



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL REGULAR MEETING

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
December 21, 2010
7:30 p.m.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes – December 7, 2010 Regular City Council Meeting**
- 5. Accounts Payable**
- 6. Public Presentation**

The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
- 7. Mayor's Report**
- 8. Council Reports**
- 9. Consent Agenda**
 - a. Metra Ridgefield Station Annexation Public Hearing Continuation.**
 - b. Crystal Lake Rowing Club Waiver of Boat Sticker Requirements and Street Closure Request.**
 - c. Resolution designating certain financial institutions as depositories of the City of Crystal Lake.**
 - d. Abatement Ordinance for the 2004 Multi-Project General Obligation Bond Issue.**
 - e. Abatement Ordinance for the Series 2009A and 2009B Taxable General Obligation Bond Issue.**
 - f. Abatement Ordinance for the Series 2009C General Obligation Refunding Bond Issue.**
 - g. Abatement Ordinance for certain properties within Special Service Area Number 43, Crystal Heights Subdivision.**
 - h. Abatement Ordinance for certain properties within Special Service Area Number 44, Tracy Trail Subdivision.**
 - i. Resolution to approve the City Investment Policy.**
 - j. Resolution authorizing the continued implementation of the City's Personal Information Protection Act Procedures & Red Flag Policy.**
- 10. Crystal Lake Chevrolet, 5220 Northwest Highway - Temporary Use Permit request for 2011 Special Promotions.**
- 11. 65 S. Virginia Street – Comprehensive Land Use Plan Amendment from Office to Urban Residential; rezoning from “O” Office to “R-2” Single-Family Residential; Minor Subdivision to create an additional residential lot; and deferral of the requirement to install sidewalks, parkway trees, street lighting and burial of aerial utilities along Oriole Trail and Pine Street.**
- 12. Façade and Commercial Tenant Improvement Program grant application request – Jersey Mike's Subs, 5006 Northwest Highway, Unit D.**

13. **Bid award and resolution authorizing execution of an agreement for the Water Treatment Plant #4 ION Exchange Improvements project with a 10% contingency for unforeseen expenses.**
14. **Bid award and resolution authorizing execution of an agreement for the provision of polymer for solids handling.**
15. **Bid award and resolution authorizing execution of a service agreement for Automatic Vehicle Locating/Global Positioning Systems.**
16. **Proposal award and resolution authorizing execution of a service agreement for repair work on Well #7 at Water Treatment Plant #1.**
17. **Resolution authorizing execution of a Plat of Dedication of City property for public road purposes for the Illinois Route 176 and Walkup Avenue intersection improvement.**
18. **Resolution authorizing execution of a contract renewal for the 2011 Independence Day Fireworks Display and approval of up to 10 percent in justifiable contract amendments from a contingency allowance.**
19. **Ordinance for levying additional taxes through a special assessment for outstanding liens within the corporate limits of the City of Crystal Lake.**
20. **Unified Development Ordinance One-Year Review – Discussion Only**
21. **Council Inquiries and Requests**
22. **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.**
23. **Reconvene to Regular Session.**
24. **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:** December 21, 2010
- Item:** Metra Ridgefield Station Annexation Public Hearing Continuation
Metra, petitioner
Country Club Road at Prairie Drive
- Recommendation:** Motion to continue the petitioner's request to the February 15, 2011, City Council meeting for the Annexation Public Hearing.
- Staff Contact:** Michelle Rentzsch, Director of Planning & Economic Development
-

Background: The property in question is located in McHenry County, adjacent to the City's limits. Metra is proposing a commuter station and its associated parking lot to service this section of the county with commuter rail access. Metra is requesting annexation to the City, rezoning upon annexation and Preliminary PUD approval for their proposed project plan.

The petitioner respectfully requests that this matter be continued to the February 15, 2011, City Council meeting for the Annexation Public Hearing. The petitioner has been working with McHenry County to understand what road improvements will be required. Presentations and meetings have been conducted and the petitioner is working to obtain what road requirements the County Highway Department is requiring of them. Some additional time is requested to get this information before Metra proceeds to the City Council meeting.

City staff has notified Ridgefield property owners about the continuation request.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

December 21, 2010

Item:

Crystal Lake Rowing Club Waiver of Boat Sticker Requirements and Street Closure Request

Staff Recommendation:

City Council Discretion

1. Motion to waive boat sticker requirements for rowing shells and regatta motorboats for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2011 and other scrimmages/races on dates approved by the Park District.
2. Motion to approve the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2011.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

The Crystal Lake Rowing Club is requesting a waiver of boat sticker requirements for rowing shells and regatta motorboats used by visiting rowing clubs during the Greater Chicago Juniors Rowing Championship Regatta to be held on Saturday, May 7, 2011, as well as other scrimmages/races on dates approved by the Park District.

Additionally, the Crystal Lake Rowing Club must receive approval from the Crystal Lake Park District and Village of Lakewood for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta. The Crystal Lake Rowing Club will provide letters to the City confirming these approvals.

The Crystal Lake Rowing Club is not requesting a change to wake/no-wake restrictions, as the event is scheduled prior to when such restrictions are in effect (Memorial Day weekend through Labor Day weekend).

In addition, the Crystal Lake Rowing Club is requesting the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2011. This will allow clubs to leave their trailers near the beach to unload and load boats as necessary during the event. The request is being made based on past years when this portion of Lake Shore Drive was used to unload and load boat trailers, as it was too wet to bring the boat trailers into Main Beach.

Also, the Crystal Lake Rowing Club has asked that an ambulance from the Crystal Lake Fire Rescue Department be on standby for the Greater Chicago Area Junior Rowing Championships Regatta on Saturday, May 7, 2011. The ambulance will not be dedicated to the event. The ambulance will be responsible for answering other emergency calls. The Crystal Lake Fire Rescue Department has approved the request. This request was approved for last year's regatta.

City staff has reviewed the petitioner's request and does not have concerns regarding the waiver of the boat sticker requirements, providing the following conditions are met:

- 1) The Crystal Lake Rowing Club shall provide the City with letters from the Crystal Lake Park District and the Village of Lakewood indicating their approval.
- 2) City-owned barricades must be used to block off the street closure sections. The petitioner must complete and submit a Barricade Borrowing Application.
- 3) The petitioner must send a notice to all affected property owners along Lake Shore Drive.
- 4) 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.
- 5) Local traffic access to Lake Shore Drive must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) 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.
- 8) The Crystal Lake Rowing Club will coordinate with the Crystal Lake Fire Rescue Department regarding the standby ambulance request at the Greater Chicago Area Junior Rowing Championships Regatta.
- 9) Any additional permits or requests for signage shall be made through the Engineering and Building Department.

- 10) Access for fire apparatus to launch rescue boats at the Main Beach boat launch must be maintained in the event of an emergency.
- 11) The Crystal Lake Rowing Club will provide two safety boats.
- 12) Access to the overflow parking area should be made from Country Club Road, not Lakeshore Drive.
- 13) In the case of inclement weather, an alternate date can be approved by the City Manager.

Attached for your information is the letter from the Crystal Lake Rowing Club requesting the waiver of the boat sticker requirements for the Greater Chicago Junior Rowing Championships Regatta, as well as other scrimmages/races on dates approved by the Park District, and the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2011.

The applicant has been made aware of these recommended conditions and advised to attend the December 21, 2010 City Council meeting.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9c

**City Council
Agenda Supplement**

Meeting Date:

December 21, 2010

Item:

Resolution Designating Certain Financial Institutions as Depositories

Staff Recommendation:

Motion to adopt a resolution designating certain financial institutions as depositories of the City of Crystal Lake.

Staff Contact:

Mark F. Nannini, Director of Finance

Background:

Each year, in order for the City of Crystal Lake to be in a position to receive and invest its revenues and to provide for the safe keeping and orderly management thereof, the City designates lawfully chartered federal or state banking institutions as depositories for the funds of the City. In addition, each year the City designates those persons that have been authorized as official signatories on the City's accounts.

Multiple financial institutions are designated as lawful depositories for the funds of the City in order to comply with the City's Investment Policy, State Statutes, and auditing requirements and in order to maximize the City's opportunity to earn the highest possible rate of interest.

Votes Required to Pass:

Simple majority

DRAFT



RESOLUTION NO. _____
A RESOLUTION DESIGNATING CERTAIN FINANCIAL INSTITUTIONS
AS DEPOSITARIES OF THE CITY OF CRYSTAL LAKE

WHEREAS, the City Council of the City of Crystal Lake, McHenry County, Illinois has previously adopted a Resolution which designated certain financial institutions as depositories for City Funds and designated signatories.

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

SECTION 1: That the following named financial institutions shall be designated as depositories in which the funds of the City of Crystal Lake may be deposited by officers, agents and employees:

American Community Bank and Trust, Associated Bank, Bank of America, Chase Bank, Citibank, Cornerstone National Bank and Trust, Countrywide Bank, Crystal Lake Bank and Trust Company, Fifth Third Bank, Harris Bank, LaSalle Bank, MB Financial, First Midwest Bank, Golden Eagle Community Bank, Home State Bank, LaSalle Street Securities, Mischler Financial Group, Morgan Stanley, PNC Bank, Park National Bank, PMA Financial, RW Baird and Company, US Bank, Wells Fargo Bank, Wintrust Financial (Wayne Hummer Investments) and Illinois Funds.

SECTION 2: That the following positions shall be designated as signatories on any and all accounts held by the City of Crystal Lake, provided, however, the signatures of two (2) such officials are required to enter the account.

City Manager

City Clerk

Finance Director/Treasurer

Assistant Finance Director

DRAFT

SECTION 3: One of the aforementioned persons shall initiate the transaction and a second person will confirm deposits and withdrawals of funds from any of the financial institutions named in Section 1 of this Resolution.

SECTION 4: The City of Crystal Lake reserves the right to conduct business with the above mentioned institutions as determined necessary. This includes a depository account; wire transfer agreements, third party surety agreements, safekeeping agreements, collateral agreements and lockbox agreements. For the purpose of transaction clearing and safekeeping or the purchase of insured certificates of deposit, the above are authorized to act on behalf of this entity as its agent with respect to such accounts and agreements. The intent is to earn the highest returns on its investments at the lowest cost and risk.

SECTION 5: That this Resolution shall be in full force and effect upon its passage and approval in accordance with law.

DATED this 21st day of December, 2010

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____

MAYOR

SEAL

ATTEST

CITY CLERK



Agenda Item No: 9d

**City Council
Agenda Supplement**

Meeting Date: December 21, 2010

Item: 2004 Multi-Project General Obligation Bond Abatement

Staff Recommendation: Motion to adopt the Abatement Ordinance for the 2004 Multi-Project General Obligation Bond Issue

Staff Contact: Mark F. Nannini, Director of Finance

Background:

In 2004, General Obligation Bonds were issued to provide for funding of the Crystal Heights water and sewer project, city-wide water and sewer improvements, and Southeast Emergency Communication (SEECOM). At the time these bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation.

In the case of the Crystal Heights water and sewer project, the Crystal Heights participants are on payment plans to cover their annual debt obligation. Water and Sewer user fees are utilized to repay improvement costs. The SEECOM portion is repaid by contributions from the participating agencies.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues did meet expectations, City staff is recommending that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue. The City attorney has reviewed the attached ordinance.

Votes Required to Pass:

Simple majority

DRAFT



ORDINANCE NUMBER _____
File No. _____

ORDINANCE abating the tax heretofore levied for the Year 2010 to pay the principal and interest on \$7,825,000 General Obligation Bonds (2004 Issue) of the City of Crystal Lake, McHenry County, Illinois

* * *

WHEREAS, the Mayor and City Council (the "Corporate Authorities") of the City of Crystal Lake, McHenry County, Illinois (the "City"), by Ordinance adopted on the 21st day of December, 2004 (the "Ordinance"), did provide for the issue of \$7,825,000 General Obligation Bonds (the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the "Bond Fund" established pursuant to Section 11 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2012; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2010 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2010 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry,

DRAFT

Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2010 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

Passed by the Corporate Authorities on _____

Approved _____

MAYOR

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

MINUTES of a regular public meeting of the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, held at 100 W. Woodstock Street, Crystal Lake, Illinois, in said City at 7:30 o'clock p.m., on the 21st day of December, 2010.

The Mayor called the meeting to order and directed the City Clerk to call the roll.

Upon the roll being called, the following Council members answered present: _____

The following were absent from the meeting: _____

The Mayor announced that the next item of business before the City Council was the consideration of the adoption of an ordinance abating the tax heretofore levied for the year 2010 to pay the principal of and interest on the \$7,825,000 General Obligation Bonds of the City. Following a full and complete discussion thereof, including a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, Councilmember _____ presented an ordinance as follows:

Passed by the Corporate Authorities on:

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting City Clerk of the City of Crystal Lake (the "City"), and as such official am the keeper of the records and files of the City and the City Council (the "Corporate Authorities") thereof.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Corporate Authorities held on the 21st day of December, 2010, insofar as the same relates to the adoption of Ordinance No. _____ entitled:

ORDINANCE abating the tax heretofore levied for the year 2010
to pay the principal of and interest on \$7,825,000 General Obligation
Bonds (2004 Issue) of the City of Crystal Lake, McHenry County, Illinois.

a true, correct and complete copy of said Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Corporate Authorities on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open meetings Act of the State of Illinois, as amended, and with the provisions of the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Corporate Authorities in the passage of said Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the City this 21st day of December, 2010.

CITY CLERK

(SEAL)



Agenda Item No: 9e

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 21, 2010
<u>Item:</u>	Series 2009 Taxable General Obligation Bond Abatement
<u>Staff Recommendation:</u>	Motion to adopt the Abatement Ordinance for the 2009A and 2009B Taxable General Obligation Bond Issue
<u>Staff Contact:</u>	Mark F. Nannini, Director of Finance

Background:

In 2009, Taxable General Obligation Bonds were issued to provide for funding of construction of public improvements associated with the Three Oaks Recreation Area project and various water and sewer system improvements. At the time these bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation.

In the case of the Three Oaks Recreation Area project, home rule sales tax and incremental TIF property taxes, if available, will be transferred from time to time to the Bond Fund and utilized to abate the Pledged Taxes. Water and sewer user fees are utilized to pay capital improvement costs.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues will meet expectations, City staff recommends that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue. The City attorney has reviewed the attached ordinance.

Votes Required to Pass:

Simple majority

DRAFT



ORDINANCE NUMBER _____
File No. _____

ORDINANCE abating the tax heretofore levied for the Year 2010 to pay the principal and interest on \$17,435,000 Taxable General Obligation Bonds (2009A and 2009B Issue) of the City of Crystal Lake, McHenry County, Illinois

* * *

WHEREAS, the Mayor and City Council (the "Corporate Authorities") of the City of Crystal Lake, McHenry County, Illinois (the "City"), by Ordinance adopted on the 15th day of September, 2009 (the "Ordinance"), did provide for the issue of \$17,435,000 Taxable General Obligation Bonds (the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the "Bond Fund" established pursuant to Section 11 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2012; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2010 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2010 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2010 in accordance with the provisions hereof.

DRAFT

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

Passed by the Corporate Authorities on _____

Approved _____

MAYOR

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

MINUTES of a regular public meeting of the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, held at 100 W. Woodstock Street, Crystal Lake, Illinois, in said City at 7:30 o'clock p.m., on the 21st day of December, 2010.

The Mayor called the meeting to order and directed the City Clerk to call the roll.

Upon the roll being called, the following Council members answered present: _____
_____.

The following were absent from the meeting: _____
_____.

The Mayor announced that the next item of business before the City Council was the consideration of the adoption of an ordinance abating the tax heretofore levied for the year 2010 to pay the principal of and interest on the \$17,435,000 Taxable General Obligation Bonds of the City. Following a full and complete discussion thereof, including a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, Councilmember _____ presented an ordinance as follows:

Passed by the Corporate Authorities on:

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting City Clerk of the City of Crystal Lake (the "City"), and as such official am the keeper of the records and files of the City and the City Council (the "Corporate Authorities") thereof.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Corporate Authorities held on the 21st day of December, 2010, insofar as the same relates to the adoption of Ordinance No. _____ entitled:

ORDINANCE abating the tax heretofore levied for the year 2010 to pay the principal of and interest on \$17,435,000 Taxable General Obligation Bonds (2009A and 2009B Issue) of the City of Crystal Lake, McHenry County, Illinois.

a true, correct and complete copy of said Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Corporate Authorities on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open meetings Act of the State of Illinois, as amended, and with the provisions of the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Corporate Authorities in the passage of said Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the City this 21st day of December, 2010.

CITY CLERK

(SEAL)



Agenda Item No: 9f

**City Council
Agenda Supplement**

Meeting Date:

December 21, 2010

Item:

Series 2009C General Obligation Refunding Bond
Abatement

Staff Recommendation:

Motion to adopt the Abatement Ordinance for the 2009C
General Obligation Refunding Bond Issue

Staff Contact:

Mark F. Nannini, Director of Finance

Background:

In 2009, General Obligation Refunding Bonds were issued to provide for the refunding of Series 1998 General Obligation Bonds, (originally issued to provide financing for the municipal complex expansion and to provide for the replacement of water and sewer mains), realizing net debt service savings from the refunding. At the time these bonds were issued, dedicated revenue streams were identified that would provide for the repayment of this obligation. Funds to pay debt associated with the 1998 expansion of the municipal complex will come from General Fund revenues. Water and Sewer user fees are utilized to repay water and sewer improvement costs.

Under the terms of the bond agreement, the City obligates the full faith and credit of the City if dedicated revenues fall short. If dedicated revenues fall short or no alternative sources are available, the City is required to collect property taxes as a means to repay the debt obligation. Since dedicated revenues and/or other sources will be available, City staff recommends that the City Council approve the attached abatement ordinance that provides official direction to the County Clerk to defray collecting property taxes next year for this bond issue. The City attorney has reviewed the attached ordinance.

Votes Required to Pass:

Simple majority



DRAFT

ORDINANCE NUMBER _____
File No. _____

ORDINANCE abating the tax heretofore levied for the Year 2010 to pay the principal and interest on \$4,675,000 General Obligation Refunding Bonds (2009C Issue) of the City of Crystal Lake, McHenry County, Illinois

* * *

WHEREAS, the Mayor and City Council (the "Corporate Authorities") of the City of Crystal Lake, McHenry County, Illinois (the "City"), by Ordinance adopted on the 15th day of September, 2009 (the "Ordinance"), did provide for the issue of \$4,675,000 General Obligation Refunding Bonds (the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the City will have money in the "Bond Fund" established pursuant to Section 11 of the Ordinance for the purpose of paying the principal of and interest on the Bonds up to and including April 30, 2012; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2010 to pay the principal of and interest on the Bonds be abated.

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2010 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2010 in accordance with the provisions hereof.

DRAFT

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

Passed by the Corporate Authorities on _____

Approved _____

MAYOR

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

MINUTES of a regular public meeting of the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, held at 100 W. Woodstock Street, Crystal Lake, Illinois, in said City at 7:30 o'clock p.m., on the 21st day of December, 2010.

The Mayor called the meeting to order and directed the City Clerk to call the roll.

Upon the roll being called, the following Council members answered present: _____

The following were absent from the meeting: _____

The Mayor announced that the next item of business before the City Council was the consideration of the adoption of an ordinance abating the tax heretofore levied for the year 2010 to pay the principal of and interest on the \$4,675,000 General Obligation Refunding Bonds of the City. Following a full and complete discussion thereof, including a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, Councilmember _____ presented an ordinance as follows:

Passed by the Corporate Authorities on:

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting City Clerk of the City of Crystal Lake (the "City"), and as such official am the keeper of the records and files of the City and the City Council (the "Corporate Authorities") thereof.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Corporate Authorities held on the 21st day of December, 2010, insofar as the same relates to the adoption of Ordinance No. _____ entitled:

ORDINANCE abating the tax heretofore levied for the year 2010
to pay the principal of and interest on \$4,675,000 General Obligation Refunding
Bonds (2009C Issue) of the City of Crystal Lake, McHenry County, Illinois.

a true, correct and complete copy of said Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Corporate Authorities on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open meetings Act of the State of Illinois, as amended, and with the provisions of the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Corporate Authorities in the passage of said Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the City this 21st day of December, 2010.

CITY CLERK

(SEAL)



Agenda Item No: 9g

**City Council
Agenda Supplement**

Meeting Date: December 21, 2010

Item: Special Service Area Number 43, Crystal Heights
Subdivision Abatement

Staff Recommendation: Motion to adopt the Abatement Ordinance for certain
properties within Special Service Area Number 43, Crystal
Heights Subdivision

Staff Contact: Mark F. Nannini, Director of Finance

Background:

In April, 2005, construction began on the Crystal Heights water main, sanitary sewer, and road construction projects. Prior to construction, residents signed Participation Agreements, in which owners agreed to pay their proportionate share of the total project cost. The agreement served as a funding mechanism to pay for the improvements.

Several residents in the Crystal Heights area had failed to pay their proportionate share of the projects costs as agreed upon in the Participation Agreement. This failure on their part had resulted in a shortage of funds required for the payment of annual outstanding bond obligations associated with the project. As a consequence, the City of Crystal Lake enacted Special Service Area #43 (SSA43).

Enacting the SSA #43 allowed the City to recoup the necessary delinquent funds through property taxes. Property owners who had paid their proportionate share of the project cost in full are able to receive reimbursement of the SSA #43 property tax on their tax bills.

To prevent property owners from having to escrow funds unnecessarily, staff conferred with the McHenry County Treasurer, and it is recommended that taxes for Special Service Area Number 43 property owners be abated. The City Attorney has reviewed the ordinance.

Votes Required to Pass:

Simple majority

DRAFT



ORDINANCE NUMBER _____
File No. _____

ORDINANCE abating the tax heretofore levied for the Tax Year 2010 for certain properties in the Crystal Heights Subdivision, City of Crystal Lake, McHenry County, Illinois

* * *

WHEREAS, the Mayor and City Council (the "Corporate Authorities") of the City of Crystal Lake, McHenry County, Illinois (the "City"), by Ordinance adopted on the 4th day of May, 2004 (the "Ordinance"), did provide for establishing Special Service Area Number 43, Crystal Heights Subdivision and the imposition of a tax at a rate sufficient to pay the cost of providing special services in and for such area; and

WHEREAS, on the 4th day of May, 2004, the City entered into an agreement with the owners of property within the Crystal Heights Subdivision, Crystal Lake, Illinois, that allowed owners to connect their property to water and sewer mains of the City in exchange for payment of the owner's proportionate share of the total actual construction cost of the water and sewer mains; and

WHEREAS, some owners have prepaid the entire balance together with accrued interest before the final payment date;

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

Section 1. Abatement of Tax. The tax heretofore levied for the tax year 2010 in the Ordinance is hereby abated for:

25 John Street (PIN 19-04-126-022),

37 John Street (PIN 19-04-126-024),

DRAFT

66 John Street (PIN 19-04-127-022),

29 Kent Avenue (PIN 19-04-201-020),

33 Kent Avenue (PIN 19-04-201-010),

41 Kent Avenue (PIN 19-04-201-011), Crystal Lake, Illinois.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied associated with the parcels identified in Section 1 of this Ordinance, for the tax year 2010 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

Passed by the Corporate Authorities on _____

Approved _____

MAYOR

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

MINUTES of a regular public meeting of the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, held at 100 W. Woodstock Street, Crystal Lake, Illinois, in said City at 7:30 o'clock p.m., on the 21st day of December, 2010.

The Mayor called the meeting to order and directed the City Clerk to call the roll.

Upon the roll being called, the following Council members answered present: _____

The following were absent from the meeting: _____

The Mayor announced that the next item of business before the City Council was the consideration of the adoption of an ordinance abating the tax heretofore levied for the tax year 2010 for certain properties in the Crystal Heights Subdivision of the City. Following a full and complete discussion thereof, including a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, Councilmember _____ presented an ordinance as follows:

Passed by the Corporate Authorities on:

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting City Clerk of the City of Crystal Lake (the "City"), and as such official am the keeper of the records and files of the City and the City Council (the "Corporate Authorities") thereof.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Corporate Authorities held on the 21st day of December, 2010, insofar as the same relates to the adoption of Ordinance No. _____ entitled:

ORDINANCE abating the tax heretofore levied for the tax year 2010
for certain properties in the Crystal Heights Subdivision, City of Crystal Lake,
McHenry County, Illinois.

a true, correct and complete copy of said Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Corporate Authorities on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open meetings Act of the State of Illinois, as amended, and with the provisions of the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Corporate Authorities in the passage of said Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the City this 21st day of December, 2010.

CITY CLERK

(SEAL)



Agenda Item No: 9h

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 21, 2010
<u>Item:</u>	Special Service Area Number 44, Tracy Trail Subdivision Property Tax Abatement
<u>Staff Recommendation:</u>	Motion to adopt the Abatement Ordinance for certain properties within Special Service Area Number 44, Tracy Trail Subdivision
<u>Staff Contact:</u>	Mark F. Nannini, Director of Finance

Background:

In the summer of 2007, construction began on Tracy Trail. Prior to construction, property owners adjacent to Tracy Trail signed Participation Agreements, in which owners agreed to pay their proportionate share of the total project cost. The agreement served as a funding mechanism to pay for the improvements.

In the event an owner defaulted in the payment or payments due, the unpaid balance was to be paid from taxes collected by the City from Special Service Area #44. In the event those property owners made their payments, they would be entitled to a rebate for the excess payment they made.

To prevent property owners from having to escrow funds unnecessarily, staff conferred with the McHenry County Treasurer, and it is recommended that taxes for Special Service Area Number 44 property owners be abated. The City Attorney has reviewed the ordinance.

Votes Required to Pass:

Simple majority

DRAFT



ORDINANCE NUMBER _____
File No. _____

ORDINANCE abating the tax heretofore levied for the Tax Year 2010 for certain properties in the Tracy Trail Subdivision, City of Crystal Lake, McHenry County, Illinois

* * *

WHEREAS, the Mayor and City Council (the "Corporate Authorities") of the City of Crystal Lake, McHenry County, Illinois (the "City"), by Ordinance adopted on the 24th day of April, 2007 (the "Ordinance"), did provide for establishing Special Service Area Number 44, Tracy Trail Subdivision and bonds, if issued, should be retired by the levy of Bond Taxes, being a direct annual tax sufficient to pay the principal and interest thereon; and

WHEREAS, in March, 2007, the City entered into an agreement with the owners of property within the Tracy Trail Subdivision, Crystal Lake, Illinois, for the purpose of completing street improvements to Trail Trail as required by the Code of Ordinances of the City in order that Tracy Trail would be accepted by the City as a part of the City's public street system in exchange for payment of the owner's proportionate share of the total actual cost of improving Tracy Trail; and

WHEREAS, one owner has made their annual payment and shall be entitled to a rebate of 2010 taxes unless they are abated;

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

Section 1. Abatement of Tax. The tax heretofore levied for the tax year 2010 in the Ordinance is hereby abated for:

600 Tracy Trail (PIN 19-04-476-012), Crystal Lake, Illinois

DRAFT

Section 2. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of McHenry, Illinois, and it shall be the duty of said County Clerk to abate said tax levied associated with the parcels identified in Section 1 of this Ordinance, for the tax year 2010 in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities and signing and approval by the Mayor.

Passed by the Corporate Authorities on _____

Approved _____

MAYOR

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

MINUTES of a regular public meeting of the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, held at 100 W. Woodstock Street, Crystal Lake, Illinois, in said City at 7:30 o'clock p.m., on the 21st day of December, 2010.

The Mayor called the meeting to order and directed the City Clerk to call the roll.

Upon the roll being called, the following Council members answered present: _____

The following were absent from the meeting: _____

The Mayor announced that the next item of business before the City Council was the consideration of the adoption of an ordinance abating the tax heretofore levied for the tax year 2010 for certain properties in the Tracy Trail Subdivision of the City. Following a full and complete discussion thereof, including a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, Councilmember _____ presented an ordinance as follows:

Passed by the Corporate Authorities on:

AYES:

NAYS:

ABSENT:

Recorded in the City Records on

ATTEST:

CITY CLERK

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting City Clerk of the City of Crystal Lake (the "City"), and as such official am the keeper of the records and files of the City and the City Council (the "Corporate Authorities") thereof.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Corporate Authorities held on the 21st day of December, 2010, insofar as the same relates to the adoption of Ordinance No. _____ entitled:

ORDINANCE abating the tax heretofore levied for the tax year 2010
for certain properties in the Tracy Trail Subdivision, City of Crystal Lake,
McHenry County, Illinois.

a true, correct and complete copy of said Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Corporate Authorities on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open meetings Act of the State of Illinois, as amended, and with the provisions of the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Corporate Authorities in the passage of said Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the City this 21st day of December, 2010.

CITY CLERK

(SEAL)



Agenda Item No: 9i

**City Council
Agenda Supplement**

Meeting Date: December 21, 2010

Item: City Investment Policy

Staff Recommendation: Motion to adopt a resolution approving the Investment Policy for the City of Crystal Lake.

Staff Contact: Mark F. Nannini, Director of Finance

Background:

At the April 24, 2007 City Council meeting, the City Council adopted a resolution approving the Investment Policy for the City of Crystal Lake. The Investment Policy outlines the City's procedures concerning investment activities, the protection of assets, the guidelines for cash management, the safekeeping, internal controls, performance standards, collateral and investment activity reporting.

This Investment Policy applies to the investment practices relating to all funds of the City of Crystal Lake except for the Police Pension Fund, the Fire Pension Fund and the Public Library Fund, which are governed by the Board of Trustees of each respective fund. All financial assets of other funds, including: the General Fund, Special Revenue Funds, Capital Project Funds, Debt Service Funds, Enterprise Funds, Internal Service Funds, Trust and Agency Funds, and other funds that may be created from time to time, shall be administered in accordance with the provisions of this Policy.

As a matter of prudence and due diligence, the City's auditing firm recommends that the Investment policy be periodically reviewed by the City Council. The attached Investment Policy has been revised slightly to correct word formatting.

Votes Required to Pass:

Simple majority.

DRAFT



The City of Crystal Lake

RESOLUTION

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

SECTION 1: That the Mayor and City Council hereby accept the Investment Policy of the City of Crystal Lake attached hereto and that the policy of the City of Crystal Lake shall meet or exceed standards consistent with those by the State of Illinois.

DATED this 21st day of December 2010.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: December 21, 2010

APPROVED: December 21, 2010



Agenda Item No: 9j

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	December 21, 2010
<u>Item:</u>	Personal Information Protection Act & Red Flag Rules
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the continued implementation of the City's Personal Information Protection Act Procedures & Red Flag Policy
<u>Staff Contact:</u>	Mark F. Nannini, Director of Finance

Background:

In October 2008, the City Council approved implementation of the Fair and Accurate Credit Transactions Act of 2003 regulations, which require financial institutions and creditors to develop and implement written identity theft prevention programs. Municipalities that provide a service to customers and collect payments later are considered creditors under this regulation and are, therefore, required to comply.

In order to comply with the regulatory requirements of the Act and avoid fines or penalties, the City must provide a written program that includes reasonable policies and procedures, known as Red Flag rules, that are designed to detect, prevent and mitigate identity theft in connection with existing accounts and with the opening of new accounts. These policies and procedures also include guidelines concerning who is to be notified and how they will be notified of any compromise of any information, as well as recommended actions to be taken to prevent a breach of information and ensure the integrity and security of the system.

Review of the City's Red Flag policies and procedures and the adoption of a resolution authorizing the continued implementation of these policies and procedures on an annual basis is a requirement of the Fair and Accurate Credit Transaction Act. City Council approval of the attached resolution fulfills the City's annual compliance requirements for the Act.

Votes Required to Pass:

Simple majority.



DRAFT

RESOLUTION

WHEREAS, the City Council of the City of Crystal Lake, McHenry County, Illinois currently will applies the Personal Information Protection Act and Red Flag Rules.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS, that the City of Crystal Lake will continue to apply the Personal Information Protection Act and Red Flag Rules.

DATED this 21st day of December 2010.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: December 21, 2010

APPROVED: December 21, 2010



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

December 21, 2010

Item:

Crystal Lake Chevrolet Temporary Use Permit request for 2011 Special Promotions.

Recommendation:

Motion to approve the Temporary Use Permit for the Crystal Lake Chevrolet 2011 Special Promotions pursuant to the recommendations below.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: Crystal Lake Chevrolet is requesting a Temporary Use Permit to allow special promotions throughout next year (2011). Based upon the direction of the City Council, staff has worked with auto dealerships to encourage them to obtain one Temporary Use Permit for the year for all of the dealership's special advertising needs. This allows car dealerships to hold their promotions within the time-frames required by the manufacturers without the need for seeking individual Temporary Use Permit approval. Also, this conserves City resources by allowing all promotions to be reviewed simultaneously through a single review.

General Motors requires its auto dealers to hold various promotional events during the year as part of the manufacturer's overall advertising program. These promotional events are inconsistently timed throughout the year and given to the dealers with little or no advanced notice. The challenge for the auto dealers occurs when they are sent the promotional materials, banners, and program requirements and given very short notice to begin advertising for the promotion. The promotional events can last as few as five days and, therefore, by the time the temporary use permit and signage permits are applied for and obtained, the promotion is already over.

Staff has worked with the petitioner to come up with a promotional schedule that allows the dealership the flexibility to commence promotions throughout the year as needed, without being required to return to the City for individual approvals for each promotion. The petitioner is requesting approval for six (6) promotions throughout the year 2011, one during each "pair" of months.

The proposed schedule of events and the details for each of the events, including event length, and promotional items (banners and tents) are listed on the attached schedule.

The petitioner is also requesting a waiver from the requirement to obtain sign permits for the banners due to the time constraints. The petitioner has indicated that the manufacturer sends banners that are less than or equal to 12 feet by 4 feet (48 sq. ft), and they agree that they can stay within that maximum area. As a compromise, the Building Division would like the applicant to notify the City when they will be installing the temporary banners and the tents in order to track the petitioner's progress on the promotional events.

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

1. The Temporary Use Permit shall be valid during the 2011 calendar year.
2. The installation of a tent requires an inspection prior to occupancy by the Fire Prevention Bureau. The additional conditions for the tents are:
 - A. All tents must be labeled fire retardant and anchored properly.
 - B. At least one fire extinguisher must be under the tent.
 - C. No automobiles will be allowed under the tent with the batteries connected.
 - D. Fuel levels must be less than ¼ tank or not more than 5 gallons, whichever is less.
 - E. Fuel tank openings must be secured to prevent the escape of vapors.
 - F. There shall be a 12-foot separation from other tents, canopies and the parking of cars.
3. Banners should be positioned so as not to prohibit sight lines. They shall be a minimum of 10 feet from the property line/sidewalk at the corner of Exchange Drive and Northwest Highway. No banners shall be posted along Exchange Drive due to the right-of-way depth.
4. On-site traffic flow must be maintained around the building, Fire Department connection, and the event site (minimum of 20 feet).
5. A meeting with the Fire Prevention Bureau shall be scheduled at least one (1) week prior to the first time of setting up tents to review the placement of the canopy/tent.

The applicant has been made aware of these recommended conditions and will be attending the December 21, 2010 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: December 21, 2010

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2010-68 Wilbrandt

- 1) Comprehensive Land Use Plan Amendment from Office to Urban Residential.
- 2) Rezoning from "O" Office to "R-2" Single-Family Residential.
- 3) Minor Subdivision to create an additional residential lot.
- 4) Deferral from Article 5-200 F. the requirement to install sidewalks, parkway trees, street lighting and burial of aerial utilities along Oriole Trail and Pine Street.

Larry Wilbrandt, petitioner
65 S. Virginia Street

PZC Recommendation:

1) Motion to approve the Planning and Zoning Commission recommendation to amend the Comprehensive Land Use Plan from Office to Urban Residential for the residential piece of the request.

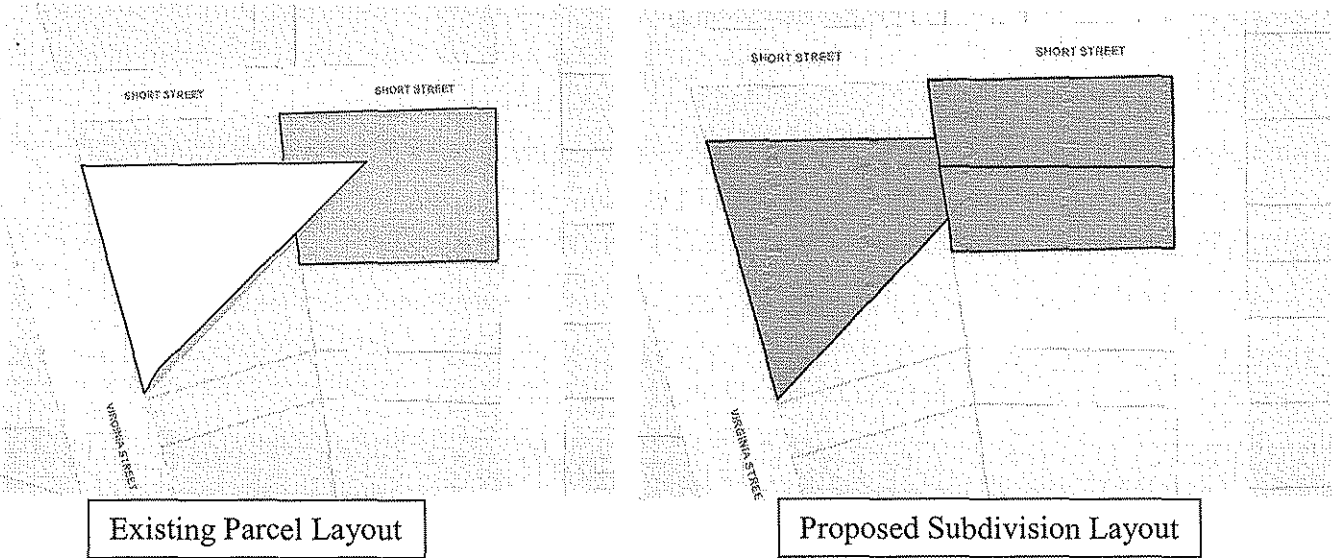
2) Motion to approve the Planning and Zoning Commission recommendation to adopt an ordinance rezoning a portion of the triangular office lot to residential, approving a minor subdivision and granting deferrals for 65 S. Virginia Street and 48 S. Oriole Trail.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The subject property is comprised of two lots; a triangular office lot and a residentially zoned lot. The triangular lot is zoned office along with the other properties on this block which fronts Virginia Street. The lot along Oriole Trail, 48 S. Oriole, is a larger residential lot with a portion of 65 Virginia Street jutting into it. The petitioner desires to subdivide 48 S. Oriole Trail into two lots and include the triangular office corner into the residential lot, which requires a Minor Subdivision. The change of the triangular office corner from office to

residential requires a Comprehensive Plan Amendment and a rezoning. The illustration below shows the existing lot configuration and the proposed lot configuration.



PZC Highlights

The discussion at the Planning and Zoning Commission hearing revolved around the depressional area on these lots and properties to the north. It was explained that there is a note on the plat referencing the depressional area and requiring stormwater review and the possibility of additional review costs.

The Planning and Zoning Commission recommended **approval (9-0)** of the petitioner's requests with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Wilbrandt, received 11/02/10).
 - B. Final Plat of Subdivision (American Survey Co. Dated 10/04/10, received 11/02/10)
2. The Final Plat shall be revised as follows:
 - a. Add language to the end of Note #1 "Review fees shall be paid by the lot owner."
 - b. Illustrate the limits of the Municipal Utility Easement by arrows.
3. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING REZONING,
AND FINAL PLAT OF A MINOR SUBDIVISION
AT 65 VIRGINIA STREET AND 48 ORIOLE TRAIL

WHEREAS, pursuant to the terms of a Application (File #2010-68) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested Rezoning from "O" Office to "R-2" Single-Family Residential; Minor Subdivision to create an additional residential lot, and Deferral from Article 5-200 F. the requirement to install sidewalks, parkway trees, street lighting and burial of aerial utilities along Pine Street and Oriole Trail for Wilbrandt Subdivision located at 65 Virginia Street and 48 South Oriole Trail; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Rezoning, Variations, and Final Plat of a Minor Subdivision 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 the Rezoning from "O" Office to "R-2" Single-Family Residential; Minor Subdivision to create an additional residential lot, and Deferral from Article 5-200 F. the requirement to install sidewalks, parkway trees, street lighting and burial of aerial utilities along Pine Street and Oriole Trail for the property legally described as follows:

PARCEL 1: Lots 45, 46, and 47 in Kellogg's Subdivision of part of Block 13 in Pierson's Addition to Crystal Lake, a subdivision of part of Sections 5 and 6, Township 43 North, Range 8 East of the Third Principal Meridian, according to the plat thereof recorded May 3, 1911 as Document No 19086 in Book 3 of Plats, page 38 and according to the re-lat thereof recorded September 23, 1911 as Document No. 20123 in Book 3 of Plats, page 40, in McHenry County, Illinois.

PARCEL 2: The Easterly part of Lot 24 in Block 13 in Pierson's Addition to Crystal Lake, a subdivision of part of Sections 5 and 6, Township 43 North, Range 8 East of the Third Principal Meridian, according to the plat thereof recorded September 19, 1868 in Book 43 of Deeds, Page 303, in McHenry County, Illinois described as follows: Beginning at the most Easterly corner of said Lot 24, thence Southwesterly along the Southeasterly line of said Lot 24 a distance of 98.30 feet to the most Westerly corner of Lot 47 in the aforementioned Kellogg's Subdivision, thence Northerly a distance of 69.56 feet to the Southwest corner of Lot 45 in the aforementioned Kellogg's Subdivision, thence Easterly along the Northerly line of said Lot 24 a distance of 79.99 feet to the place of beginning, in McHenry County, Illinois.

PARCEL 3: Lot 24 in Block 13 in Pierson's Addition to Crystal Lake, a subdivision of part of Section 5 and Section 6, Township 43 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded September 19, 1868 in Book 43 of Deeds, page 303, except that part described as follows: Beginning at the Northwest corner of said Lot 24; thence on an assumed bearing of North 88 degrees 49 minutes 10 seconds East along the North line thereof, a distance of 8.43 feet; thence South 15 degrees 19 minutes 37 seconds east, a distance of 232.43 feet to the South line of said Lot 24, thence South 44 degrees 21 minutes 10 seconds West along the South line thereof, a distance of 10.03 feet to the Easterly line of U.S. Route 14; Thence North 15 degrees 12 minutes 43 seconds West along said Easterly line a distance of 239.55 feet to the point of beginning, according to the plat thereof recorded September 123, 1985 as Document No. 917701 in McHenry County, Illinois, and also excepting the Easterly part of Lot 24 as described in Parcel 2 above.

located at 65 Virginia Street and 48 South Oriole Trail, Crystal Lake, Illinois.

SECTION II: That the Rezoning from "O" Office to "R-2" Single-Family Residential; Minor Subdivision to create an additional residential lot, and Deferral from Article 5-200 F. the requirement to install sidewalks, parkway trees, street lighting and burial of aerial utilities along Pine Street and Oriole Trail be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Wilbrandt, received 11/02/10).
 - B. Final Plat of Subdivision (American Survey Co. Dated 10/04/10, received 11/02/10)
2. The Final Plat shall be revised as follows:
 - A. Add language to the end of Note #1 "Review fees shall be paid by the lot owner."
 - B. Illustrate the limits of the Municipal Utility Easement by arrows.
3. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, 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 Variations 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 _____, _____.

DRAFT

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: 12

**City Council
Agenda Supplement**

Meeting Date: December 21, 2010

Item: Facade and Commercial Tenant Improvement Program grant application request #2010-32-09 for Jersey Mike's Subs, at 5006 Northwest Highway, Unit D, to request \$10,000 in matching grant funds.

Mark Michalak (Jersey Mike's Subs)

Recommendations: City Council's discretion:

1. Motion to approve the retailer façade and commercial tenant improvement grant agreement with Mark Michalak, and to award \$10,000 in grant funding for eligible improvements to 5006 Northwest Highway, Unit D (Jersey Mike's Subs);
2. Motion to deny the grant application request.

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. A chart has been provided for this grant application to summarize how the request meets the review criteria.

JERSEY MIKE'S SUBS (5006 Northwest Highway, Unit D)
Mike Michalak, the franchisee for Jersey Mike's Subs, has applied for matching grant funds to offset build-out expenses for his new restaurant at 5006 Northwest Highway, Unit D, at the in-line retail building located in front of the Regal Showplace Theatres.

The eligible retailer façade and commercial tenant improvements for this business include electrical, plumbing, and drywall improvements.

The total improvement costs (including ineligible items) will be approximately \$298,890.94. The applicant is requesting \$10,000 in matching grant funds, which is approximately 3% 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 nearly \$300,414; applicant is requesting 3% 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 restaurant 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*).

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>
Improvements for ADA accessibility compliance	Life safety improvements	<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	New Retailer Improvements	Existing Retailer Improvements	Manufacturing Improvements	Total Requested	Amount Approved
2010-32-001	Matt Thelander Yumz Frozen Yogurt	815 Cog Circle, #350	\$10,000.00		n/a	\$10,000.00	\$10,000.00
2010-32-002	Ann Nevills Building owner	33-37 N Williams	Withdrawn	Withdrawn	n/a	Withdrawn	Withdrawn
2010-32-003	Dan Calendrino Centro Properties	6340 Nw Hwy		\$1,000.00	n/a	\$1,000.00	\$1,000.00
2010-32-004	Zahid Hameed Mobil Oil	250 N Rte 31	\$10,000.00		n/a	\$10,000.00	\$10,000.00
2010-32-005	Casey Pristou Aaron's Sales & lease	6107 Nw Hwy, B	\$10,000.00		n/a	\$10,000.00	\$10,000.00
2010-32-006	Clinton Anderson Colonial Café	5689 Nw Hwy		\$1,000.00	n/a	\$1,000.00	\$1,000.00
2010-32-007	John Regan/G. Hayes Twisted Stem Floral	407 E Terra Cotta	\$10,000.00		n/a	\$10,000.00	\$10,000.00

2010-32-008	Bill Poll/Joe Billitteri Fox River Glass	1055 Nimco	\$10,000.00		n/a	\$10,000.00	\$10,000.00
2010-32-009	Mark Michalak Jersey Mike's Subs	5006 Nw Hwy	\$10,000.00		n/a	\$10,000.00	Proposed
TOTALS			\$60,000.00	\$2,000.00	\$0.00	\$62,000.00	\$52,000.00

On December 7, 2010, the Council approved an Amendment to the Ordinance for the Matching Grant programs to reallocate \$10,000 of the \$13,000 for existing businesses to apply to new retailers and manufacturers, while retaining \$3,000 of the remaining funds for existing businesses. With the approval of the Matching Grant Application for Jersey Mike's, \$10,000 is available for a subsequent application from a new retailer or manufacturer.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

December 21, 2010

Item:

Water Treatment Plant #4 ION Exchange Improvements

Staff Recommendation:

Motion to award the bid for the Water Treatment Plant #4 ION Exchange Improvements project, to the lowest responsive and responsible bidder, Illingworth-Kilgust Mechanical, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Illingworth-Kilgust Mechanical, Inc. in the amount of \$832,000.00 with a 10% contingency for unforeseen expenses.

Staff Contact:

Eric R. Lecuyer, Director of Public Works

Background:

Bids received for the softener replacement and modification project were publically opened on December 13, 2010. The project consists of demolition of the existing failing softeners and the installation of a new, high efficiency system. The installation of the new equipment will require the partial removal of a wall and roof to allow the large vessels to be placed in the plant. This is a critical project, both due to the condition of the existing softeners, but also to increase the efficiency of the plant to reduce the chlorides discharged to the wastewater plants, which will enable the City to meet its compliance schedule established in its chlorides discharge permit limit.

This high efficiency system will vastly reduce the volume of salt used while maintaining the same level of hardness within the finished water that our residents have come to expect. The vast reduction of salt used is accomplished through computer controlled backwash cycles, the recovery and reuse of unspent salt and high efficiency softener media. The result will be substantial operating cost savings due to the reduction of salt used and a nearly ten-fold reduction in chlorides discharged to the wastewater plant. The completion of this project, along with the improvements currently under construction at Water Treatment Plant #1 and the redistribution of waste loads between the two wastewater plants, will result in achieving compliance with our permit limit at Wastewater Treatment Plant #3.

To explore all possible cost-saving options, the City requested that an option be listed for the refurbishment of the existing softener vessels as opposed to the replacement of the vessels, which requires sections of the wall and roof at WTP#4 to be removed and replaced. The following table illustrates a breakdown of the bids received.

Bidder	Replacement Bid Price	Refurbish Bid Price
√ Illingworth-Kilgust Mechanical Milwaukee, WI	\$ 832,000.00	No Bid
Maxim Construction Volo, IL	\$ 874,300.00	No Bid
Manusos General Contracting Fox Lake, IL	\$ 898,000.00	No Bid
Continental Construction Evanston, IL	\$ 1,050,616.00	\$ 910,000.00
Boller Construction Waukegan, IL	\$ 1,096,000.00	No Bid

√ Indicates recommended lowest responsive and responsible bidder

Discussion:

The City's consultant, Trotter and Associates, Inc. (TAI), has reviewed the bids for completeness and adherence to the bid specifications and has recommended acceptance of the bid received from Illingworth-Kilgust Mechanical, Inc as the lowest responsive and responsible bidder. Illingworth-Kilgust has successfully completed a number of projects of this nature. Prior to bids being received, TAI estimated construction costs for this project to be \$1.2M.

Recommendation:

The Public Works Department recommends the award of the bid to the lowest responsive and responsible bidder, Illingworth-Kilgust, Inc. as recommended by Trotter and Associates, Inc. Funds are available in the FY2010/2011 budget for this project.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Illingworth-Kilgust Mechanical, Inc., for the Water Treatment Plant #4 ION Exchange Improvements project in the amount of \$832,000.00, with a 10% contingency for unforeseen expenses.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: December 21, 2010

Item: Polymer for Solids Handling

Staff Recommendation: Motion to award the bid to the lowest responsible and responsive bidder, Polydyne Inc., in the base amount of \$0.88 per lb. for Cationic Polymer and \$0.79 per lb. for Anionic Polymer, and adopt a resolution authorizing the City Manager to execute an eight-month agreement beginning May 1, 2011 with two-optional twelve-month extensions with Polydyne Inc. to provide polymer for solids handling.

Staff Contact: Eric R. Lecuyer, Director of Public Works

Background:

On December 9, 2010, the City of Crystal Lake publicly opened and read aloud bids received for polymer for solids handling within the Wastewater Division of the Public Works Department. For budget projecting purposes, the Public Works Department asked for three separate bids. The first bid is for an eight-month contract and the second and third each for an optional 12-month extension. The shortened initial contract is meant to ensure that the Department has current prices secured while forecasting budgetary needs in the next fiscal year. The chart below depicts the breakdown of bids received for cationic and anionic polymer.

	Year 1		Year 2		Year 3	
	Cationic	Anionic	Cationic	Anionic	Cationic	Anionic
√Polydyne Riceboro, GA	\$ 0.88/lb	\$ 0.79/lb	\$ 0.92/lb	\$ 0.83/lb	\$ 0.97/lb	\$ 0.87/lb
Hercules Inc. Wilmington, DE	\$ 1.23/lb	\$ 0.89/lb	\$ 1.29/lb	\$ 0.93/lb	\$ 1.36/lb	\$ 0.98/lb
Nalco Company Naperville, IL	\$ 1.42/lb	\$ 1.03/lb	No Bid	No Bid	No Bid	No Bid

√ Indicates recommended lowest responsible and responsive bidder.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy. For the past four years, the Public Works Department has utilized Polydyne, Inc., and is satisfied with this manufacturer's product. Our current cost for these products is \$0.78/lb for Cationic and \$0.69/lb for Anionic polymer. It is staff's recommendation to award the contract to the lowest responsible and responsive bidder, Polydyne, Inc. for the 2011 contract period with two optional one-year extensions.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Polydyne, Inc. for the provision of Polymer for solids handling.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 15

City Council

Agenda Supplement

Meeting Date:

December 21, 2010

Item:

Automatic Vehicle Locating (AVL)/Global Positioning Systems (GPS)

Staff recommendation:

Motion to award the bid for AVL/GPS systems to the lowest responsive and responsible bidder, Navman Wireless, and adopt a resolution authorizing the City Manager to execute a service agreement with Navman Wireless in the amount of \$39,780.00 for necessary hardware and a five-year service plan.

Staff Contact:

Eric R. Lecuyer, Director of Public Works

Background:

On November 30, 2010, the City of Crystal Lake opened and publicly read aloud the proposals received for the vehicle mounted GPS/AVL hardware and monitoring system for twenty (20) Public Works vehicles. The costs in the chart below include hardware and monthly service charges for a five-year (60 month) period.

	<i>Total 5-Year Contract Value</i>
√Navman Wireless Glenview, IL	\$ 39,780.00
US Fleet Oklahoma City, OK	\$ 43,520.00
Radio Satellite Integrators Torrance, CA	\$ 45,900.00
Force America/Precise Burnsville, MN	\$ 61,400.00
Interfleet Floral Park, NY	\$ 65,908.00
*USA Fleet Solutions Reno, NV	\$ 37,739.00

√ Indicates recommended lowest responsive and responsible bidder

*Did not meet specifications

Discussion:

The vehicle tracking system will be a great benefit to the Department, and a priceless management tool for the public works leadership team. The City is seeking twenty units, with the understanding that not all vehicles are in use at any given time. The GPS units will be shuffled around the public works fleet throughout the year based on seasonal use or special projects (i.e. they will be placed in the large plow trucks in the winter and be primarily in smaller trucks and street sweepers in the summer). After interviewing USA Fleet Solutions, it was determined that the hardware could not be moved from heavy duty to light duty vehicles, which would require separate units to be purchased based on the season and fleet use. The units proposed by Navman Wireless do offer the transferability and other specifications that the Department is seeking.

The benefits that the City would realize from the implementation of these units are invaluable. Snow bosses will be able to monitor the fleet in real time, giving them insight as to the progress made in clearing City streets. The reporting functions can be used to maintain fleet maintenance schedules and monitor actual use. In addition, monitoring the daily activities of vehicles in general can be a great management tool to track time on a job site, provide quantitative data for performance measures and increase accountability and improve efficiencies.

Recommendation

Staff has reviewed all proposals for completeness and accuracy in accordance with the specifications set forth and verified references. It is the recommendation of the Public Works Department that the contract for AVL/GPS systems be awarded to the lowest responsive and responsible bidder, Navman Wireless, in the total contract amount of \$39,780.00 for hardware and a five-year service plan.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a five-year Service Contract between the CITY OF CRYSTAL LAKE and Navman Wireless for the provision of GPS Tracking systems.

DATED this _____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: December 21, 2010

Item: Well #7 Repair Work

Staff Recommendation: Motion to award the proposal for repair work on Well #7 at Water Treatment Plant #1 to the lowest responsible and responsive proposer, Midwest Well Services Inc. dba Municipal Well and Pump, and adopt a Resolution authorizing the City Manager to execute a service agreement with Municipal Well and Pump to complete repair work based on the proposal provided on December 10, 2010.

Staff Contact: Eric R. Lecuyer, Director of Public Works

Background:

Well #7, at Water Treatment Plant #1 (located at 365 Poplar St.), is the only raw water supply for WTP#1. The City relies on this well to meet our water system demands. In October 2010, bronze particles, typically a sign of extensive pump wear, were found in the well. As a result, the well was taken out of service. The bronze particles found are typically a sign of extensive pump wear.

On December 10, 2010, the City received proposals from three qualified vendors to repair Well #7. Repairs for this issue include removing existing pumping equipment, televising the well, and inspecting the pump and motor to determine the cause and extent of wear. The total cost of the repair work is unknown until inspection work is complete. The following is a breakdown of the total proposals received.

Proposer	Base Price	Alternate Price (as necessary)
√Municipal Well & Pump Waupun, WI	\$ 50,014.00	\$61,828.00
Layne-Western Aurora, IL	\$ 57,621.00	\$ 92,450.00
Water Well Solutions Elburn, IL	\$ 74,380.00	\$ 65,425.00

√ Indicates the lowest responsive, responsible proposer.

The base price includes costs associated with the removal of the motor and pump, and the inspection and maintenance of the well and mechanical equipment. Depending on the extent of the damage and necessary rehabilitation, alternate prices were also solicited for items such as a motor rebuild and a new bowl assembly. Each proposer has submitted cost proposals for anticipated additional work and that work will be authorized on an as-needed basis. As illustrated in the above chart, Municipal Well and Pump was the low proposer for the base bid and the aggregate of potentially required additional work.

The well was last serviced in 2006 with pump repairs completed.

Recommendation:

All three companies that have submitted proposals are qualified to repair and reinstall the mechanical equipment within the well. Staff has reviewed the proposed cost estimates submitted, and recommends awarding the work to Municipal Well and Pump. The repair of this well will ensure that the well is in optimal condition for the City's peak pumping demands this summer.

There are sufficient funds in the FY 2010/2011 Budget for this expense.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Municipal Well and Pump for repair work on Well #7 at Water Treatment Plant #1.

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:

December 21, 2010

Item:

Dedication of City Property as Public Road Right of Way for the Illinois Route 176 and Walkup Avenue Intersection Improvement

Staff Recommendation:

Motion to adopt a resolution to execute a Plat of Dedication of City property for public road purposes for the Illinois Route 176 and Walkup Avenue intersection improvement.

Staff Contact:

Victor C. Ramirez, Director of Engineering and Building
Erik D. Morimoto, Assistant City Engineer

Background:

The McHenry County Division of Transportation (MCDOT) is the lead agency involved in the design and construction of the Illinois Route 176 and Walkup Road intersection project. The City is responsible for the cost of improvements on the south leg of the intersection. The Illinois Department of Transportation (IDOT) is currently in the process of acquiring the necessary right of way (ROW) for the Illinois Route 176 and Walkup Avenue improvement. Several years ago, the City took the opportunity to acquire two of the properties along the south leg of Walkup Avenue. The City knew that the purchased parcels would be subject to ROW acquisition for this project, and purchased them in order to make the process easier. The attached Plat of Dedication shows what the City is dedicating for ROW. The process simply changes the fee simple ownership of the area required for right of way to dedicated right of way for public road purposes. The recorded plat and resolution will be forwarded to IDOT.

Votes Required to Pass:

Simple majority of City Council present.



DRAFT

The City of Crystal Lake Illinois

R E S O L U T I O N

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the Mayor be authorized to execute, and the City Clerk is hereby directed to attest, the Plat of Dedication of City property for use as public road purposes in accordance with the Plat of Dedication attached hereto marked as Exhibit A.

DATED this twenty-first day of December, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

PASSED: December 21, 2010

APPROVED: December 21, 2010



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

December 21, 2010

Item:

2011 Independence Day Fireworks Display

Council Discretion:

A motion adopting a resolution authorizing the City Manager to execute a contract renewal with Pyrotecnico for the 2011 Independence Day Fireworks Display for July 3, 2011 in the amount of \$25,000 and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

Staff Contact:

George J. Koczvara, Deputy City Manager

Background:

At the March 3, 2009 City Council meeting, the City Council awarded the proposal for the Independence Day Fireworks Display and adopted a resolution authorizing the City Manager to execute an agreement with the lowest responsible and responsive proposer, Pyrotecnico, for the Independence Day Fireworks Display in the amount of \$25,000 per year. The initial contract period was for one (1) year. The proposal indicated that it could be renewed for three (3) additional one-year periods, if mutually agreed upon by both parties.

The City began coordinating the fireworks display in 2009 following the dissolution of the Crystal Lake Gala Committee. The City received positive feedback from residents regarding the fireworks display by Pyrotecnico. City staff has not experienced any issues with the staff of Pyrotecnico.

The proposals that were sought for 2009 were for the fireworks display to occur on July 5th to coincide with the conclusion of the Independence Day Parade. The City was able to maximize the fireworks display by conducting the display one day after the prime fireworks display day of July 4th. Traditionally, the Independence Day Parade is held on the last Sunday of the festival. In 2011, the last Sunday of the festival will be July 3rd.

If the fireworks display is conducted on either July 3rd or July 5th, Pyrotecnico will conduct a similar display and include 90 additional 3 inch shells in the display. If the

fireworks display is conducted on July 4th, at the contract amount of \$25,000, the show would be reduced by seven minutes to 23 minutes. In order to again have a 30-minute display on July 4, 2010, the contract amount would increase to \$29,000.

Staff contacted the Chamber of Commerce and the Lakeside Legacy Foundation to solicit their input and both are favorable to conducting the fireworks display on July 3rd.

Based on this information, below are three possible scenarios for 2011. Of the three, it appears that the consent is to proceed with Scenario 1.

Scenario 1

The Independence Day Parade and Fireworks display would occur on Sunday, July 3rd. The contract amount for a 30-minute fireworks display on July 3rd would be \$25,000 and would include 90 additional three inch shells.

Scenario 2

The Independence Day Parade and Fireworks display would occur on July 4th. The contract amount for the fireworks display would be \$25,000 and would include a display that lasts 23 minutes.

Scenario 3

The Independence Day Parade and Fireworks display would occur on July 4th. The contract amount for a 30-minute fireworks display would be \$29,000.

During the 2009 fireworks display, the Park District assisted with the cost of the display by contributing approximately \$10,000 it collected through gate fees. In 2010, the Park District contributed \$1,600. City staff will work with the Park District to determine what, if any, contribution they will provide.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract renewal, based on the submitted proposal with the lowest responsible proposer, Pyrotecnico, for the 2011 Independence Day Fireworks Display for July 3, 2011 in the amount of \$25,000. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 21st day of December, 2010

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 21, 2010
APPROVED: December 21, 2010



Agenda Item No: 19

City Council Agenda Supplement

<u>Meeting Date:</u>	December 21, 2010
<u>Item:</u>	Levy of property tax on properties with outstanding liens.
<u>Staff Recommendation:</u>	Motion to adopt the Ordinance levying additional taxes through a special assessment for outstanding liens within the corporate limits of the City of Crystal Lake.
<u>Staff Contact:</u>	Mark F. Nannini, Director of Finance

Background:

Every year, the Building Division provides notice to property owners violating the City's weed ordinance. The property owner is given 30 days to comply with the ordinance. Failure to comply results in City crews cutting the weeds and placing a lien on the property for the cost of maintaining the respective parcel of property. In a number of cases, the liens are ignored. The first attached spreadsheet provides a summary of those properties that have outstanding liens. The second attached spreadsheet provides a more detailed listing of those properties and when the liens were first enacted.

If ignored for a long enough period of time, a lien can expire and the City is unable to recover the cost of maintaining the property. In 2005, the special assessment section of the Illinois State Statutes was amended to allow for enacting special assessments on properties with outstanding property maintenance code violations.

Adoption of the attached ordinance will ensure that the City recovers the cost of maintaining the property through a property tax special assessment on the individual property. Each of the properties on the attached spreadsheet has received at least five notices. The City Attorney has reviewed the attached ordinance.

Votes Required to Pass:

Simple majority

ORDINANCE

DRAFT

WHEREAS, the Code of Ordinances of the City of Crystal Lake requires, after notice, the cutting of grass and weeds, the removal of garbage and debris and removal of inoperable motor vehicles from properties within the Crystal Lake city limits; and

WHEREAS, 65 ILCS 5/9-2-4.5 provides that all costs for violation, with an order of abatement, for failure to cut grass or weeds, the removal of garbage and debris and the removal of inoperable motor vehicles in accordance with the provisions of the Code of Ordinances of the City, which remain unpaid and for which a lien has been filed of record by the City in the Office of the Recorder of Deeds of McHenry County, may be collected as a special assessment on the property in accordance with the provisions for the collection of any special taxes levied and extended within a special service area as set forth in 35 ILCS 200/27-75; and

WHEREAS, the Finance Department of the City of Crystal Lake has prepared a list of the names and parcel numbers for property upon which liens have been filed for the failure to cut grass and weeds, the removal of garbage and debris or the removal of inoperable motor vehicles; and

WHEREAS, the City will submit to the Treasurer of McHenry County a list of the names and parcel numbers for such outstanding lien amounts due and owing to the City of Crystal Lake; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the liens contained on the list submitted to the Treasurer of McHenry County be collected in accordance with the liens for special assessments as set forth in 35 ILCS 200/27-75.

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

DRAFT

SECTION I: That the Director of Finance of the City of Crystal Lake is authorized to submit a list of outstanding liens for the failure to cut grass and weeds, removal of garbage and debris and removal of inoperable motor vehicles to the County Clerk of the County of McHenry as an additional levy to the property tax for each of the properties as an additional tax in the amount set forth in the list for the tax levy of taxes for the year 2010.

SECTION II: Upon the adoption of this Ordinance, the City Clerk shall file a certified copy of this Ordinance with the County Clerk of the County of McHenry, and it shall be the duty of the County Clerk to levy said tax levied for the year 2010 in accordance with the provisions hereof.

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

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

DATED at Crystal Lake, Illinois, this 21st day of December, 2010.

APPROVED:

ATTEST:

MAYOR

CITY CLERK

PASSED: December 21, 2010

APPROVED: December 21, 2010

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

city/ordinance for levying of liens



Agenda Item No: 20

City Council Agenda Supplement

Meeting Date:	December 21, 2010
Item:	Unified Development Ordinance: 1-year review
Recommendation:	City Council Discussion only
Staff Contacts:	Michelle Rentzsch, Director of Planning & Economic Development

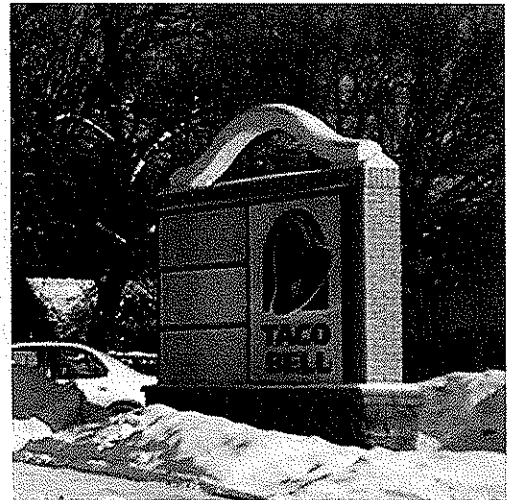
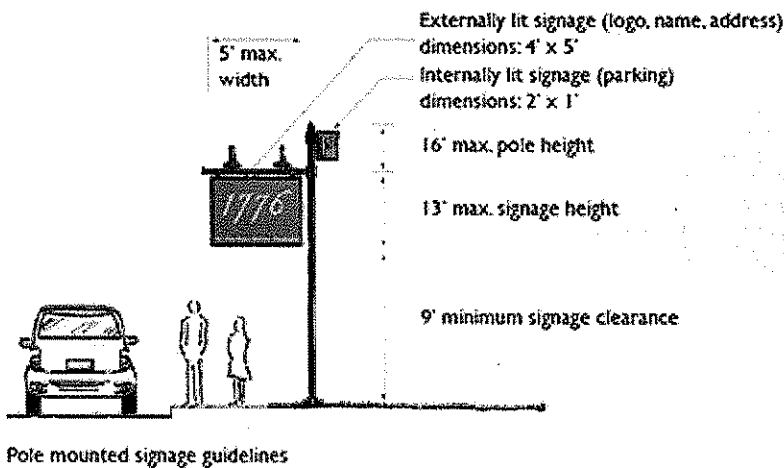
Background: The City Council approved the Unified Development Ordinance (UDO) on April 21, 2009. The UDO combined and updated the City's various land development ordinances into one unified document. The UDO is intended to be a dynamic document that will be updated periodically to ensure that the City's development regulations keep pace with modern development trends and emerging development regulatory practices, promote continued high-quality development, maintain the character and charm of Crystal Lake neighborhoods and offer greater protection for natural resources. Accordingly, when the City Council adopted the UDO, mandatory reviews were required at 6 months and 1 year following the effective date of the Ordinance.

Most of the proposed changes are minor corrections or clarifications. Following are some of the highlights of the changes proposed with the 1 year revision:

- The review criteria for sidewalk or outdoor seating are proposed to be revised to better address site conditions.
- Temporary retail uses (such as Halloween stores) were required to seek a Special Use Permit following the adoption of the UDO. It is recommended that they be permitted as Limited Uses with the stipulation that Crystal Lake is denoted as the point of sale for sales tax purposes.
- The clear sight triangle requirements are proposed to be modified to better address conditions in the field and mirror the Illinois Department of Transportation Bureau of Local Roads standards.
- It is recommended that additional uses be added to the off-street parking spaces table spelling out specific parking requirements. Clarification is also included regarding when upgrades to parking areas are necessary.
- The changes in the sign portion of the UDO are to address some of the issues staff has noticed following the adoption of the UDO and also to ensure that the ordinance continues to meet the case law for constitutionality. It is recommended that A-frames signs (currently permitted only in the downtown and the Virginia Street Corridor) be permitted city-wide. Also, in response to several requests for feather banners as limited duration signs, it is recommended that they be included as a permitted sign type.
- The fee structure is proposed to be revised to include the cost of the notification sign within the application fees. Also, the Simplified Residential Variation fees have been revised to include

the cost of the notification sign and copying costs so that residents only need to submit 1 copy of the application material.

In addition to these changes, staff is also seeking direction from the Council regarding signs in the Virginia Street Corridor (VSC). Currently, the UDO requires that free-standing signs in the VSC be monument signs either 8 feet or 3.5 feet high depending on the distance from the right-of-way. However, the VSC Design Guidelines that were researched by UIC City Design Center recommend that pole signs would be more appropriate for this corridor. There is no unanimous consensus amongst the Zoning Commission regarding the most appropriate sign type. Staff is seeking direction on the most appropriate sign type for this corridor.



Proposed Pole Sign type in the corridor

Existing monument sign in the corridor

Attached is a document summarizing the proposed changes. The article, page number and section of the proposed change are listed at the top (For e.g. Article 2, Page 2-14/Table 2-300 Permitted Uses Table). Any deletions are ~~struck~~ and any additions are **bolded and underlined**. The changes that were recommended to be deleted by the Zoning Commission are ~~double-struck~~ and any additions by the Zoning Commission are in **bolded, italicized and underlined**.

Votes Required to Pass: City Council Discussion only.