



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL REGULAR MEETING

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
November 2, 2010
7:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – October 19, 2010 Regular City Council Meeting
March 23, 2010 Budget Workshop Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
7. **Mayor's Report**
8. **Council Reports**
9. **Consent Agenda**
 - a. **Festival of Lights Parade and Parking Restrictions Request.**
10. **1764 Andover Lane – Simplified Residential Variation to allow a deck and pool attached to the house to encroach 11 feet 5 inches within the required 20-foot rear yard setback.**
11. **Façade and Commercial Tenant Improvement Program grant application request – Twisted Stem Floral, 407 East Terra Cotta Avenue, Unit A.**
12. **American Dependable Taxi & Limo Company - City Code Amendment to increase the number of taxicab business licenses.**
13. **Straight Shooters Gallery, 560 Beechcraft Lane – Special Use Permit to allow a commercial recreation use for a shooting range.**
14. **567 Larium Lane – Variation to allow a minimum interior side setback of 2 feet instead of the required 8 feet, and to allow a combined interior side setback of 16.3 feet instead of the required 20 feet.**
15. **County Zoning Request, 8920 Lucas Road - Request to rezone the property from County “A-1” Agriculture to County “B-3” Commercial district.**
16. **Bid award and resolution authorizing execution of a contract for snow removal and salting services.**

- 17. Bid award and resolution authorizing execution of a service agreement for Printing, Labeling, Bundling and Delivery of the City Newsletter.**
- 18. City Code Amendment to mitigate hazards from water discharges.**
- 19. City Code Amendment to incorporate Addressing Guidelines.**
- 20. Resolutions authorizing allocation of MFT funds for various MFT funded projects.**
- 21. Resolution authorizing execution of a Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150.**
- 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 Eric Helm, Deputy City Manager, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date:

November 2, 2010

Item:

Festival of Lights Parade and Parking Restrictions Request

Staff Recommendation:

Motion to approve a variation to Section 379-4 of the Crystal Lake City Code to allow the Festival of Lights Parade to be held at night; and to approve parking restrictions on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, and on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue on Friday, November 26, 2010, beginning at 5:30 p.m. until the end of the parade.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

Downtown Crystal Lake will host its annual Festival of Lights Parade on Friday, November 26, 2010 at 7:00 p.m. in Downtown Crystal Lake. The parade participants and vehicles will line-up at City Hall and utilize the far-east entrance/exit off of Woodstock Street into City Hall. Parade participants will be asked to utilize the Alexander Commuter Lot to park their personal vehicles during the parade. During the parade, the Fire Rescue, Police and Public Works Departments will utilize the west entrance/exit to City Hall. The parade route will be as follows: exit City Hall turning right on Woodstock Street, turn left (south) on Caroline Street, turn left (east) on Crystal Lake Avenue, turn left (northeast) on Grant Street, turn right (east) on Woodstock Street, and turn right (south) on Williams Street. The parade will officially end at the corner of Williams Street and Crystal Lake Avenue by the Downtown Christmas Tree. At this point, parade vehicles will be required to follow the return route by continuing straight on South

Williams Street, turning right (west) on Paddock Street, and then right (north) on Caroline Street back to City Hall.

The Downtown Crystal Lake organization is requesting a variation to Section 379-4 of the Crystal Lake City Code to allow the Festival of Lights Parade to be held on Friday, November 26, 2010 at 7:00 p.m. Section 379-4 of the Crystal Lake City Code does not contain provisions for parades to be held at night.

In addition, the Downtown Crystal Lake organization is requesting "no parking" restrictions on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, and on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue from 5:30 p.m. until the end of the parade (at approximately 8:30 p.m.). The Crystal Lake Police Department will place "no parking" signs along Caroline Street and Paddock Street and the Downtown Crystal Lake organization will place parking cones to restrict parking along Williams Street and Woodstock Street for the parade.

It should be noted that this is the same staging location and parade route used for the 2009 Festival of Lights Parade. The Downtown Crystal Lake organization has contacted impacted businesses in the downtown area regarding the parking restrictions request. Signage and advertising will be posted to promote other parking areas such as Z-lots, commuter lots, bank lots, etc. Also, the Crystal Lake Police Department will post signs in the Alexander Commuter Lot prior to the parade date to notify commuters of the closed portion in the Alexander Commuter Lot and barricades will be used on the date of the parade to close the portion of the lot that will be used for the parade participants to park their personal vehicles.

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

- 1) The Downtown Crystal Lake organization shall coordinate with the Crystal Lake Police Department and the Crystal Lake Public Works Department regarding staffing, signage, and other needs for the parade.
- 2) Signs shall be posted restricting parking on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, and on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue. The signs shall be removed after the parade has concluded.
- 3) City-owned barricades and parking cones will be used by the Petitioner to block parking on the south side of Woodstock Street and both sides of Williams Street. The petitioner must complete and submit a Barricade Borrowing Application.
- 4) 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.

- 5) Any vendor present at this event, or present within the immediate area during the event, must have permission and approval from the Downtown Crystal Lake / Main Street organization, along with the appropriate proof of insurance and a vendor license.
- 6) All debris created by the event shall be cleaned up during and after the event. In addition, MDC Environmental Services, Inc., the City's refuse contractor, will conduct a special collection following the parade.
- 7) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 8) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 9) 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.
- 10) The Petitioner must meet any requirements by the Fire Rescue Department and the Building Division.
- 11) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The letter from the Downtown Crystal Lake organization requesting approval of a variation to Section 379-4 of the Crystal Lake City Code and the parking restrictions, a map of the parade route, and correspondence from Metra are attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: November 2, 2010

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2010-55 Lukas

Simplified Residential Variation to allow a deck and pool attached to the house to encroach 11 feet 5 inches within the required 20-foot rear yard setback.

Dan and Cami Lukas, petitioners
1764 Andover Lane

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and to adopt an ordinance approving a Simplified Residential Variation to allow the encroachment of the attached deck and pool 11 feet 5 inches within the required 20-foot rear yard setback for the property at 1764 Andover Lane.

Staff Contact: Michelle Rentzsch, Director of Planning & Economic Development

Background: The petitioner has constructed a deck extension from their existing deck to the existing pool to allow for wheelchair access to the pool. The petitioners have children that are in wheelchairs and use the pool for physical therapy. As the children have gotten older, it has become more difficult to lift them into the pool. The deck extension was constructed to give direct access from the house across the deck and into the pool.

The UDO states that where an accessory structure is structurally attached to the principal building it shall be subject to, and must conform to, setback regulations for the principal building. The required minimum rear yard setback is 20 feet, although open decks are permitted a 4-foot encroachment. The pool is 8 feet 7 inches from the rear property line, an encroachment of 11 feet 5 inches into the required 20-foot rear yard setback. The pool, when it was free-standing, was a detached accessory structure and did not need any variations. Once the deck provided direct access to the pool, the structures were considered attached and so the pool would now need to meet the 20-foot rear yard setback. The petitioner is requesting the variation to allow the pool to remain and a deck ramp to be constructed along the side of the pool. No portion of the deck would be closer to the rear property line than 8 feet 7 inches.

Property History

The petitioner constructed the pool several years ago without a permit. At the time, the Building Division issued separate permits for each building request and had inspectors for specific requests. It is noted in the Building Division's files that there was an inspection on the fence. A different inspector would have been responsible for the pool and any electrical work. There is no record for a pool permit. All of this was discovered after it was noted that the petitioner had constructed the deck extension that connected their existing deck to the pool without a permit. The petitioner will need to remove the top portion of the deck extension from the posts so that the proper footings can be installed and the posts and deck reset. The Building Division issued one ticket for the pool and deck extension. The petitioner will appear at the November 12, 2010 adjudication hearing.

PZC Highlights

The Planning and Zoning Commission went through the standards for review and approval of the variation request. They felt that the petitioner did demonstrate a unique hardship.

The Planning and Zoning Commission recommended **approval (8-0)** of the petitioner's request with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Lukas, received 9/7/10)
 - B. Site Plan (Lukas, received 9/7/10)
2. A simplified residential variation is hereby granted to allow a pool and deck 11 feet 5 inches into the required rear yard setback.
3. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Public Works and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 1764 ANDOVER LANE

WHEREAS, pursuant to the terms of the Application (File #2010-55) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation (Article 4-600 F) to allow a deck and pool attached to the house to encroach 11 feet 5 inches within the required 20-foot rear yard setback; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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

SECTION I: That a Variation be granted from the Crystal Lake Unified Development Ordinance (Article 4-600 F) to allow a deck and pool attached to the house to encroach 11 feet 5 inches within the required 20-foot rear yard setback

at the property at 1764 Andover Lane, Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Lukas, received 9/7/10)
 - B. Site Plan (Lukas, received 9/7/10)
2. A simplified residential variation is hereby granted to allow a pool and deck 11 feet 5 inches into the required rear yard setback.
3. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Public Works and Planning and Economic Development Departments.

SECTION III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of a Simplified Residential Variation in accordance with the provisions of this Ordinance, as provided by law.

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

DRAFT

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: November 2, 2010

Item: Facade and Commercial Tenant Improvement Program grant application request #2010-32-07 Twisted Stem Floral, 407 East Terra Cotta Avenue, Unit A, request for \$10,000 in matching grant funds.

John Regan (Twisted Stem Floral)
Glen Hayes (Erick Street Commons)

Recommendations: City Council's discretion:

1. Motion to approve the retailer façade and commercial tenant improvement grant agreement with John Regan and Glen Hayes and to award \$10,000 in grant funding for eligible improvements to 407 East Terra Cotta Avenue, Unit A (Twisted Stem Floral);
2. Motion to deny the grant application request/s.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development
James Richter II, Assistant Director of Economic Development

Background: On May 4, 2010, the City Council approved the retailer façade and commercial tenant improvement program. This program provides matching grant funding for interior and exterior improvements to retail sales tax generating users. Both existing and new retail sales tax generating businesses are eligible for the grant program, each at different funding levels. Existing retailers who make qualifying improvements are eligible for up to \$1,000, while new businesses occupying vacant space are eligible for up to \$10,000 in matching grant funds.

To objectively analyze the applications for grant funding, review criteria have been established in the Ordinance approving this program. Charts have been provided for each grant application to summarize how well each request meets the review criteria.

TWISTED STEM FLORAL (407 East Terra Cotta Avenue, Unit A)
John Regan, the owner of Twisted Stem Floral, and Glen Hayes, the owner/developer of the subject property, have filed a joint-application for matching grant funds to offset build-out expenses for the new florist and retail gift shop.

The eligible retailer façade and commercial tenant improvements for this business include electrical, plumbing, drywall, accessibility, and life-safety improvements (sprinklers/alarm).

The cost of the eligible improvements for Twisted Stem Floral will be approximately \$20,300. The total improvement costs (including ineligible items) will be approximately \$41,500, not including

equipment or fixtures. The applicant is requesting \$10,000 in matching grant funds, which is approximately 24% of the total project costs. The chart below outlines the evaluation of the applicant's request in relation to our review criteria:

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to appearance	Minor improvements to the appearance of the subject property would be provided
Aesthetic impact to area	Improvements would not provide a significant aesthetic impact to the area
Amount of work to be conducted	Total cost of improvements is \$41,500; applicant is requesting 24% of the total costs*
Anticipated increase in EAV	A minor increase to the EAV is expected as a result of the improvements
Use of property after improvements	Assists a sales-tax-generating user to occupy vacant retail space*
Contribution to economic vitality	Promotes additional traffic and consumer spending*
Compatibility with nearby uses	Compatible with adjacent uses*

The applicant's request has been evaluated for the value of the improvement, the extent of proposed work, and its potential impact. The current application would fulfill 4 of the 7 review criteria (marked with an asterisk*).

RECOMMENDED CONDITIONS:

If approved, staff recommends the following conditions be added to the grant funding request:

1. Reimbursement will not be made until the applicant provides ST-1 sales tax collection information to staff to verify that the use is a sales-tax producing retail space.

ELIGIBLE IMPROVEMENTS FOR REIMBURSEMENT

There are a variety of different improvements that are eligible for reimbursement through the Retailer Façade and Commercial Tenant Improvement Program. The chart below is taken from the Ordinance approving the program. The current request contains the improvements that are *italicized* in the chart.

Retailer Façade and Commercial Tenant Improvement Program

Exterior brick cleaning	Exterior tuck pointing	Exterior painting
Wall façade construction, repair & treatment	Original exterior architectural features repair or replacement	<i>Interior drywall or feature walls</i>
<i>Improvements for ADA accessibility compliance</i>	<i>Life safety improvements</i>	<i>Electrical or plumbing repair, installation, or upgrade</i>
Interior/exterior demolition	Historic renovation to interior	

SUMMARY OF CURRENT REQUESTS

The following chart (below) provides a complete summary of the pending grant funding requests. The City has budgeted \$75,000 for reimbursements to awarded recipients. \$60,000 of the \$75,000 is available to new retailers (at a max award of \$10,000), while \$15,000 is available to existing retailers making improvements to their buildings (at a max award of \$1,000).

File #	Applicant Name / Business name	Address	Retailer Improvements	Manufacturing Improvements	Total Requested	Amount Approved	Status
2010-32-001	Matt Thelander Yumz Frozen Yogurt	815 Cog Circle, #350	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	Approved
2010-32-002	Ann Nevills Building owner	33-37 N Williams	\$10,000.00	\$0.00	\$10,000.00		Pending
2010-32-003	Dan Calendrino Centro Properties	6340 Nw Hwy	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	Approved

2010-32-004	Zahid Hameed Mobil Oil	250 N Rte 31	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	Approved
2010-32-005	Casey Pristou Aaron's Sales & lease	6107 Nw Hwy, B	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	Approved
2010-32-006	Clinton Anderson Colonial Café	5689 Nw Hwy	\$1,000.00	\$0.00	\$1,000.00		Pending
2010-32-007	John Regan/G. Hayes Twisted Stem Floral	407 E Terra Cotta	\$10,000.00	\$0.00	\$10,000.00		Pending

TOTALS

\$51,825.00	\$0.00	\$51,825.00	\$31,000.00
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Votes Required to Pass: A simple majority vote.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: November 2, 2010

Item: City Code Amendment to Increase the Number of Taxicab Business Licenses – Applicant: American Dependable Taxi & Limo Company

Staff Recommendation: Motion to adopt an ordinance increasing the number of taxicab business licenses from the current permitted 8 licenses to 9 licenses.

Staff Contact: George Koczwar, Deputy City Manager

Background:

The City has received a request from American Dependable Taxi & Limo Company for the Council to consider the adoption of an ordinance providing for an amendment to the taxicab business license restriction provisions of the City Code, increasing the number of taxicab business licenses from the current 8 licenses to 9 licenses. Section 470-11 of the City Code currently permits the issuance of eight taxicab business licenses in the City of Crystal Lake.

Other current holders of a taxicab business license are A #1 Dispatch, Inc., A & M Taxicab Company, American Taxi Dispatch, Inc., Crystal Lake Cab Company, Metro Yellow Northwest Taxi, Route 47 Taxi, Sunshine Taxi LLC and Taxi Express Transportation.

Votes Required to Pass:

Simple majority

DRAFT

**ORDINANCE AMENDING THE CODE
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 CHAPTER 470 TAXICABS, Section 470-11 Limitations of licenses shall be amended as follows:

There shall be no more than nine taxicab business licenses in the City of Crystal Lake, and no person, firm or corporation shall be issued more than one license, nor shall a license be issued unless the licensee has taxicabs in service. There shall be no limitation on the number of taxicabs operated by each licensee.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of November, 2010.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: November 2, 2010

APPROVED: November 2, 2010

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Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

November 2, 2010

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2010-60 Straight Shooters Gallery

Special Use Permit to allow a commercial recreation use for a shooting range.

Bo Strom, petitioner
600 Dakota Street, Suite B

PZC Recommendation:

Motion to approve the Planning and Zoning Commission recommendation and to adopt an ordinance approving a Special Use Permit to allow a shooting range at 560 Beechcraft Lane.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The petitioner is requesting a Special Use Permit to allow the commercial recreation use for an indoor shooting range and training facility. The site is deep and narrow and constrained with a 30-foot wide Nicor Gas easement bisecting the property. The building would be 391 feet long and 64 feet wide, providing twelve handgun firing lanes and twelve rifle firing lanes. A 3,200-square-foot second floor mezzanine is planned for classroom instruction. The petitioner discussed the need for the additional parking beyond what the UDO requires. The training classes, firing lanes, retail component and people waiting for an open lane would create a higher demand for parking than the requirements.

PZC Highlights

There were several residential property owners at the PZC meeting which objected to the petitioner's request. They had signed a letter of objection, stating that the use was unsafe and they would be subjected to increased levels of noise and fumes. This petition was signed by 12 households. The petitioner addressed these issues by stating that OSHA has specific requirements for fresh air inside the building as well as treating the air before it is released outside. The only noise the property owners would hear would be cars entering and exiting the parking lot.

The PZC reviewed the findings of fact for the Special Use Permit criteria and felt the petition met the criteria.

The Planning and Zoning Commission recommended **approval (8-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Charles River Development, received 10/01/10)
 - B. Site Plan package (Gillespie Design Group, dated 10/01/10, received 10/01/10)
2. The granting of the Special Use Permit is for an indoor shooting range, as presented in the petition and public hearing. If the use is increased in intensity or significantly modified, an amendment to the Special Use Permit shall be required.
3. Site Plan
 - a. Label the front landscape setback correctly.
 - b. Revise the parking lot layout and dimensions to comply with required parking stall dimensional standards.
 - c. Stormwater will need to be reviewed by the City's consultant. In addition, an offsite easement will be required from ComEd to allow discharge to the north as illustrated by the engineer.
 - d. Eliminate 5 parking spaces along Beechcraft to meet required 20-foot parking lot setback.
4. ~~Address the apparent surplus parking spaces by providing one of the three following options:
 - a. Provide permeable asphalt or other porous material for the northern 18 parking spaces; or
 - b. Eliminate or landbank 18 parking spaces; or
 - c. Provide parking data from a similar use documenting the required parking spaces.~~
(Deleted by PZC)
5. A final landscape plan shall be provided which meets all the requirements of the UDO.
6. Provide details of the trash enclosure for review and approval by staff.
7. All mechanical equipment, whether on the ground or on the roof, must be screened per the UDO.
8. Extend a gravel, asphalt or grasscrete block from the parking lot north to the end of the building to allow for fire apparatus. Lane must be 20 feet in width.
9. A variation from Article 4-1000 Signage to allow the bullseye logo as designed and not counted towards the total wall signage permitted.
10. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Police, Public Works and Planning and Economic Development Departments **and all Federal and State regulatory agencies.** (Added by PZC)

Votes Required to Pass: A simple majority vote.

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 560 BEECHCRAFT LANE

WHEREAS, pursuant to the terms of a Petition (File #2010-60) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit (Article 2 Section 2-300) to allow a commercial recreation use for a shooting range for the property located at 560 Beechcraft Lane; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued as requested in said Petition.

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

Section I: That a Special Use Permit be issued to allow a commercial recreation use for a shooting range for the property commonly known as 560 Beechcraft Lane, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Charles River Development, received 10/01/10)
 - B. Site Plan package (Gillespie Design Group, dated 10/01/10, received 10/01/10)
2. The granting of the Special Use Permit is for an indoor shooting range, as presented in the petition and public hearing. If the use is increased in intensity or significantly modified, an amendment to the Special Use Permit shall be required.
3. Site Plan
 - A. Label the front landscape setback correctly.
 - B. Revise the parking lot layout and dimensions to comply with required parking stall dimensional standards.
 - C. Stormwater will need to be reviewed by the City's consultant. In addition, an offsite easement will be required from ComEd to allow discharge to the north as illustrated by the engineer.
 - D. Eliminate 5 parking spaces along Beechcraft to meet required 20 foot parking lot setback.
4. A final landscape plan shall be provided which meets all the requirements of the UDO.

5. Provide details of the trash enclosure for review and approval by staff.
6. All mechanical equipment whether on the ground or on the roof, must be screened per the UDO.
7. Extend a gravel, asphalt or grasscrete block from the parking lot north to the end of the building to allow for fire apparatus. Lane must be 20 feet in width.
8. A variation from Article 4-1000 Signage to allow the bullseye logo as designed and not counted towards the total wall signage permitted.
9. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Police, Public Works and Planning and Economic Development Departments. All Federal and State regulatory agency requirements shall be adhered to.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: November 2, 2010

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2010-58 567 Larium Lane (Donaldson)

Variation (Article 3-200A) to allow a minimum interior side setback of 2 feet instead of the required 8 feet, a variation of 6 feet, and to allow a combined interior side setback of 16.3 feet instead of the required 20 feet, a variation of 3.7 feet.

Tom and Marirose Donaldson, 567 Larium Lane

PZC Recommendation: Denial of the petitioners' request.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

Background: The property in question is an existing conforming "R-1" single-family lot, 80 feet wide and 125 feet deep, in the Braeburn Subdivision. The property is improved with a two-story-frame residence with an attached garage. The petitioner is requesting a garage addition that would necessitate variations. The attached garage is located along the south property line approximately 12 feet from the property line. There is a wraparound porch along the north side of the house.

The petitioners would like to add a 9-foot x 23.5-foot addition alongside their existing garage to accommodate another garage bay. The proposed 9-foot addition would be as close as 3 feet from the south property line, requiring a variation from the required minimum setback of 8 feet. The addition would also require a variation from the combined minimum setback requirement of 20 feet to allow 16.3 feet. Since the petitioner has not yet designed this addition, staff anticipates that up to an additional foot may be needed depending on the design, bringing the garage as close as 2 feet from the property line.

PZC Highlights

The Commission expressed concerns regarding this request. There was concern that if the variation were granted, the remaining 2-foot side yard would not be adequate for the maintenance of the garage. The Commissioners also expressed concern that due to the reduced side yards, it would be

difficult to get any heavy equipment into the back yard if needed. They felt that the request did not meet the criteria and findings of fact needed for a variation.

The Planning and Zoning Commission recommended **denial (8-0)** of the petitioner's request. If the petitioner's request is approved, the following conditions are recommended:

- 1) Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application, received 9-22-10
 - B. Plat of Survey/Site Plan, Wilke dated 11-22-02, received 9-22-10
- 2) The proposed addition shall be architecturally consistent with the existing residence with respect to style, building materials, roof lines and colors. The addition must be approved by staff.
- 3) No openings (window/door) are allowed in the wall that is along the south property line.
- 4) Overhang/eave is not allowed to encroach onto neighboring property.
- 5) Due to the proximity of the proposed structure to the side yard property line, any downspouts from the garage addition must be directed to the front and the rear of the property, not the property line. All grading and drainage patterns must be maintained.
- 6) The petitioner shall address all comments of the Planning, Engineering and Building, Public Works, Fire Rescue and Police Departments.

Votes Required to Pass:

A super majority vote (5 votes) is required to overturn the Planning and Zoning Commission's recommendation, to approve the petition. A simple majority vote is required to deny the petitioner's request.



Agenda Item No: 15

City Council Agenda Supplement

Meeting Date:	November 2, 2010
Item:	County Zoning Request – 8920 Lucas Road Kabir-Pramukh Realty, Inc., petitioner
Recommendation:	City Council's discretion
Staff Contact:	Michelle Rentzsch, Director of Planning & Economic Development

Background: As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of a rezoning request.

The property consists of 1.48 acres and is currently improved with a single family residence. The property is located at the northwest corner of Route 14 and Lucas Road, catty-cornered from McHenry County College, as shown on the map.

The petitioner is requesting to rezone the property from County "A-1" Agriculture to County "B-3" Commercial district, which allows a range of commercial uses by right (list follows).

The property is within the Crystal Lake Watershed and should follow the City's Watershed Design Manual upon redevelopment. The petitioner's attorney has been contacted and advised that the petitioners should be present to answer the Council's questions.

An objection from the City Council would cause a 3/4 majority vote at the County Board. This petition is to be heard at the November 10th County Zoning Board of Appeals meeting.



Votes Required to Pass: A simple majority vote.



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

November 2, 2010

Item:

Parking Lot Snowplowing and Salting Services

Staff Recommendation:

Motion to award the bid for snow removal and salting services to the lowest responsible, responsive bidder, KCG Management, and adopt a resolution authorizing the City Manager to execute a contract for the 2010/11 snow season with KCG Management with the option to extend the contract for up to two (2) additional years.

Staff Contact:

Eric R. Lecuyer, Director of Public Works

Background:

On October 11, 2010, the City of Crystal Lake publicly opened and read aloud the bids received for parking lot snowplowing services for the 2010/11 snow season. The award of this contract will provide for outsourced services for this time-critical and resource-intensive task. Bidders were asked to provide cost proposals for each of 23 parking areas, including parking lots and on-street parking for snow falls of 1"-3", 3.1"-5", 5.1"-9", 9.1"-12", over 12", and for the option of salting services, with salt provided by the City. The breakdown of the bids received can be found in Attachment A.

The Public Works Department's leadership team examined the City's snow plan prior to preparing the bid documents. Due to attrition that the department has experienced and the fact that plowing operations occur during flu season, it was determined that contingencies needed to be in place for reduced staffing alternatives. The City asked that bidders submit prices for sidewalk snow removal around public property and the downtown train depot, as well as pricing for the removal of snow from cul-de-sacs, and a supplemental price for plowing City streets. Parking lots and cul-de-sacs are normally parcels that are plowed as part of the secondary response effort, once the snow has subsided and the main roads are safe for motorists to travel.

In order to analyze the bids received, the bid prices were used to calculate the actual costs that the City would have been charged based on the average number of snow/anti-icing events over the past three years. Based on that analysis, highlighted in the chart below, KCG Management of Belvidere, Illinois is the clear low bidder.

	Parking Lot Plowing	Sidewalk Plowing	TOTAL
√KCG Management, Inc. Belvidere, IL	\$ 21,013.81	\$ 10,100.00	\$ 31,113.81
Greve Construction Inc. Huntley, IL	\$ 22,325.00	\$ 19,800.00	\$ 42,125.00
Crescent Valley Woodstock, IL	\$ 27,826.67	\$ 15,950.00	\$ 43,776.67
Nilco, Inc. Huntley, IL	\$ 31,443.67	\$ 16,000.00	\$ 47,443.67
x Chadwick Contracting Lake in the Hills, IL	\$ 39,984.00	\$ 16,900.00 Hourly Rate > 12"	\$ 56,884.00
x JDK Services Huntley, IL	\$ 25,601.25 Hourly Rate > 12"	\$38/hour	Hourly Value

√ - Indicates the lowest responsible and responsive bidder

x - Did not meet bid specifications

Recommendation:

The outsourcing of these snowplowing services is a significant factor in the Public Works Department's snow-fighting plan. Many of the parking lots to be plowed are commuter lots and the window of opportunity for plowing these lots, when no cars are present, is between 1:30 am and 4:30 am. By outsourcing this service, uninterrupted plowing and salting of all nineteen (19) roadway routes and nine (9) cul-de-sac routes can remain the Public Works Department's top priority while still clearing snow from commuter and other City-owned parking lots and parking areas. The Streets Division Superintendent will make all determinations as to when City crews will provide snow removal/salting services and when the contractor will be called in, based upon the timing and intensity of each storm and any special circumstances needed to successfully fight the storm.

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The references provided to the City have been contacted, with the contractor receiving exemplary reviews. In addition, Public Works staff met with KCG Management and examined their equipment to ensure that the City's standards for snow removal would be met. It is staff's recommendation to award the 2010/11 season parking lot snowplowing bid to the lowest responsible, responsive bidder, KCG Management, in the amounts of the bid, with the option to extend the contract for two additional years.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Services Agreement between the CITY OF CRYSTAL LAKE and KCG Management for snowplowing and salting services for the 2010/2011 snow season with the option to extend the contract for up to two (2) additional snow seasons.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: November 2, 2010

Item: Printing, Labeling, Bundling and Delivery of the City Newsletter

Staff Recommendation: A motion awarding the bid for the Printing, Labeling, Bundling and Delivery of the City Newsletter, based on submitted prices, to the lowest responsive and responsible bidder, Woodward Printing Services, and adopting a resolution authorizing the City Manager to execute a service agreement with Woodward Printing Services.

Staff Contact: Brad Mitchell, Assistant to the City Manager
Anne O'Kelley, Executive Assistant

Background:

On Monday, October 25, 2010, the City of Crystal Lake publicly opened and read aloud the bids received for a three-year contract for the printing, labeling, bundling and delivery of the City newsletter.

12 Page Newsletter per Quarter				
<u>Firm</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>3-Year Total</u>
√ Woodward Printing Services Platteville, WI	\$10,960	\$11,508	\$12,084	\$34,552
Hagg Press (Alternate) Elgin, IL	\$13,560	\$13,832	\$14,108	\$41,500
Hagg Press Elgin, IL	\$16,344	\$16,672	\$17,008	\$50,024
McGrath Press Inc. Crystal Lake, IL	\$16,415.68	\$16,744	\$17,078.88	\$50,238.56
Service Printing Corporation Huntley, IL	\$21,660	\$22,308	\$22,976	\$66,944

√ - Indicates lowest responsive and responsible bidder

The City currently publishes four (4) twelve-page (12-page) newsletters per year and this contract will maintain this same number of publications per year, as well as include four-color ink, a two hour desktop time for each issue of the newsletter, and the combination of the printing, labeling, bundling, and delivery, which is more cost-saving and time-saving for the City. The development of the newsletter will continue to be done in-house.

As part of the bid, firms were requested to submit pricing for three years. The terms of the bid stipulate that the City may terminate the contract by 30 days written notice. Although there would be the availability to terminate the agreement, the pricing for the professional services would be set for three years. The three-year term of the agreement allows the City to take advantage of greater economies of scale as well as ensuring consistency for printing, labeling, bundling, and delivery services over the period of the contract.

Recommendation:

The City Manager's Office has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document and has verified references provided by Woodward Printing Services and received positive recommendations. It is staff's recommendation to award the Printing, Labeling, Bundling, and Delivery of the City Newsletter contract to Woodward Printing Services based on the submitted prices for the November 5, 2010 – November 4, 2013 contract period.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute a service agreement for the printing, labeling, bundling, and delivery of the City newsletter between the City of Crystal Lake and Woodward Printing Services based on the submitted prices.

DATED this 2nd day of November, 2010

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 2, 2010

APPROVED: November 2, 2010



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

November 2, 2010

Item:

City Code Amendment to Mitigate Hazards from Water Discharges

Staff Recommendation:

Motion to adopt an ordinance amending Section 302-2 of the City Code by inserting a new Subsection G and renumbering former Subsections G through K to Subsections H through L, respectively.

Staff Contact:

Eric Lecuyer, Director of Public Works
Victor Ramirez, Director of Engineering and Building

Background:

The Engineering and Building Department and the Public Works Department routinely investigate complaints regarding water and ice on the surface of sidewalks or streets. Typically, this is the result of discharges from sump pumps, lawn irrigation, or grading and drainage issues. These conditions can lead to ice or algae on the surface of sidewalks and streets that is potentially hazardous for pedestrians and motorists. In some cases, the Street Division personnel must set up barricades to alert motorists and pedestrians of the potential hazard. In other cases where ice in the street is so severe, they must utilize additional de-icing chemicals and salt and try to plow the ice off the roadway.

Currently, the only Code restrictions related to sump pump discharge are included in Section R401.3.1 of the Residential Code. The Code requires that discharge hoses be placed no closer than half the distance between the structure and the property line. Staff has witnessed several instances when water from sump pumps still leads to ice or algae issues despite the fact that the homeowners meet the code requirement.

City staff has consulted with the City Attorney, and recommends that language be added to Chapter 302 of the City Code in order to address the safety issues related to ice and algae on sidewalks and streets caused by discharging sump pumps. Chapter 302 adopts the 2006 ICC International Property Code with amendments. The proposed amendment states:

Section 302-2 Additions, insertions and amendments

G. Section 302.2 Grading and Drainage shall be amended by adding the following:

302.2.1 Hazards from Water Discharges. All premises shall be maintained to prevent the accumulation or discharge to the ground surface of storm water or other types of water discharges from sump pumps, downspouts, sprinklers, hoses, or other devices that create a safety hazard or nuisance for pedestrians and/or vehicular traffic on the public right-of-way, including but not limited to: standing water, algae, or ice accumulation on streets or sidewalks.

The existing language within the 2006 Property Maintenance Code provides the City with the ability to make emergency repairs and/or take temporary safeguards to mitigate an immediate hazard should the property owner be unable or unwilling to address the problem. In addition, this section allows the City to recoup costs, penalties, and fees from the property owner following the emergency work.

Application of these standards will typically involve two scenarios:

1. Notice to homeowners to correct the problem by connecting to an existing storm sewer,
or
2. Notice to homeowner to correct the problem by connecting to a storm sewer that the City will have to provide.

Scenario 1 is straightforward. However, scenario 2 will require the City to design and construct additional storm sewer extensions to a location that is accessible by the homeowner. This could involve cutting through the apron of neighboring driveways. There would be excavation, pipe installation, driveway apron repaving, and parkway restoration. The staff estimates each extension could cost between \$3,000 and \$5,000. Staff would recommend prioritizing the worst locations in the first year of enforcement and budget sufficient funds to do this work. The potential for serious injury as well as the extraordinary effort required to address multiple locations in the winter justifies this expenditure in the cases where the work is required.

Votes Required to Pass:

Simple majority

DRAFT



The City of Crystal Lake Illinois

**ORDINANCE AMENDING THE CITY CODE
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 302-2: Additions, insertions and amendments of the City Code, §302-2, is amended by adding a new Subsection G as follows. Former Subsections G through K shall be renumbered as H through L, respectively:

G. Section 302.2 shall be amended by adding the following:

302.2.1 Hazards from Water Discharges. All premises shall be maintained to prevent the accumulation or discharge to the ground surface of storm water or other types of water discharges from sump pumps, downspouts, sprinklers, hoses, or other devices that create a safety hazard or nuisance for pedestrians and/or vehicular traffic on the public right-of-way, including but not limited to: standing water, algae, or ice accumulation on streets or sidewalks.

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

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

DATED at Crystal Lake, Illinois, this second day of November, 2010.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: November 2, 2010

APPROVED: November 2, 2010

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



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date:

November 2, 2010

Item:

City Code Amendment to incorporate Addressing Guidelines.

Recommendation:

Motion to approve an amendment to the City Code, Chapter 192, Numbering of Buildings, to include addressing guidelines, as presented.

Staff Contact:

James P. Moore, Fire Rescue Chief

Background:

Addresses are very important to the everyday happenings and emergency events that occur in a community. They provide a common, systematic means by which people, places and events can be located. Given the fact that virtually everyone understands addressing, much of what we record about our world is tied to addresses. The proposed changes would apply to any new building or structure that needed an address or in the case of a new occupancy that would correct an inconsistency with the addressing system. The proposed changes would not affect any existing business or residential address, unless requested by the property owner or the Postal Service. Most importantly, the proposed changes would not add any new costs to businesses or residents alike.

There are significant advantages that could be realized if all addressing entities follow the same address formatting rules. A standardized format, for example, would reduce the opportunity for errors when addresses for an emergency service request are being reported and entered into a computerized dispatch system. It would also reduce confusion and misinterpretations when mail is sent or address information is communicated, helping visitors and customers locate their destination more easily.

Goals

The primary goal of this City Code amendment is to provide emergency service agencies with a tool to ensure consistent and systematic addressing so that emergency victims can be located with greatest efficiency. Secondary goals include:

1. To improve the quality of life for residents of Crystal Lake through easier delivery of mail and services, and
2. To project a positive and progressive image to residents, visitors, prospective residents and developers.

The existing section of the City Code that regulates the numbering of buildings (attached for reference) contains very basic provisions for street naming, numbering and size of address letters. A number of addressing situations have arisen whereby the existing code did not provide clear regulation. Inconsistent applications of addresses have occurred in the past and in an effort to eliminate these inconsistencies, the proposed amendments are recommended.

The proposed Addressing Guidelines integrate with existing standards as much as possible. Several resources were used to develop these standards, along with the working knowledge of the committee participants.

The proposed Addressing Guidelines Code amendment provides for consistency and a basis for furthering a reliable address system. The standard defines street naming, street types, address number assignment, sequence direction, parameters for commercial, residential, utility and mixed-use addressing, and the address change process.

In preparing this document, care was taken to devise standards that are:

- Simple, easy to understand, and as logical as possible.
- Uniformly applicable, whenever and wherever possible.
- Flexible and able to accommodate future expansions.
- Dynamic in terms of continuous review.

It is staff's recommendation that the proposed City Code Amendment for Addressing Guidelines be approved by the City Council.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE PROVIDING FOR AN AMENDMENT
TO CHAPTER 192, BUILDINGS, NUMBERING OF, IN THE CITY CODE
OF THE CITY OF CRYSTAL LAKE, ILLINOIS

WHEREAS, addresses are very important as they provide a common, systematic means by which people, places and events can be located within a community; and

WHEREAS, there are significant advantages that could be realized if all addressing entities follow the same address formatting rules within the City of Crystal Lake; and

WHEREAS, this code amendment provides a set of guidelines by which addresses can be uniformly developed and consistently applied; and

WHEREAS, the proposed changes optimize data accuracy, reliability and meet the needs of the technical and non-technical user; and

WHEREAS, the proposed changes are intended to be simple, easy to understand, and as logical as possible; uniformly applied; flexible and able to accommodate future expansions; and dynamic in terms of continuous review; and

WHEREAS, the benefits of a clear addressing system enhance the easy and rapid location of structures by law enforcement, fire rescue, and emergency medical services personnel in 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, that the Crystal Lake City Code, be and the same is hereby amended as follows:

CHAPTER 192. BUILDINGS, NUMBERING OF

§ 192-1. Purpose.

The purpose of this chapter is to enhance the easy and rapid location of structures by law enforcement, fire, rescue, emergency medical services, residents, and visitors in the City of Crystal Lake. All lots, buildings and structures within the City of Crystal Lake shall be numbered by the Crystal Lake Fire Rescue Department as follows.

§ 192-2. Naming system.

- A. Component order. Components of a street address shall always be in the following order:

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- (1) Address number.
- (2) Directional prefix if used.
- (3) Street name.
- (4) Street type.
- (5) Unit or suite number.

(e.g., 123 N. Main St. Unit A)

- B. Address numbers. Address numbers shall consist of whole numbers. Where that is not possible, an alpha-character added to the end of the address number shall be used. Fractions, spaces and characters shall not be used (e.g., 123A N. Williams St.).
- C. Directional prefixes. Directional prefixes shall be used when the street crosses the base line. Dual direction, such as "northwest" or "southeast," shall not be used.
- (1) The base line for the City of Crystal Lake shall be:
 - a. Crystal Lake Avenue for north and south.
 - b. Walkup Avenue for east and west.
 - (2) The base line for addresses employing the McHenry County system shall be:
 - a. All numbers are south.
 - b. All numbers are west.
- D. Directional suffixes. Directional suffixes shall not be used.
- E. Street types. Every street shall be assigned one street type. The standard street type shall be abbreviated, capitalized, and shall not include periods. Acceptable street type abbreviations can be found in *Appendix C of the Postal Addressing Standards*. Below are some common street types and abbreviations:

Street Type	Abbreviation
Alley	ALY
Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Highway	HWY
Lane	LN
Parkway	PKWY
Place	PL
Plaza	PLZ
Road	RD
Street	ST
Terrace	TER
Trail	TR

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- F. Unit type. Standard unit types shall be abbreviated, capitalized, and shall not include periods. Acceptable unit type abbreviations can be found in *Appendix G of the Postal Addressing Standards*. Below are some common unit types and abbreviations:

Unit Type	Abbreviation
Apartment	APT
Basement	BSMT
Building	BLDG
Department	DEPT
Floor	FL
Lobby	LBBY
Office	OFC
Suite	STE
Unit	UNIT

§ 192-3. Street naming.

- A. Naming system. All streets that serve more than one structure shall be named, regardless of the ownership. Creation of street names shall use the following criteria:
- (1) No street shall be given the same name as an existing street within the boundaries of the City of Crystal Lake and the Crystal Lake Rural Fire Protection District.
 - (2) No streets shall have similar sounding names such as “Beach” and “Peach.”
 - (3) Street names shall not include directions in their name, such as “West West Ridge” or “Southwind.”
 - (4) Street names shall be the same throughout the entire length of the street.
- B. Vanity or honorary street names and addresses. Vanity addresses are prohibited. Honorary street names shall not be used in place of the primary street address.
- C. Cul-de-sacs.
- (1) Cul-de-sacs that have seven or more lots (or a distance determined by the Addressing Committee) along their length shall be given a street name. Cul-de-sacs that do not meet the previous requirement shall be given the name of the street from which they get access.
 - (2) Exception to the rule: When the end of the cul-de-sac is not clearly visible from the entrance, then a different name shall be given to that street.
- D. Street type usage. Every street shall be assigned a street type based on the roadway classification hierarchy, as listed below.

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Primary Type	Secondary Type
Street	Terrace
Avenue	Place
Boulevard	Lane
Drive	Circle
Road	Court
Parkway	Trail
Highway	

§ 192-4. Assignment of address numbers.

One address shall be assigned to each habitable structure that is not an accessory building or insubstantial in nature. Specific requirements are contained in § 192-5, Commercial addressing, § 192-6, Residential addressing, and § 192-7, Mixed-use addressing. When an apartment, unit or suite designation is required and there are more than two designations, then all portions shall receive an apartment, unit or suite designation.

- A. Numeric sequence. Addresses shall be assigned so that they are in numeric sequence. When two or more buildings, on the same street, are located in a stacked configuration, the addresses shall be kept in sequence. The stacked building closest to the street shall have the lowest number.
- B. Odd/Even numbering.
 - (1) Addresses shall be assigned with odd and even numbers based on the side of the street on which the structure is located and based on the following requirement per jurisdiction:
 - a. City of Crystal Lake system:
 - [1] Odd numbers on the south and east sides of the street.
 - [2] Even numbers on the north and west sides of the street.
 - b. McHenry County system:
 - [1] Odd numbers on the south and west sides of the street.
 - [2] Even numbers on the north and east sides of the street.
 - (2) Addresses on cul-de-sacs not requiring a separate street name will keep address numbers consistent with this standard; e.g., a small cul-de-sac will have all odd or even numbers based on the street the cul-de-sac's entrance is from.
- C. Sequence direction. Addresses shall increase based on the addressing system listed below:
 - (1) City of Crystal Lake system:
 - a. Larger traveling north and south from Crystal Lake Avenue.
 - b. Larger traveling east and west from Walkup Avenue.

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- (2) McHenry County system:
 - a. Larger traveling west.
 - b. Larger traveling south.
- D. Consistency with distance-based grid. Address numbers change in the 100th designation based on the addressing system listed below:
 - (1) Every 1,000 feet in the City of Crystal Lake system.
 - (2) Every 1/10th of a mile in the McHenry County system.
- E. Addressing consistency. Addresses located across the street from each other shall be assigned so that they are nearly equal. When more addresses are required on one side of the street, the opposite side will require wider spacing.

§ 192-5. Commercial addressing.

- A. Separate tenant entrances. Commercial buildings with individual entrances for each tenant space shall receive a “unit” designation. The unit designation shall be a letter from A to Z. Every 20 linear feet will receive a unit designation. When a tenant space is larger than 20 feet, the unit designation shall be given based on the location of the main entrance. Unit designations shall increase in the same direction as required in § 192-4C, Sequence direction, and continue in a circular direction around the building, examples are contained in Appendix A. A new address will be assigned at fire wall separations or other building demarks, such as change of direction or courtyards.
- B. Common entrances. Commercial buildings with a common entrance and tenant space entry inside the building shall receive a “suite” designation. The suite(s) designation will be a numeric designation. The 100th place shall identify the floor of the suite, e.g., 200 for a second-floor suite. Suite designation shall be consistent between floors, Suite 201 over Suite 101. The developer or owner shall be responsible for assigning the suite designation.

§ 192-6. Residential addressing.

- A. Multifamily. Multifamily structures with individual entrances for each living space shall receive a separate address. Structures with a common entry and living space access from the inside of structure shall receive an apartment designation. The apartment(s) designation will be a numeric designation. The 100th place shall identify the floor of the apartment, e.g., 200 for a second-floor apartment. Apartment designation shall be consistent between floors, e.g., Apartment 201 over Apartment 101. The developer or owner shall be responsible for assigning the apartment(s) designation.

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- B. Corner lots. A corner lot shall receive an address on both streets on which the lot is located. When a residence is built, the address shall be assigned based on the location of the driveway.

§ 192-7. Mixed-use addressing.

- A. Apartments over businesses. Structures with residential space(s) above a business shall receive an apartment designation. The apartment(s) designation will be a numeric designation. The 100th place shall identify the floor of the apartment, e.g., 200 for a second-floor apartment. The developer or owner shall be responsible for assigning the apartment(s) designation.

§ 192-8. Utility addressing.

- A. This section is to be used to address utilities that overlap with building addresses. The following abbreviations shall be used to easily recognize a utility for special feature:

Abbreviation	Utility	Description
GN	General Number	Distinguishes an address that is used only to give a general vicinity of a project
SC	Traffic Signal Control	Traffic signal controllers
LC	Street Light Control	Street light controllers
WM	Water Meter	Water meter that is not associated with a building address
ES	Electric Service	Electric box or meter from a building's address
LT	Lot	Lot that is capable of being subdivided and does not have any structures
PR	Parks and Recreation	Address for park areas or outdoor sporting facilities

- B. The method for assigning the address will remain the same except the abbreviation is used after the numeric designation, without spaces, and before the street name (e.g., 290PR Pathway CT to designate the ball-field).

§ 192-9. Change of address; Address Committee.

The following procedure will be used to process a request for a change in address.

- A. Submission requirements. A letter from the property owner requesting the change must include the following information:
 - (1) Proof of ownership.

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- (2) Current address of the property.
 - (3) Property Identification Number (PIN).
 - (4) Statement of reason for change.
 - (5) Contact information.
- B. Consideration and criteria. The City will consider all requests. If the request is granted, it shall comply with the addressing requirements. The request must meet the following criteria:
- (1) Arises from a condition unique to the property.
 - (2) The change will not adversely affect public safety.
 - (3) The change complies with the addressing principles.
- C. Address Committee.
- (1) The Address Committee is made up of representatives from the Engineering and Building, Planning and Economic Development, Police, and Fire Rescue Departments.
 - (2) Committee recommendations. The Address Committee may propose address changes to street names and numbering to improve public safety and allow easy recognition of properties.

§ 192-10. Numbering required; size style of numbers; multi-tenant buildings.

- A. It shall be the duty of the owners and occupants of every building, structure and house within the City to have placed thereon or on the property, in a place visible and readable from the public right-of-way, numbers of at least four inches high. All numbers shall be in Arabic (block) numerals at least four inches high. Existing numbers are acceptable on existing buildings if they are easily visible from the adjoining street. These numbers shall be of contrasting color to the color of the surface to which they will be attached. Script numbers are permitted, but they will not take the place of the four-inch Arabic numbers. It is also recommended that if the mailbox is adjacent to the street and in front of the structure, the owner or occupant also place the appropriate numbers on both sides of the mailbox or post for ease of identification.
- B. Proper number. Every person whose duty it is to display an assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this chapter.
- C. The street number of multiple-tenant buildings with common entrances shall be placed in a prominent location visible from the adjoining street or parking area. Each tenant space shall have the number(s) or letter(s) assigned to that unit posted on the door of that unit.

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- D. Nonresidential multi-tenant structures shall place their address on the rear doors of their unit, meeting the standards of Subsection A above.

§ 192-11. New construction and subdivisions.

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this chapter and as follows:

- A. New construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Fire Rescue Department. This shall be done at the time of the issuance of the building permit.
- B. Prior to the start of construction of any structure on vacant land, the assigned street number shall be posted in a prominent location, visible from the adjoining street. No newly constructed structure shall receive a final occupancy permit unless the assigned street number is mounted on the structure next to the front entrance in a prominent location and visible from the street. If that location is not readily visible from the adjoining street, the number shall be placed elsewhere in close proximity to the front entrance where it is not obstructed.
- C. New subdivisions. Any prospective subdivider shall provide the proposed road names for review and approval. Approval by the Fire Rescue Department shall constitute the assignment of road names and numbers to the lots in the subdivision.

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

DATED this ____ day of _____, ____.

MAYOR

ATTEST:

CITY CLERK

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

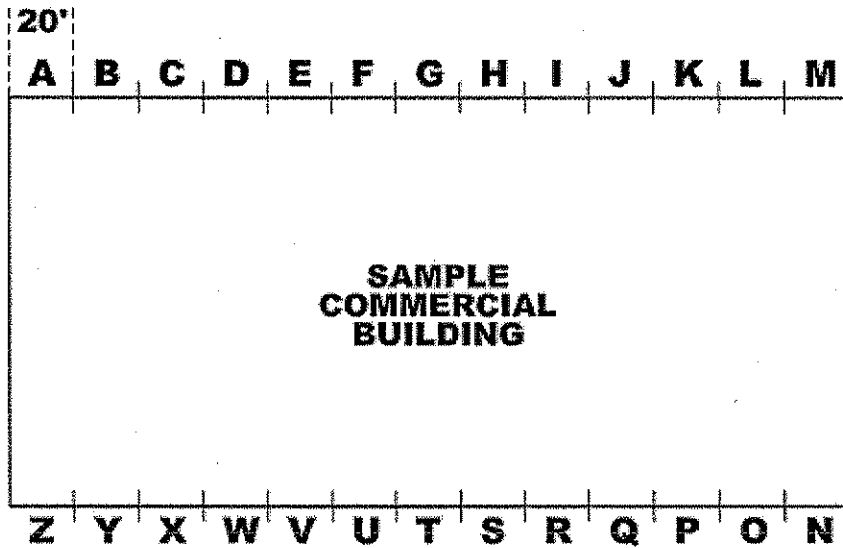
DRAFT

Appendix A

Examples

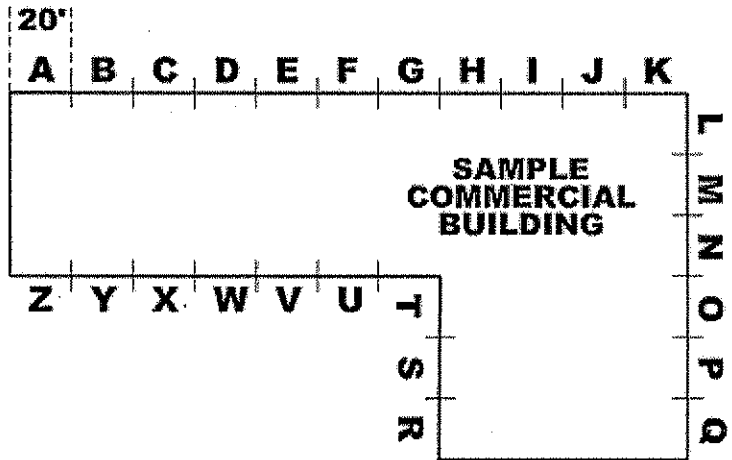
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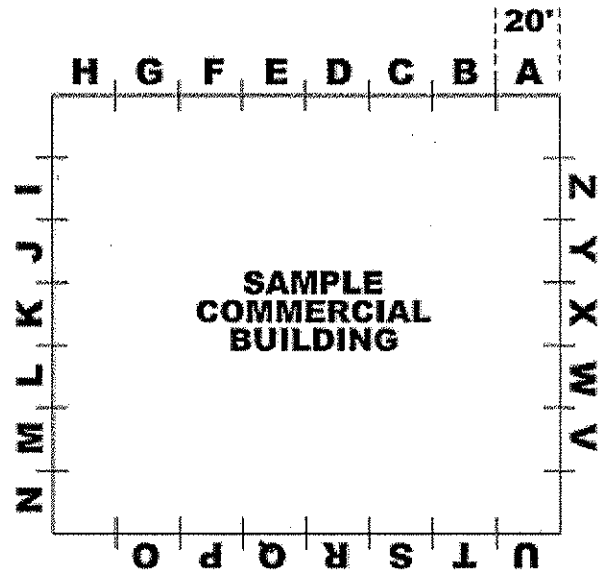
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Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: November 2, 2010

Item: Allocation of MFT funds for various projects.

Staff Recommendation: Motion to approve resolutions authorization allocation of MFT funds for various projects.

Staff Contact: Victor C. Ramirez, Director of Engineering and Building

Background:

The Illinois Department of Transportation (IDOT) periodically audits local agencies' Motor Fuel Tax (MFT) activities to ensure that local agencies are spending the funds appropriately and are properly documenting their spending. In 2004, IDOT conducted an audit of the City of Crystal Lake. This was the first audit that was conducted for the City in some time.

On September 29, 2010, the City was given partial results from that 2004 audit. The audit revealed some deficiencies in the documentation of several MFT funded projects between 1988 and 1999. Among the deficiencies are City Council resolutions that authorize MFT expenditures. Below is a list that summarizes the missing resolutions.

<i>Project Description</i>	<i>Section Number</i>	<i>Amount</i>
McHenry Avenue Improvement (US Route 14 to University)	91-00078-00-FP	\$208,435.73
McHenry Avenue Traffic Signals (at Dartmoor, at Berkshire, at Barlina)	92-00081-00-TL	\$53,766.39
Virginia Road Improvement (Teckler to Berkshire)	92-00083-00-WR	\$198,105.92
Main Street at Congress Parkway Traffic Signals	93-00085-00-TL	\$32,249.94
IL Route 176 at Terra Cotta Road Traffic Signals	95-00089-00-TL	\$73,448.86
1991 General Maintenance	91-00000-00-GM	\$5,967.34
1992 General Maintenance	92-00000-00-GM	\$83,778.11
1993 General Maintenance	93-00000-00-GM	\$73,757.75
1994 General Maintenance	94-00000-00-GM	\$28,579.40
1996 General Maintenance	96-00000-00-GM	\$40,125.44
1998 General Maintenance	98-00000-00-GM	\$66,191.14
1999 General Maintenance	99-00000-00-GM	\$119,401.08

During this time, the City typically used general maintenance MFT funds to maintain the City's traffic signals and street lights, and to pay for electricity for some City street lights.

The City has already spent the MFT funds for these projects. This is simply housekeeping to account for the authorization of MFT funds and providing IDOT with the required documentation for these projects. By passing these resolutions, the City will come into compliance with the MFT documentation requirements for these projects. The City will not be spending any additional MFT funds for any of these projects. Staff has researched the files to reconcile the information requested. Staff is in general agreement with the requested documentation.

In addition, the City is still waiting on remaining results of the 2004 MFT audit that covers 2000 through 2004. There is a possibility that additional resolutions will be needed for projects during that period. IDOT has recently completed another MFT audit that covered the years 2005 to 2009. Those results are pending.

Votes Required to Pass:

Simple majority of City Council present.



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: McHenry Avenue, FAU 120, U.S. Route 14 (FAP 66), University Street.

BE IT FURTHER RESOLVED, 1. That the proposed improvement shall consist of widening and resurfacing

and shall be constructed 66 wide and be designated as Section 91-00078-00-FP

2. That there is hereby appropriated the (additional Yes No) sum of two hundred and eight thousand four hundred thirty-five dollars and seventy-three cents Dollars (\$208,435.73) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by Contract; and, Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved
Date
Department of Transportation
Regional Engineer

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake County of McHenry, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010 (SEAL) City, Town, or Village Clerk



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake Illinois

that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Rows include McHenry Avenue at Barlina Avenue, Berkshire Avenue, and Dartmoor Avenue.

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of installing traffic signals

and shall be constructed 66 feet wide

and be designated as Section 92-00081-00-TL

2. That there is hereby appropriated the (additional Yes No) sum of fifty-three thousand, seven hundred sixty-six dollars and thirty-nine cents Dollars (\$53,766.39) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by contract ; and,

Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved
Date
Department of Transportation
Regional Engineer

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake County of McHenry, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council Council or President and Board of Trustees at a meeting on November 2, 2010 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010 (SEAL) City, Town, or Village Clerk



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake of Illinois that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: Virginia Street, FAU 121, Bershire Avenue, Teckler Boulevard.

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of widening, resurfacing, and traffic signal installation and shall be constructed 66 feet wide and be designated as Section 92-00083-00-WR

2. That there is hereby appropriated the (additional Yes No) sum of One hundred and ninety-eight thousand one hundred and five dollars and ninety-two cents Dollars (\$198,105.92) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by contract; and, Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved
Date
Department of Transportation
Regional Engineer

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake of Crystal Lake County of McHenry, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council Council or President and Board of Trustees at a meeting on November 2, 2010 Date IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010 (SEAL) City, Town, or Village Clerk



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake of Illinois

that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: Main Street, FAU 124, At Congress Parkway FAU 3857

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of installing traffic signals

and shall be constructed 66 feet wide and be designated as Section 93-00085-00-TL.

2. That there is hereby appropriated the (additional Yes No) sum of thirty-two thousand two hundred forty-nine dollars and ninety-four cents Dollars (\$32,249.94) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by contract ; and, Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved
Date
Department of Transportation
Regional Engineer

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake of McHenry County, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council Council or President and Board of Trustees at a meeting on November 2, 2010 Date IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010 (SEAL) City, Town, or Village Clerk



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake of Illinois that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: IL Route 176, FAP 335, At Terra Cotta Road (FAU 126),

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of installing traffic signals and shall be constructed 66 feet wide and be designated as Section 95-00089-00-TL

2. That there is hereby appropriated the (additional Yes No) sum of seventy-three thousand four hundred forty-eight dollars and eighty six cents Dollars (\$73,448.86) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by contract ; and, Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Form for Department of Transportation signature: Approved, Date, Department of Transportation, Regional Engineer

Form for Clerk signature: I, Nick Kachiroubus Clerk in and for the City of Crystal Lake County of McHenry, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council Council or President and Board of Trustees at a meeting on November 2, 2010 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010 (SEAL) City, Town, or Village Clerk



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$5,967.34 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 1991 to December 31, 1991

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal 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 the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$83,778.11 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 1992 to December 31, 1992

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal 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 the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$73,757.75 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 1993 to December 31, 1993.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal 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 the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$28,579.40 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 1994 to December 31, 1994.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal 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 the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Nick Kachiroubus, Clerk in and for the City of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$40,125.44 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 1996 to December 31, 1996

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal 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 the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$66,191.14 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 1998 to December 31, 1998.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal 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 the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Nick Kachiroubus, Clerk in and for the City of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$119,401.08 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 1999 to December 31, 1999

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal 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 the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Nick Kachiroubus Clerk in and for the City of Crystal Lake, County of McHenry hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on November 2, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of November, 2010

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date:

November 2, 2010

Item:

Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150

Staff Recommendation:

Motion to adopt a Resolution authorizing the City Manager to execute a Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150.

Staff Contact:

Ann Everhart, Human Resources Director

Background:

Tonight we present for review to the Mayor and City Council a new collective bargaining agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150. This contract provides the city and our public works employees with minimal changes to benefit levels relative to on-call pay, meal allowances, uniforms, a zero percent increase to the Public Works Pay Plan for the first year of the contract and a wage reopener for the second year of the contract; compliance with state and federal regulations; as well as clear and consistent contract language. This contract was ratified by a majority vote of the union members on October 18, 2010.

Votes Required to Pass: Simple Majority.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute the Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150.

Dated this 2nd day of November, 2010.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

Passed:

Approved: