



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL REGULAR MEETING

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
January 4, 2011
7:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – December 21, 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. **Raue Center for the Arts/Bob Blazier Walk/Run for the Arts Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents, and waiver of the Temporary Use Permit application fee.**
10. **Resolution establishing rules and regulations for pavilion rental and special events at Three Oaks Recreation Area.**
11. **League of Illinois Bicyclists Request to Use Three Oaks Recreation Area for a Special Event.**
12. **Termination of agreement with Carus Corporation for the provision of Ortho Poly Phosphate, re-award of bid, and resolution authorizing execution of a purchase agreement for the provision of Ortho Poly Phosphate.**
13. **Council Inquiries and Requests**
14. **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.**
15. **Reconvene to Regular Session.**
16. **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:

January 4, 2011

Item:

Raue Center Bob Blazier Walk/Run for the Arts Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for the Raue Center Bob Blazier Walk/Run for the Arts pursuant to the recommendations below and waiver of the Temporary Use Permit application fee.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: Again this year, the Raue Center is requesting a Temporary Use Permit for the Bob Blazier Walk/Run on Sunday, May 1, 2011. This request has been approved for several years, including the request to close Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

The applicant is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

Since this is a fundraiser for the Raue Center, they are requesting that the Temporary Use Permit fee (\$75.00) be waived.

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

1. The Temporary Use Permit shall be valid on Sunday, May 1, 2011.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Engineering and Building, and Public Works Departments to discuss signage needed.
5. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.

6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
7. The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
10. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
11. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. Streets are not to be marked with paint or any permanent materials.
14. The site shall be inspected the morning of the festival for compliance with canopy spacing (if applicable) and electrical connections. A site visit on June 30 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
15. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
16. The occupancy limit for the Raue Center shall not be exceeded during the award ceremony.
17. Please contact the Fire Rescue Department by April 1, 2011 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
18. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
19. All trash shall be picked up along the race route, as well as in the downtown area.
20. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
21. A temporary sign permit shall be obtained from the Building Division for any signage/banners.
22. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The applicant has been made aware of these recommended conditions and will be attending the January 4, 2011, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: January 4, 2011

Item: Resolution establishing rules and regulations for pavilion rental and special events at Three Oaks.

Staff Recommendation: Motion adopting a resolution establishing rules and regulations for pavilion rental and special events at the Three Oaks Recreation Area.

Staff Contact: Gary J. Mayerhofer, City Manager
Eric T. Helm, Deputy City Manager

Background:

The attached documents outline the rules and procedures for pavilion rental and special events at the Three Oaks Recreation Area. These documents provide information regarding the amenities, fees, alcohol use, general use rules, and City insurance provisions.

Individuals interested in the exclusive use of a pavilion would complete a permit application, which would be reviewed by City Staff. For the coming year, pavilions will be rented on a first-come, first-served basis beginning on the first business day following January 1st. In addition, pavilion rentals will require that the requestor submit a rental fee and a damage deposit. The rental fee and deposit amounts are similar to those required by comparable facilities, such as the Crystal Lake Park District.

Requests for special events will be examined on a case-by-case basis to best meet the needs of the event, while ensuring that the integrity of the site and that access by the public is not compromised. Special event groups will be required to submit an application fee, damage deposit, and compensate the City for all security and site preparation/restoration efforts. All requests for special events must be considered and approved by the Mayor and City Council. The special event fees are similar to those required by comparable facilities, such as the Lake County Forest Preserve's Independence Grove.

Recommendation:

It is recommended that the City Council adopt a resolution regarding the rules and regulations for pavilion rental and special events at the Three Oaks Recreation Area.

Votes Required to Pass: A simple majority of the City Council is required for approval.

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**RESOLUTION ESTABLISHING RULES AND
REGULATIONS FOR PAVILION RENTAL AND SPECIAL EVENTS
AT THE THREE OAKS RECREATION AREA**

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

SECTION I: Pavilion Reservation and Rental

The pavilion reservation fees and regulations shall be established per the attached document dated 1/4/11, titled, "Pavilion Reservation Fact Sheet."

SECTION II: Special Events

The special event regulations and fees shall be established per the attached document dated 1/4/11, titled, "Special Event Fact Sheet."

DATED at Crystal Lake, Illinois this ____ day of _____, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____

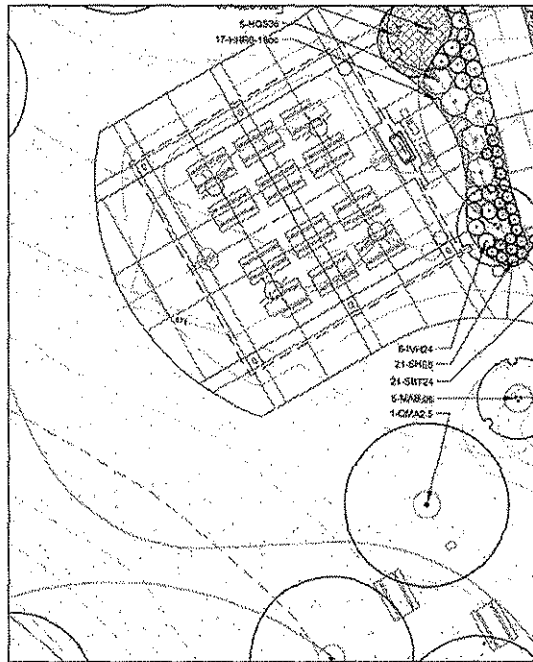


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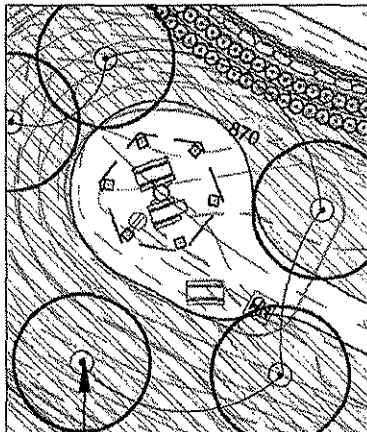
Three Oaks Recreation Area Pavilion Reservation Fact Sheet

Thank you for considering the Three Oaks Recreation Area for your event or party! We know that you will be impressed by the beauty of the facility and its amenities. The facility has three rental pavilions. If you have any questions don't hesitate to contact the City Manager's office at 815-459-2020.

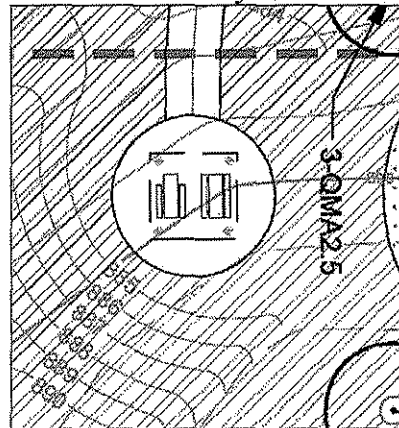
Pavilion A: Picnic Grove Pavilion



Pavilion B: Island Pavilion



Pavilion C: Volleyball Court Pavilion



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Pavilion Facts

For the exclusive use of a picnic pavilion, regardless of group size, you must purchase a permit. The facility offers three pavilions.

	Pavilion A: Picnic Grove Pavilion	Pavilion B: Island Pavilion	Pavilion C: Volleyball Court Pavilion
<i>Location</i>	Located adjacent to the parking lot in a grass picnic grove, between the marina and lake house/beach.	Pedestrian access only. Accessible from walking trail and bridge.	Pedestrian access only. Accessible from walking trail.
<i>Access</i>	Adjacent to parking lot.	Patrons must carry all picnic accessories to pavilion.	Patrons must carry all picnic accessories to pavilion.
<i>Capacity</i>	100 people / Including the use of a portion of the grass picnic grove; the total maximum attendance is 200.	15-20 people	16 people
<i>Picnic Tables</i>	12 (8' length) picnic tables	3 fixed picnic tables	2 fixed picnic tables

Making a Reservation:

- Reservations for the year will begin on the first business day following January 1st. Rentals will be reserved on a "first-come, first-serve" basis. Reservation forms are available on-line, but the reservation must be made in person at the City Hall, 100 W. Woodstock St., Crystal Lake.
- The pavilion deposit is due at the time of the reservation.
- The full payment for the rental must be made on the day of the rental.
- The reservation is nontransferable.

<i>Pavilion Rental Fees:</i>	Resident		Non-Resident	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1-50 people	\$50	\$50	\$100	\$50
51-100 people	\$65	\$100	\$130	\$100
101 – 150 people	\$80	\$150	\$160	\$150
151 - 200	\$100	\$200	\$200	\$200

*Groups over 200 require a special event permit.

Fee Refund Policy

There is a \$10.00 cancellation fee. To receive a refund of the deposit, less the cancellation fee, all cancellations must be made at least 10 days in advance of the event. No refunds are given in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City Staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. City Staff may cancel a rental based on severe weather, or for other reasons. Refunds for rentals cancelled by City Staff are at the discretion of City Staff.

Deposit Refund Policy

Deposits shall only be released after an inspection has been made by City employees. The costs to repair and clean up the facility may be taken from the deposit. If the amount of repair exceeds the repair or cleanup costs, the applicant shall be responsible for the total amount.

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Non-Resident Parking:

Non-Crystal Lake residents are required to pay \$5.00 per vehicle to park in the facility. The individual reserving the pavilion may purchase prepaid parking "tags" for non-resident guest vehicles.

General Rules:

1. Pavilions are available for reservation from 9:00 AM – Dusk.
2. The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles.
3. No sound-amplifying devices are allowed as part of pavilion rental.
4. Picnic tables may not be moved to different locations.
5. No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval.
6. Requests for tents or canopies may be considered by the City following the submittal of a plan showing the proposed use. If approved, the tent or canopy must be installed and removed the day of the event. Locations for tents and canopies shall be determined and approved by the City. In addition, tents or canopies greater than 20' x 20' require an inspection by the City's Fire Rescue Department.
7. No advertising signs on the property or soliciting on the property.
8. Failure to comply with the rules will result in forfeiture of the maintenance deposit, plus a fine of up to \$500.00, and removal from the premises.
9. The use of the fireplace requires prior approval.
10. Fixed charcoal grills are available for use near the Picnic Grove Pavilion. No gas grills may be used in the park, unless approved by City Staff for special events.
11. Any organization or corporate event shall show proof of insurance and name the City as additional insured, per the City's insurance requirements and sign an appropriate hold harmless/indemnification document. The individual signing the permit form and/or authorizing payment will be held responsible for relaying City rules and procedures to all group members.

Alcoholic Liquor Use:

1. Alcohol (beer and wine) is only allowed in the park when approved as part of a picnic area or shelter reservation or permit. Pavilion applications, which include requests for alcohol consumption, shall be signed by an individual 21 years or older, who will be responsible for overseeing the serving of alcohol and who will be responsible for his or her guests.
2. Beer and wine cannot be consumed outside the picnic grove. The sale of alcoholic beverages is prohibited. Beer and wine cannot be consumed at a pavilion rental event where admission is charged.
3. A family or individual having a picnic with over 50 people on City property where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance (Dram Shop Insurance) coverage with a binder naming the City as an additional insured.
4. Any organization or corporate event, regardless of size, where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance (Dram Shop Insurance) coverage with a binder naming the City as an additional insured.
5. The City reserves the right to prohibit alcohol in any areas of the Recreation Area or buildings located thereon at any time it deems necessary.



City of Crystal Lake
Three Oaks Recreation Area

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Pavilion Rental Permit Application

The following applicant hereby applies for permission to reserve a pavilion at the Three Oaks Recreation Area. Please print the information below. Please allow for 10 business days for processing.

Applicant Information

Name of Individual / Group / Organization: _____

Address: _____
(Street) (City) (Zip)

Telephone (Day): _____ Telephone (Evenings): _____

e-mail: _____

Type of Applicant:

- | | |
|---|---|
| <input type="checkbox"/> Crystal Lake Resident | <input type="checkbox"/> Non-Resident |
| <input type="checkbox"/> Crystal Lake Non-Profit Organization | <input type="checkbox"/> Non-Crystal Lake Non-Profit Organization |
| <input type="checkbox"/> Crystal Lake based business | <input type="checkbox"/> Non-Crystal Lake based business |

*Resident is defined as an individual/organization/business with a primary address in the incorporated limits of Crystal Lake.

Contact Person Information (if different than above)

Name: _____

Address: _____
(Street) (City) (Zip)

Telephone (Day): _____ Telephone (Evenings): _____

e-mail: _____

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Event Information

Date of Event: _____, 20__	Time of Event: Beginning: _____ a.m. / p.m. to End: _____ a.m / p.m
Reason for Rental: _____ _____	Number of Persons Expected to Attend: _____

Pavilion Requested:

- Pavilion A: Picnic Grove
- Pavilion B: Island
- Pavilion C: Volleyball Court Pavilion

<i>Pavilion Rental Fees:</i>	Resident		Non-Resident	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1-50 people	\$50	\$50	\$100	\$50
51-100 people	\$65	\$100	\$130	\$100
101 – 150 people	\$80	\$150	\$160	\$150
151 – 200	\$100	\$200	\$200	\$200

Requested use of area outside of picnic grove: Yes No If yes, what area requested?

Alcohol Use Requested: Yes No If yes, applicant must complete application to possess and/or consume alcoholic liquor at the Three Oaks Recreation Area.

Applicant shall use pavilion in compliance with, and agrees to, all the terms and conditions stated within this application:

Signature of Applicant: _____ Date: _____

- A security deposit is required at the time of reservation. The deposit will be returned per the rental terms and conditions.
- By signing above, this signatory agrees that he/she has received, read and understood the attached rental terms and conditions.
- Any permit will be granted on the condition that the permittee not interfere with the general use of the Park by the general public and obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.
- No alcoholic beverages are allowed without special permit. No accessory structures may be erected; i.e. tents, stands, bleachers, etc. without prior approval.

Office Use

- Hold Harmless signed and completed (for all users)
- Organization / Corporation proof of insurance / naming City as additional insured attached (not applicable)
- Security Deposit Attached Cash / Check Number: _____
- Fee Amount Paid Cash / Check Number: _____

Staff Printed Name/Signature: _____
Date: _____

Rental Terms and Conditions

Reservations for the year will begin on the first business day following January 1st. Rentals will be reserved on a "first-come, first-serve" basis. Reservation forms are available on-line, but the reservation must be made in person at the Municipal Complex, 100 W. Woodstock Street, Crystal Lake. **The pavilion deposit is due at the time of the reservation. The full payment for the rental must be made on the day of the rental. The reservation is nontransferable.**

Fee Refund Policy

There is a \$10.00 cancellation fee. To receive a refund of the deposit, less the cancellation fee, all cancellations must be made at least 10 days in advance of the event. No refunds are given in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City Staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. City Staff may cancel a rental based on severe weather, or for other reasons. Refunds for rentals cancelled by City Staff are at the discretion of City Staff.

Deposit Refund Policy

Deposits shall only be released after an inspection has been made by City employees. The costs to repair and clean up the facility may be taken from the deposit. If the amount of repair exceeds the repair or cleanup costs, the applicant shall be responsible for the total amount.

Non-Resident Parking:

Non-Crystal Lake residents are required to pay \$5.00 per vehicle to park in the facility. The individual reserving the pavilion may purchase prepaid parking "tags" for non-resident guest vehicles.

General Rules:

1. Pavilions are available for reservation from 9:00 AM – Dusk.
2. The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles.
3. No sound-amplifying devices are allowed as part of pavilion rental.
4. Picnic tables may not be moved to different locations.
5. No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval.
6. Requests for tents or canopies may be considered by the City following the submittal of a plan showing the proposed use. If approved, the tent or canopy must be installed and removed the day of the event. Locations for tents and canopies shall be determined and approved by the City. In addition, tents or canopies greater than 20' x 20' require an inspection by the City's Fire Rescue Department.
7. No advertising signs on the property or soliciting on the property.
8. Failure to comply with the rules will result in forfeiture of the maintenance deposit, plus a fine of up to \$500.00, and removal from the premises.
9. The use of the fireplace requires prior approval.
10. Fixed charcoal grills are available for use near the Picnic Grove Pavilion. No gas grills may be used in the park, unless approved by City Staff for special events.
11. Any organization or corporate event shall show proof of insurance and name the City as additional insured, per the City's insurance requirements and sign an appropriate hold harmless/indemnification document. The individual signing the permit form and/or authorizing payment will be held responsible for relaying City rules and procedures to all group members.

Alcoholic Liquor Use:

1. Alcohol (beer and wine) is only allowed in the park when approved as part of a picnic area or shelter reservation or permit. Pavilion applications, which include requests for alcohol consumption, shall be signed by an individual 21 years or older, who will be responsible for overseeing the serving of alcohol and who will be responsible for his or her guests.
2. Beer and wine cannot be consumed outside the picnic grove. The sale of alcoholic beverages is prohibited. Beer and wine cannot be consumed at a pavilion rental event where admission is charged.
3. A family or individual having a picnic with over 50 people on City property where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance (Dram Shop Insurance) coverage with a binder naming the City as an additional insured.
4. Any organization or corporate event, regardless of size, where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance (Dram Shop Insurance) coverage with a binder naming the City as an additional insured.
5. The City reserves the right to prohibit alcohol in any areas of the Recreation Area or buildings located thereon at any time it deems necessary.

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**Indemnity/Hold Harmless For Use
of Three Oaks Recreation Area Pavilion**

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Crystal Lake its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of Crystal Lake, its elected and appointed officials, agents, and employees, arising in whole or part or in consequence of the use of a pavilion at the Three Oaks Recreation Area by the undersigned, its employees, agents, subcontractors or and 3rd party, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Crystal Lake, its agents or employees. The user of the pavilion shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Crystal Lake, its elected and appointed officials, agents and employees, in any such action, the User shall, at its own expense, satisfy and discharge the same.

Agreed this _____ day of _____, 201 _____

(Signature of User)

(Please Print Name)

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**APPLICATION TO POSSESS AND/OR CONSUME ALCOHOLIC LIQUOR IN
THREE OAKS RECREATION AREA**

(Allow 15 Business Days for Processing)

The undersigned does hereby make application to the City of Crystal Lake for a permit to possess and/or consume alcoholic liquor (Beer and/or Wine Only) in Three Oaks Recreation Area on the _____ day of _____, 201____, between the hours of _____ a.m./p.m. and _____ a.m./p.m. (no later than dusk).

Designated responsible adult who will be responsible for overseeing serving and consumption of beer and/or wine, and who will be responsible for making sure that no guests enter into the general park area with alcohol.

Name: _____
Age: _____
DOB: _____
Address: _____

Alcohol may only be consumed in the picnic grove.

The undersigned agrees that he/she and/or group, association, or organization will not interfere with the general use of the park by the public and will obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.

For all organizations or corporations regardless of size, and families/individuals with groups over 50 people:

Insurer and Policy Number: _____

The homeowner's policy (for residents) or proof of dram shop insurance coverage (for local organizations/businesses) MUST be attached before the application will be considered.

Name (Please Print)

Applicant Signature

Telephone Number

Return completed application in person with a security deposit to: City of Crystal Lake – 100 W. Woodstock Street
– Crystal Lake, IL 60014



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Three Oaks Recreation Area Special Event Fact Sheet

Thank you for considering the Three Oaks Recreation Area for your special event. As the event planner/organizer, please read this document thoroughly. If you are interested in a special event, please contact the City Manager's office at 815-459-2020.

A special event permit must be approved by the Mayor and City Council prior to your event. The City Council meets on the 1st and 3rd Tuesday of the month. City Staff will notify you of the date when the City Council will consider your event, and you are expected to attend the meeting. Thank you again for your interest and we look forward to working with you.

When is a Special Event Permit Required?

The following activities require a special event permit and may be subject to other City permit requirements:

- Races, parades, marches and drills
- Fundraisers
- Concerts
- Fairs
- Weddings – Special Event Permit needed under the following circumstances:
 - Group exceeds 100
 - Involves outside vendors (i.e. catering)
 - Involving special accommodations (tents, tables, large grills)
- Speeches or rallies
- Overnight camping and open fires
- Shows, exhibits, dramatic or musical performances, plays, acts or motion pictures

Event Planner Information

Special event permits are developed on a case-by-case basis in order to best meet the needs of the permittee while ensuring that the integrity of the site and access by the public is not compromised.

Additionally, in developing these permits, consideration is given to limiting potential loss or liability exposure of the City. Due to the unique nature of events requiring a permit, requests are accepted in writing only, via US or electronic mail. Once the permit proposal is received, an agreement will be drafted. Upon confirmation by the requester that the agreement represents the requirements for the event a non-refundable application fee will be required and is payable regardless of approval of your permit.

Following are issues/questions that should be addressed in the written event proposal:

- Full contact information for the organization and/or individual entering the agreement with the City.
- Specific area(s) of the park requested
- Number of anticipated attendees/volunteers/staff

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- Number and name of all vendors providing contractual services for event planner.
- Three date requests in order of preference.
- Times of event, including setup and breakdown for event.
- Special needs anticipated due to location of events or capabilities of participants.
- Type of refreshments, if any being served, including alcohol.

Special Event Requirements:

- The group/applicant must complete an application, show proof of insurance and name the City as additional insured, per the City's insurance requirements and sign an appropriate hold harmless/indemnification document. The individual signing the permit form and/or authorizing payment will be held responsible for relaying City rules and procedures to all group members.
- The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles.
- Unless approved as part of the permit, no sound-amplifying devices are allowed.
- Unless approved as part of the permit, picnic tables may not be moved to different locations.
- No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval.
- Requests for tents or canopies may be considered by the City following the submittal of a plan showing the proposed use. If approved, the tent or canopy must be installed and removed the day of the event. Locations for tents and canopies shall be determined and approved by the City. In addition, tents or canopies greater than 20' x 20' require an inspection by the City's Fire Rescue Department.
- No soliciting on the property.
- Requests for dunk tanks, moon walks or other large devices may be considered by the City following the submittal of a plan showing the proposed use. Liability insurance naming the City as additional insured is also required per City requirements. Anyone requesting special amenities or play equipment, regardless of the size of the group, must provide the City with a binding Certificate of Insurance naming the City as an Additional Insured.
- Depending on the proposed event, the group may be required to complete other required permits and licenses, including a festival license.
- Permit Fees:

Application Fee	Under 200 guests	\$50
	Over 200 guests	\$75
Out of City Fee	Organizations/individuals located outside City Limits	\$150
Refundable Damage Deposit	Under 200 guests	\$500
	Over 200 guests	\$1000
Preparation and Restoration Fee	As needed, based on event	\$30 / hour
General Staff	As needed, based on event, per person	\$15 / hour
Security Fee	Security Assistants, per person	\$12 / hour
Security Fee	Police Department	Depending on Event
Sound System Fee	As needed, based on event	\$75
Generator Fee	As needed, based on event	\$75
Film Shoot Fee	As needed	\$60 / hour

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- No refunds will be given due to cancelled events. Special events cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City Staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the special event. City Staff may cancel a special event based on severe weather, or for other reasons. Refunds for rentals cancelled by City Staff are at the discretion of City Staff.
- The refundable damage deposit, insurance requirements, and signed hold harmless agreement are due to the City within 10 business days of City Council approval, or 10 business days prior to the event, whichever is sooner. These are all required prior to permit approval.
- All remaining fee requirements must be satisfied a minimum of fifteen (15) days prior to the scheduled event. Pre-event fee estimates will be collected as a guaranteed minimum and will be subject to additional fees resulting from changes in the scope of the event, additional services as necessary or damage. Additional fees as established by the City will be collectable no later than 30 days following the event and prior to the return of the damage deposit.
- The Permittee must provide satisfactory evidence of all applicable permits and/or certifications necessary for all equipment, activities or personnel related to the event in accordance with local, state and federal regulations as well as the City's special event permit. Compliance procedures are solely the responsibility of the Permittee. Utility locations must be coordinated by Permittee's vendors through JULIE for any and all ground penetrations. Permittee will be held liable for any damage, loss of service or personal injury resulting from interference with underground utility lines.

Non-Resident Parking:

Non-Crystal Lake residents are required to pay \$5.00 per vehicle to park in the facility. The special event permittee may purchase prepaid parking "tags" for non-resident guest vehicles.

Deposit Refund Policy

Deposits shall only be released after an inspection has been made by City employees. The costs to repair and clean up the facility may be taken from the deposit. If the amount of repair exceeds the repair or cleanup costs, the applicant shall be responsible for the total amount.

Alcoholic Liquor Use for Special Event:

1. Approvals to sell beer or wine shall comply with the Code of the City of Crystal Lake and Statutes of the State of Illinois.
2. Any group, company, organization, or individual person conducting special events at the park during which alcohol is served or present, in any form, must have permission in advance and purchase or provide Host Liquor Liability Insurance and binding insurance coverage naming the City of Crystal Lake as an additional insured.
3. Alcohol (beer and wine) is only allowed in the park when approved as part of a special event permit. Special event permit applications, which include requests for alcohol consumption, shall be signed by an individual 21 years or older, who will be responsible for overseeing the serving of alcohol and who will be responsible for his or her guests.
4. Beer and wine cannot be consumed outside the picnic grove.
5. The City reserves the right to prohibit alcohol in any areas of the Recreation Area or buildings located thereon at any time it deems necessary.

Required Insurance Provisions for Special Events and Organization/Corporate Use of the Facility

In the use of the Three Oaks Recreation Area, the individuals, corporations, or organizations ("user") that use City owned property is certifying that he/she has all insurance coverages required by law or required by the City of Crystal Lake. The user shall procure and maintain, for the duration of the allowable use of the City owned property, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the use by the user, his agents, representatives, employees or subcontractors. Based on the scope and/or type of the use, the City may request the user provide the following coverage(s):

Insurance Services Office Commercial General Liability, with the City named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement CG 2010 , CG 2026, or if requested by the City, CG2037 - Completed Operations. **Minimum Limits:** The user shall maintain limits no less than the following, \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000. **General Provisions:**

1. The City, its officials, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of the user's activities, including activities performed by or on behalf of the user; products and completed operations of the user; premises owned, leased or used by the user; or automobiles owned, leased, hired or borrowed by the user. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, agents, employees and volunteers.
2. The user's insurance coverage shall be primary as respects the City, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officials, agents, employees and volunteers shall be excess of user's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, agents, employees and volunteers.
4. The user's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that user's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the user shall be required to name the City, its officials, agents, employees and volunteers as additional insureds. A copy of the actual additional insured endorsement shall be provided to the City.
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

(if required by City) Insurance Services Office Business Auto Liability Coverage, form number CA 0001, Symbol 01 "Any Auto." **Minimum Limits:** The user shall maintain limits no less than the following, \$1,000,000 combined single limit per accident for bodily injury and property damage. (This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles)

(if required by City) Workers' Compensation and Employers' Liability. **Minimum Limits:** The user shall maintain limits no less than the following, Workers Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident. **General Provisions:** The insurer/user shall agree to waive all rights of subrogation against the City, its officials, agents, employees and volunteers for losses

arising from the user's activity.

Applicable to All Coverages

The policies are to contain, or be endorsed to contain, the following provisions:

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to, and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the member, its officials, agents, employees and volunteer; or the User shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

Verification of Coverage

The user shall furnish the City with certificates of insurance naming the City, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the City and are to be received and approved by the City before the use by the third party if possible. The attached Additional Insured Endorsement shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement, such as ISO Additional Insured Endorsements CG 2010 or CG 2026. The City reserves the right to request fully certified copies of the insurance policies and endorsements.



Agenda Item No: 11

City Council Agenda Supplement

Meeting Date: January 4, 2011

Item: League of Illinois Bicyclists Request to Use the Three Oaks Recreation Area for a Special Event

Staff Recommendation: Motion to approve the League of Illinois Bicyclists request to have a special event, including overnight camping, at the Three Oaks Recreation Area from 9:00 a.m. on Thursday, June 16, 2011 through 8:00 a.m. on Friday, June 17, 2011.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from The League of Illinois Bicyclists for the use of the Three Oaks Recreation Area picnic grove and pavilion for an overnight camping event from 9:00 a.m. on Thursday, June 16, 2011 through 8:00 a.m. on Friday, June 17, 2011 for their 9th annual Grand Illinois Trail and Parks (GITAP) tour. Approximately 90-100 tents will be erected to accommodate about 135 riders. The petitioner is requesting the exclusive use of the pavilion and picnic grove during this time. The petitioner will clean up the site and dispose of trash from the activities. Since the petitioner is requesting the overnight use of the facility, the petitioner has agreed to pay for City Security Staff, which will monitor the facility during the entire use period. In addition, the petitioner will make a damage deposit and pay for all site preparation and restoration expenses.

Attached for your information is a copy of the request letter, a layout of the picnic grove, and the recommendation letter from the Illinois Department of Natural Resources. The proposed special event and pavilion rental conditions outlined in Agenda Supplement #10 of the January 4, 2011 City Council Agenda have been agreed to by the petitioner. City staff has reviewed the petitioner's request and does not have concerns regarding the event.

Votes Required to Pass:

Simple majority vote of the City Council.



League of Illinois Bicyclists



2550 Cheshire Dr., Aurora, IL 60504
www.BikeLIB.org, 630-978-0583, lib@bikelib.org

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Springfield

Laura Kuhlman
Winfield

Mike Pula
Dunlap

Al Sturges
Park Forest

October 25, 2010

TO: City of Crystal Lake, IL
FROM: Ed Barsotti, Executive Director, LIB
SUBJ: Request for use of Three Oaks Recreation Area for June 16, 2011 night

To Whom It May Concern:

The League of Illinois Bicyclists (LIB), a fully-insured 501c3 non-profit organization, requests the use of Three Oaks Recreation Area as an overnight stop on our June 2011 six-day bicycle tour, specifically on Thursday, June 16.

LIB is conducting the 9th annual Grand Illinois Trail and Parks (GITAP) tour in partnership with the state's IDNR, to raise funds for our work improving Illinois bicycling conditions and to showcase our state parks and other cities (and their parks) along the way. We typically draw 160 riders from at least a dozen states, with an average age of 55 to 57 (i.e, a well-behaved, mellow group). There is economic impact from our hiring of local caterers for two large meals, from individuals patronizing local establishments and shopping, and from 30 or so non-campers staying in local motels.

Recently, the City's Eric Helm and I met at Three Oaks to discuss the specific logistics of this request. Ride organizers would arrive late morning on the 16th with our rental truck (for luggage) and a couple cars. Bicyclists would arrive from the Prairie Trail from 11am to 4pm, setting up 90-100 tents in the grassy area surrounding the pavilion south of the main building. Shower usage and bathrooms in the main building would be needed from 11am to 9pm and from 5am to 7am the next morning. The small bathroom house south of the pavilion would be needed overnight from 9pm to 5am. The pavilion would be used for dinner and breakfast (from Culvers or another local caterer), with somewhere to bring our garbage. Riders would wake early, and after breakfast, everyone would be gone by 8am.

LIB has recently worked as a contractor for the City of Crystal Lake, specifically with Brad Mitchell and Erik Morimoto on the city's new Bike-to-Metra guides. Before that, we served as volunteer advisor for Erik on CL's bike plan. We are very hopeful that you will approve our stay at Three Oaks – we have had much difficulty finding a good location in the area and Three Oaks is just perfect!

Thank you for your consideration.

Advisory Council

Ed Bartunek
Cook County Forest Preserve District

Bev Moore
Illinois Trails Conservancy

State Representative Elaine Nekritz

Rick Strader
Rockford

Craig Williams
Chicago

Staff

Ed Barsotti, Executive Director
Aurora

Gina Kenny, Project Assistant
Orland Park



Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271
<http://dnr.state.il.us>

Pat Quinn, Governor
Marc Miller, Director

Dear Sir/Madam:

I would like to address any potential concerns regarding the use of Three Oaks Recreation Area on June 16&17, 2011 for the Grand Illinois Trail & Parks bicycle tour. The Department of Natural Resources has been a part of GITAP since 2003. Most GITAP overnights have been at DNR parks, including Chain O'Lakes, Shabbona Lake, Rock Cut, Lake Le-Aqua-Na, Mississippi Palisades, Morrison-Rockwood, Johnson-Sauk Trail, White Pines Forest, Lowden, Starved Rock, and Kankakee River. In addition, the tour has stayed at Augustana College in Rock Island and Community Park in Galena. In all these years and at all these locations – DNR and other – there have been no real problems. The GITAP riders respect the parks and GITAP staff are always present throughout the stay. The average rider age is 58; they are not a party crowd. In addition, their tent camping and other activities have not damaged any state park lawns, grounds, or facilities.

I can assure you that the League of Illinois Bicyclists will do everything necessary to make their stay at Three Oaks smooth and problem-free. It is clearly in their interest so that future GITAP's may return.

If you have any questions, please call me at 217/782-7940.

Sincerely,

Dick Westfall
Manager, Greenways & Trails Section



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: January 4, 2011

Item: Ortho Poly Phosphate

Staff Recommendation: Motion to terminate the agreement with Carus Corporation for the provision of Ortho Poly Phosphate and re-award the bid for the provision of Ortho Poly Phosphate to the next lowest responsive and responsible bidder, Hawkins, Inc, and adopt a resolution authorizing the City Manager to execute a one-year purchase agreement with Hawkins, Inc. for the provision of Ortho Poly Phosphate.

Staff Contact: Victor Ramirez, Director of Public Works

Background:

At the December 7, 2010 City Council meeting, the bid for Ortho Poly Phosphate for the City's water treatment plants was awarded to Carus Corporation. Since the award of the bid, Carus has determined that they cannot provide the product specified for the price bid. They have subsequently declined the award.

The next lowest bidder, Hawkins, Inc., has provided Ortho Poly Phosphate to the City in the past, and has proven to be very responsive to the City's needs and demonstrated that they have a product that meets the City's requirements.

Bidder	Ortho/Poly Blended Phosphate (per Gal)
✓Hawkins, Inc. Minneapolis, MN	\$7.91
Shannon Chemical Malvern, PA	\$9.87
Viking Chemical Rockford, IL	\$12.65*
Alexander Chemical Corporation Downers Grove, IL	No Bid
JCI Jones Beech Grove, IN	No Bid
Pencco Inc. San Felipe, TX	No Bid
Solvay Fluorides Houston, TX	No Bid
*Carus Corp. Peru, IL	\$7.87 – Rescind

✓ Indicates lowest responsive and responsible bidder

* Did not meet bid specifications

Discussion:

Each manufacturer formulates their own specific blend of Ortho Poly Phosphate. The Water Division had Spon Water Consulting, LLC review the proposed Ortho Poly Phosphate products to ensure that all specifications were met. As a result of this review, Viking Chemical’s free flowing crystal granule did not meet the City’s minimum specifications and was subsequently rejected.

Recommendation

The Public Works Department and the City Manager’s Office have received official notice from Carus Corporation declining the contract for Ortho Poly Phosphates. The remaining bids received were critically analyzed for completeness and accuracy in accordance with the invitation to bid document, and an analysis of the Ortho Poly Phosphates bids was tabulated. It is the recommendation of the Public Works Department to revoke the contract offer to Carus Corporation and to claim their bid bond, and re-award the bid for the phosphates to the next lowest responsive and responsible bidder, Hawkins, Inc. for the 2011 contract year.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the contract for Ortho Poly Phosphate with Carus Corporation is hereby terminated at the request of Carus Corporation and that the bid for the Ortho Poly Phosphate be re-awarded to the next lowest responsive and responsible bidder, Hawkins, Inc.

BE IT FURTHER RESOLVED that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the one-year contract between the City of Crystal Lake and Hawkins, Inc.

Dated this 4th day of January 2011.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: January 4, 2011

APPROVED: January 4, 2011