



## **CITY OF CRYSTAL LAKE AGENDA**

### **CITY COUNCIL REGULAR MEETING**

**City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
March 1, 2011  
7:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 15, 2011 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. **Ordinance approving the 2011 Crystal Lake Zoning Map.**
10. **Rakow Road Improvements Presentation – Information Only**
11. **Children's Center for Autism Temporary Liquor License Request.**
12. **Advance Auto Parts, Commons Shopping Center, 6130 Northwest Highway – Final Planned Unit Development Amendment for the addition of a monument sign and wall signage.**
13. **7910 Route 14 – Annexation Referral.**
14. **Metra Ridgefield Station Annexation Public Hearing Continuation.**
15. **Proposal award and resolution authorizing execution of an agreement for the E. Crystal Lake Avenue Segment 1 Improvement Phase III Engineering Consultant and approval of changes in scope by 10 percent of the original price.**
16. **Resolution authorizing execution of the Local Agency Agreement for Federal Participation with IDOT for construction and Phase III Engineering of the East Crystal Lake Avenue Segment 1 Improvement.**
17. **Resolution authorizing appropriation of MFT funds for the easement acquisition, construction, and Phase III Engineering services for the East Crystal Lake Avenue Segment 1 Improvement.**
18. **Resolution authorizing execution of an extension of the City's current agreement for stormwater management consulting services.**

19. **Resolution authorizing execution of an agreement with Commonwealth Edison for the guaranteed load drop program.**
20. **2011/2012 Fiscal Year Hotel/Motel Tax Funding Allocations.**
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**

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**Meeting Date:** March 1, 2011

**Item:** Annual adoption of the Zoning Map

**Recommendation:** Motion to adopt an ordinance approving the 2011 Crystal Lake Zoning Map, as presented.

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

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**Background:** Attached is the 2011 updated Zoning Map, which reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2010. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31 of each year. The GIS based zoning map, which is available on the City's website and provides a convenient reference material for customers, is attached for the Council's information.

Below is a brief summary of the parcels that were rezoned. The \* represents a rezoning upon annexation.

<b>Petition</b>	<b>Location</b>	<b>Acreage</b>	<b>From</b>	<b>To</b>
Lecuyer	490 W. Terra Cotta Ave	0.95 acres*	R-1	W
Topps	8307 Ridgefield Road	3.25 acres*	A-1	W
<b>Total Acreage</b>		<b>4.2 acres</b>	-	-

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

**DRAFT**

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

ORDINANCE

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December, 2010, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

ATTEST:

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

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



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 1, 2011

**Item:** Rakow Road Improvements Presentation

**Staff Recommendation:** Information only.

**Staff Contact:** Erik D. Morimoto, Director of Engineering and Building

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**Background:**

The improvement to Rakow Road is one of the largest projects that the McHenry County Division of Transportation (MCDOT) has ever undertaken. The improvement will expand Rakow Road to four lanes between Illinois Route 31 and Pyott Road, and six lanes between Pyott Road and Ackman Road. It will also include other improvements, such as flattening the curve of the road as it approaches McHenry Avenue. The construction will begin on March 1, 2011, and will last two years. The estimated cost of construction is \$26 million.

MCDOT's construction engineering consultant, Bollinger, Lach and Associates, has requested to do a presentation of the project for the City Council. They will present information on how the improvement will be staged, and potential disruptions for Crystal Lake motorists.



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	March 1, 2011
<b><u>Item:</u></b>	Class "16" Temporary Liquor License – Children's Center for Autism
<b><u>Staff Recommendation:</u></b>	Motion to approve issuance of a Class "16" Temporary Liquor License to the Children's Center for Autism
<b><u>Staff Contact:</u></b>	George Koczvara, Deputy City Manager

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**Background:**

The City has received a request from the Children's Center for Autism for the issuance of a Class "16" Temporary Liquor License in order to sell beer and wine at their 8th Annual Pizza & Beer Tasting Charity Event to be held at Nick's Pizza & Pub, located at 856 Pyott Road, on April 28, 2011 from 6:00 p.m. to 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class "16" Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

The Children's Center for Autism has also requested the issuance of a Temporary Use Permit to allow a Special Promotion for this fundraising event.

This is an annual event that has been held for the past seven years without any documented violations, and as has been recommended by the City Council in the past, the Planning and Economic Development Department has administratively approved the Temporary Use Permit request, as well as the waiver of the \$25.00 permit fee request for this event with the following conditions:

1. The Temporary Use Permit shall be valid for the Children's Center for Autism, 8th Annual Beer and Pizza Tasting Charity event from 6:00 p.m. to 10:00 a.m. on Thursday, April 28, 2011, with set up to occur on April 27, 2011 and take down on April 29, 2011.
2. A minimum 20-foot wide access lane needs to be maintained throughout the site (paved areas) for fire apparatus access to the site and structures.

3. Access to all fire hydrants shall be maintained during the event and not obstructed by vehicles, fences, or related equipment.
4. Parking within the Fire Station 3 parking lot is not permitted.
5. Water Plant #3's access shall not be blocked.
6. Any junk or debris that may be created by the event shall be cleaned up on a continuing basis.
7. Any requests for temporary signage not included with this Temporary Use Permit shall be made to the Building Division.
8. The tent shall be of a flame resistant material, or treated as such.
9. No smoking in/under the tent.
10. No open flame, fire or heat, or any flammable or combustible liquids, gas charcoal, or other cooking device permitted inside of or within 20 feet of any tent or canopy open to the public.
11. Tents where cooking is performed shall be separated from other tents by 20 feet, and other requirements may need to be met. Outside cooking that produces sparks or grease-laden vapors must be done 20 feet from any tent/canopy.
12. A portable fire extinguisher is required for the tent with a minimum 2A rating.
13. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans need to be provided for waste if present.)
14. The tent shall be adequately roped, braced, and anchored to withstand the elements of weather and to prevent collapse.
15. Generators need to be a minimum of 20 feet from any structures, tents, or canopies and isolated from contact with the public.
16. The 2005 National Electric Code shall be complied with. All cords shall be listed for exterior use.
17. Exits must be provided based on the occupant load. Exit access aisle must be provided to each required exit.
18. JULIE locates are required for the tent stakes.
19. A site inspection is required for the tents. It is recommended that the site be inspected prior to the tent being erected and after. Please contact the Fire Prevention Bureau at 815-356-3640 ext. 4147.

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

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

**Meeting Date:** March 1, 2011

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
#2011-09 Commons of Crystal Lake  
Final PUD Amendment for the addition of a monument sign and wall signage  
Site Enhancement Services on behalf of Advance Auto Parts  
6130 Northwest Highway, Crystal Lake

**PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment for 6130 Northwest Highway.

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

**Background:** The property in question is the former Blockbuster Video Store on Northwest Highway that was approved as part of the Commons Shopping Center. The overall Final Planned Unit Development (PUD) for the Commons Shopping Center was approved in 1986. The PUD approval included specific tenant sign criteria. Advance Auto Parts is requesting a Final PUD Amendment to allow the addition of a monument sign and wall signage that exceeds the UDO allowance.

The petitioner is requesting a change to the approved tenant sign criteria. The petitioner is requesting 81 SF wall signs along the south and west facades for a total of 162 SF of wall signage. The table below compares the request to the tenant sign criteria and the UDO allowances.

<b>Tenant Sign Criteria</b>	<b>Ordinance requirements</b>	<b>Advance Auto Parts request</b>
Area: Ordinance allowance	150 SF total (no individual sign greater than 75 SF)	162 SF total (both individual signs at 81 SF each)
6" projection from the facade	12" projection from the facade	8" projection from the facade
24" high letters	No limit	30 <sup>5</sup> / <sub>8</sub> " high letters
No products advertised	No content restrictions	No products advertised



The petitioner will also be painting a red background on the fascia, 3'-6" x 33'-4" in the area behind the sign that is not considered signage. The other change requested is the addition of a 7-foot high and 35-sq. ft. in area monument sign along Northwest Highway. When the Commons PUD was approved, 6 free-standing signs were approved for the overall project. Amongst the outlots, KFC and Helzberg Diamonds have individual monument signs. The rest of the signs are shared by the other tenants.

***PZC Highlights***

At the Planning and Zoning Commission meeting, most of Commissioners felt that the store would be a destination and the proposed wall signage would be adequate for locating the store. Overall, the Commission felt that the petitioner could request the free-standing sign at a later date, if needed. A few Commissioners also indicated that the monument sign could be enhanced to better match the other free-standing signs in this development. Following a 'straw poll' regarding the monument sign, the representatives for the petitioner withdrew their request for the monument sign. In effect, the PZC denied their request for a monument sign. Following the PZC meeting, the representatives for Advance Auto Parts have indicated to staff that the lease is contingent on the approval of a monument sign and, therefore, they respectfully request the approval of a monument sign.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request. If the petitioner's request is approved, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

- A. Development Application, received 2-1-11
- B. Sign Plans, received 2-1-11
- C. Elevation, Shive, Dated 1-18-11

~~2. The base of the monument sign shall be increased to 8 feet to meet the requirement that a sign base width be 80 percent of the sign width. (Deleted by PZC)~~

~~3. The monument sign must be set back at least 10 feet from the property line. (Deleted by PZC)~~

~~4. Landscaping must be planted around the base of the monument sign equaling 1 square foot of landscape area per 1 one square foot of sign area. The landscaping shall be located in an area radiating from the base of the sign. Submit a landscape plan for staff approval. (Deleted by PZC)~~

~~5. Any landscaping to be removed to install the monument sign must be replaced on-site. (Deleted by PZC)~~

6. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

**Votes Required to Pass:**

A simple majority vote.

DRAFT

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

AN ORDINANCE GRANTING AN AMENDMENT  
TO THE FINAL PUD FOR COMMONS OF CRYSTAL LAKE

WHEREAS, pursuant to the terms of the Petition (File #2011-09) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for additional wall signage for Advance Auto Parts; and

WHEREAS, the required hearings were held on the petition of the property owners in the manner and the form required by the Unified Development Ordinance of the City of Crystal Lake and the statutes of the State of Illinois; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted as requested in said Petition,

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

SECTION I: That a Final PUD Amendment be granted to permit additional wall signage for Advance Auto Parts for the property located at 6130 Northwest Highway, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Development Application, received 2-1-11
  - B. Sign Plans, received 2-1-11
  - C. Elevation, Shive, Dated 1-18-11
  
2. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & 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**

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MAYOR

ATTEST:

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CITY CLERK

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



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 1, 2011

**Item:**

#2011-11 Annexation Referral

Russ Stewart, petitioner  
2211 W. Bradley Ave., Champaign, IL

**Recommendation:**

Motion to refer the petitioner's request to the April 20, 2011, Planning & Zoning Commission meeting for zoning considerations and to the May 3, 2011 City Council meeting for the annexation public hearing.

**Staff Contact:**

Michelle Rentzsch, Director of Planning & Economic Development

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**Background:**

The petitioner is requesting annexation of approximately 4.26 acres, located at 7910 Route 14 (former PNC Bank). The petitioner will be requesting a "W-C" (Watershed with Conservation Overlay) zoning designation with the intent to locate a gasoline station along with a convenience store and car wash at this location. All properties within the Watershed district are required to be developed as Planned Unit Developments (PUD).

The property is located within the Crystal Lake Watershed. With the adoption of the Unified Development Ordinance (UDO), the Conservation Overlay District was introduced to encompass properties in the City's northwest area and the Crystal Lake Watershed. The overlay district permits additional uses (beyond those permitted in the underlying zoning district) through the application of a Watershed PUD. The Watershed PUD was also introduced through the UDO and allows applicants an opportunity to receive preliminary approval based on a general outline of the proposed uses, the location and intensity of development at the specific location without the requirement to complete detailed engineering studies at this stage. If the development receives Watershed PUD approval, a Preliminary and Final PUD approval is then required along with all the necessary engineering studies. The additional uses permitted through the "C" overlay do not include a gasoline station, which must be specifically approved for this location through the Watershed PUD approval.

The petitioner respectfully requests that this matter be referred to the April 20, 2011, Planning & Zoning Commission meeting for zoning consideration and the May 3, 2011, City Council meeting for the annexation public hearing.

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





**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 1, 2011

**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 March 15, 2011, City Council meeting for the Annexation Public Hearing.

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

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**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 March 15, 2011, City Council meeting for the Annexation Public Hearing. The petitioner has been working to assemble all the information requested by the City Council at the pre-annexation meetings. In addition, some time is needed to prepare for the upcoming meeting in light of the start of the new Chief Executive Officer for Metra.

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

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



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 1, 2011

**Item:**

Consultant Selection Approval for the E. Crystal Lake Avenue Segment 1 Improvement Phase III Engineering

**Staff Recommendation:**

Motion to award the proposal for the E. Crystal Lake Avenue Segment 1 Improvement Phase III Engineering consultant to the most qualified responsible, responsive proposer, Hampton, Lenzini and Renwick, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Hampton, Lenzini and Renwick, Inc. in the amount of \$118,178.48 and approve changes in scope by 10 percent of the original price.

**Staff Contact:**

Erik D. Morimoto, Director of Engineering and Building

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**Background:**

The improvement to East Crystal Lake Avenue will widen and resurface the road between East Street and Erick Street. The scope of work also includes water main replacement, storm sewer, and sidewalk installation. The widening will match the already improved section of Crystal Lake Avenue to the east that was completed in 2009. The City has secured \$883,423 in Federal Surface Transportation Program (STP) funds for the construction and Phase III Engineering portions of the project. The balance will be funded with City Motor Fuel Tax funds.

The Phase II Engineering, performed by Bollinger, Lach and Associates (BLA), was completed and submitted to IDOT on February 18, 2011 for approval. A letting date is scheduled on April 29, 2011 for this project.

In order to complete the project, the City must select a consultant to perform the Phase III Engineering. To ensure the project is completed per plan and on time, the Engineering Division recommends the use of a knowledgeable and experienced firm to oversee the project construction.

### *Consultant Selection Process*

As Federal STP funds are being utilized in the Phase III Engineering, federal laws require that a purely qualifications-based selection process be followed to secure an engineering firm for this project. The City received proposals from sixteen firms in response to the request.

Staff from the Engineering Division reviewed each of the proposals and ranked the firms based solely on their qualifications. The criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects within the surrounding area
5. Approach to the management of the project
6. Experience of Resident Engineer and other personnel

Of the sixteen proposals received, the Engineering Division determined Hampton, Lenzini and Renwick, Inc. (HLR) as the most qualified and responsible proposer. HLR provided the best approach to the management of the project, while providing a knowledgeable Resident Engineer to oversee the project during construction. The documentation for a federally-funded, IDOT-let job is extensive, and HLR's proposal demonstrated that the Resident Engineer has the training and experience to handle the project successfully. HLR also performed the Phase I Engineering as well.

The next step was to review HLR's provided cost. Note that federal law prohibits revealing or considering any other proposer's cost. Upon review of HLR's cost, the Engineering Division determined that the proposed cost is competitive relative to the scope of services. The provided cost is also approximately \$46,000 less than what is currently budgeted based on City Staff's estimate for these Phase III Engineering services. The project is programmed in the proposed FY 2011-2012 City budget.

### *Recommendation*

Based on the proposals received and the experience and qualifications noted, it is the recommendation of the Engineering Division to select HLR to perform the E. Crystal Lake Avenue Segment 1 Phase III Construction Engineering.

### **Votes Required to Pass:**

Simple majority





**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute an agreement with Hampton, Lenzini and Renwick, Inc. for the East Crystal Lake Avenue Segment 1 Phase III Engineering for \$118,178.48. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this First Day of March, 2011.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: March 1, 2011

APPROVED: March 1, 2011



## Agenda Item No: 16

### City Council Agenda Supplement

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**Meeting Date:**

March 1, 2011

**Item:**

Local Agency Agreement for Federal Participation with IDOT for Construction and Phase III Engineering of the East Crystal Lake Avenue Segment 1 Improvement

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute the Local Agency Agreement for Federal Participation with IDOT for construction and Phase III Engineering of the East Crystal Lake Avenue Segment 1 Improvement.

**Staff Contact:**

Erik D. Morimoto, Director of Engineering and Building

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**Background:**

The improvement to East Crystal Lake Avenue will widen and resurface the road between East Street and Erick Street. The scope of work also includes water main replacement, storm sewer, and sidewalk installation. The widening will match the already improved section of Crystal Lake Avenue to the east that was completed in 2009.

This project has received Federal Surface Transportation Program (STP) funds for road construction and Phase III Engineering. IDOT administers these funds on behalf of the Federal Government. Attached is a Local Agency Agreement for Federal Participation between the City and IDOT that defines how the project will be funded using these Federal grants. The STP grant will fund the road construction and Phase III Engineering costs up to \$883,423. The City's estimated share for the project is \$500,856. This includes a \$280,000 water main improvement that is not eligible for Federal funding. The City will use Motor Fuel Tax funds for its local share of the roadway improvement and Water Operations funds for the water main improvement. The project is programmed in the proposed FY 2011-2012 City budget.

This agreement is a standard agreement that is used for all projects utilizing Federal funds. Once this agreement has been executed and all necessary approvals have been secured, IDOT will be ready to let the project. The City is targeting a letting for April 29, 2011. Construction is anticipated to start this summer.

**Votes Required to Pass:**

A simple majority of the City Council in attendance.



**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute the Local Agency Agreement for Federal Participation for the East Crystal Lake Avenue Segment 1 Improvement.

**DATED** this first day of March, 2011.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: March 1, 2011

APPROVED: March 1, 2011



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 1, 2011

**Item:** Appropriate MFT funds for the East Crystal Lake Avenue Segment 1 Improvement Easement Acquisition, Construction, and Phase III Engineering

**Staff Recommendation:** Motion to adopt a resolution appropriating \$375,684 in MFT funds for the easement acquisition, construction, and Phase III Engineering services for the East Crystal Lake Avenue Segment 1 Improvement.

**Staff Contact:** Erik Morimoto, Director of Engineering and Building

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**Background:**

City staff is requesting that the Council allocate \$375,684 in Motor Fuel Tax funds for the East Crystal Lake Avenue Improvement construction and Phase III Engineering. This includes \$50,000 for easement acquisition, \$118,179 for the engineering consulting services, \$195,687 for the construction, and a contingency of \$11,818. It does not include the \$280,000 for the water main improvement, which is not MFT eligible, and will be funded through the Water Operations fund. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the engineering and construction.

**Votes Required to Pass:**

Simple majority



**Illinois Department  
of Transportation**

**Resolution for Improvement by  
Municipality Under the Illinois  
Highway Code**

**DRAFT**

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

Name of Thoroughfare	Route	From	To
Crystal Lake Avenue	FAU 0116	Main Street	Erick Street

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of widening of East Crystal Lake Avenue to include a bi-directional turn lane. This allocation is for easement acquisition, construction, and Phase III Engineering

and shall be constructed 36 feet wide  
 and be designated as Section 06-00104-01-WR

2. That there is hereby appropriated the (additional  Yes  No) sum of Three hundred and seventy-five thousand, six hundred and eighty-four Dollars ( \$375,684.00 ) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

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

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

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

I, Nick Kachiroubas Clerk in and for the  
City of Crystal Lake  
City, Town or Village  
 County of McHenry, hereby certify the  
 foregoing to be a true, perfect and complete copy of a resolution adopted  
 by the Council  
Council or President and Board of Trustees  
 at a meeting on March 1, 2011  
Date  
 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this  
1st day of March, 2011  
 (SEAL)  
 \_\_\_\_\_  
 City, Town, or Village Clerk



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 1, 2011

**Item:**

Stormwater Consultant Agreement Extension

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an extension of the City's current agreement with Christopher B. Burke Engineering, Ltd. for stormwater management consulting services through April 30, 2013 using Christopher B. Burke Engineering, Ltd.'s 2007 hourly rates.

**Staff Contact:**

Erik D. Morimoto, Director of Engineering and Building

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**Background:**

*Stormwater Management Consultant Agreement*

On September 16, 2008, the City Council approved the use of a new City Stormwater Management Consultant, Christopher B. Burke Engineering, Ltd. (CBBEL). City staff has been very satisfied with the performance of CBBEL and their ability to provide review comments on time, assist staff in the City's flooding studies, and provide overall guidance to City staff regarding stormwater items.

CBBEL's current agreement was approved for a two-year period, which expired in September of 2010. City staff has been pleased with CBBEL's performance and would like to extend their agreement for a second two-year term, until April 30, 2013. CBBEL has agreed to maintain their current 2007 rates as a result of negotiations subsequent to the February 15, 2011 City Council Meeting.

*Recommendation*

City staff recommends the extension of CBBEL's agreement until April 30, 2013. At that time, staff will review their performance and make a recommendation to select a new firm or extend CBBEL's agreement for an additional two years with revised hourly rates.

**Votes Required to Pass:**

Simple majority of City Council present.





**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager is authorized to execute a two-year extension to the agreement with Christopher B. Burke Engineering Ltd. (CBBEL) for storm water management consultation services using the 2007 Rate Schedule provided by CBBEL.

**DATED** this First Day of March, 2011.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: March 1, 2011

APPROVED: March 1, 2011



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 1, 2011

**Item:** Resolution for entry into Com Ed's Capacity-Based Load Response and System Reliability Program.

**Staff Recommendation:** Motion to adopt a resolution authorizing the City Manager to execute an agreement with Commonwealth Edison for the guaranteed load drop program.

**Staff Contact:** Victor Ramirez, Director of Public Works

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**Background:**

Over the past several years, the Public Works Department has participated in Com Ed's voluntary load reduction program, whereby, during peak electrical demand days, when notified by Com Ed, the City would take its larger facilities off the grid and power them with on-site generators. In return, Com Ed pays the City for these reductions, based on the kilowatt-hours of the electrical loads that the City reduces. In 2006, at Com Ed's request, the City ran WWTP #2 and WTP #3 on generators for five hours on August 1<sup>st</sup> & 2<sup>nd</sup> and received payments and credits totaling \$4,819.00, substantially more than the cost to run the generators. Not only did the City's voluntary reduction net funds back to the City, it also helped assure that the City's residents did not endure outages or brownouts during these extremely hot days.

In 2008, 2009 and 2010, the City was not called upon at all to operate off the grid, but rather only to prove that it had the capacity to do so. Because this is a guaranteed program, Com Ed still awarded the City a sum of \$33,290.83 in 2008, \$29,404.49 in 2009 and \$89,007.79 in 2010 for participating. It should be noted that in 2010, the City added Water Treatment Plant #4 and Wastewater Treatment Plant #3, located at 400 North Knaack Boulevard to the program to maximize the potential benefit to the City.

Through this program, the City will receive payment even if there is no load reduction requested, as was the case in 2008, 2009 and 2010, as long as the City can prove that these facilities have the capacity to operate off the grid for a period of 90 minutes. If we are unable to switch power to our generators, we will be penalized. However, the penalties shall be in the form of deductions from the guaranteed payout figure. There will be no more than ten events during the period that we will be required to take the facilities off line, and the events will last no more than

eight hours, between 11:00 am and 7:00 pm. For this effort, the City can expect a payment from Com Ed of up to \$42,288.48.

It is the recommendation of staff to approve the resolution.

**Votes Required to Pass:**

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to enter into Commonwealth Edison's Capacity-Based Load Response and System Reliability Program wherein the CITY OF CRYSTAL LAKE agrees to operate Water Treatment Plant Nos. 3 & 4 and Wastewater Treatment Plant Nos. 2 & 3 off of the power grid on peak demand days at the request of Commonwealth Edison.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 1, 2011

**Item:**

2011-2012 Fiscal Year Hotel/Motel Tax Funding Allocations

**Staff Recommendation:**

City Council Discretion

1. Motion to authorize the allocation of 2011-2012 Fiscal Year Hotel/Motel Tax Funding as determined by the City Council.

**Staff Contact:**

Gary J. Mayerhofer, City Manager  
Bradley S. Mitchell, Assistant to the City Manager

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**Background:**

The City received ten (10) applications from local organizations for the 2011-2012 fiscal year Hotel/Motel Tax funding. Requests for funding totaled \$373,600. The City's hotel/motel tax rate is currently at 5.0%. Based on preliminary estimates, the City is projected to collect approximately \$230,000 in hotel/motel tax receipts during the 2011-2012 Fiscal Year, an amount equal to that which is currently being realized, as compared to \$270,000 budgeted in 2010-2011. The deviation of actual receipts from amounts budgeted are attributable to the current state of the economy. Based on the remaining hotel/motel tax receipts that the City is anticipated to collect for the 2010-2011 Fiscal Year, the projected year-end balance that the City will have in reserve on April 30, 2011 will be \$15,000.

Requests are listed in alphabetical order, with funding category qualifications provided.

<u>Organization</u>	<u>2011-2012 Funding Amount Requested</u>	<u>Award Category(s)</u>	<u>(Last Year) 2010-2011 Funding Amount Awarded</u>
Berkshire Ballet Theatre	\$4,500	First-time recipients and \$5,000 or less	\$0*
City of Crystal Lake – Independence Day Fireworks Display	\$0 (General Fund revenue to be utilized)	Greater than \$5,000	\$15,000
Crystal Lake Babe Ruth League, Inc.	\$2,000	\$5,000 or less	\$2,000
Crystal Lake Chamber of Commerce – Independence Day Parade	\$0 (General Fund revenue to be utilized)	Greater than \$5,000	\$10,000
Crystal Lake Chamber of Commerce – Shopping, Dining and Recreation Guides	\$6,000	Greater than \$5,000	\$6,000
Crystal Lake Rowing Club	\$2,500	\$5,000 or less	\$2,500
Historic Downtown District of Crystal Lake, Inc.	\$35,000	Greater than \$5,000	\$35,000
Lakeside Legacy Foundation	\$80,000	Greater than \$5,000	\$25,000
McHenry County Convention and Visitors Bureau	\$15,000	First-time recipients and greater than \$5,000	\$0
McHenry County Music Center	\$3,600	\$5,000 or less	\$3,600
McHenry County Youth Sports Association	\$75,000	Greater than \$5,000	\$50,000
Raue Center for the Arts Programming and Marketing Support	\$150,000	Greater than \$5,000	\$150,000
<b>Total</b>	<b>\$373,600</b>		<b>\$299,100</b>

\*This organization did not submit a request for funding for the 2010-2011 Fiscal Year.

A Hotel/Motel Tax Funding workshop was held on January 11, 2011. At this workshop, applicants were provided the opportunity to present requests to the City Council for consideration and answer questions. At the workshop, a memo was distributed asking the City Council to indicate their preferred rankings and funding allocations for each organization that submitted an application. Attached are the Hotel/Motel Tax funding allocation surveys submitted by each City Councilmember and a chart summarizing the preferred allocation amounts based on the surveys. Included in the chart are the following categories:

“Mode” – identifies the most frequent funding amount determined by each City Councilmember for each organization.

“Mean” – identifies the average funding amount determined by each City Councilmember for each organization.

“Median” – identifies the middle funding amount determined by each City Councilmember for each organization.

Applicants have been notified that the allocation of funding is to be considered at the March 1, 2011 City Council meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council.