor seating improvements.

**Staff Contact:**

Michelle Rentzsch, Director of Community Development  
Eric T. Helm, Deputy City Manager

---

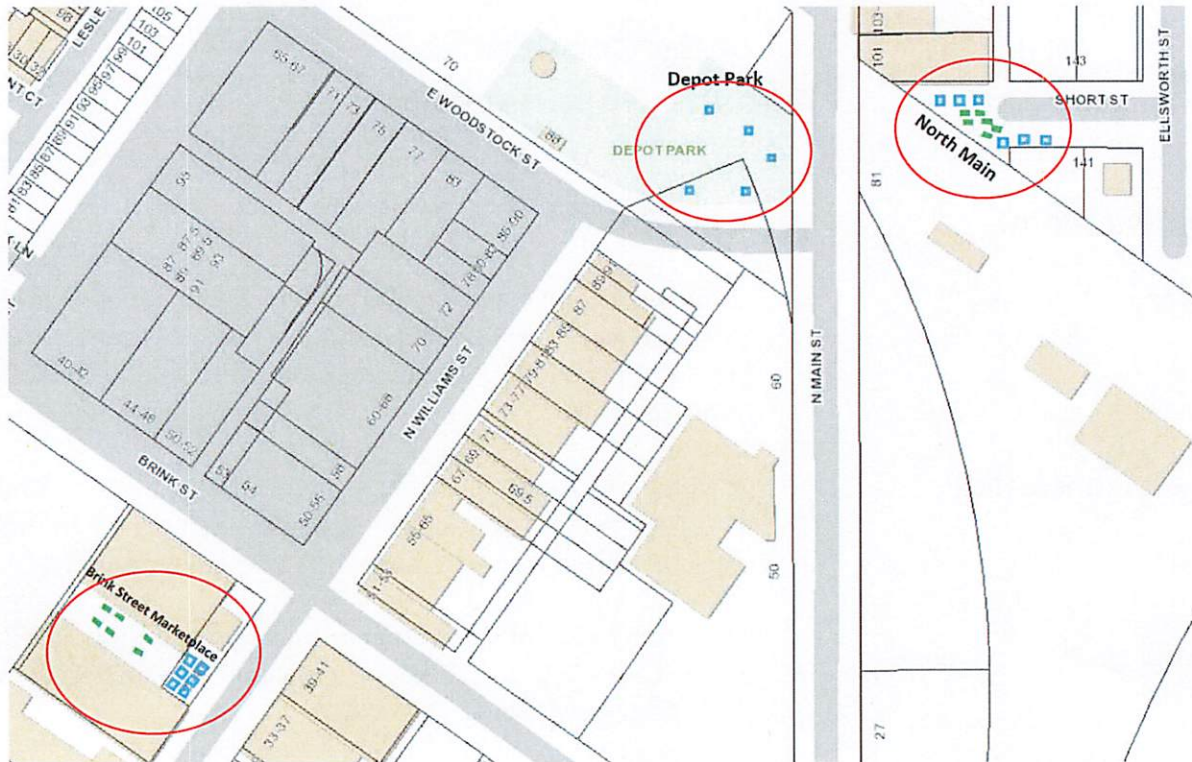
**Background:**

In response to the pandemic, dining options for the City's restaurants have continued to evolve. Many of our restauranteurs have adapted by providing outdoor seating, curbside pick-up, online ordering, and convenient to-go options. Over the past year, the City has also responded by providing grant funds, coordinating grant resources, providing signage options, and marketing and promoting our businesses.

There are 25 businesses downtown that offered some sort of outdoor seating for their customers and will be providing these options in the coming months. To provide further options for outdoor seating in the downtown Crystal Lake area, three outdoor public dining areas are being established. Unlike some other downtowns in northern Illinois, Crystal Lake's downtown restaurants are dispersed amongst the many streets, making it more difficult to create a centralized outdoor seating area that can be easily serviced by the restaurants. By creating a few pods of outdoor seating, the City could provide this amenity in areas that could be easily accessed by visitors to downtown and within the proximity of the restaurants.



Following is a snapshot of a larger map (attached) that shows the three public outdoor seating areas spaced throughout the downtown.



- For the North Main seating area, there is an existing brick paver patio in the right-of-way and public seating, landscape planters, and string lights could be added to make this a nice outdoor seating plaza accessible to the diners on the north side of the railroad tracks. In speaking with the owner of the blue building, he likes this idea and thinks it will help the restaurant businesses on this block.
- For the Depot Park seating area, three picnic benches are already in place. Adding four additional picnic benches would provide more seating in this pleasant park atmosphere that would be potentially utilized by businesses on both the north and south side of the railroad tracks.
- For the Brink Street Plaza area, the City's right-of-way extends into the plaza area to approximately the front of the Benedict's building. In talking with the owner of the Brink Street Plaza, they are open to allow the additional seating that is shown. This additional seating would be helpful for not only the businesses within the Brink Street Plaza (Benedict's, Starbuck's, and a bakery that is opening in June) but also the nearby establishments, such as Jude's and Kaleidoscoops.

#### City Code Changes – Consumption of Alcohol in Designated Outdoor Seating Areas

It is anticipated that restaurant and bar patrons eating in the designated outdoor seating areas will also want to consume alcohol purchased from downtown restaurants and bars in the outdoor seating areas. In order to accommodate the consumption of alcohol in the designated outdoor seating areas, modifications will need to be made to the City Code regarding consumption of

alcohol on City-owned and controlled property. The City Code currently prohibits the consumption of alcohol or possession of alcohol, except in the original sealed container, in any public park, street ally, or public place owned, controlled or operated by the City, unless these areas include an outside area adjacent to the restaurant or bar, or as allowed by a special event permit.

The attached proposed ordinance establishes Designated Outdoor Refreshment Areas (DORA) where individuals can consume alcoholic beverages in the DORA identified in this agenda supplement.

In response to the COVID-19 pandemic, in June of 2020, the Illinois General Assembly adopted legislation which allows liquor license holders to provide curbside or delivery service for mixed drinks which are not in the original manufacturer's packaging. Prior to this legislation, a license holder could only sell mixed drinks for consumption on the licensed premises. This legislation is scheduled to expire on June 2, 2021. There are a number of draft bills which are being considered which may extend this authority, or possibly expand the to-go sale of liquor to include glasses of wine beer or other spirits.

In addition to the sale of mixed drinks on a to-go basis, the Illinois Liquor Control Act allows an on-premises licensee to sell unpackaged beer in a growler which is sealed and labeled and further allows a licensee to seal an open bottle of wine which has been partially consumed with a meal at the licensed premises and to allow the patron to leave the premises with the growler or bottle. Each of these options would be available for registered businesses which register to sell and serve alcohol to patrons for consumption in a DORA.

The use of the DORA by patrons of Crystal Lake Downtown restaurants and bars is subject to the following conditions:

- Patrons may bring and consume sealed alcoholic liquor and mixed drinks as well as alcohol in the original sealed packages in the DORA during the period from May 1 to October 31, 2021. Alcoholic liquor must be sealed and remain sealed while the patron is traveling to and from the restaurant. Open, unsealed alcoholic beverages are not allowed to be carried out of the DORA.
- Restaurants and bars in the downtown area who wish to have their patrons use the DORA must register with the City and be granted permission.
- Participating restaurants and bars are required to issue a wrist band for individuals leaving the premises with an alcoholic beverage. In order to consume alcohol in the DORA the patron must wear the wrist band.
- Participating restaurants and bars are required to seal and label the alcoholic liquor prior to it leaving the restaurant as required by State law.
- In order to provide for greater control of alcoholic consumption in the DORA, individuals are not allowed to bring in alcoholic beverages not purchased at participating downtown restaurants or bars into these areas.

Appropriate signage will be placed at the boundaries of the DORA, designating where alcoholic liquor may be consumed. Consistent with the existing outdoor temporary patios in downtown, the DORA will close at 11:00 PM.

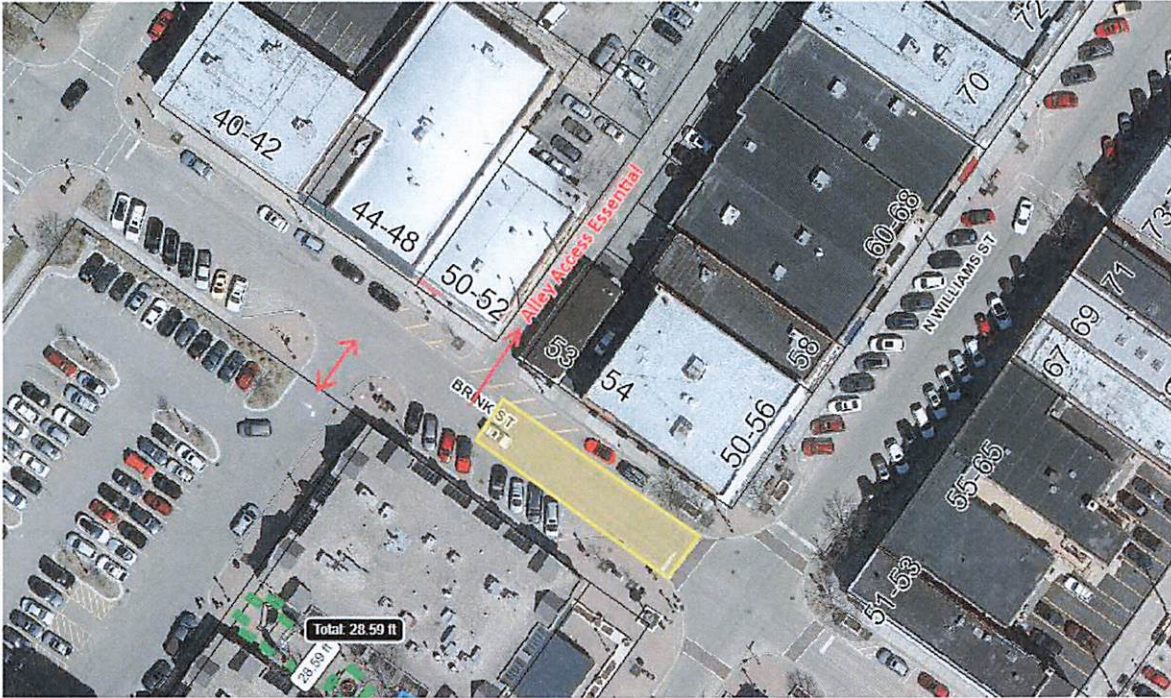
*Business Grant changes for outdoor seating improvements*

For the upcoming fiscal year, \$80,000 has been allocated for the New and Existing Retailer Façade Enhancement Grant. Another potential aspect of facilitating outdoor dining and supporting our restaurant establishments would be to amend the City's grant program for the upcoming fiscal year, starting May 1, 2021, to allow reimbursement up to \$5,000 for outdoor seating improvements for existing businesses. These eligible reimbursable items could be outdoor tables and chairs, umbrellas, weather enclosures, heating appliances, and other types of appurtenances to help establish comfortable and attractive outdoor seating options for the City's restaurants and bars. The relevant section of the City Code could be amended to include any existing bar or restaurant that is expanding an existing or establishing a new outdoor dining area would be eligible for up to a \$5,000 matching grant, if approved by the City Council.

Closing a section of Brink Street

The concept of closing a section of Brink Street for an outdoor seating area was analyzed (yellow highlighted section in map inset below). Unfortunately, due to the one-way traffic circulation for downtown, the entrance to the service alley behind the Williams/Woodstock Street businesses, and the location of the Brink Street public parking lot, there are many traffic concerns with this option.

- Access to the alley is an essential aspect of operating these businesses, which limits the area that could be utilized for outdoor seating.
- The efficiency of circulating through the downtown, given the one-way pattern for Williams and Grant Streets, would make looking for an available parking space very frustrating for visitors to our downtown, requiring multiple loops versus being able to travel Brink Street to access the public parking lot.
- Access to the Brink Street parking lot from Williams Street would be eliminated (motorists would have to go all the way to Crystal Lake Avenue and back around.) People may become frustrated and that could lead to higher speeds on the south section of Williams.
- There is also Starbuck's traffic for pick-up orders that would be impacted.
- Safety concerns about providing adequate barriers to stop any vehicular traffic trying to enter westbound Brink Street.
- The timeliness of emergency response, if furniture/blockades need to be moved.



Staff spoke with a number of restaurant owners in the downtown to get their feedback on the proposal. They feel the public who wish to sit and enjoy a coffee from the local shops would utilize the seating areas or enjoy a quick meal. The restaurant owners felt it would be an attractive addition to the area and would further encourage people to stay and shop in downtown. The businesses that utilize an online ordering app (such as Toast) would allow their servers to run to-go orders to the various seating areas.

There are potential issues with expanding the outdoor seating areas in downtown, including maintenance and garbage retrieval, theft of chairs, attractiveness of areas for people without housing, and damage to the dining furniture. There are a number of ways to respond to issues if they arise and the situation can be monitored and altered, based on how the outdoor seating areas perform. It seems worthwhile to implement these areas, monitor for their utilization, and modify if necessary.

**Votes Required to Pass:**

Simple majority vote.

**DRAFT**



**AN ORDINANCE AMENDING SECTION 158 OF THE CITY CODE RELATING TO THE SALE OF ALCOHOLIC LIQUORS FOR CONSUMPTION WITHIN DESIGNATED OUTDOOR REFRESHMENT AREAS**

**WHEREAS**, in response to the COVID-19 pandemic, owners of restaurants and bars within the downtown area have continued to evolve to provide safe options for their customers, including providing outdoor seating, curbside pick-up, online ordering and convenient to-go options; and

**WHEREAS**, restaurants and bars within the downtown area are often faced with limited options for expansion in order to accommodate safe practices with respect to social distancing, including limited ability to provide outdoor dining areas; and

**WHEREAS**, Section 158-4 of the City Code prohibits the consumption or possession of alcoholic liquor, including beer and wine, in any public park, street, alley or public place owned controlled or operated by the City; and

**WHEREAS**, the Mayor and City Council believe that it would be beneficial to the residents of Crystal Lake and the owners of dining and drinking establishments within the downtown area to allow for designated outdoor areas within downtown Crystal Lake for patrons of such establishments to gather, in a safe manner in order to consume food and alcoholic beverages sold by such establishments; and

**WHEREAS**, the Illinois Liquor Control Act (235 ILCS 5/1-1 *et. seq.*) (the "ILCA") allows on-premises consumption liquor license holders to engage in to-go sales of such alcoholic liquors provided that the containers of alcoholic liquors have been properly sealed and/or labeled in accordance with the provision of the ILCA.

**WHEREAS**, the Mayor and City Council believe that it would be in the best interests of the City, its residents and downtown business owners to amend Chapter 158 to allow for the establishment of Designated Outdoor Refreshment Areas (DORA) within the downtown area in order to allow patrons of downtown dining and drinking establishments to consume alcoholic beverages purchased from registered dining and drinking establishments in a safe area that allows for appropriate social distancing, provided that the sale of such alcoholic beverages is conducted in accordance with the ILCA.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE AS FOLLOWS:**

**SECTION I: Recitals.** The foregoing recitals are hereby incorporated as though fully restated herein.

**DRAFT**

**SECTION II: Amendment to Chapter 158-4** Chapter 158 of the City Code is hereby amended by renumbering Section 158-5 (Penalty) to Section 158-6 and by the adoption of new Section 158-5 which shall hereafter read as follows:

§ 158-5 Designated Outdoor Refreshment Areas (“DORA”)

- A. Designation of DORA Areas During the period of May 1 through October 31 of each year, open containers of alcohol and public consumption of alcohol by individuals 21 years of age and older shall be permitted upon public streets, sidewalks and other public places owned, controlled or operated by the City which are identified as Designated Outdoor Refreshment Areas (“DORA”). The DORA boundaries designated herein are generally described as follows:
1. The area and public right of way generally comprised of the Brink Street Market development at 30-40 Brink Street, as more specifically designated by the City of Crystal Lake by appropriate signage.
  2. Such areas of Depot Park, located north of Woodstock Street, west of Main Street, south of the UP Railroad tracks, and east of the train depot egress road, as may be designated by the City of Crystal Lake by appropriate signage.
  3. The public right of way area generally located at the intersection of North Main Street and Short Street, south of 101 N. Main Street, and north of the UP Railroad tracks, as more specifically designated by the City of Crystal Lake by appropriate signage
  4. Such other areas as may be designated by the City Council by ordinance duly adopted.
- B. Businesses located within the Downtown District, the definition of and the boundaries more fully described in Section A-1300 Downtown District of the City’s Unified Development Ordinance holding a current liquor license allowing for the sale of alcoholic liquors for on-premises consumption and which are registered with the City in accordance with this paragraph, (each a “Registered Business”) may sell alcoholic beverages permitted by such liquor license to patrons for consumption within a designated DORA location. In order to register, a business must:(i) Submit a written application to the City to register for the DORA program, which application shall be in the form prescribed by the City; (ii) Hold a current, valid City of Crystal Lake liquor license that authorizes retail sales of alcoholic beverages for on-premises consumption at the Registered Business premises; and (iii) Execute a DORA program participation agreement in a form prescribed by the City, which shall, at a minimum, provide that the Registered Business agrees to:
1. Obtain City-issued DORA wristbands.
  2. Distribute the City-issued DORA wristbands without charge to individuals 21 years of age and older who wish to purchase alcoholic beverages from the Registered Business for the purpose of consuming such alcoholic beverages within a designated DORA location, but only after the

**DRAFT**

- purchaser's age is verified by an employee of the Registered Business who is qualified to sell, serve, and dispense alcoholic beverages in accordance with Chapter 329 of this Code.
3. Only sell and/or serve alcoholic liquor for consumption in DORA locations to persons 21 years of age or older who are wearing a City issued DORA wristband and only in the original package or in such containers which have been sealed and/or labeled in a manner which is in compliance with the requirements of the Illinois Liquor Control Act.
  4. At all times while participating in the DORA program, maintain all insurance required for liquor licenses under Chapter 329 of this Code and name the City as an additional insured on the Registered Business's dram shop liability and general commercial liability insurance policies.
  5. Indemnify and hold harmless the City for all claims or damages relating to the Registered Business's participation in the DORA program;
  6. Strictly comply with this chapter, all DORA program rules and regulations established by the City and all other applicable local, State, and federal statutes, ordinances, regulations, and permit requirements, including all requirements and conditions of the registered business's State liquor license.
- C. Public possession of open containers and consumption of alcoholic beverages within DORA shall be limited to individuals wearing a City-issued DORA wristband, provided that such beverages were purchased from a Registered Business Premises. Open containers of alcohol may not be carried into or out of the DORA boundaries.
- D. No DORA shall be available for possession of open containers of alcoholic beverages or for the consumption of alcoholic beverages past 11:00 p.m. each evening and shall remain closed for such purposes until such time on the following day that authorized sales of alcoholic liquor may begin pursuant to liquor licenses held by any Registered Business.

**SECTION III: Effective Date.** This ordinance shall be in full force and effect from and after its passage and approval according to law.

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

DATED at Crystal Lake, Illinois, this 4<sup>th</sup> day of May, 2021

APPROVED:

\_\_\_\_\_  
Haig Haleblian, MAYOR

**DRAFT**

ATTEST:

Nick Kachiroubas, CITY CLERK

PASSED: May 4, 2021

APPROVED: May 4, 2021

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



**DRAFT**



**The City of Crystal Lake Illinois**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** as follows:

**SECTION I:** That Section 228-25 be amended to read as follows:

**§ 228-25 Existing Retailer Job Creation and Investment Program**

A. The City intends to encourage and support façade improvements and further investment in the Crystal Lake business community by its current building and business owners. This program is designed to assist business owners in their efforts to expand and/or relocate within Crystal Lake. Through this program, the City will award grants to existing Crystal Lake retail businesses collecting retail sales taxes for expanding their existing retail storefronts into space that was vacant immediately prior to the expansion or for relocating within the City limits to a larger retail space. This grant program will provide financial assistance to such retailers for façade improvements and/or for offsetting the purchase of furniture, fixtures and equipment (FFE) used in the expansion or relocation. The City will match \$0.50 per dollar on a business owner's investment in eligible façade improvements and/or FFE for the interior or exterior of a retail property. The building or business owner who has funded the investment in the furniture, fixtures, and equipment must first apply for and be approved in order to receive the grant from the City. All awards are subject to financial limitations established by the City's appropriation ordinance.

B. The total grant award available to an existing retailer pursuant to this section shall be limited based upon the retailer's previous annual taxable sales during the twelve-month period immediately preceding the date of application for the grant award. Existing retail businesses meeting the eligibility provisions of this section may be awarded grants in accordance with the following schedule. **Existing restaurants and bars that will expand or add an outdoor seating area will only qualify for a maximum of a \$5,000 matching grant award regardless of which annual taxable sales category they fix it, as long as the minimum threshold of \$150,000 in annual taxable sales is met.**

Annual Taxable Sales	\$150K - \$2.49K	\$2.5M - \$4.99M	\$5M - \$7.49M	\$7.5M+
----------------------	------------------	------------------	----------------	---------

Maximum Grant Award      \$5,000                      \$10,000                      \$15,000                      \$20,000

**\*\*Maximum Grant Award for New or Expanding outdoor seating improvements is \$5,000 (for any business over \$150,000 in sales)**

C. Eligibility criteria.

(1) The program is open to any existing Crystal Lake sales-tax-revenue-generating business that will:

- (a) Expand its current location by at least 20% in gross floor area into space that was vacant immediately before the expansion and purchase new FFE or who completes construction of façade improvements (excludes businesses generating over \$7,500,000 in annual taxable sales); or
- (b) Relocate to vacant space that is 20% larger than its current location, in a new building or into a different existing building not within the same shopping center and purchase new FFE or completes construction of façade improvements (excludes businesses generating over \$7,500,000 in annual taxable sales); or
- (c) Bar or restaurant that is expanding an existing or establishing a new outdoor dining area.**

(2) Applicants must meet a minimum annual taxable sales threshold of at least \$150,000 in annual sales over the twelve-month period immediately preceding the date of application for the grant award.

(3) Applicant's business must provide a stocked retail showroom for retail products.

(4) Applicant must provide written proof of FFE costs.

(5) Applicants applying for funds for façade improvements must pay prevailing wages.

(6) The grant award amount cannot exceed 50% of the applicant's expenditures on eligible furniture, fixtures, and equipment.

(7) Applicant must file an application for grant funding prior to commencing improvements.

(8) Grant recipient may reapply after 10 years from the date of recipient's previous award.

(9) Award calculation may include both façade construction and FFE costs, up to maximum award amount.

(10) Eligible FFE includes, but is not limited to; shelving, racks, tables, chairs, point-of-sale systems, fixed computer equipment used in business operation, office furniture, and appliances. **Eligible outdoor seating FFE includes outdoor tables and chairs, umbrellas, weather enclosures, heating appliances, and other types of appurtenances to help establish comfortable and attractive outdoor seating options for the City's restaurants and bars.**

(11) Façade improvements must comply with all applicable codes and ordinances.

(12) Eligible façade improvements include, but are not limited to; exterior brick cleaning; exterior tuck pointing; exterior painting; wall façade construction, repair, and treatment; original exterior architectural features repair or replacement; interior/exterior demolition; and historic renovation to interior/exterior.

(13) Approved applicants shall be required to maintain the FFE for the duration of the grant agreement as noted by the commencement date with the City of Crystal Lake, which shall be at least five years.

**SECTION IV:** That Section 228-26 be amended to read as follows:

**§ 228-26 Eligible furniture, fixtures and equipment expenses.**

Eligible investments for new and existing retailers include, but are not limited to: shelving, racks, tables, chairs, point-of-sale systems, fixed computer equipment used in business operation, office furniture, and appliances. **Eligible investments for new and expanding outdoor seating includes outdoor tables and chairs, umbrellas, weather enclosures, heating appliances, and other types of appurtenances to help establish comfortable and attractive outdoor seating options for the City’s restaurants and bars.** Eligible façade improvements include, but are not limited to; exterior brick cleaning; exterior tuck pointing; exterior painting; wall façade construction, repair, and treatment; original exterior architectural features repair or replacement; interior/exterior demolition; and historic renovation to interior/exterior. Eligible investments for new manufacturers include, but are not limited to, shelving, racks, fixed computer equipment used in business operation, manufacturing/assembly equipment used in everyday operation of the business, and office furniture. Furniture, fixtures, and equipment not included within the eligibility list above are subject to approval by the City Council.

**SECTION XVIII:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION XIX:** 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 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

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

PASSED: May 4, 2021  
APPROVED: May 4, 2021

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



## Agenda Item No: 18

### City Council Agenda Supplement

---

**Meeting Date:**

May 4, 2021

**Item:**

Annual allocation of State Motor Fuel Tax (MFT) funds for traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

**Staff Recommendation:**

Motion to adopt a Resolution appropriating \$863,000 in MFT funds for FY 2021/2022 traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

**Staff Contact:**

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

---

**Background:**

The City uses Motor Fuel Tax (MFT) funds to fund traffic signal maintenance, street light maintenance, and snow-fighting material purchases, and has budgeted to do so again for Fiscal Year 2021/2022. The use of MFT funds is regulated by the State of Illinois through the Illinois Department of Transportation (IDOT). IDOT requires the City to formally appropriate MFT funds through a City Council resolution for these purposes annually.

**Traffic Signal and Street Light Maintenance (Total \$130,000)**

The City maintains traffic signals for intersections under City jurisdiction, as well as certain intersections along IDOT routes per agreements between the City and IDOT. The City is responsible for the maintenance of 33 signalized intersections. For this maintenance period, City staff estimates that traffic signal maintenance and repairs will cost \$85,000. An additional \$5,000 is appropriated for the City's share of traffic signal maintenance costs on intersections maintained exclusively by IDOT on Route 31 (funds to be paid to IDOT).

The City maintains street lights along public streets in the downtown, the Virginia Street Corridor (Carpenter Street to Coventry Lane), and US Route 14 from Coventry Lane east to Exchange Drive. Staff estimates that \$40,000 will be needed for MFT-funded street light maintenance and repairs.

**Snow-Fighting Materials (Total \$733,000)**

The Public Works Department estimates that it will spend \$733,000 on snow-fighting material purchases in the next fiscal year. This is the same amount as budgeted for last year. The \$733,000 includes road salt, liquid calcium chloride, liquid de-icing mixture (organic and inorganic), and bag salt for sidewalks. Liquids are used as an additive when temperatures are low.

Total estimated expenditures are \$863,000. The Fiscal Year 2021/2022 MFT budget is \$918,600. Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

**Votes Required to Pass:**

Simple majority vote

**DRAFT**



**Illinois Department of Transportation**

**Resolution for Maintenance Under the Illinois Highway Code**



Resolution Number	Resolution Type	Section Number
	Original	22-00000-00-GM

BE IT RESOLVED, by the \_\_\_\_\_ **Council** \_\_\_\_\_ of the \_\_\_\_\_ **City** \_\_\_\_\_ of \_\_\_\_\_ **Governing Body Type** \_\_\_\_\_ **Local Public Agency Type** \_\_\_\_\_ of \_\_\_\_\_ **Crystal Lake** \_\_\_\_\_ Illinois that there is hereby appropriated the sum of **eight hundred** \_\_\_\_\_ **Name of Local Public Agency** \_\_\_\_\_ **and sixty-three thousand** \_\_\_\_\_ **Dollars (\$863,000.00)** \_\_\_\_\_ )

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from \_\_\_\_\_ **05/01/21** \_\_\_\_\_ to \_\_\_\_\_ **04/30/22** \_\_\_\_\_ .  
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that \_\_\_\_\_ **City** \_\_\_\_\_ of \_\_\_\_\_ **Crystal Lake** \_\_\_\_\_  
Local Public Agency Type Name of Local Public Agency  
 shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I **Nick Kachiroubas** \_\_\_\_\_ **City** \_\_\_\_\_ Clerk in and for said \_\_\_\_\_ **City** \_\_\_\_\_  
Name of Clerk Local Public Agency Type Local Public Agency Type  
 of \_\_\_\_\_ **Crystal Lake** \_\_\_\_\_ in the State of Illinois, and keeper of the records and files thereof, as  
Name of Local Public Agency  
 provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

\_\_\_\_\_ **Council** \_\_\_\_\_ of \_\_\_\_\_ **Crystal Lake** \_\_\_\_\_ at a meeting held on \_\_\_\_\_ .  
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this **4th** day of **May, 2021** .  
Day Month, Year

(SEAL)

Clerk Signature  
 \_\_\_\_\_

**APPROVED**

Regional Engineer  
 Department of Transportation  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_

# DRAFT



Illinois Department of Transportation

## Local Public Agency General Maintenance



### Estimate of Maintenance Costs

Submission Type: **Original**

Maintenance Period

Local Public Agency	County	Section Number	Beginning	Ending
Crystal Lake	McHenry	22-00000-00-GM	05/01/21	04/30/22

#### Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Traffic Signal Maintenance	IIB	No	Maintenance	LS	1	\$75,000.00	\$75,000.00	\$75,000.00
		No	Emergency Repairs	LS	1	\$10,000.00	\$10,000.00	\$10,000.00
Street Light Maintenance	IIB	No	Maintenance	LS	1	\$30,000.00	\$30,000.00	\$30,000.00
		No	Emergency Repairs	LS	1	\$10,000.00	\$10,000.00	\$10,000.00
Snow & Ice Control	III	No	Salt	TON	6,000	\$100.00	\$600,000.00	\$600,000.00
		No	Sidewalk Salt	LB	10,000	\$0.80	\$8,000.00	\$8,000.00
		No	Liquid CaCl	GAL	50,000	\$1.00	\$50,000.00	\$50,000.00
		No	Super Mix	GAL	75,000	\$1.00	\$75,000.00	\$75,000.00
Traffic Signal Maintenance - State	IIA	No	Maintenance	LS	1	\$5,000.00	\$5,000.00	\$5,000.00
<b>Total Operation Cost</b>								<b>\$863,000.00</b>

#### Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor	\$0.00	\$0.00	\$0.00	\$0.00
Local Public Agency Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Materials/Contracts(Non Bid Items)	\$605,000.00	\$0.00	\$0.00	\$605,000.00
Materials/Deliver & Install/Materials Quotations (Bid Items)	\$8,000.00	\$0.00	\$0.00	\$8,000.00
Formal Contract (Bid Items)	\$250,000.00	\$0.00	\$0.00	\$250,000.00
<b>Maintenance Total</b>	<b>\$863,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$863,000.00</b>

#### Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Engineering Inspection	\$0.00	\$0.00	\$0.00	\$0.00
Material Testing	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Bridge Inspection Engineering	\$0.00	\$0.00	\$0.00	\$0.00
<b>Maintenance Engineering Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Estimated Maintenance</b>	<b>\$863,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$863,000.00</b>

Remarks

**DRAFT**

**Estimate of Maintenance Costs**

Submittal Type **Original**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Crystal Lake	McHenry	22-00000-00-GM	05/01/21	04/30/22

**SUBMITTED**

Local Public Agency Official	Date

Title

County Engineer/Superintendent of Highways	Date

**APPROVED**

Regional Engineer Department of Transportation	Date





**Agenda Item No: 19**

**City Council  
Agenda Supplement**

---

**Meeting Date:** May 4, 2021

**Item:** Bid Award - McHenry County Municipal Partnering Initiative Bulk Rock Salt Purchase for Snow and Ice Control

**Staff Recommendation:** Motion to adopt a Resolution authorizing the City Manager to execute a contract with Compass Minerals America for the 2021/2022 winter season in the at the bid price of \$76.30 per ton.

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

---

**Background:**

The Public Works Department annually purchases road salt for snow removal and ice control operations. This year, through the McHenry County Municipal Partnering Initiative, the City collaborated with McHenry County and four other local municipalities to jointly bid bulk road salt. McHenry County advertised and administered the bid process.

Road salt is a commodity and is subject to price fluctuations based on market demand and supply. In 2018 and 2019, the City paid \$64.61 per ton. Our most recent contract through the State (CMS) for 2020 and 2021 is at a price of \$80.75 per ton. The bid price through the McHenry County bid will be \$76.30 per ton.

**Discussion:**

McHenry County advertised for bids in accordance with the applicable statutes and opened bids on April 15, 2021. Crystal Lake requested a per ton bid price for 6,000 tons of bulk rock salt. The contract requires a minimum purchase of at least 80 percent of bid quantity and guarantees the price for up to 120 percent of the bid quantity. The bid results are depicted below:

Vendor	Cost per Ton Delivered to Crystal Lake
Cargill, Inc., North Olmsted, Ohio	No bid
Compass Minerals America, Overland Park, Kansas	\$76.30
Morton Salt, Inc., Chicago	\$78.17
Detroit Salt Co., Detroit, Michigan	\$79.23
K.L.F. Enterprises, Markham, Illinois	\$89.37

**Recommendation:**

It is the recommendation of the Public Works Department to participate in the McHenry County Municipal Partnering Initiative for road salt and execute a contract with Compass Minerals America in the amount of \$76.30 per ton. Compass Minerals America has been the State's supplier for the last several years.

**Votes Required to Pass:**

Simple Majority

**DRAFT**



## **RESOLUTION**

**WHEREAS**, the CITY OF CRYSTAL LAKE annually purchases bulk rock salt for snow and ice control during the winter months; and

**WHEREAS** the CITY OF CRYSTAL LAKE participated in McHenry County's Municipal Partnering Initiative and McHenry County received for bulk rock salt on April 15, 2021; and

**WHEREAS** the lowest responsive and responsible was Compass Minerals America of Overland Park, Kansas with a delivered bid price of \$76.30 per ton;

**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 a contract between the CITY OF CRYSTAL LAKE and Compass Minerals America for the purchase and delivery of bulk rock salt for snow and ice control operations; and

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

**DRAFT**

**DATED** this 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: May 4, 2021  
APPROVED: May 4, 2021



## Agenda Item No: 20

### City Council Agenda Supplement

---

**Meeting Date:**

May 4, 2021

**Item:**

1. Consultant Selection to conduct a Tax Increment Financing (TIF) program analysis and provide related services to the potential TIF creation and redevelopment proposal.
2. A Resolution of Intent for a potential Redevelopment of Crystal Court Shopping Center TIF program to initiate the TIF feasibility study.

**Staff Recommendation:**

Motion to award consulting services for a TIF Consultant to the most responsible and responsive proposer, Teska Associates, and adopt a Resolution authorizing the City Manager to execute an agreement with Teska Associates in the not-to-exceed amount of \$39,900, and adopt a Resolution of intent for a potential Redevelopment of Crystal Court Shopping Center TIF program feasibility study.

**Staff Contact:**

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

---

**Background:**

The City of Crystal Lake is in the process of working with the development team for the Crystal Court Shopping Center mixed-use redevelopment. As part of the redevelopment proposal, the developer is anticipated to submit a request for a Tax Increment Financing (TIF) district. In order to meet the development timeline milestones, the City is looking to contract with a qualified TIF Consultant who would provide planning and technical services relating to the redevelopment proposal and any proposed TIF financial assistance request.

One of the initial requirements would be for the City Council to adopt a Resolution declaring our intent to explore a TIF district for the area. It also allows the initial feasibility study expenditures to be recaptured through the TIF financing mechanism.

***Scope of Work***

The Consultant will provide planning, technical and facilitation services to guide the review and adoption of plans and agreements related to the request of a master developer to acquire and redevelop

the Crystal Court Shopping Center site. The Consultant will provide services to address the phases of the approval process including the Development Review, Financial Analysis, and Tax Increment District creation. These Phases are likely to be addressed concurrently.

***Consultant Selection Process***

The Community Development Department followed the City’s Purchasing Policy to secure a consulting firm to address this project. The City received proposals from three firms in response to the request.

Staff from the Community Development Department reviewed the proposals and ranked the firms based on their qualifications. 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
8. Estimated Costs

Requests for quotes were solicited from three firms who specialize in TIF District financing (see table below):

<b>Consulting Firm</b>	<b>Proposal Cost</b>
* Teska Associates	\$39,900
SB Friedman Development Advisors	\$58,025
Houseal Lavigne Associates	\$70,000

\*Denotes most responsible and responsive proposer.

**Recommendation:**

Based upon a qualifications review and associated costs, staff’s recommendation is to select Teska Associates to perform consulting services for the proposed redevelopment of Crystal Court Shopping Center and potential TIF District.

The City has budgeted professional services funds for this work. The professional services cost can be recaptured through the TIF financing mechanism.

The City Attorney has reviewed the language of the proposed resolution and finds the language acceptable.

**Votes Required to Pass:**

Simple majority.

**DRAFT**

Res. xxx



**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized execute an agreement with Teska Associates for consulting services for the Redevelopment of Crystal Court Shopping Center development review, TIF feasibility study and TIF District creation in the not-to-exceed amount of \$39,900.

DATED this 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

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

PASSED: May 4, 2021  
APPROVED: May 4, 2021

**DRAFT**

Res. xxx



**RESOLUTION DECLARING OFFICIAL INTENT  
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

WHEREAS, the City of Crystal Lake, Illinois (the “City”) is a municipal corporation and a home rule unit of government, pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the City has the authority pursuant to the laws of the State of Illinois, to promote the health, safety and welfare of its inhabitants; to prevent the spread of blight; to encourage private development in order to enhance the local tax base; to increase job opportunities; and, to enter into contractual agreements with third parties for the purpose of achieving these purposes; and,

WHEREAS, pursuant to the Tax Increment Allocation Redevelopment Act of the State of Illinois, 65 ILCS 5/11-74.4-1 et seq., as from time to time amended (the “TIF Act”), the City Council of the City (“Corporate Authorities”) are empowered to undertake the redevelopment of a designated area within its municipal limits in which existing conditions permit such area to be classified as a “blighted area”, as such terms are defined in the TIF Act; and,

WHEREAS, the City is contemplating the utilization of the TIF Act to incentivize the redevelopment of certain real property generally depicted on Exhibit A attached hereto and made a part hereof (“Proposed Project Area”); and,

WHEREAS, the proposed development team, Fiduciary Real Estate Development, Inc. and Hamilton Partners, Inc. (collectively, the “Developer”) are proposing a mixed-use redevelopment of the Crystal Court Shopping Center in the Proposed Project Area (“Project”);

WHEREAS, the City and Developer desire to have certain costs incurred in the connection to the Project qualify as “redevelopment project costs” and be eligible for reimbursement pursuant to the TIF Act (including reimbursement from proceeds of any bonds that may be issued pursuant to the TIF Act or otherwise), provided that the Corporate Authorities approve tax increment financing pursuant to the TIF Act for the Proposed Project Area;



**DRAFT**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Crystal Lake, Illinois as follows:

*Section 1.* The City hereby establishes its intent to consider the adoption of tax increment financing for the Proposed Project Area under the TIF Act and, if such tax increment financing is adopted, to seek reimbursement for eligible redevelopment project costs incurred prior to such adoption pursuant to this Resolution.

*Section 2.* In furtherance of the City’s intent to consider the adoption of tax increment financing for the Proposed Project Area under the TIF Act, the City Manager is hereby authorized to enter into an agreement for services related to the Project with Teska Associates, Inc., in substantially the form attached hereto as Exhibit A.

*Section 3.* The City staff is hereby directed to track incurred costs related to the Project for potential reimbursement pursuant to the TIF Act.

*Section 4.* This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

DATED this 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

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

PASSED: May 4, 2021  
APPROVED: May 4, 2021



**Agenda Item No: 21**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

May 4, 2021

**Item:**

Consideration of Resolution for the Purchase of Three Replacement Fire Pumper Trucks and Declaration of Surplus Property

**Council Discretion:**

1) Motion to adopt a Resolution designating Fire Rescue Pumper 342 (2006 Pierce), Fire Rescue Pumper 343 (2007 Pierce), and Fire Rescue Pumper 340 (2002 E-One) as surplus equipment and authorizing the City Manager to execute an agreement with Rosenbauer South Dakota, LLC for the trade-in of Fire Rescue Pumps 342 and 343, and otherwise to dispose of Fire Rescue Pumper 340.

2) Optional Motions to award a contract for Fire Rescue Pumper Trucks:  
**Option 1: Purchase of Custom Fire Rescue Pumper Trucks subject to the condition that the Foreign Fire Insurance Board (FFIB) contribute funding equivalent to 50% of the difference between the commercial and custom total final per vehicle cost. Such funds shall be applied as an offset against the purchase cost of the trucks.**

- Motion to award a contract for the purchase of three (3) custom chassis rescue pumpers to the lowest responsible and responsive proposer, Rosenbauer South Dakota, LLC, and to adopt a resolution authorizing the City Manager to execute an agreement with Rosenbauer South Dakota, LLC for three (3) custom chassis rescue pumpers. Two will be purchased in the submitted proposal amount of \$548,911 each, including trade-in, and one will be purchased in the submitted proposal amount of \$554,411, for a total of \$1,652,233 for three (3), with a 10% contingency for unforeseen circumstances. Such approval is contingent upon receiving a binding commitment to contribute \$240,755 from the Foreign Fire Insurance Board (FFIB) by May 14, 2021. If funding or a binding commitment is not received from the FFIB in the amount of \$240,755 by May 14, 2021, the motion shall authorize the award of a contract for the purchase of three (3) commercial chassis rescue pumpers to the lowest responsible and responsive proposer, Rosenbauer South Dakota, LLC, and authorize the City Manager to execute an agreement with Rosenbauer South Dakota, LLC for two (2) commercial chassis rescue pumpers in the submitted proposal amount of \$388,408 each, including trade-

in, and one (1) will be purchased in the submitted proposal amount of \$393,908, for a total of \$1,170,724 for three (3), with a 10% contingency for unforeseen circumstances. If funding is received from the Crystal Lake Rural Fire Protection District, such funding shall be applied to offset the City's purchase cost.

**Option 2: Purchase of Commercial Fire Rescue Pumper Trucks. Any contribution received from the Crystal Lake Rural Fire Protection District (District) shall be applied as an offset against the purchase cost of the trucks.**

- Motion to award a contract for the purchase of two (2) commercial chassis rescue pumpers to the lowest responsible and responsive proposer, Rosenbauer South Dakota, LLC, and authorizing the City Manager to execute an agreement with Rosenbauer South Dakota, LLC for two (2) commercial chassis rescue pumpers in the submitted proposal amount of \$388,408 each, including trade-in, plus one (1) commercial chassis rescue pumper in the submitted proposal price of \$393,908, each with a 10% contingency for unforeseen circumstances, for a total \$1,170,724. If funding is received from the Crystal Lake Rural Fire Protection District, such funding shall be applied to offset the City's purchase cost.

**Staff Contact:**

Paul DeRaedt, Fire Rescue Chief

---

**Background**

The Fire Rescue Department is scheduled to purchase three new fire rescue pumper trucks. These new vehicles will replace three fire rescue pumper trucks originally purchased in 2002, 2006 and 2007. Their replacement is necessary due to the vehicles' age and higher maintenance and operational costs. The City Council last discussed the proposed purchase at the October 1, 2019 City Council meeting. As a result of this meeting, the City Council directed City staff to acquire more information regarding both the commercial and custom fire rescue pumper styles and to bring this information back to the City Council for consideration.

A standalone pumper, also commonly referred to as an engine, has a relatively small water tank to supply initial attack until connection to a hydrant or other water supply is made. A rescue pumper, on the other hand, is a pumper having a rescue body style, with full height/full depth compartments on both sides to carry rescue equipment such as hydraulic spreaders/shears, extra air bottles, air bags, extrication tools, EMS supplies, as well as the typical firefighting equipment including ladders. The fire rescue pumper truck specified by the City is a combination fire apparatus including two components: a pump with hose and rescue equipment.

As the City Council may recall, the previous discussion focused on whether a commercial fire rescue pumper truck is an acceptable alternative to a custom style fire rescue pumper truck. This agenda supplement provides details regarding the design and usage of the commercial and custom cab and chassis fire rescue pumper, including their compliance with applicable safety standards. The difference between the custom and commercial fire rescue pumper vehicle lies in the cab and chassis, not in their rescue or

firefighting capabilities. The cab is the area allotted for the vehicle occupants and the engine, and the chassis provides the structure for the vehicle's cab and body. The City performed extensive research and formed an employee work group to create the specifications used in a Request for Proposal (RFP) for the new fire rescue pumper truck. The employee work group was composed of personnel from the City's Fire Rescue Department, Public Works/Engineering Department, Fleet Services Division and City Manager's Office. This agenda supplement describes the findings developed from this research as well as the results of the RFP.

Based upon the results of a comprehensive City staff review process, which is further detailed in this agenda supplement, the commercial fire rescue pumper presents an acceptable alternative to the custom design. The reasons for the acceptability of the commercial cab and chassis are summarized below:

- (1) Commercial cab and chassis fire rescue vehicles have widespread successful deployment. Commercial fire rescue apparatus, of all types, are currently used successfully by not only the City, but numerous fire departments and districts throughout the United States and Canada for emergency response.
- (2) Although custom fire rescue vehicles offer some options that are not available in the commercial cab and chassis, these options are not required by the Federal Motor Vehicle Safety Standards or the National Fire Protection Association (NFPA), and are not essential to the vehicles' fire rescue or firefighting capabilities. While the options unique to the custom fire rescue pumper may have some level of operational utility, they do not enhance the basic function of the vehicle, which is to provide fire rescue services to the community.
- (3) Commercial fire rescue pumper trucks meet all applicable safety requirements based upon compliance with important national and international safety standards. Consistent with past practice, the City only considers the purchase of vehicles and equipment that are safe. The commercial fire rescue vehicle presented for consideration in this agenda supplement complies with all applicable existing safety standards, including:
  - **Federal Motor Vehicle Safety Standards**
  - **National Fire Protection Association (NFPA) 1901, for cab crash worthiness**

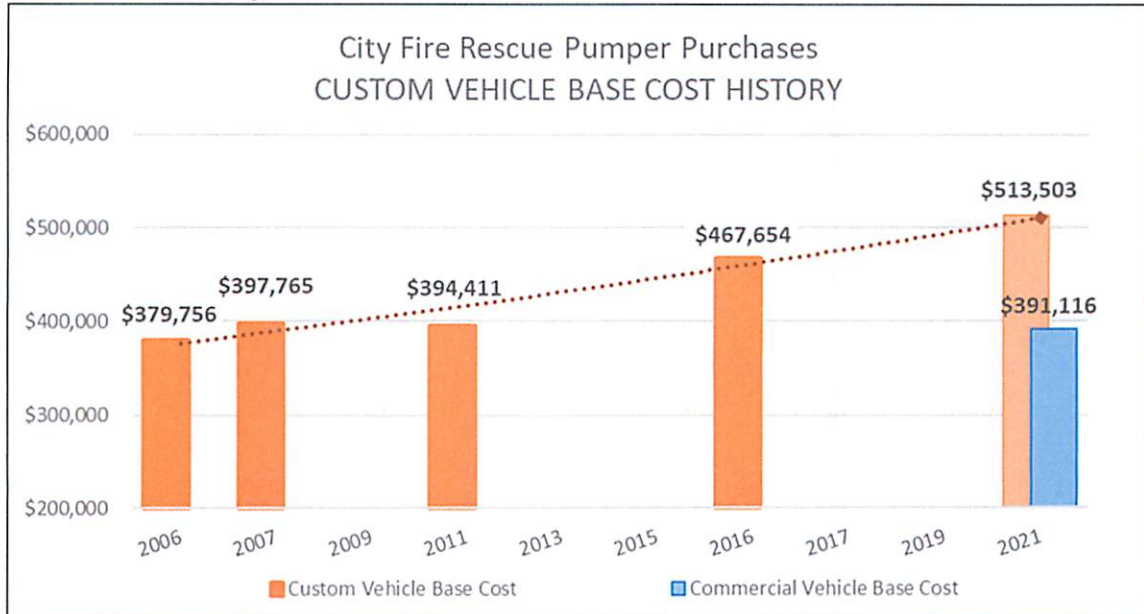
### ***Cost Control and Containment***

In the past, the City has only purchased custom fire rescue pumper trucks. Continuing this practice has financial implications that need to be considered. Custom vehicles require a larger financial commitment when compared to commercial vehicles. Due to this fact, it is important that City staff perform a thoughtful analysis of potential alternatives. Only a small number of custom fire rescue chassis are made each year. This results in the custom vehicle having a base price premium of \$122,387 (with the options, the price premium is \$160,503) above the more commonly produced commercial cab and chassis (based on recent proposal pricing). The justification for this price premium is less clear since the commercial and custom fire rescue pumper trucks share many operational similarities.

Table 1 compares the recent RFP pricing received for a custom fire rescue pumper truck to historical pricing received for custom fire rescue pumpers. It demonstrates the escalating costs of custom fire rescue pumper vehicles, and the large disparity between the custom and commercial vehicle pricing. The table reflects costs paid by the City for fire rescue pumper trucks currently in the City's fleet from 2006 to 2016. The rate of increase for custom vehicles is considerable. While commercial vehicle costs have also increased over time, the large cost of the custom vehicle makes custom vehicle annual increases more impactful.

From 2016 to 2021, the cost of a custom vehicle has *increased 10%*. Since 2011, the cost of a custom vehicle has *increased 30%*. The purchase of commercial vehicles would allow the City to control and contain vehicle purchase costs.

*Table 1: Escalating Custom Vehicle Costs*



*\*2021 costs reflect the base custom and commercial cost, without options.*

***Commercial Fire Rescue Vehicle Deployment***

Commercial fire rescue vehicles are widely used throughout the United States, Canada and Europe. Many types of fire rescue vehicles, including ambulances, water tenders and fire rescue pumpers use commercial cab and chassis. Although the Crystal Lake Fire Rescue Department utilizes a mix of commercial and custom vehicles, it has previously only purchased custom fire rescue pumper vehicles. While the purchase of custom rescue pumpers is common in the Chicago region, many departments throughout the United States successfully deploy commercial fire rescue pumpers. Minneapolis, Minnesota and Sioux Falls, South Dakota represent just two of the many departments and districts that operate commercial fire rescue pumper cabs and chassis. The experiences from these communities demonstrate that the commercial cab and chassis are an acceptable alternative to the custom vehicle.

The mix of commercial and custom vehicles already in the City’s fleet (see *Table 2*), further demonstrates that commercial fire rescue vehicles can be used successfully for emergency response.

*Table 2: Crystal Lake Fire Rescue Cab and Chassis Type*

<u>Vehicle</u>	<u>Cab and Chassis Type</u>	<u>Purpose</u>
Six (6) Ambulances	Commercial	Emergency Response
Specialized Response Team Truck	Commercial	Emergency Response
Water Tender	Commercial	Emergency Response
Five (5) Fire Rescue Pumpers	Custom	Emergency Response
Aerial Ladder Truck	Custom	Emergency Response

Due to the widespread successful deployment of commercial cab and chassis fire rescue pumpers, and the demonstrated financial advantages of commercial vehicles, it was incumbent on the City to evaluate and compare the commercial cab and chassis when considering the purchase of a new fire rescue pumper vehicle.

### ***Employee Work Group***

In January 2020, the City formed an employee work group to create specifications allowing for a thorough and like comparison of the commercial and custom fire rescue pumper truck styles. The employee group consisted of Fire Rescue Chief Paul DeRaedt, Director of Public Works Michael Magnuson, Fleet and Facility Superintendent Don Christenson, Deputy City Manager Eric Helm, Bureau Chief Chris Kopera, Lieutenant Jim Sustek, and Fire Fighter / Paramedic Mark Landwer.

The group met 13 times for a total of 50 hours during 2020 and early 2021. The group did not meet for several months due to the Covid-19 Pandemic. At the end of the process, all group participants agreed that the format of the working group review meetings allowed all members to provide their input. The working group documented, tracked and addressed each comment individually through group discussion and research. The meetings were eventually concluded only after all comments and concerns were addressed. The final, agreed upon specifications allowed for as close to a like comparison between a custom and commercial truck as possible.

The employee work group also spent considerable time discussing vehicle safety. The work group incorporated national and international standards into the specifications to ensure the final purchased vehicle met important requirements for employee and vehicle safety.

### ***Fire Rescue Pumper Vehicle Safety***

In purchasing materials and equipment, government agencies, including the City, rely on what are referred to as “specifications” or “standards” to ensure a product meets their requirements and needs. Standards utilized for passenger vehicles and light trucks include those adopted by the Insurance Institute for Highway Safety (IIHS) and the National Highway Traffic Safety Administration (NHTSA) “star” ratings for vehicles. Other standard setting bodies include the American National Standards Institute (ANSI) and ASTM International (f/k/a American Society for Testing and Materials).

Technical standards are developed by governmental agencies or professional organizations and are based upon research, professional peer review (consensus standards development process), quantitative analyses, and a review of accepted testing procedures. National and professionally recognized standards are the “go to” requirements used in specifying materials, products and equipment. They reflect the state of the industry practice and what is required for a product or piece of equipment to perform its needed functions.

### ***NFPA 1901, Standard for Automotive Fire Apparatus***

The National Fire Protection Association (NFPA) is an internationally and professionally recognized organization established in 1896, which is “devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.” NFPA standards are developed through an approved consensus standards development process with oversight to ensure fairness and impartiality.

NFPA 1901 is the recognized standard for automotive fire apparatus, including fire rescue pumpers. The committee responsible for development of this Standard consists of 30 professionals, representing a wide variety of fire departments, the Fire Apparatus Manufacturing Association, International Association of Fire Chiefs, U.S. General Services Administration, the National Volunteer Fire Council, EVT Certification

Commission, National Truck Equipment Association, various fire equipment manufacturers, engineering consultants, Insurance Services Office (ISO), U.S. Department of Agriculture, and testing experts. The standard consists of 28 chapters and 6 annexes (appendixes). The annexes are not part of the official standard, but provide users additional information to be used in understanding and meeting the requirements. The employee work group included specifications in the RFP requiring the proposed fire rescue pumper purchase meet the applicable requirements of NFPA 1901.

### ***Crash Protection***

NFPA 1901 outlines requirements for vehicle safety on automotive fire apparatus. Some of these standards exceed the requirements of the federal government for commercial trucks. Section 14.3.2 of NFPA 1901 establishes the safety standards for the driving compartments (cabs) on fire apparatus. Particularly, Section 14.3.2 provides that the cabs on apparatus with a gross vehicle weight of over 26,000 pounds shall meet the standards of SAE J2422, *Cab Roof Strength Evaluation*.<sup>1</sup>

Under NFPA 1901, protection of the occupants in the driving compartment is documented by the cab and chassis manufacturer providing a statement certifying that their equipment meets the applicable SAE standard. It does not require that the manufacturer provide the documentation of the actual test results conducted to demonstrate compliance with the SAE Standards.

During the RFP evaluation stage, several employee work group members expressed their belief that the City should not rely solely upon the certification of the manufacturers with respect to the cabs on commercial trucks. In order to address this concern, the work group requested additional verification be provided confirming that the manufacturer performed the required physical testing and that the results met the requirements of NFPA, including the SAE standard relating to cab strength. Unfortunately, both custom and commercial manufacturers are hesitant to release their data, citing proprietary design information concerns.

Without this underlying documentation, members of the employee work group believed it would be more difficult to develop an “apples to apples” comparison between a completely custom-built fire pumper truck and a custom-built fire pumper mounted on a commercially made chassis and cab. Although there is a large volume of commercial trucks on the roads,<sup>2</sup> most of the research on truck safety (both in terms of the analysis of actual crash data and the analysis of data involving intentionally crashing commercial trucks under controlled conditions) has not involved fire pumper trucks. Due, in part, to the significant cost of these apparatus, no body of research was found for custom fire pumper trucks other than the testing required under NFPA 1901. Consequently, the research available relates chiefly to commercial truck crashes rather than custom fire truck crashes.<sup>3</sup> The dearth of data therefore inhibited an “apples to apples” comparison between commercial trucks and custom trucks.

---

<sup>1</sup> Although Section 14.3.2 also requires that the fire apparatus meets the standards of SAE J2420, *COE Frontal Strength Evaluation*, this standard is only applicable when the cab is located over the engine (COE). The commercial rescue pumpers which are proposed for purchase are not a COE design as the engine compartment is located forward of the cab rather than beneath it. Consequently SAE 2420 is not applicable to the proposed vehicles.

<sup>2</sup> According to the American Trucking Associations (ATA) there were 36.9 million trucks registered and used for business purposes in 2018 and 3.91 million Class 8 trucks (GVWR in exceeding 33,000 lbs.) in operation in 2019. NFPA’s “US 2018 Fire Department Profile” (published 2/2020) estimates that for the 2016-2018 period there were 72,100 pumpers and 80,900 suppression vehicles (pumpers less than 1,000 gpm).

<sup>3</sup> To quote one fire equipment manufacturer regarding the financial challenges in testing custom vehicles, “no one is going to take a \$500,000 piece of equipment and intentionally roll it over for research.”

### ***Verifying NFPA Safety Compliance***

In order to address these concerns, City staff contacted UL (Underwriter Laboratories), a globally recognized and respected independent safety science research, testing and standards development company. Like NFPA, UL has been in business for over 100 years.

UL has a specific program for fire apparatus (Comprehensive Vehicle Inspection Program for Automotive Fire Apparatus). This program assists both manufacturers and purchasers by ensuring that fire apparatus (custom built or custom equipment mounted on a commercial chassis) meets the requirements of NFPA 1901. While not required by NFPA 1901, in order to address the concerns of the employee work group related to the commercial trucks, Crystal Lake asked UL to further evaluate the actual cab crash test results supplied to UL with respect to the truck to be customized by Rosenbauer utilizing a commercial cab and chassis manufactured by Freightliner. The work group included the following language in the specifications which requires the vehicle supplier to comply with the UL program:

**Crystal Lake Testing and Certification:** The successful contractor must enroll in and pay all costs relating to the Comprehensive Vehicle Inspection Program for Automotive Fire Apparatus (the "Inspection Program") through Underwriters Laboratory Inc. ("UL") to establish compliance with NFPA 1901. The successful contractor shall be required to secure and deliver to the City a UL certificate of inspection (subject to any exceptions approved by the City) for the pumper to be provided pursuant to these specifications (the "UL Certification"). All costs incurred in securing the UL Certification pursuant to the Inspection Program shall be borne by the successful contractor as part of the Price.

Not only did the City require a full inspection of the final vehicle, it asked UL to perform a preliminary review of actual crash test data, prior to the City's purchase. *The Actual crash test data from Freightliner was provided to UL for the Freightliner cab during the City's RFP review period. Based upon its review of this data, UL issued a letter (attached) stating that the tests conducted by Freightliner in order to meet the SAE Standards required under NFPA 1901 were satisfactory and that the results of those tests demonstrated that the commercial cab manufactured by Freightliner met the requirements of NFPA 1901.* This type of rigorous and thorough review is not typically performed by UL and was specifically tailored to the City's request.

### ***Supplemental Air Bags Systems***

Another concern expressed by the employee work group was the absence of airbags offered in the commercial fire rescue pumper. The federal government and NFPA 1901 do not require the installation of air bags in automotive fire apparatus. The size of large trucks and the requirements for cab protection (limit cab crush) have been cited as reasons for not requiring airbags. Passenger cars and light duty trucks absorb energy through crushing in a collision as opposed to large trucks. This theory is the subject of debate and some truck manufacturers are looking to implement air bags to enhance safety.

There is a quantitative and qualitative aspect to safety. Quantitative measures are addressed through adherence to nationally recognized safety standards (such as NFPA) and controlled testing of equipment (independent crash testing). Quantitative requirements can be measured (tested) and the results verified independently. Results of quantitative measurements indicate whether the equipment meets or fails to meet the applicable standards. There is no measure of performance above or below the standard (e.g., there is no measure of how much a piece of equipment exceeds a test and what that means as far as it relates to safety). Qualitative safety is based on perceptions (e.g., if it is bigger, heavier, or made of thicker material, it must



therefore be safer). Qualitative safety is a conclusion reached without testing or measurement against a standard. It may or may not be true. It requires one to make a subjective or anecdotal conclusion.

Since there is no federal requirement or accepted national standard for airbags in larger trucks, there is no data or objective measure established to measure their effectiveness (quantitative safety). This is not to suggest, however, that airbags do not provide a measure of safety (qualitative safety).

***Fire Rescue Pumper Truck Specifications - Base***

As part of the working group meetings, members drafted RFP specifications meeting the Fire Rescue Department’s needs. Both vehicles were specified to meet the department’s storage needs, have the same water pump, water tank, ladder storage, hose beds, and equipment compartments. Importantly, the specifications require compliance with the safety standards of the Department of Transportation (DOT) and the National Fire Protection Association (NFPA).

Table 3, and the corresponding illustration on page 9, shows a side-by-side overview of the base specifications for the two vehicles specified by the City and how each vehicle style meets the major specification requirements.

***Table 3: City Base Specifications Overview - Commercial and Custom Base Vehicle Comparison***

<i>Illustration #</i>	<i>RFP Specs</i>	<i>Commercial</i>	<i>Custom</i>
1	Cab and Chassis	Freightliner M2 106 / 112 model	Unique Fabrication
-	350 HP Engine	Identical	Identical
-	4 Wheel Disc Brakes	Identical	Identical
-	Suspension System	Identical	Identical
-	Stability Control	Identical	Identical
2	EMS Equipment Storage	Meets Requirements*	Meets Requirements
3	Bunker Gear Storage: Provide a “Clean Cab”	Meets Requirements**	Meets Requirements
4	Water Pump Type	Identical	Identical
5	Water Tank Type	Identical	Identical
6	Ladder and hose storage, and rear equipment storage	Identical	Identical
-	Safety Compliance (DOT and NFPA)	Identical	Identical
-	Vehicle Personnel Capacity	Meets Requirements***	Meets Requirements

\* Accomplished through removal of one rear seat.

\*\* Accomplished through sealed storage area under steps.

\*\*\* The Commercial vehicle has space for 3 occupants and the custom vehicle has space for 4 occupants. Space is only needed for 3 occupants.

*Illustration 1*

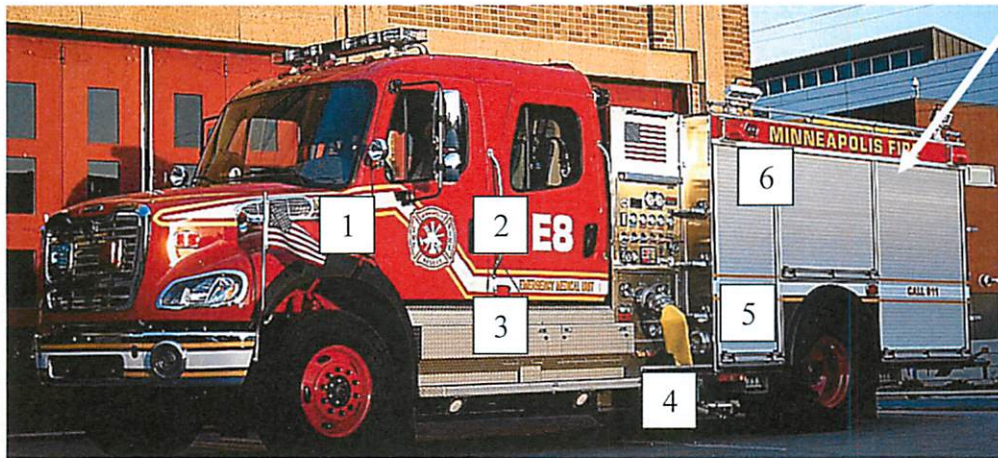
**Custom Fire Rescue Pumper Truck**



*Painted Roll up Doors* are an option in both the commercial and custom vehicle.

For comparison, the custom vehicle depicted has painted roll up doors and the commercial vehicle has unpainted, aluminum doors.

**Commercial Fire Rescue Pumper Truck**



***Fire Rescue Pumper Truck Specifications - Options***

The employee work group also specified vehicle options, not included in the base RFP specifications. The work group separated the options from the base bid, since most are only available on custom vehicles. Commercial models do not offer the options listed in *Table 4* for several reasons. First, the options are not essential for successful fire rescue operations, many are a convenience; second, the custom options concerning turnout gear and EMS storage are already accounted for in the base commercial model; and third, none of the options are required by the Federal Motor Vehicle Safety Standards or NFPA.

*The options may have some level of operational convenience; however, the option needs to be weighed against the large additional cost of the custom vehicle. As noted earlier, commercial fire rescue pumper trucks have widespread utilization throughout the United States and Canada, and are deployed successfully without the options listed in Table 4.*

***Table 4: Custom Fire Rescue Vehicle Options***

<i>Custom Option</i>	<i>Description</i>	<i>Custom Vehicle</i>	<i>Commercial Vehicle</i>
Raised Roof	Allows occupants to stand in cab.	Added Cost.	Not needed or offered.
Rear of Cab storage	Provides storage area for turnout gear and SCBA.	Added Cost.	Not needed or offered. Storage space for turnout gear and SCBA is already accounted for under the vehicle steps or in a body compartment.
External Right and Left Side EMS Access	Provides exterior access of EMS supplies.	Added Cost.	Not needed or offered. EMS storage and access is accounted for by removing a rear seat.
Supplemental Inflatable Restraint System (SRS)	Front and side airbags.	Added Cost.	Not required or offered. The Federal Motor Vehicle Safety Standards and NFPA do not require SRS in commercial vehicles
“Bus Style” Mirrors	Mirrors positions in front of vehicle.	Added Cost.	Not offered or required. Standard mirrors are sufficient.
Full Height Doors	Doors cover steps.	Added Cost.	Not offered or required.

Two options are available for both the commercial and custom vehicle. These are the painted roll up doors and the secure idle/cab security. The secure idle will prevent a non-employee from driving the vehicle when it is in idle at the scene and unattended. The painted roll up doors will help with long-term maintenance and add to the vehicle’s aesthetics. The pricing for each option is shown in *Table 5* and *Table 6* on the following page.

***Request for Proposal Pricing***

The RFP was publicly released on August 11, 2020 following the employee work group’s completion of the specifications. Vendors were required to submit their proposal pricing by October 21, 2020. The pricing received by the City for the base commercial and custom vehicle, and specified options are depicted in *Table 5* and *Table 6* on page 10.

Table 5: Custom Fire Rescue Pumper RFP Results

	√ Jefferson Fire Rosenbauer	Fire Service, Inc. E-One/KME	MacQueen Pierce
Base Price	\$513,503	\$610,404	\$602,500
Trade In Value: One pumper	(\$5,500)	(\$5,000)	(\$32,500)
Option: Raised Roof	\$2,390 - \$2,872*	(\$2,000)	\$3,650
Option: Rear of Cab Storage	\$22,198 - \$22,453*	\$5,000	\$19,000
Option: External Right and Left Side EMS Access	\$4,592 - \$4,614*	(\$2,400)	\$7,200
Option: Supplemental Restraint System	\$6,539	\$5,000	\$17,700
Option: Secure Idle/Cab Security	\$418	\$1,500	\$2,700
Option: Painted Roll Up Doors	\$2,374	\$2,786	\$1,100
Option: Bus Style Mirrors	\$1,349	(\$750)	\$2,050
Option: Full Height Doors	\$289	(\$1,000)	\$2,100
<b>Total, with trade-in and with options:</b>	<b>\$548,152 - \$548,911*</b>	<b>\$613,540</b>	<b>\$625,500</b>
<b>Total, without trade-in and with options:</b>	<b>\$553,652 - \$554,411*</b>	<b>\$618,540</b>	<b>\$658,000</b>

\* Price range provided to accommodate 8" – 11" raised roof.

Table 6: Commercial Fire Rescue Pumper RFP Results

	√ Jefferson Fire Rosenbauer	Fire Service, Inc. E-One/KME	MacQueen Pierce
Base Price	\$391,116	\$446,385	\$477,200
Trade In Value: One pumper	(\$5,500)	(\$5,000)	(\$32,500)
Option: Secure Idle/ Cab Security	\$418	\$1,500	\$5,150
Option: Painted Roll Up Doors	\$2,374	\$2,786	\$1,100
<b>Total with trade-in and with options:</b>	<b>\$388,408</b>	<b>\$445,671</b>	<b>\$450,950</b>
<b>Total without trade-in and with options:</b>	<b>\$393,908</b>	<b>\$450,671</b>	<b>\$483,450</b>

√ Indicates the lowest responsive and responsible proposer.

The RFP specifications originally requested pricing for two new fire rescue pumper trucks; however, because the purchase date was extended, the City will need to replace a third vehicle per the City's vehicle replacement plans. The City will be replacing three existing fire rescue pumpers: fire rescue pumper 342 (2006 Pierce), fire rescue pumper 343 (2007 Pierce) and fire rescue pumper 340 (2002 E-One). As part of the RFP, the City requested trade-in value for fire rescue pumper 342 and 343. Since these two vehicle are 14-15 years old, the trade in value is minimal. Due to the age of fire rescue pumper 340, the City anticipates there being little to no value for this vehicle. The determination as to whether the City will trade-in this

vehicle or utilize an auction will be determined at a later date. In order to trade in the two vehicles, the City Council must declare them surplus and authorize the City Manager to execute the trade in.

### ***Request for Proposal Evaluation***

The employee work group reviewed the pricing for the custom and commercial chassis pumpers from the three vendors depicted in table 5 and table 6. Of the proposals received, the response from Rosenbauer International appeared on its face to be the lowest price response, so the group focused its review on whether this proposal met all the technical and safety specifications. From the beginning of October 2020 to the end of January 2021, the group met 4 times for a total of 14 hours. During this time, the group reviewed the specifications and received documentation from Rosenbauer verifying compliance. The Work Group submitted questions requesting clarification for items of concern and it was determined that Rosenbauer's proposal met the City's requirements.

Rosenbauer International is the largest fire truck apparatus and emergency response vehicle manufacturer in the world. Two years ago, the City's Fire Rescue Chief, Finance Director, and Fleet and Facilities Superintendent visited the Rosenbauer manufacturing plant in South Dakota to gain further confidence in their ability to meet the City's specifications. City staff believes that Rosenbauer is capable of fulfilling their manufacturing and delivery obligations as outlined in the RFP.

The work group also contacted Underwriters Laboratory Inc. (UL) and began the process of the Crystal Lake Testing and Certification requirement noted in the RFP documents. It was agreed that the City should initiate the UL Comprehensive Vehicle Inspection Program for Automotive Fire Apparatus prior to recommending a vendor to ensure the recommended vehicle met NFPA 1901 requirements. Rosenbauer and UL agreed to begin the program and analyze data regarding vehicle safety testing.

The employee group met together for a final time on January 21, 2021. At this time, the group received information from UL verifying the commercial cab's compliance with NFPA 1901. *The work group concluded that the Rosenbauer commercial and custom proposals met the City's specifications and safety standards as outlined in the RFP.*

Despite the evidence that the commercial vehicle met applicable safety standards, some Work Group members believed that the custom fire rescue pumper truck was superior to the commercial vehicle. These members cited claims that the custom vehicle exceeded safety standards. These group members also felt that the options which are only available on the custom vehicle were important to the Department.

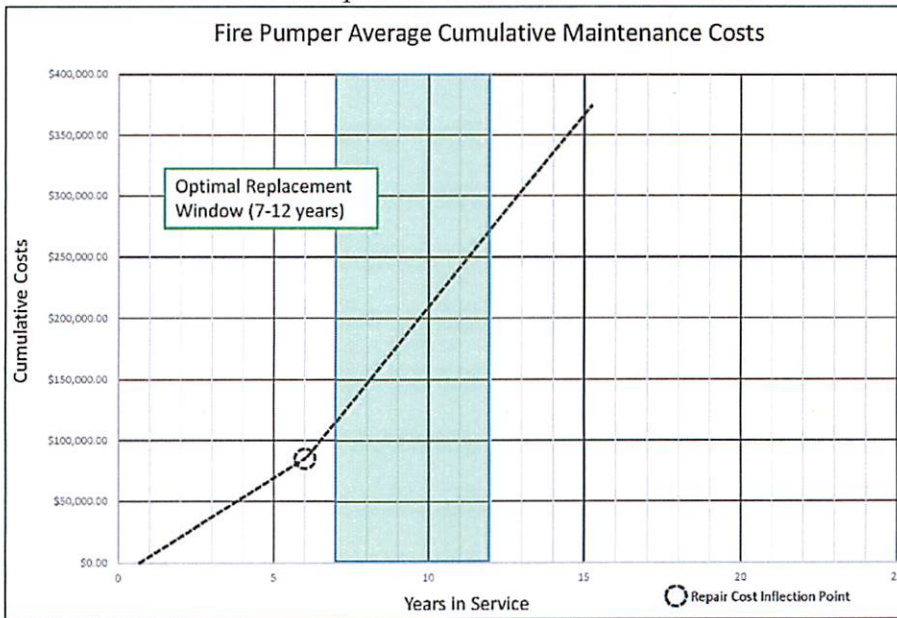
### ***Lifecycle Costs and Replacement Cycle***

Maintaining a functional, safe, and reliable fleet is especially important for the Crystal Lake Fire Rescue Department because of its call volumes. Over the past few decades, fire rescue departments throughout the country have found that their call volumes have become dominated by emergency medical services (EMS) calls as opposed to actual fire calls. As vehicles age, maintenance costs increase and the vehicle spends more time out of service for repairs. It is important that the City consider replacing vehicles at an ideal interval, balancing repair costs, maintenance time and resale value.

City staff recommends using *lifecycle costing analysis* to determine the fire rescue pumpers replacement cycle. The lifecycle costing method is preferred because it results in the most economical cost. Typical parameters included in lifecycle costing include, depreciation, cost of money, insurance, fuel and maintenance and repairs. Other replacement considerations include cost due the age of the vehicle, downtime costs and market conditions. As a vehicle ages, its capital value diminishes and its operating

costs (e.g., maintenance, repair, and fuel) increase. The below chart (table 7) shows cumulative average maintenance costs for the City’s fleet of Fire Rescue pumper trucks. Maintenance costs accelerate around year seven and continue to escalate, as shown in the below chart.

Table 7: Fire Rescue Pumper Maintenance Costs



Seeing the benefits of the life cycle costing methodology, and maintenance cost data, City staff is proposing to replace rescue pumpers every 7-12 year for the following reasons:

1. As shown in Table 7, City staff found that it is at around the 7-year mark, that the cost of maintenance and operation of a rescue pumper dramatically escalate.
2. Resale prices for used Fire Rescue pumpers vary from year to year and are difficult to predict. Currently, the greatest resale value for Fire Rescue pumpers occurs around the 7-year mark. Considering vehicle replacement within the seven to twelve year window may help the City maximize re-sale value.

Based on a seven to twelve year replacement cycle, the City would also achieve long-term savings through the purchase of commercial fire rescue pumpers. If the City used the midpoint of the seven to twelve year replacement cycle and purchased a replacement vehicle every 10 years, the City could experience cumulative cost savings. Table 8 shows the cumulative cost savings of replacing one commercial fire rescue pumper trucks every ten years, over 20 years. As shown in Table 8, the cost saving of purchasing three commercial fire rescue pumper trucks is \$367,161.

*Table 8: Commercial Fire Rescue Pumper Cost Saving Illustration\**

	Custom Base Price	Commercial Base Price	Savings from Purchase of Commercial
Year 1	\$513,503	\$391,116	\$122,387**
Replacement (year 10)	-	-	\$122,387
Replacement (year 20)	-	-	\$122,387
Total Cost Savings:			\$367,161

\* The table assumes a consistent cost differential of \$122,387 between the custom and commercial fire rescue pumper truck over 20 years.

\*\* With the options, the cost differential is \$160,503.

Long-term maintenance costs for commercial vehicles may also be less than the equivalent custom vehicle. The City can achieve savings as a result of procuring commercially available parts as opposed to having to procure sole-source parts from the custom chassis manufacturer. The recommended commercial chassis rescue pumpers will provide similar safety and operational features and lower maintenance costs compared to the custom chassis rescue pumpers in our fleet today.

Custom chassis units typically cause the fleet division to procure parts from sole source vendors, i.e. the truck manufacturer. Sole source vendors are not shy about their pricing structures, often charging a premium for their parts. Radiator replacement costs provide a good example for drawing a comparison between commercial and custom units. Downtime, labor & parts costs are easily compared. The below example illustrates the maintenance advantages of the commercial vehicle.

The radiator removal/installation for an existing custom chassis for either repairs or replacement time on average was 24.6 hours. The cost of a new radiator from *custom chassis manufacturer was \$3,128.18*. For comparison purposes, radiator replacement costs were evaluated on 7 plow trucks, using a commercial chassis such as Freightliner and International. Radiator removal/installation time on average was 12.6 hours and the radiators on *average cost \$731.15*. *The custom radiator cost \$2,397 more than the commercial vehicle radiator.*

The short and long-term costs of ownership for custom vehicles have an impact on the City budget. The purchase of commercially manufactured fire rescue pumper trucks can provide a more financially responsible alternative.

If the City desires to select the custom fire rescue pumper, the identification of an alternative revenue source is important to offset the cost premium.

***Custom Fire Rescue Pumper Funding Options***

The Foreign Fire Insurance Board and/or the Crystal Lake Rural Fire Protection District are two sources of revenue that could fund the \$160,503 cost premium (with all the options) of purchasing each custom vehicle. Utilizing both, or either, of these funding sources would lessen the cost impact on the City’s overall budget.

**Foreign Fire Insurance Board (FFIB)**

The Foreign Fire Insurance Tax is a tax on insurance companies not based in Illinois, but providing polices within the corporate limits of Crystal Lake. Funds from the tax can be used for the maintenance, use, and benefit of the entire Department. The Foreign Fire Insurance Board (FFIB) is a board appointed from within the City’s fire department that authorizes the usage of tax funds within the confines of the City’s purchasing

rules and State law. In the past, funds received from the FFIB have been used to purchase enhancements benefiting the entire department. The City and the FFIB have worked cooperatively in the past to use these funds for a variety of purchases resulting in the maintenance, use, and benefit of the department, including: firefighter helmet shield optimization, dive rescue equipment, fire rescue saws and fire station alerting systems. When enhancements have been made, the FFIB has been a source of funding that lessens the burden on the overall City budget.

City legal counsel has confirmed that FFIB funds can be legally used to pay the cost differential between the custom and commercial vehicle. Using FFI tax revenues for the custom vehicles will lessen the financial burden of the purchase on the City budget.<sup>4</sup>

#### Crystal Lake Rural Fire Protection District Capital Purchase Funding

The City has an agreement with the Crystal Lake Rural Fire Protection District covering sections of rural Crystal Lake to provide fire protection services. In addition to the annual fee paid to the City for these services, the District also provides the City funding for capital equipment purchases. The District's capital contribution fund is another potential source of revenue to pay for the custom fire rescue pumper truck purchase.

Due to the large cost premium of the custom vehicle, a combination of FFIB and Crystal Lake Rural funds will be needed. Based on the availability of funding, City staff can work with the FFIB and Crystal Lake Rural to identify the appropriate proportion of payment.

#### **Recommendation**

After extensive review, it has been determined that the commercial and custom fire pumper proposals received from the lowest responsive and responsible proposer, Rosenbauer South Dakota, LLC, meet the City's specifications. Specifically, both the custom and commercial pumper proposals meet the applicable safety standards outlined by federal agencies and the National Fire Protection Association (NFPA).

Based upon this information, as well as other factors set forth in this agenda supplement and a thorough examination of all aspects of this capital expenditure, I am recommending that a contract be awarded to Rosenbauer for the three fire pumpers. In light of the cost differential between commercial and custom fire pumpers, I further recommend that *three commercial fire pumpers* be purchased **unless** the FFIB commits to providing at least 50% of the cost differential for purchasing three custom fire pumpers.

---

<sup>4</sup> The City's FFIB currently does not have sufficient funds on hand to offset fully the cost difference between three custom and three commercial pumper trucks, so a combination of FFIB funds and funds from the Crystal Lake Rural Fire Protection District will be necessary.



The specifics regarding the motions presented in this agenda supplement are detailed below and in the attached draft resolutions.

***Option 1: Purchase of three Custom Fire Rescue Pumper Trucks subject to the condition that the Foreign Fire Insurance Board (FFIB) contribute funding equivalent to 50% of the difference between the commercial and custom total final per vehicle cost. Such funds shall be applied as an offset against the purchase cost of the trucks.*** If this option is selected, the following actions will need to be taken:

- Awarding of contract to Rosenbauer for the purchase of two (2) custom fire rescue pumpers in the proposal amount of \$548,911 each including trade-in, and for the purchase of one (1) custom fire rescue pumper in the proposal amount of \$554,411 without trade-in, for a total combined cost \$1,652,233, ***provided that*** the City receives total contributions of (or binding commitments to contribute) \$240,755 (the “***Supplemental Funding***”) from the FFIB by Friday, May 14, 2021. All Supplemental Funding received shall be applied to offset the purchase cost of the trucks.
- If funding is received from the Crystal Lake Rural Fire Protection District, such funding shall be applied to offset the City’s purchase cost.
- If the City Council elects to approve this Option 1, but the Supplemental Funding is not confirmed by Friday, May 14, 2021, the award would be as set forth in Option 2.

***Option 2: Purchase of three Commercial Fire Rescue Pumper Trucks with purchase price offset by any contribution from the Crystal Lake Rural Fire Protection District (District).***

- Award of contract to Rosenbauer be for the purchase of (2) two commercial fire rescue pumper in the proposal amount of \$388,408 each including trade-in, and one (1) commercial fire rescue pumper in the proposal amount of \$393,908 without trade-in, for a total combined cost of \$1,170,724.
- Any funding received from the Crystal Lake Rural Fire Protection District, shall be applied to offset the City’s purchase cost of the trucks.

Either purchase option includes the trade-in value, with a 10% contingency for unforeseen circumstances. Two draft resolutions have been attached to address both options.

**Votes Required to Pass**

Resolution - Simple majority

**DRAFT**

OPTION 1

Res. No. \_\_\_\_\_



## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows:

Section 1. Designation of Surplus Equipment

That Fire Rescue Pumper 342 (2006 Pierce), Fire Rescue Pumper 343 (2007 Pierce) and Fire Rescue Pumper 340 (2002 E-One) are declared as surplus equipment and authorizing the City Manager to execute an agreement with Rosenbauer South Dakota, LLC for the trade-in of Fire Rescue Pumper 342 and 343. The City Manager is further authorized to dispose of Fire Rescue Pumper 340 by sealed bid, auction, or such other means reasonably identified by the City Manager.

Section 2. Purchase of Fire Rescue Pumpers.

The City Council finds that Rosenbauer South Dakota, LLC is the lowest responsible and responsive proposer, and the City Manager is authorized to execute an agreement with Rosenbauer South Dakota, LLC for the purchase of three (3) fire rescue pumpers as follows:

- a. If the City receives total contributions of (or binding commitments to contribute) \$240,755 (the “*Supplemental Funding*”) from the City of Crystal Lake Foreign Fire Insurance Board (the “*FFIB*”) by May 14, 2021, then the authorization shall be for the purchase of two (2) custom chassis fire rescue pumpers in the submitted proposal amount of \$548,911 each, including trade-in, and one (1) custom chassis fire rescue pumper in the submitted proposal amount of \$554,411, for a combined total of \$1,652,233 with a 10% contingency for unforeseen circumstances. All Supplemental Funding received shall be applied to offset the purchase cost of the trucks.
- b. If funding is received from the Crystal Lake Rural Fire Protection District, such funding shall be applied to offset the City’s purchase cost.
- c. If the Supplemental Funding is not secured by May 14, 2021, then the authorization shall be for the purchase of two (2) commercial chassis fire rescue pumpers in the submitted proposal amount of \$388,408 each, including trade-in, and one (1) commercial chassis fire rescue pumper in the submitted proposal amount of \$393,908, for a combined total of \$1,170,724, with a 10% contingency

**DRAFT**

for unforeseen circumstances. Any funding received from the Crystal Lake Rural Fire District shall be applied to offset the City’s purchase cost of the trucks.

Section 3. Requests for Supplemental Funding.

The City Manager is authorized and directed to notify the FFIB by Wednesday, May 5, 2021, of this Resolution and to seek the Supplemental Funding from the FFIB.

DATED this 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL  
ATTEST

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

PASSED: May 4, 2021  
APPROVED: May 4, 2021

**DRAFT**

OPTION 2

Res. No. \_\_\_\_\_



**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows:

**Section 1. Designation of Surplus Equipment**

That Fire Rescue Pumper 342 (2006 Pierce), Fire Rescue Pumper 343 (2007 Pierce) and Fire Rescue Pumper 340 (2002 E-One) are declared as surplus equipment and authorizing the City Manager to execute an agreement with Rosenbauer South Dakota, LLC for the trade-in of Fire Rescue Pumper 342 and 343. The City Manager is further authorized to dispose of Fire Rescue Pumper 340 by sealed bid, auction, or such other means reasonably identified by the City Manager.

**Section 2. Purchase of Fire Rescue Pumpers.**

The City Council finds that Rosenbauer South Dakota, LLC is the lowest responsible and responsive proposer, and the City Manager is authorized to execute an agreement with Rosenbauer South Dakota, LLC for the purchase of two (2) commercial chassis fire rescue pumpers in the submitted proposal amount of \$388,408 each, including trade-in, and one (1) commercial chassis fire rescue pumper in the submitted proposal amount of \$393,908, for a combined total of \$1,170,724, with a 10% contingency for unforeseen circumstances. If funding is received from the Crystal Lake Rural Fire Protection District, such funding shall be applied to offset the City’s purchase cost.

DATED this 4<sup>th</sup> day of May, 2021.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL  
ATTEST

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

**DRAFT**

PASSED: May 4, 2021

APPROVED: May 4, 2021



January 13, 2021

Rosenbauer South Dakota, LLC  
Jon Schmidt  
100 Third Street  
Lyons, SD 57041

Delivered via e-mail to: [sdqc2@rosenbaueramerica.com](mailto:sdqc2@rosenbaueramerica.com)

Subject: Review of Commercial Cab Strength Determination for Compliance with Section 14.3.2 of NFPA 1901, *Standard for Automotive Fire Apparatus*, 2016 ed. Revised January 14, 2021

Reference: 2020 Annual Audit for Coverage under VIP-1901 and VIP-S515

Dear Mr. Schmidt,

The two North American standards covering automotive fire apparatus (NFPA 1901 and CAN/ULC S515) require that vehicle driving and crew areas meet certain requirements to provide for the safety of the occupants of these spaces. NFPA 1901 requires the following:

14.3.2\* Cabs on apparatus with a GVWR greater than 26,000 lb (11,800 kg) shall meet the requirements of one of the following sets of standards:

- (1) SAE J2420, *COE Frontal Strength Evaluation — Dynamic Loading Heavy Trucks*, and SAE J2422, *Cab Roof Strength Evaluation — Quasi-Static Loading Heavy Trucks*
- (2) ECE Regulation number 29, *Uniform Provisions Concerning the Approval of Vehicles with Regard to the Protection of the Occupants of the Cab of a Commercial Vehicle*

Rosenbauer fire apparatus manufacturing facilities in Minnesota and South Dakota provide vehicles built on both custom and commercial cab and chassis. As part of the annual audit to maintain coverage under UL's Vehicle Inspection Programs (VIP-1901 and VIP-S515), a review of the methods used by Rosenbauer facilities to verify that commercial cab structures were in compliance with the Standard requirements was conducted.

Two documents were provided to support compliance with this section:

- Letter of Attestation for the Freightliner M2 Cab
- Engineering Technical Report covering M2 Cab strength tests

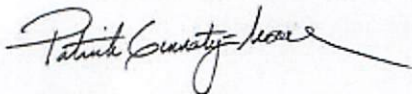
The audit review covered the Freightliner M2 Cab. As part of the audit, a letter from Daimler Trucks North America letter attesting to compliance was reviewed. The letter stated Daimler's assurance that the Freightliner M2 cab conformed to the test requirements described in SAE J2422, Roof Crush (US), as well as Backwall Impact (European) and TSVS 1981:21 A-pillar Impact (Swedish).

The SAE J2420 standard applies to Cab over Engine (COE) designs. Since the M2 cab and chassis design places the engine forward of the cab, this standard does not apply to the evaluation of the M2 cab and chassis.

The engineering test report covered cab strength testing to the same standards referenced in the attestation letter. A review of the tests documented in the report shows that they followed the requirements of the standard and that the results met these requirements.

Based on this review, the Freightliner M2 cab is considered to comply with the requirements of Section 14.3.2 of NFPA 1901, and are eligible for certification by UL under the Vehicle Inspection Programs

Very truly yours,



Patrick Ginnaty-Moore  
Senior Project Engineer  
UL LLC.

P: 847 664 2366

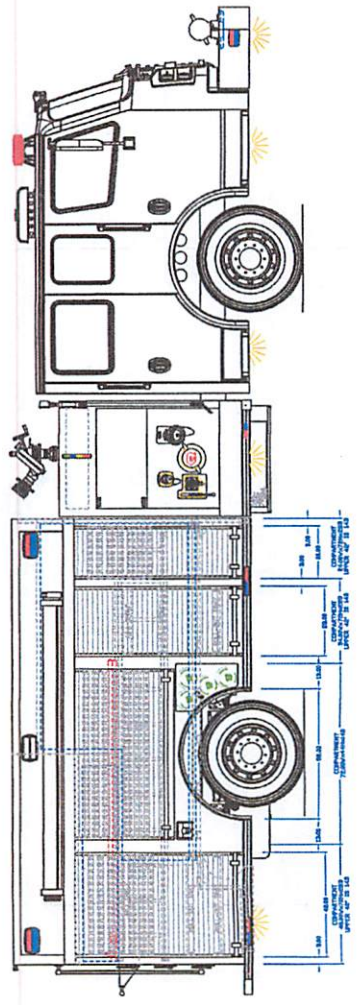
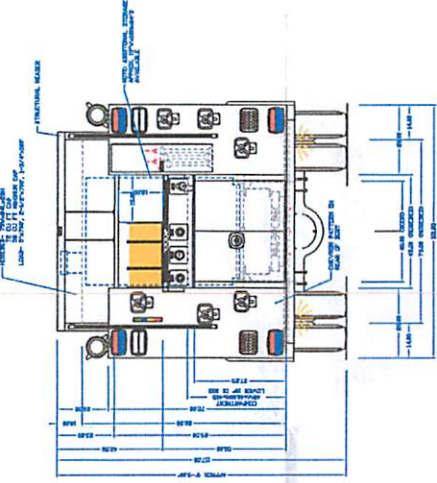
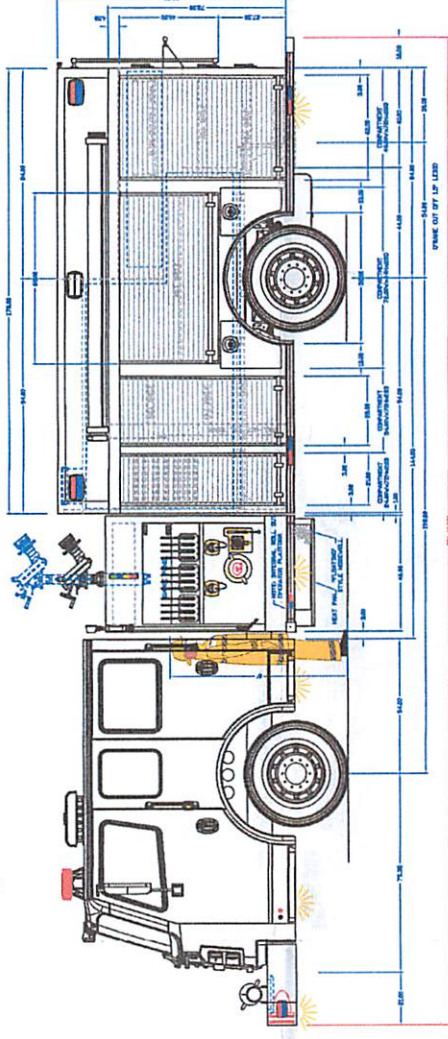
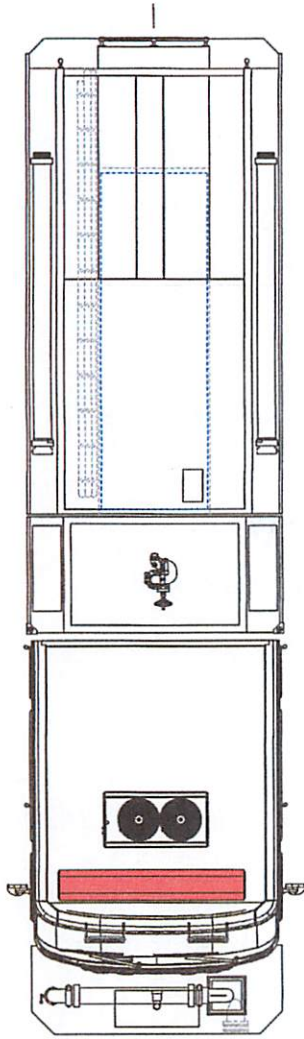
M 847 226 5649

[patrick.t.ginnaty-moore@ul.com](mailto:patrick.t.ginnaty-moore@ul.com)

Revision Note: Letter revised January 14, 2021 to correct Section reference in the final paragraph. The incorrect reference to Section 14.13.2 was corrected to read "... Section 14.3.2...":

**NOTES:**

1. OVERALL HEIGHT IS IN LOADED CONDITION. HEIGHTS MAY VARY 4" ABOVE HEIGHTS SHOWN.
2. DO NOT SCALE DRAWING.
3. ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO ENGINEERING CHANGES.
4. DRAWING MAY OR MAY NOT SHOW ALL ITEMS AS DESCRIBED IN THE WRITTEN DETAIL SPECIFICATIONS.
5. INCLUSION OF AN ITEM ON THE DRAWING DOES NOT CONSTITUTE AN AGREEMENT TO INCLUDE THAT ITEM WITH THE FINAL DELIVERED UNIT.
6. THE EFFECTIVE DOOR OPENINGS WILL BE APPROX. 2" LESS THAN THE NOTED COMPARTMENT OPENING FOR ROLL UP CURTAINS.



APPROVED BY:

CHASSIS:	COMMANDER 6000
PUMP:	HALE 1500 GPM
TANK:	POLY/800
PANEL MATL:	LINE X
COMP INTERIOR:	NATURAL FINISH
MAXIMUM HEIGHT:	10' 2"
MAXIMUM LENGTH:	33'
BODY WIDTH:	101"

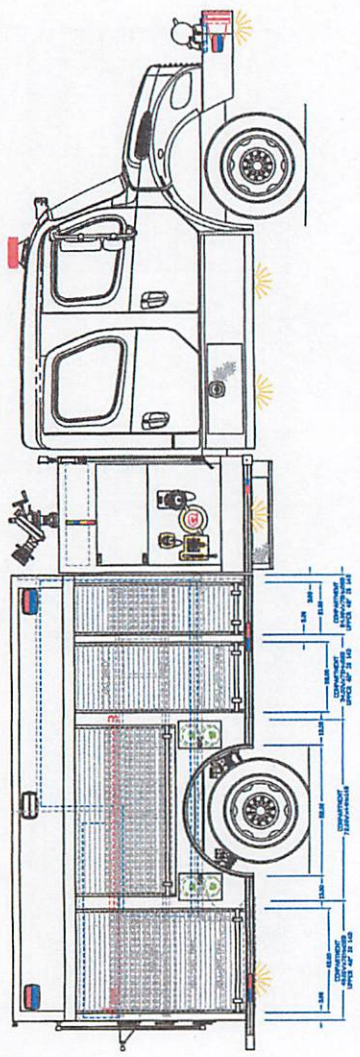
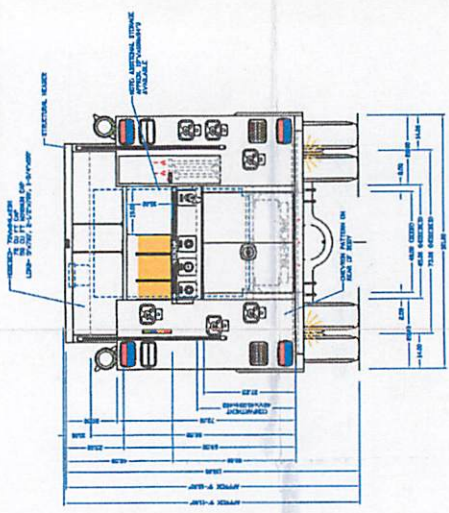
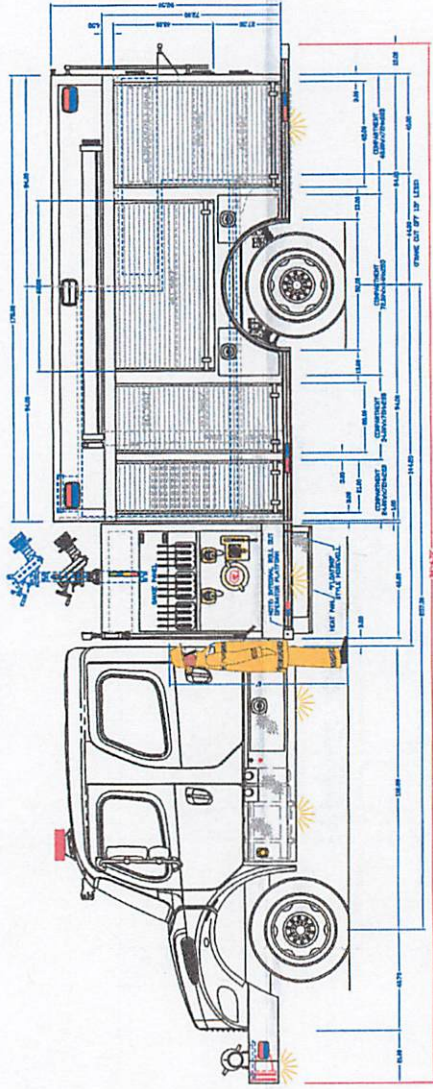
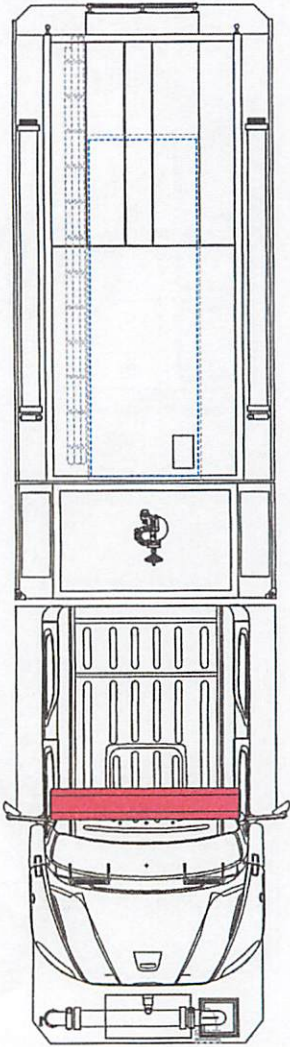
RESERVED - DATE: 01/11/2011  
 DRAWN: WLM DATE: 09/21/09  
 PROPRIETARY AND CONFIDENTIAL  
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE PROPERTY OF ROSENBAUER AND SHALL REMAIN THE PROPERTY OF ROSENBAUER IF REPRODUCED IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF ROSENBAUER INTERNATIONAL.

CITY OF  
 CRYSTAL LAKE,  
 IL

ROSENBAUER FX 3/16"  
 crystal lake, ill



- NOTES:
- OVERALL HEIGHT IS IN LOADED CONDITION. UNLOADED HEIGHTS MAY BE 4" ABOVE HEIGHTS SHOWN.
  - DO NOT SCALE DRAWING.
  - ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO ENGINEERING CHANGES.
  - DRAWING MAY OR MAY NOT SHOW ALL ITEMS AS DESCRIBED IN THE WRITTEN DETAIL SPECIFICATIONS.
  - INCLUSION OF AN ITEM ON THE DRAWING DOES NOT CONSTITUTE INCLUSION OF THAT ITEM WITH THE FINAL DELIVERED UNIT.
  - THE EFFECTIVE DOOR OPENINGS WILL BE APPROXIMATELY 1" LESS THAN THE DOORS AND UP TO APPROX. 4" LESS FOR HINGED DOORS.



APPROVED BY:

CHASSIS:	FREIGHTLINER
PUMP:	HALE 1500 GPM
TANK:	POLY/800
PANEL MATL:	LINE X
COMP INTERIOR:	NATURAL FINISH
MAXIMUM HEIGHT:	10' 2"
MAXIMUM LENGTH:	33'
BODY WIDTH:	101"

REVISIONS - DATE -  
 DELVAN VCH DATE: 09-25-25

PROPRIETARY AND CONFIDENTIAL  
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE PROPERTY OF ROSENBAUER. REPRODUCTION OR REUSE IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF ROSENBAUER IS PROHIBITED.

**CITY OF  
 CRYSTAL LAKE,  
 IL**

ROSENBAUER FX 3/16"  
 crystal lake, il

**SECTION II - REQUIRED SUBMISSION DOCUMENTS  
COST ANALYSIS**

The contractor must offer pricing for each and every added/alternate option as requested on the pricing matrix. An omission of pricing would be treated as an incomplete proposal

Trade In Offer Value Crystal Lake Engine #342 (6228)	
Trade-In Offer: 2006 Pierce (VIN 4P1CD01S96A006228)	\$ 5,500.00

Trade In Offer Value Crystal Lake Engine #343 (7272)	
Trade-In Offer: 2007 Pierce (VIN 4P1CD01S47A007272)	\$ 5,500.00

Custom Fire Rescue Pumper Cost	
Price per one custom chassis unit as specified	\$ 519,504.00
7-Year RVF Cummins, Full Engine Coverage (100,000 miles) (includes Aftertreatment Coverage)	\$ included
Discount (if any) if both are purchased from same vendor	\$( 6001.00 )
<b>Base Net price</b>	<b>\$ 513,503.00</b>
Added Option: Supplemental Inflatable Restraint System	\$ 6,539.00
Alternate Option: Bus Style Mirrors	\$ 1,349.00
Added Option: Raised Roof	\$ 8" - 2390.00 11" - 2872.00
Added Option: Rear of Cab Gear Storage	\$ 18,929.00
Added Option: External Right & Left Side EMS Access	\$ 4,592.00
Alternate Option: Full Height Doors	\$ 289.00
Added Option: Secure Idle/Cab Security	\$ 418.00 included
Added Option: Painted Roll Up Doors	\$ 2,374.00
Please list items individually for charges not included above	
Rear of Cab Gear Storage 8" Raised Roof	\$ 22,198.00
Rear of Cab Gear Storage 11" Raised Roof	\$ 22,453.00
External Right & Left Side EMS Access 8" Roof	\$ 4,592.00
External Right & Left Side EMS Access 11" Roof	\$ 4,614.00
400 HP	\$ 49,380.00
450 HP	6,043.00

Anticipated Lead Time	330 Days
Chassis Progress Payment Discount	(9,279.00)

The contractor must offer pricing for each and every added/alternate option as requested on the pricing matrix, with the exemption of the Supplemental Inflatable Restraint System. An omission of pricing would be treated as an incomplete proposal.

Commercial Fire Rescue Pumper Cost	
Price for one commercial chassis unit as specified	\$ 396,023.00
7-Year RVF Cummins, Full Engine Coverage (100,000 miles) (includes Aftertreatment Coverage)	\$ included
Discount (if any) if both are purchased from same vendor	\$( 4,907.00 )
Base Net price	\$ 391,116.00
Added Option: Supplemental Inflatable Restraint System	\$ N/A with Commercial
Added Option: Secure Idle/Cab Security	\$ 418.00 included
Added Option: Painted Roll Up Doors	\$ 2374.00
Please list items individually for charges not included above	
Chassis Progress Payment Discount	\$ (3,915.00)
Freightliner M2 112 4 Over Chassis 380 HP	\$ 106,050.00
	\$
	\$
	\$
Anticipated Lead-Time	330 Days

EXCEPTIONS AND DEVIATION

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions and deviations taken by your our these specifications. If your proposal does not meet all of the specifications, you must state so on the spaces provided below. Attach additional pages as necessary. Any exceptions and/or deviations between the items described and those being offered must be fully explained by the vendor as part of its proposal. In the absence of any changes by the vendor, it will be presumed and required that the items described in these specifications will be delivered. The City of Crystal Lake shall be the sole judge concerning merits in all proposals submitted.

Exceptions and clarifications have been listed separately in our spec response and also within its own section tab.

---



---



---



---



---



---



---



---



---



---

{00026993 2}

---

---

---

---

---

---

---

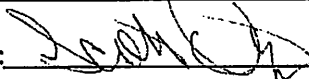
---

The signing and submission of this Proposal shall indicate commitment by the vendor to adhere to the provisions described in this RFP and all subsequent addenda. Signing the Proposal indicates the vendor's complete understanding, accuracy, and agreement of their response. The submitted proposal and any and all addenda shall be considered part of the final contract. An authorized representative of the vendor must sign below.

Contractor Name: Rosenbauer South Dakota, LLC

Address: 100 Third Street

Lyons, SD 57041

Signature:  Date: September 23, 2020

Printed Name: Scott Oyen

Title: C.E.O.

Phone Number: 605-543-5591

{00026993 2}

**SECTION II - REQUIRED SUBMISSION DOCUMENTS  
COST ANALYSIS**

The contractor must offer pricing for each and every added/alternate option as requested on the pricing matrix. An omission of pricing would be treated as an incomplete proposal

Trade In Offer Value Crystal Lake Engine #342 (6228)	
Trade-In Offer: 2006 Pierce (VIN 4P1CD01S96A006228)	\$ 32,500

Trade In Offer Value Crystal Lake Engine #343 (7272)	
Trade-In Offer: 2007 Pierce (VIN 4P1CD01S47A007272)	\$ 32,500

Custom Fire Rescue Pumper Cost	
Price per one custom chassis unit as specified	\$ 610,000
7-Year RVF Cummins, Full Engine Coverage (100,000 miles) (includes Aftertreatment Coverage)	\$ 5,932 <i>Included in Spec pg 133</i>
Discount (if any) if both are purchased from same vendor	\$ (7,500)
<b>Base Net price</b>	<b>\$ 602,500</b>
Added Option: Supplemental Inflatable Restraint System	\$ 17,700
Alternate Option: Bus Style Mirrors	\$ 2,050
Added Option: Raised Roof	\$ 3,650
Added Option: Rear of Cab Gear Storage	\$ 19,000 <del>A</del>
Added Option: External Right & Left Side EMS Access	\$ 7,200
Alternate Option: Full Height Doors	\$ 2,100
Added Option: Secure Idle/Cab Security	\$ 2,700
Added Option: Painted Roll Up Doors	\$ 1,100
Please list items individually for charges not included above	
70" cab w Flat Roof	\$ 11,000
	\$
	\$
	\$
<del>A</del> 84" Cab w 10" Raise Roof	\$

Anticipated Lead Time	9.5-10.5
-----------------------	----------

The contractor must offer pricing for each and every added/alternate option as requested on the pricing matrix, with the exemption of the Supplemental Inflatable Restraint System. An omission of pricing would be treated as an incomplete proposal.

Commercial Fire Rescue Pumper Cost	
Price for one commercial chassis unit as specified	\$ 484,700
7-Year RVF Cummins, Full Engine Coverage (100,000 miles) (includes Aftertreatment Coverage)	\$ 4,028 <i>Included by 46</i>
Discount (if any) if both are purchased from same vendor	\$( 7,500 )
Base Net price	\$ 477,200
Added Option: Supplemental Inflatable Restraint System	\$ N/A
Added Option: Secure Idle/Cab Security	\$ 5,150
Added Option: Painted Roll Up Doors	\$ 1,100
Please list items individually for charges not included above	
	\$
	\$
	\$
	\$
	\$
Anticipated Lead Time	11.5 - 12.5

EXCEPTIONS AND DEVIATION

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions and deviations taken by your our these specifications. If your proposal does not meet all of the specifications, you must state so on the spaces provided below. Attach additional pages as necessary. Any exceptions and/or deviations between the items described and those being offered must be fully explained by the vendor as part of its proposal. In the absence of any changes by the vendor, it will be presumed and required that the items described in these specifications will be delivered. The City of Crystal Lake shall be the sole judge concerning merits in all proposals submitted.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

{00026993 2}

---

---

---

---

---

---

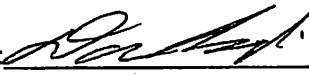
---

---

The signing and submission of this Proposal shall indicate commitment by the vendor to adhere to the provisions described in this RFP and all subsequent addenda. Signing the Proposal indicates the vendor's complete understanding, accuracy, and agreement of their response. The submitted proposal and any and all addenda shall be considered part of the final contract. An authorized representative of the vendor must sign below.

Contractor Name: Mac Queen Emergency

Address: 1401 N. Farnsworth Ave  
Aurora IL 60505

Signature:  Date: 10/21/20

Printed Name: Dan Rudnicki

Title: Sales Rep

Phone Number: 630-973-9081

**SECTION II - REQUIRED SUBMISSION DOCUMENTS**  
**COST ANALYSIS**

The contractor must offer pricing for each and every added/alternate option as requested on the pricing matrix. An omission of pricing would be treated as an incomplete proposal

Trade In Offer Value Crystal Lake Engine #342 (6228)	
Trade-In Offer: 2006 Pierce (VIN 4P1CD01S96A006228)	\$ 5,500

Trade In Offer Value Crystal Lake Engine #343 (7272)	
Trade-In Offer: 2007 Pierce (VIN 4P1CD01S47A007272)	\$ 5,500

Custom Fire Rescue Pumper Cost	
Price per one custom chassis unit as specified	\$617,354
7-Year RVF Cummins, Full Engine Coverage (100,000 miles) (includes Aftertreatment Coverage) 10 yr	\$ 1050
Discount (if any) if both are purchased from same vendor	\$( 8000 )
<b>Base Net price</b>	<b>\$ 610,404</b>
Added Option: Supplemental Inflatable Restraint System	+\$5000 / side Roll Over
Alternate Option: Bus Style Mirrors	\$ - 750
Added Option: Raised Roof	\$ - 2000
Added Option: Rear of Cab Gear Storage	\$ + 5000
Added Option: External Right & Left Side EMS Access	\$ - 2400
Alternate Option: Full Height Doors	\$ - 1000
Added Option: Secure Idle/Cab Security	\$ + 1500
Added Option: Painted Roll Up Doors	\$ + 2786
Please list items individually for charges not included above	
	\$
	\$
	\$
	\$
	\$

Anticipated Lead Time	435 days
-----------------------	----------



The contractor must offer pricing for each and every added/alternate option as requested on the pricing matrix, with the exemption of the Supplemental Inflatable Restraint System. An omission of pricing would be treated as an incomplete proposal.

Commercial Fire Rescue Pumper Cost	
Price for one commercial chassis unit as specified	\$ 450,933.00
7-Year RVF Cummins, Full Engine Coverage (100,000 miles) (includes Aftertreatment Coverage)	\$ 3452
Discount (if any) if both are purchased from same vendor	\$( 8,000 )
Base Net price	\$ 446,385
Added Option: Supplemental Inflatable Restraint System	\$ n/a
Added Option: Secure Idle/Cab Security	\$ +1500
Added Option: Painted Roll Up Doors	\$ +2786
Please list items individually for charges not included above	
	\$
	\$
	\$
	\$
	\$
	\$
Anticipated Lead Time	300 days

EXCEPTIONS AND DEVIATION

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions and deviations taken by your our these specifications. If your proposal does not meet all of the specifications, you must state so on the spaces provided below. Attach additional pages as necessary. Any exceptions and/or deviations between the items described and those being offered must be fully explained by the vendor as part of its proposal. In the absence of any changes by the vendor, it will be presumed and required that the items described in these specifications will be delivered. The City of Crystal Lake shall be the sole judge concerning merits in all proposals submitted.

*See Proposal Part*

---



---



---



---



---



---



---



---



---



---



---

{00026993 2}

---

---

---

---

---

---


---

---

The signing and submission of this Proposal shall indicate commitment by the vendor to adhere to the provisions described in this RFP and all subsequent addenda. Signing the Proposal indicates the vendor's complete understanding, accuracy, and agreement of their response. The submitted proposal and any and all addenda shall be considered part of the final contract. An authorized representative of the vendor must sign below.

Contractor Name: Firm Service Inc

Address: 9545 Industrial Dr N  
St. John, IN 46373

Signature:  Date: 10/19/2020

Printed Name: James C. Castellano

Title: VP of Sales

Phone Number: 317 534 9240

{00026993 2}