



Ralph E. Madsen (1930-2001)
Henry H. Sugden III
Joseph Gottemoller
Keith D. Sloan

March 14, 2011

RECEIVED

Mayor Aaron Shepley
City Council Members
100 West Municipal Complex
Crystal lake, IL 60014

HAND DELIVERED

MAR 14 2011

**Mayor
City of Crystal Lake**

Re: Withdrawal of Metra's Petition #2010 15 to Annex the Ridgefield Country Club
Road Property

Dear Mayor and City Council Members:

With this letter, Metra is officially withdrawing from your consideration Petition Number #2010-15. Metra has decided it will not continue to pursue annexation of the above-referenced property into the City of Crystal Lake.

Metra appreciates the time and effort the City and its staff have expended on this matter.

Sincerely,

JOSEPH GOTTEMOLLER
One of the attorneys for Metra



547 W. Jackson Blvd. Chicago, Illinois 60661 Telephone: (312) 322-6900 TTY# 1-312-322-6774

Elizabeth M. Flood
Sr. Assoc. General Counsel & Director
Real Estate Development & Contract Management
Phone: 312-322-6696
Fax: 312-322-6698

FACSIMILE TRANSMISSION & CERTIFIED MAIL

RECEIVED

March 11, 2011

MAR 14 2011

Mr. Dan F. Curran
Campion, Curran Dunlop & Lamb
8600 U.S. Highway 14, Suite 201
Crystal Lake, Illinois 60012

**Mayor
City of Crystal Lake**

Re: Metra Purchase of 17.35 Acres on Country Club Road, Ridgely
Seller: Amcore Bank, as Trustee of Trust No. 3582
Purchaser: Commuter Rail Division of the Regional Transportation Authority

Dear Mr Curran:

This letter is to inform you that pursuant to Section 5 of the Purchase and Sale Agreement dated December 3, 2011, between the above-referenced Seller and Purchaser, as amended and extended from time-to-time ("Agreement"), the Purchaser will not seek an extension of the Investigation Period and hereby deems the Agreement null and void because the contingencies or conditions precedent outlined in the Agreement are not satisfied. Additionally, Metra does not at this time have the funding necessary to acquire and improve the Property in the manner required to satisfy governmental requirements.

We have enjoyed working with you and appreciate the cooperative efforts you and your client have made to facilitate this transaction.

Sincerely,

Elizabeth M. Flood
Sr. Associate General Counsel & Director

cc: Alexander D. Clifford
Joseph Gottemoller



CITY OF CRYSTAL LAKE
REVISED AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
March 15, 2011
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Child Abuse Prevention Month**
5. **Approval of Minutes – March 1, 2011 Regular City Council Meeting**
January 11, 2011 Hotel/Motel Tax Funding Workshop Meeting
6. **Accounts Payable**
7. **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.
8. **Mayor's Report**
 - a. **Recognition of Crystal Lake Central High School Wrestling Team**
9. **Council Reports**
10. **Consent Agenda**
 - a. **Resolution approving the 2011 Crystal Lake Chamber of Commerce Independence Day Parade.**
11. **Metra Ridgefield Station, Country Club Road at Prairie Drive – Annexation Public Hearing; Preliminary Planned Unit Development for a Metra station; Comprehensive Plan Amendment from Estate Residential to Public and Semi Public; rezoning to the W-Watershed district upon annexation; and ordinances authorizing the annexation of the parcel, execution of the annexation agreement, rezoning upon annexation, Preliminary Planned Unit Development and variations. (WITHDRAWN AT THE PETITIONER'S REQUEST.)**
12. **March of Dimes Walk/Run street closure request.**
13. **Extreme Wheels, 691 Virginia Road – Audiovisual and Mechanical Amusement Device License Request.**
14. **Autumn Leaves, 415 Alexandra Boulevard – Unified Development Ordinance Sign Variation request to display an off-premise sign.**
15. **Banner Apartments Senior Housing Project, 355 Station Drive – Final Planned Unit Development Amendment with a height variation for a senior independent living development; Land Use Variation to allow a continuing care retirement community, without nursing facilities, in the “B-2 PUD” district; and final Plat of Resubdivision for a two-lot subdivision.**
16. **Deerhaven Drive no parking restriction.**

17. **Resolution approving the proposed Lake Safety Program Budget FY 2011/2012.**
18. **Bid award and resolution authorizing execution of a purchase agreement for the provision of unleaded gasoline and diesel fuel.**
19. **Bid award and resolution authorizing execution of a service agreement for the disposal of naturally occurring radioactive material (NORM) from the City's water treatment plants.**
20. **Waiver of formal bidding requirements and resolution authorizing execution of an agreement for an upgrade of the City's current Finance and Enterprise Resource Planning (ERP) Software, and allowing for a 10% contingency.**
21. **Bid award and resolution authorizing execution of a contract for the Virginia Street Corridor Improvement Construction and allowing for a 10 percent contingency.**
22. **Proposal award and resolution authorizing execution of an agreement for the Virginia Street Corridor Improvement Phase III Engineering consultant and approval of changes in scope by 10 percent of the original price.**
23. **Resolution authorizing the City to enter into an Agreement between the City of Crystal Lake and the Illinois Department of Transportation for the Construction and Phase III Engineering of the Virginia Street Corridor Improvement.**
24. **Resolution authorizing appropriation of MFT funds for the construction and Phase III Engineering services for the Virginia Street Corridor Improvement.**
25. **Reimbursement for McCormick Park sign base.**
26. **Resolution authorizing appropriation of MFT funds for FY 2011-2012 traffic signal maintenance, streetlight maintenance, and snow-fighting material purchases.**
27. **Resolution authorizing the adoption of the McHenry County Natural Hazard Mitigation Plan.**
28. **City Code Amendment establishing Resource Conservation and Rain Barrel Code Requirements.**
29. **Council Inquiries and Requests**
30. **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.**
31. **Reconvene to Regular Session.**
32. **Historic Preservation Commission Appointment**
33. **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: 10a

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 15, 2011
<u>Item:</u>	Crystal Lake Chamber of Commerce Independence Day Parade
<u>Staff Recommendation:</u>	Motion to adopt a resolution approving the 2011 Crystal Lake Chamber of Commerce Independence Day Parade.
<u>Staff Contact:</u>	George J. Koczwara, Deputy City Manager

Background:

In previous years, the Independence Day parade was coordinated by the Gala Committee; however, since its dissolution, the Crystal Lake Chamber of Commerce has taken over responsibility for the parade. As was done in 2009 and 2010, the Chamber of Commerce is partnering with the *Northwest Herald* and the Lions Club of Crystal Lake, as well as with the City to ensure that the parade tradition continues.

Below is a summary of the proposed parade:

- The parade will be held on Sunday, July 3rd and will commence from City Hall and conclude at the Lakeside Center.
- Funding for the parade will be a combination of sponsorship revenue, as well as a contribution from the City of Crystal Lake of \$10,000.
- The Chamber of Commerce will be responsible for parade participant coordination.
- The Lions Club of Crystal Lake will provide on-site volunteers.
- The fireworks display, already approved and funded by the City Council, will occur during the evening of July 3rd on the lake.

Recommendation:

It is staff's recommendation to approve the 2011 Crystal Lake Chamber of Commerce Independence Day Parade.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the 2011 Crystal Lake Chamber of Commerce Independence Day Parade is hereby approved.

DATED this 15th day of March, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 15, 2011
APPROVED: March 15, 2011



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2010-15 Metra Ridgefield

ANNEXATION PUBLIC HEARING

ZONING REQUEST

- 1) Preliminary PUD for a Metra station.
- 2) Comprehensive Plan Amendment from Estate Residential to Public and Semi Public.
- 3) Rezoning to the W-Watershed district upon annexation.

Metra, petitioner
Country Club Road at Prairie Drive

PZC Recommendation:

- 1) Motion to adopt ordinances authorizing the annexation of the parcel totaling 17.5 acres and the execution of the annexation agreement.
- 2) Motion to approve the PZC recommendation and to amend the Comprehensive Plan from Estate Residential to Public and Semi Public.
- 3) Motion to approve the Planning and Zoning Commission recommendations and to adopt an ordinance approving the rezoning upon annexation, Preliminary PUD and variations for the 17.5 acres located on Country Club Road west of Prairie Drive.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

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

Traffic

Metra selected one of the City's traffic consultants, Patrick Engineering, to conduct a comprehensive traffic study. The study's executive summary begins with the intersections that need traffic signal upgrades, today, without a Metra station. The roadways in this area are all under the jurisdiction of McHenry County, IDOT, or the township.

Metra's traffic engineer has calculated the costs of the roadway improvements in the Ridgefield Area and based on Metra's impact to the surrounding traffic levels, Metra's fair share of improvements is \$1,200,000. In addition, Metra will spend approximately \$400,000 on the required improvements to Country Club Road at their entrance, a total of \$1,600,000 for roadway improvements,

Attached to this agenda supplement is a letter from the County Highway Department confirming their agreement with the general level of roadway improvements that will need to be completed in the future.

Watershed PUD

The majority of the property is located within the Crystal Lake Watershed and the petitioner's engineer has provided the City with preliminary engineering plans that meet the requirements of the City's watershed regulations.

Watershed "W" zoning is requested as part of the annexation request. The zoning requirements for the "W" Watershed district; the lot area, lot width, setbacks and bulk requirements are all site specific, as the primary concern is to provide adequate quality recharge into the watershed. The project would be required to be developed as a Watershed PUD, which allows Railroad Passenger Terminals as a permitted use. Watershed PUDs must demonstrate how they have satisfied the conservation goals in this section.

- Goal 1 – Demonstrate efficiency in the use of energy and resources and minimize the impact on the natural environment.
- Goal 2 – Incorporate landscaping and site design that makes an exceptional contribution to the quality of the natural environment.
- Goal 3 - Demonstrate a commitment to providing pedestrian friendly development and provide for both automobile and alternative modes of transportation that are planned in conjunction with development as well as conscientious use of natural resources or other site features.

The proposed transit station certainly fulfills these goals, by providing another means of transportation. In addition, Metra is proposing to use pervious concrete for the north section of the parking fields, providing an environmentally conscious option in the design of the lot.

The petitioner is asking for two variations in conjunction with their PUD request. The first is to allow parking spaces to be 8.5 feet x 18 feet instead of the 9 feet by 19 feet required under the ordinance. This request is typical and has been granted for all the other Metra parking facilities within the City. The second variation is to allow the landscape area as shown on the plans. The ordinance requires an 8-foot wide landscape strip every 4 to 6 parking rows. Due to the

configuration of some of the islands and the provision of sidewalk areas, the full 8 feet has not been provided in some of these islands.

PZC Highlights

The PZC generally felt that the proposed use made sense in this area and appreciated the petitioner's efforts and compliance with meeting the City's watershed regulations. The bulk of the discussion centered on the traffic study, the recommended improvements, and the impact they would have on the area.

The Planning and Zoning Commission recommended **approval (3-2)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Metra, received 02/24/10).
 - B. Site Plan (SEC, dated 10/07/09, received 02/23/10).
 - C. Elevations pictures (received 02/23/10).
 - D. Traffic Impact Study (Patrick, dated 2/12/10)
2. A complete landscape plan shall be provided with the final PUD submittal which illustrates the species, size and quantity of all selected plant types and a planting detail.
3. A permit is required from the McHenry County Department of Transportation for the roadway connection to Country Club Road. MCDOT will determine required roadway improvements to Country Club Road and other County roadways in the area.
4. A traffic study was required; the study must meet MCDOT's minimum criteria per new access ordinance. Off-site intersection analysis was required. The Engineering Division concurs with the final traffic study.
5. The property is in the Crystal Lake Watershed. The Crystal Lake Watershed Design Manual should govern development. For final, submit revised storm water report addressing storm water consultant review comments of July 1, 2009.
6. Storm water release is into trapped pocket areas in Ridgefield. There appears to be no defined drainage patterns or release points downstream. Release should be emergency release only. If there is a defined storm water system downstream, provide details and capacities.
7. Bike racks are provided. Add separate bike facility access to Country Club Road frontage and to the northeast corner of the property.
8. Address how emergency access will be handled for this property.
9. The following variations are granted as conditions of the PUD:
 - A. To allow parking spaces to be 8.5 feet x 18 feet instead of the required 9 feet by 19 feet.
 - B. To allow the interior parking lot landscape areas as shown on the plans.

10. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments; Christopher Burke's Stormwater/Watershed review; and Patrick Engineering's Traffic Impact Study.

11. Metra will be responsible for the road improvements to Market Street and Ridgefield Road; Country Club Road/Hillside Road and Country Club Road-Market Street/Ridgefield Road; Country Club Road/McConnell; as well as at the site. (Added by PZC)

The City Attorney and staff have reviewed the attached draft annexation agreement and it is an acceptable format.

Votes Required to Pass: Per State Statute, a super majority of 5 votes is needed to approve the annexation agreement.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

March of Dimes Walk/Run Event

Staff Recommendation:

Motion authorizing the closure of Ridgefield Road from approximately 500 feet north of Route 14 to 2,000 feet north of Route 14 and from approximately 1,500 feet south of Tartan Drive to 300 feet north of Tartan Drive for the March of Dimes walk/run event on Sunday, May 15, 2011 from 8:00 a.m. to 9:30 a.m.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

The March of Dimes is requesting the closure of Ridgefield Road from approximately 500 feet north of Route 14 to 2,000 feet north of Route 14 and from approximately 1,500 feet south of Tartan Drive to 300 feet north of Tartan Drive for the March of Dimes walk/run event on Sunday, May 15, 2011 from 8:00 a.m. to 9:30 a.m. The walk/run event allows the March of Dimes organization to raise funds for important research and programs that benefit local families.

In the past, the March of Dimes coordinated with the Crystal Lake Park District for the use of Lippold Park as the site of the event. Due to scheduling conflicts at Lippold Park, this year's event will be held at McHenry County College. The new race route will be as follows: start at bike path off of Entrance 1 at McHenry County College, take bike path to Ridgefield Road, go north on Ridgefield Road to Tartan Drive, and go west on Tartan Drive back to McHenry County College. The new route includes jurisdictions within the following entities: City of Crystal Lake, McHenry County Division of Transportation, McHenry County Sheriff's Department, the McHenry County Conservation District and McHenry County College. The March of Dimes held a meeting with all of the entities involved on February 23, 2011 to coordinate the logistics of the event. It should be noted that a majority of the walk/run event will take place outside of the City's jurisdiction.

The Police Department has no concerns with the petitioner's request and will provide assistance with traffic control during the event.

Also, the March of Dimes has asked that an ambulance from the Crystal Lake Fire Rescue Department be on standby for the walk/run event on Sunday, May 15, 2011. The ambulance will not be dedicated to the event. The ambulance will be responsible for answering other emergency calls. The Crystal Lake Fire Rescue Department has approved the request.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closure of Ridgefield Road, providing the following conditions are met:

- 1) The petitioner shall contact the Crystal Lake Police Department regarding assistance during the event.
- 2) The March of Dimes will coordinate with the Crystal Lake Fire Rescue Department regarding the standby ambulance request at their walk/run event.
- 3) The volunteers for both races shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 4) "Race In Progress" signs must be posted a minimum of two days prior to the event.
- 5) The petitioner shall contact the City's Public Works Department to coordinate the use of barricades and traffic control signage for the event. City-owned barricades must be used to block off the street closure sections. The petitioner must complete and submit a Barricade Borrowing Application.
- 6) The petitioner must contact all affected property owners along Ridgefield Road.
- 7) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 8) Local traffic access to Ridgefield Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 9) All debris created by the event shall be cleaned up during and after the event.
- 10) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 11) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 12) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Ridgefield Road and a map indicating the portion of the street to be closed have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item: 13

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

Audiovisual & Mechanical Amusement Device
License Request – Extreme Wheels, 691 Virginia
Road

Staff Recommendation:

Motion to approve issuance of a Tier “1”
Audiovisual & Mechanical Amusement Device
License to Extreme Wheels

Staff Contact:

George Koczwar, Deputy City Manager

Background:

The City has received a request from A-1 Amusement, a new vendor for Extreme Wheels, located at 691 Virginia Road, for the issuance of a Tier “1” Audiovisual & Mechanical Amusement Device License, which permits one to five Audiovisual/Mechanical Devices in an establishment.

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

Votes Required to Pass:

Simple majority



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

Unified Development Ordinance Sign Variation Request to display an off-premise sign at 415 Alexandra Boulevard.

Staff Recommendation:

City Council Discretion:

- A. Motion to approve the variation as requested.
- B. Motion to approve the request with any conditions.
- C. Motion to deny the variation request.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building
Rick Paulson, Building Commissioner

Background:

On February 16, 2010, City Council approved a variation to allow Autumn Leaves to display an off-premise sign at 415 Alexandra Boulevard for a period of one year. This off-premise sign was requested in order to obtain more visibility for their facility from Randall Road. Kay Adkins of Autumn Leaves is requesting to extend the display of the off-premise sign at 415 Alexandra Boulevard for an additional year.

The proposed sign will be 16 square feet with an overall height of 8 feet and displayed on the southwest corner of Alexandra Boulevard and Randall Road.

The owner has requested a variation from requirements located in UDO Section 4-1000 C 5 and Table 4-1000 F: Commercial Signs. The variations are detailed in the following table.

Item	UDO Requirement	Proposed	Sign Meets Ordinance Requirement?
Location	All signs must be located on the site which they identify.	Located at 415 Alexandra Blvd. The business is located at 495 Alexandra Blvd.	No
Size	16 square feet	16 square feet	Yes
Height (feet)	6	8	No

Attached is a sign variation application and permit application from Autumn Leaves, a letter from the owner of the property, a sign plan, and a site plan.

The Sign Ordinance provides that a variation may be granted by the City Council where the literal application of the Code would create a particular hardship for the sign user and the following criteria are met:

- A. A literal application of the Code would not allow the most appropriate type of sign for the property.
- B. The granting of the requested variation would not be materially detrimental to the property owners in the vicinity.
- C. Hardship caused the sign user under a literal interpretation of the Code is due to conditions unique to that property and does not apply generally to the City.
- D. Granting of the variation would not be contrary to the general objectives of this Section.

Kay Adkins has made the request on behalf of Autumn Leaves, and will be in attendance at the meeting to discuss this request with the City Council.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2011-06 Banner Apartments Senior Housing Project

Requests:

- 1) Final Planned Unit Development Amendment with a height variation for a senior independent living development; and
- 2) Land Use Variation to allow a continuing care retirement community, without nursing facilities, in the "B-2 PUD" district.
- 3) Final Plat of Resubdivision for a two-lot subdivision.

Kyle Peterson, Petitioner
500 Skokie Blvd, Suite 600, Northbrook, IL

PZC Recommendation:

Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting the Final Planned Unit Development Amendment with height variation, the Use Variation for senior independent living and the Final Plat of Resubdivision for Banner Apartments at 355 Station Drive.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

Banner Apartments proposes a 79-unit affordable housing project for persons 55 and up. It will be an independent living opportunity for seniors who are still active and want to remain or relocate to Crystal Lake. The complex will feature walking trails, a resident garden area, community room, business services room with computers, central laundry facilities and a fitness room. The floor plan features one and two-bedroom units.

The property is currently zoned B-2 PUD and was originally planned as several separate office buildings. Banner Apartments is requesting a use variation to allow the senior independent living development, officially classified as a continuing care retirement community without nursing facilities in the Land Use Table of the UDO. The petitioner cited the surrounding medical office buildings, the train station and Dominick's with grocery and pharmacy services as reasons for choosing this site.

The petitioner is requesting a Final Planned Unit Development Amendment with a variation to the maximum permitted height. The building would be three-stories above grade reaching a maximum height of 38 feet. Within the B-2 zoning district, the maximum height permitted is 28 feet. Other height variations have been granted in the area. The adjacent medical office building is at 48 feet, the Bohl Farm Center is 36 feet and the Crystal Lake Senior Housing project along Congress Parkway was approved for 56 feet 6 inches.

PZC Highlights

The item was discussed at the February 16, 2011 PZC hearing, at which time, the petitioners made their presentation regarding the site layout, the building elevations, the height variation and the use variation. The Commission members raised several concerns at this meeting:

- *There is not sufficient infrastructure around this site to support senior living. There are many missing sidewalk pieces and a lack of transit services.*
 - ◊ The City will be installing sidewalks along the frontage of this subdivision at Congress and Exchange. There will still be a missing piece adjacent to the Dominick's.
- *The rear elevation looks drab and additional details should be added.*
 - ◊ The petitioner explained that this elevation will be partially hidden by adjacent development. The rear elevation has the cultured stone base, but no brick as the fiber cement siding goes down to the first floor stone base.
- *The area is becoming too urban and was originally contemplated as a commercial center around the Metra Train Station.*
 - ◊ This project and the previously approved Crystal Lake Senior Housing along Congress Parkway are competing for the same Illinois Housing Development Authority (IHDA) housing tax credits to make these projects low-income senior living. It is assumed that IHDA will only select one project to provide the tax credits to. It is highly unlikely that the unfunded project will be constructed. The petitioner has referenced the surrounding uses as a huge draw for residential uses to this area. There are numerous services including shopping, medical offices and the train station that makes this an ideal location for residential projects.
- *The roof pitch is too tall and will be seen above the other surrounding buildings.*
 - ◊ The pitch of the roof can be reduced and the petitioner agreed to have the architects design a 4/12 pitch. The building code would require additional underlayment, but the lower pitch permitted in the building code.

The Planning and Zoning Commission recommended **approval (6-1)** of the petitioner's requests for a Final PUD Amendment with height variation, Use Variation to allow a continuing care retirement center without nursing facilities, and Final Plat of Resubdivision with the conditions below. Commissioner Esposito explained his no vote was because the City didn't have the infrastructure in place for these residents to get around this area, including complete sidewalk network and bus service.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Tom Suminski, received 1/27/2011).
 - B. Preliminary Plat of Resubdivision (iG Consulting, Inc, dated 01/19/11, received 1/27/11).
 - C. Site Plan (Worn Jerabek Architects, dated 1/26/11, received 1/27/11) **as revised showing 1 and 2-bedroom apartments. Staff shall review the revised plan prior to moving forward to City Council. (Amended by PZC).**
 - D. Landscape Plan (Williams Design Group, dated 1/26/11, received 1/27/11).
 - E. Engineering Plans (iG consulting, Inc. dated 1/26/11, received 1/27/11)
2. Site Plan
 - A. Aerial apparatus access roads shall be 26 feet in width within a minimum of 15 feet and a maximum of 30 feet from the building. The south access and the west access will need to increase in width.
 - B. The fire apparatus access should not be greater than 250 feet to any portion of the building from an approved fire apparatus access. The fire access lane may need to be extended to meet this requirement.
 - C. Except for the designated parking areas, the access roads shall be posted, "No Parking Fire Lane," and Station Drive will need, "No Parking Fire Lane," on the side with the fire hydrants.
 - D. Provide an auto-turn exhibit indicating that a fire truck can access the entrance closest to Exchange Drive. Due to the proximity of the entrance to Exchange Drive, the entrance must remain one-way inbound.
 - E. The one-way entrance off Station Drive shall not be moved closer to Exchange Drive.
 - F. Illustrate the location for the trash enclosure, and ensure it is readily accessible to a waste hauling truck.
3. Architecture
 - A. Provide actual material samples and colors for the elevation materials at the Planning and Zoning Commission and City Council meetings.
 - B. To provide better definition in the elevations, all windows shall have a stone top cap and bottom sill.
4. Plat of Resubdivision
 - A. Revise the plat so that Outlot 1 is not shown within Lot 1.
 - B. Create a separate outlot labeled Outlot 3 for the Roadway Access/Landscape/Private Utility Easement.
 - C. Provide a final copy of the revised CC&Rs
5. The following Variation is hereby granted as part of the PUD:
 - A. A variation from Article 3 Section 3 Density and Dimensional Standards to allow a building at 38 feet, exceeding the maximum height of 28 feet, a variation of 10 feet.
6. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass:

A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD, USE VARIATION, AND FINAL PLAT OF RESUBDIVISION
FOR BANNER APARTMENTS SENIOR HOUSING

WHEREAS, pursuant to the terms of the Petition (File #2011-06) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to allow for senior independent living development; Use Variation from Article 2, Land Use of the Unified Development Ordinance, to allow a continuing care retirement community without nursing facilities, in the "B-2" zoning district; and Final Plat of Resubdivision; 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 senior independent living development; Use Variation from Article 2, Land Use of the Unified Development Ordinance, to allow a continuing care retirement community without nursing facilities, in the "B-2" zoning district; and Final Plat of Resubdivision for the property located at 345-375 Station Drive, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment, Use Variation and Final Plat of Resubdivision be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Tom Suminski, received 1/27/2011).
 - B. Preliminary Plat of Resubdivision (iG Consulting, Inc, dated 01/19/11, received 1/27/11).
 - C. Site Plan (Worn Jerabek Architects, dated 1/26/11, received 1/27/11) as revised showing 1- and 2-bedroom apartments.
 - D. Landscape Plan (Williams Design Group, dated 1/26/11, received 1/27/11).
 - E. Engineering Plans (iG consulting, Inc. dated 1/26/11, received 1/27/11)
2. Site Plan

DRAFT

- A. Aerial apparatus access roads shall be 26 feet in width within a minimum of 15 feet and a maximum of 30 feet from the building. The south access and the west access will need to increase in width.
- B. The fire apparatus access should not be greater than 250 feet to any portion of the building from an approved fire apparatus access. The fire access lane may need to be extended to meet this requirement.
- C. Except for the designated parking areas, the access roads shall be posted "No-parking Fire Lane and Station Drive will need "No-Parking Fire Lane" on the side with the fire hydrants.
- D. Provide an auto-turn exhibit indicating that a fire truck can access the entrance closest to Exchange Drive. Due to the proximity of the entrance to Exchange Drive, the entrance must remain one-way inbound.
- E. The one-way entrance off Station Drive shall not be moved closer to Exchange Drive.
- F. Illustrate the location for the trash enclosure, ensure it is readily accessible to a waste hauling truck.

3. Architecture

- A. Provide actual material samples and colors for the elevation materials at the Planning and Zoning Commission and City Council meetings.
- B. To provide better definition in the elevations all windows shall have a stone top cap and bottom sill.

4. Plat of Resubdivision

- A. Revise the plat so that Outlot 1 is not shown within Lot 1.
- B. Create a separate outlot labeled Outlot 3 for the Roadway Access/Landscape/Private Utility Easement.
- C. Provide a final copy of the revised CC&Rs.

5. The following Variation is hereby granted as part of the PUD:

- A. A variation from Article 3 Section 3 Density and Dimensional Standards to allow a building at 38 feet exceeding the maximum height of 28 feet, a variation of 10 feet.

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

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

SECTION V: That this Ordinance shall be in full force and effect from and after its passage; and completion of transfer of title to Banner Apartments, LLC. and approval as provided by law

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

DRAFT

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

Deerhaven Drive No Parking Restriction

Staff Recommendation:

Motion to adopt an ordinance making it unlawful to stop, stand, or park any vehicle on the north/west side of Deerhaven Drive (Monday through Friday from 4:00 P.M. to 8:00 P.M., during the months of August and September) from a point 188 feet east of the intersection of Woodhaven Drive to a point 552 feet south of the intersection of Saddle Creek Lane.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building
Brad Mitchell, Assistant to the City Manager

Background:

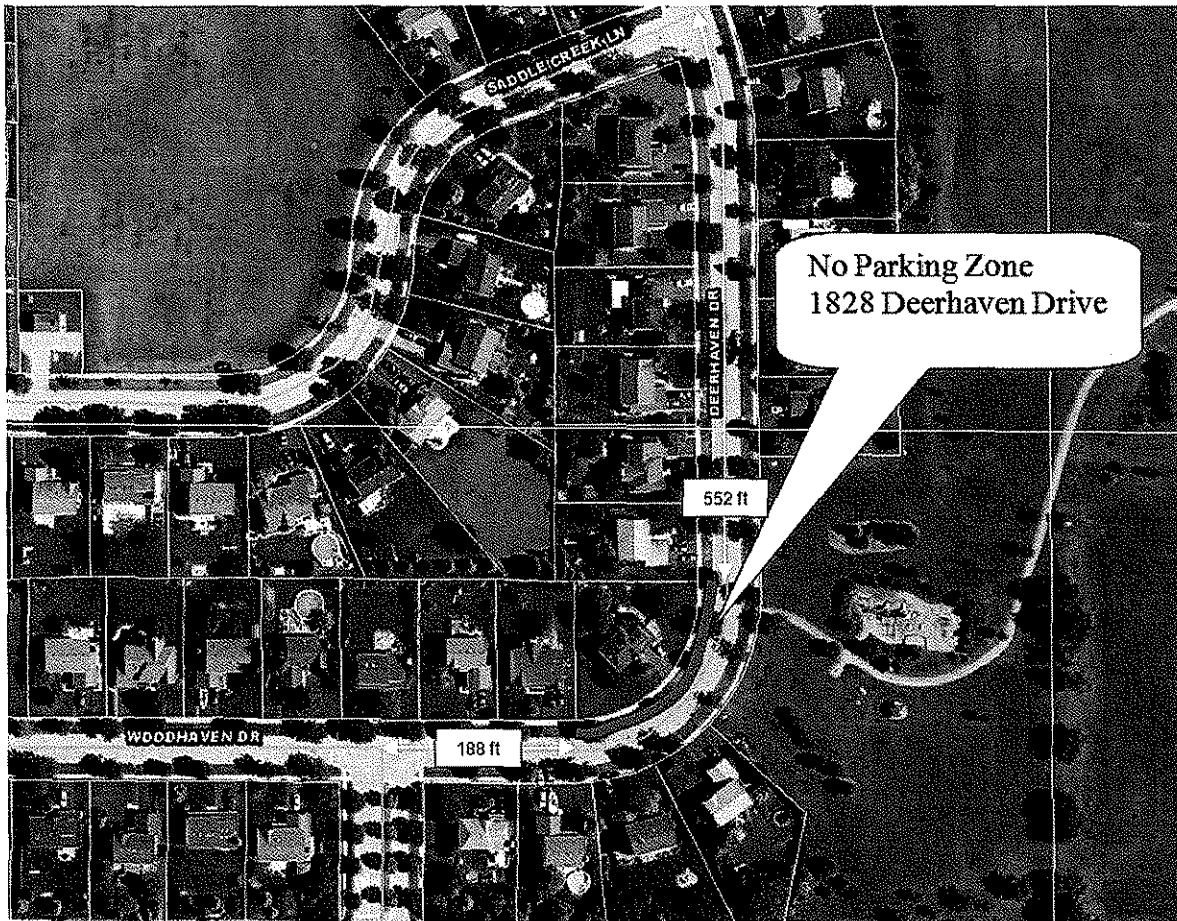
The City's Traffic Safety Committee (TSC) has received several complaints concerning the parking of vehicles on Deerhaven Drive, in the vicinity of Ken Bird Park. During the fall of each year when youth sports teams are gearing up for the beginning of their season, many of the teams practice at Ken Bird Park on the south side of Crystal Lake. The parents of the team members park along both sides of Deerhaven Drive during the practices. The parking on both sides of Deerhaven Drive presents a problem because the street is only 25ft wide and the street has a sharp 90-degree curve adjacent to the park. Emergency vehicles would have difficulty passing between the long row of parked vehicles on Deerhaven Drive and traffic flow is restricted.

The TSC reviewed the matter and concurred that the parking situation is having an adverse impact on the neighborhood and causing safety concerns related to ingress and egress to the neighborhood.

The Committee evaluated some options and sent letters to the area residents requesting their input on a proposed "No Stopping, Standing, and Parking Anytime" restriction. All the replies from the area residents indicated that they did not want full-time parking restrictions placed in front of their homes for a problem that only occurred for a short duration in the fall. Therefore, the TSC determined that a limited time-period restriction would have the most merit in operating

a safe roadway during the most congested time of the year, while not imposing parking restrictions on the area residents when not needed.

The Committee is recommending adoption of an ordinance restricting the parking on the inside of the curve at 1828 Deerhaven Drive, but only during the months of August and September, and Monday through Friday from 4:00 P.M. to 8:00 P.M.



Votes Required to Pass:

Simple majority of City Council present.

ORDINANCE

DRAFT

WHEREAS, a review of traffic concerns related to vehicle congestion on Deerhaven Drive surrounding Ken Bird Park was conducted by the Crystal Lake Traffic Safety Committee and the Crystal Lake Police Department; and

WHEREAS, the congestion on Deerhaven Drive due to parked vehicles on both sides of the road at the curve does not allow enough space for emergency vehicles to access the road during an emergency; and

WHEREAS, the congestion caused by vehicles parked on Deerhaven Drive is limited to the months of August and September on weekdays between 4:00PM and 8:00PM and the neighboring residents do not desire full-time parking restrictions.

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

SECTION I: That there shall be “No stopping, standing, or parking from 8:00 a.m. to 4:00 p.m. Monday through Friday during the months of August and September” on the north/west side of Deerhaven Drive from a point 188 feet east of the intersection of Woodhaven Drive to a point 552 feet south of the intersection of Saddle Creek Lane.

SECTION II: That suitable signs and markers shall be erected.

SECTION III: That any person, firm or corporation violating any provision of this Ordinance shall be fined in accordance with Article I, Section J providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

DRAFT

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

DATED at Crystal Lake, Illinois, this fifteenth day of March, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 15, 2011

APPROVED: March 15, 2011

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



Agenda Item No: 17

City Council Agenda Supplement

Meeting Date: March 15, 2011

Item: Proposed Lake Safety Program Budget

Staff Recommendation: Motion to adopt a resolution approving the proposed Lake Safety Program Budget FY 2011/2012

Staff Contact: George Koczwarra, Deputy City Manager

Background:

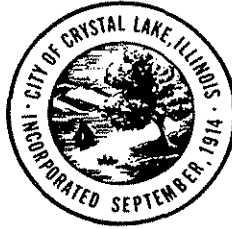
Per the terms of the Intergovernmental Agreement for Enforcement and Safety Patrol upon Crystal Lake, attached is a 2011/2012 Budget proposal from the Village of Lakewood. There is a \$1,500 increase in the overall budget from last year due to increases in personal services, commodities, and contractual services.

In addition to the proposed budget, also attached is the 2011 Edition of the Boating and Safety Regulations. There are no changes to the decal fees from those of last year. Also enclosed is a copy of the 2010 Lake Patrol Activity Report, the Intergovernmental Agreement for Enforcement and Safety Patrol, and the Lake Safety Ordinance.

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 annual Lake Safety Program budget for the fiscal year May 1, 2011 through April 30, 2012 is hereby approved and adopted.

Dated this 15th day of March, 2011.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: March 15, 2011
APPROVED: March 15, 2011



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

Unleaded Gasoline and Diesel Fuel

Staff Recommendation:

Motion to award the bid for the provision of unleaded gasoline and diesel fuel, to the lowest responsive and responsible bidder, Al Warren Oil Company, and adopt a resolution authorizing the City Manager to execute a one-year unleaded gasoline and diesel fuel purchase agreement with Al Warren Oil Company.

Staff Contact:

Victor Ramirez, Director of Public Works

Background:

On March 8, 2011, the City of Crystal Lake publicly opened the bids received for a one-year unleaded gasoline and diesel fuel contract. The annual contract is based on a per gallon fee for delivery of the fuel. The actual cost of the fuel type is based on the low rack posting price per gallon as published in the Oil Price Information Service (OPIS) price listing for the Chicago market on the day of each fuel delivery. Below is a breakdown of the bids received:

Bidder	Unleaded (+)Price	Diesel (+)Price	Optional Off Road Diesel (+) Price
✓ Al Warren Oil Company Summit, IL	0.0152	0.0265	0.25
World Fuel Service/Texor Div. Riverside, IL	0.033	0.0395	0.30
Petroleum Traders Corporation Fort Wayne, IN	0.0171	0.0409	No bid
RKA Petroleum Romulus, MI	0.0343	0.0587	0.4562

✓ Indicates lowest responsive and responsible bidder

The prices submitted this year are even more favorable than those awarded last year. Last year, the City awarded the contract to Al Warren Oil Company with a cost markup of 0.018 for unleaded gasoline and 0.028 for diesel fuel. The prices submitted this year are 16% and 5% lower, respectively, than the prices bid the previous year. In addition, this year, the City requested optional pricing for off road diesel fuel for the various generators operated at City facilities.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. An analysis of the fuel bid submittals substantiates that the apparent low bidder for the categories of fuel is Al Warren Oil Company. Al Warren Oil Company has provided fuel delivery for the City for the last two (2) fiscal years with excellent results. It is the recommendation of City staff to award the bid to the lowest responsive and responsible bidder, Al Warren Oil Company, for the provision of unleaded gasoline and diesel fuel.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and Al Warren Oil Company for the provision of Unleaded Gasoline and Diesel Fuel.

DATED this _____ day of _____, 2011.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: March 15, 2011

Item: NORM Disposal Bid

Staff recommendation: Motion to award the bid for the disposal of naturally occurring radioactive material (NORM) from the City's water treatment plants to the lowest responsive and responsible bidder, Bionomics, Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Bionomics, Inc. in the amount of \$21,790.00.

Staff Contact: Victor Ramirez, Director of Public Works

Background:

On March 7, 2011, the City of Crystal Lake opened and publicly read aloud the bids received for the disposal of naturally occurring radioactive material (NORM) from two of the City's water treatment plants. The waste originated from rehab work completed on the City's water softeners that treat wells with natural occurring radium 226 & 228. The media in the softeners absorb and remove the radium prior to entering the distribution system. This material is required to be disposed of as radioactive waste. The following is a breakdown of bids received:

Company:	√ Bionomics, Inc.	Philotechnics, Ltd. <i>(disposing at US Ecology, Idaho)</i>	Chase Environmental	Philotechnics, Ltd. (Alt. Bid) <i>(disposing at Energy Solutions, Clive, UT)</i>
Price per 55 gallon steel drum removal x8	\$10,400.00	\$14,800.00	\$19,500.00	\$30,800.00
Price per 85 gallon steel drum removal x4	\$7,500.00	\$10,000.00	\$10,150.00	\$20,160.00
Price per physical 85 gallon steel drum x4	\$600.00	Included	included	included
Milk Run Charge	N/A	N/A	\$850.00	N/A
Additional Reciprocity Fee	\$3,290.00	included	\$1,500.00	included
Total price for removal of all materials	\$21,790.00	\$24,800.00	\$32,000.00	\$50,960.00

√ Indicates recommended lowest responsive and responsible bidder

Two of the firms charged an additional reciprocity fee for fees and permits associated with transporting the material across state lines. Philotechnics Ltd. submitted an alternate bid that includes hauling the material to Energy Solutions in Clive, UT.

Illinois Emergency Management Agency requires the City to remove all radioactive material from City facilities. It is important to note that this material poses no adverse health impact to residents. It contains a very low level of radium, yet above the threshold to allow it to be hauled as special waste.

The City has previously disposed of material in 2004 similar in nature to this disposal.

Recommendation:

Staff has reviewed all bids received and verified necessary references. It is the recommendation of staff that the bid for NORM disposal from water treatment facilities be awarded to the lowest responsive and responsible bidder, Bionomics, Inc., in the amount of \$21,790.00.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Service Agreement between the CITY OF CRYSTAL LAKE and Bionomics, Inc. for the disposal of naturally occurring radioactive material (NORM) from the City's water treatment plants.

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

Meeting Date:

March 15, 2011

Item:

Upgrade to existing Springbrook Software

Staff Recommendation:

Motion to waive the formal bidding requirements and adopt a resolution authorizing the City Manager to execute an agreement with Springbrook Software for the upgrade of the City's current Finance and Enterprise Resource Planning (ERP) Software in the not-to exceed amount of \$52,150 and allowing for a 10% contingency.

Staff Contact:

Gregory A. Fettes, Information Technology Director
Mark F. Nannini, Finance Director

Background:

At the April 4, 2006, regular City Council meeting, the Council authorized the acquisition and installation of new software for the Finance Department and additional operating modules for other departments from Springbrook Software of Portland, Oregon. The selection of Springbrook Software was the culmination of a lengthy process that involved a steering team with representatives from every City department. This steering team analyzed various software packages available in the industry, conducted site visits to see software packages in use and scheduled in-house software demonstrations. The implementation of the core Finance functions in Springbrook was completed within several months of the contract award and various other modules were brought online shortly thereafter. As is the case for many large software platforms in the Information Technology field, Springbrook is propriety, custom-written software that can only be implemented, supported and upgraded by the original software developer.

Software Upgrade

In late 2009, Springbrook Software announced a major version upgrade to its software utilizing Microsoft's (.NET) Framework. The (.NET) Framework provides a multi-language development platform which allows developers to utilize the programming language of their choosing and, in many instances, provides a hardware-independent development environment. The (.NET) Framework base of the new software will allow, in the future, greater ease in

implementation of software upgrades through less reliance on specific software and hardware platforms and will also aid in the development of interfaces to other software packages as the (.NET) Framework opens up additional software applications that can program effectively with the Springbrook Software.

As they have moved to this new version of the software, Springbrook has made many significant enhancements to their software, such as:

- Modifications to the Building Permit module to provide greater flexibility in the permit process, which will allow the Building Division to automate many of their processes not currently completed within the system.
- Modifications to the Project Management, Licenses and Permits, Grant Management and Inventory Control modules, which will allow various other City Departments to work toward the automation of their various processes within the Springbrook Software system.
- The ability of the software “interface” to have different configurations for different users. This allows users to display only the specific areas of the software display the user needs to accomplish their task.
- The ability of the end user to customize their data entry forms so that only those data fields that are utilized for their task are required and displayed. This increases the efficiency and speed of data entry by eliminating fields that are not required.
- Modifications to the Human Resources module to provide for tracking of additional data points that are not covered by the current version.
- Implementation of on-line access to the Human Resources module, which will allow for end-users to see current benefit accumulators, access to pay check stubs, to electronically submit changes to their constant data (such items as address, telephone numbers, etc.), the possibility of the use of pay cards in place of checks in the future, and for the possibility of implementing on-line open enrollment for employee benefit changes.
- Implementation of a new, lower-cost licensing model that allows for “casual users” who would be accessing the system only for data lookup or report generation, rather than power users who are in the system most of the week and are inputting and processing data.
- Upgrade of the Progress database software, which is the processing backbone of the Springbrook system, from a Client Networking model to an Application Server Enterprise model. This will allow the movement of most processing from the workstation to the network server, increasing the overall processing speed of the Springbrook Software system to the end user.

Implementation of the new version of Springbrook Software will aid in the reduction of support requests that will likely be generated with the continued use of legacy software that is no longer in development by Springbrook and will assist City staff in maintaining growth in support costs at a manageable level. In addition, the adoption of the new Springbrook Software release based upon the (.NET) Framework and its hardware and software platform independence will place the City in an excellent position to be adaptable to new software releases, both in the Springbrook Software itself and in the software packages that will interface with Springbrook.

The new Springbrook Software v7 software has been developed and optimized to run in the Windows 7 operating system. Currently, the development platform and database utilized by Springbrook for the existing v6.07 software currently utilized by the City is only compatible with Windows XP and Vista operating systems. Windows XP is nearing the end of its supported life cycle and Windows Vista was never well received in the enterprise computing environment. The City is just beginning to roll out Windows 7 computers and the upgrade to the new version of the Springbrook software will be able to run properly in this operating environment.

Cost

As a part of our current maintenance agreement with Springbrook Software, the actual software and database applications for the upgrade to v7 are provided at no additional cost to the City. However, there are additional costs for the following items related to moving to the new software version:

- Project Management
- Training
- Custom Code Rewrite to the new version
- Data Conversion
- Technical Services for Data Installation and Testing
- Additional Software Licensing for Named Users
- Additional Software Licensing for Casual Users
- On-Line Human Resources Module

City Staff in both Finance and Information Technology have been working with representatives of Springbrook Software over the past several months to better define the scope of the software upgrade and the associated costs. Through working with the vendor to focus the training and implementation dollars more effectively, City staff was able to reduce the costs for the software upgrade by more than 20% from the first quotes provided by Springbrook Software.

Costs identified on the final page of the Springbrook proposal referred to as “Annual Maintenance Costs” are additions to the annual maintenance cost for the added licensing required for named and casual users and the annual subscription costs for the on-line Human Resources Self Service and Open Enrollment modules, once they are implemented. Those costs will be incurred in our future maintenance billings.

The total cost for the implementation of the upgrade and on-line HR module is estimated to not exceed \$52,150, allowing for a 10% contingency. The implementation process is expected to begin in the early summer, with completion anticipated this fall.

Recommendation

It is the recommendation of staff that the City Council waive the formal bidding requirement and adopt a resolution authorizing the City Manager to execute an agreement with Springbrook

Software for the upgrade of the City's current Finance and ERP software in an amount not to exceed \$52,150, allowing for a 10% contingency.

Votes Required to Pass:

Simple Majority.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract with Springbrook Software for the upgrade of the City's existing Finance and ERP Software in an amount not to exceed \$52,150.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this fifteenth 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 15, 2011

APPROVED: March 15, 2011



Agenda Item No: 21

City Council Agenda Supplement

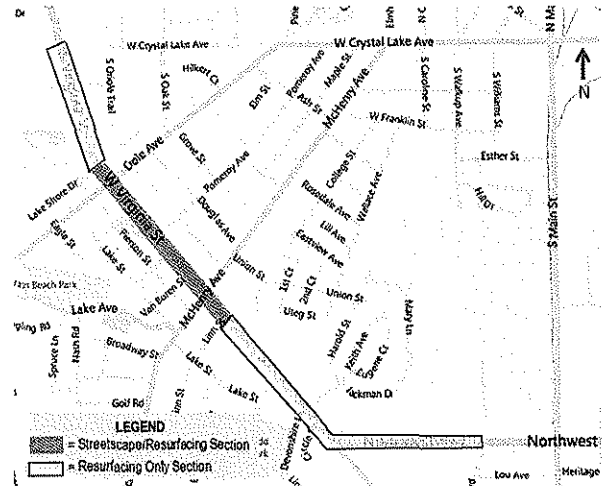
Meeting Date:	March 15, 2011
Item:	Bid Award for the Virginia Street Corridor Improvement Construction
Staff Recommendation:	Motion to award the Virginia Street Corridor Improvement construction bid to the lowest responsible and responsive bidder, Curran Contracting Company, in the bid amount \$4,215,630.89, and adopt a resolution authorizing the City Manager to execute the contract with Curran Contracting Company, and allowing for a 10 percent contingency.
Staff Contact:	Erik D. Morimoto, Director of Engineering and Building

Background:

The Virginia Street Corridor Improvement includes streetscape improvements from Carpenter Street to Linn Avenue, along with roadway resurfacing along U.S. Route 14 between Crystal Lake Avenue and Teckler Boulevard. The scope of work for the streetscape improvements includes decorative roadway and pedestrian lighting, removal and replacement of the existing sidewalk and curb and gutter, and the installation of decorative elements, including specialty paving, street furnishings, signage, and landscaping. Construction is anticipated to begin in early April of this year.

The Illinois Department of Transportation (IDOT) will be contributing to the resurfacing portion of the project through an agreement reached with the City.

On February 23, 2011, bids for the Virginia Street Improvement construction were opened and publicly read. Six bids were received and following are the tabulated results.



<i>Firm</i>	<i>Amount of Bid</i>
Curran Contracting Company ¹ Crystal Lake, IL	\$4,215,630.89
Schroeder Asphalt Services, Inc. Huntley, IL	\$4,287,764.46 ²
Landmark Contractors, Inc. Huntley, IL	\$4,308,628.74 ²
Alliance Contractors, Inc. Woodstock, IL	\$4,357,388.95 ²
Copenhaver Construction, Inc. Gilberts, IL	\$4,473,470.92 ²
Martam Construction, Inc. Elgin, IL	\$4,940,376.94 ²

¹ Indicates Recommended Lowest Responsible and Responsive Bidder

² Corrected Bid Amount Based On Provided Unit Prices

IDOT will be paying one hundred percent for the outer resurfacing limits as well as contributing \$675,000 towards the resurfacing of the inner limits:

<i>Project Section</i>	<i>Total Cost (Low Bid Amount)</i>	<i>IDOT Share</i>	<i>City Share</i>
Western Limits – Resurfacing Only (Crystal Lake Ave to Dole Ave)	\$496,882.76	\$496,882.76	\$0.00
Center Limits – Resurfacing & Streetscaping (Dole Ave to Linn Ave)	\$2,776,458.06	\$675,000	\$2,101,458.06
Eastern Limits – Resurfacing Only (Linn Ave to Teckler Blvd)	\$942,290.07	\$942,290.07	\$0.00
<i>Total</i>	<i>\$4,215,630.89</i>	<i>\$2,114,172.83</i>	<i>\$2,101,458.06</i>

Staff recommends that the project be awarded to the lowest responsible and responsive bidder, Curran Contracting Company. Curran Contracting has performed other construction and paving work in the past for the City without major issues. They have also been the City's contractor on past resurfacing programs.

This project will be funded using Motor Fuel Tax (MFT) funds, Virginia Street TIF fund increment, and Home Rule Sales Tax (HRST) funds which have been included in the current fiscal year. Monies will also be allocated in the next fiscal year given the construction timeframe.

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 contract with Curran Contracting Company for the construction of the Virginia Street Corridor Improvement in the amount of \$4,215,630.89. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this fifteenth 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 15, 2011

APPROVED: March 15, 2011



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

Consultant Selection Approval for the Virginia Street Corridor Improvement Phase III Engineering

Staff Recommendation:

Motion to award the proposal for the Virginia Street Corridor Improvement Phase III Engineering consultant to the most qualified responsible, responsive proposer, TranSystems Corporation, and adopt a resolution authorizing the City Manager to execute an agreement with TranSystems Corporation in the amount of \$286,216.37 and approve changes in scope by 10 percent of the original price.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

The Virginia Street Corridor Improvement includes streetscape improvements from Carpenter Street to Linn Avenue, along with roadway resurfacing along U.S. Route 14 between Crystal Lake Avenue and Teckler Boulevard. The scope of work for the streetscape improvements includes decorative roadway and pedestrian lighting, removal and replacement of the existing sidewalk and curb and gutter, and the installation of decorative elements, including specialty paving, street furnishings, signage, and landscaping. Construction is anticipated to begin in early April of this year.

The Illinois Department of Transportation (IDOT) will be contributing to the resurfacing portion of the project through an agreement reached with the City. One hundred percent of the construction and Phase III engineering for the outer resurfacing limits will be paid for by IDOT.

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, and minimize the disruption to the area businesses and residents, the Engineering and Building Department recommends the use of a knowledgeable and experienced firm to oversee the project construction.

Consultant Selection Process

The Engineering and Building Department followed the City's Purchasing Policy to secure a highly qualified engineering firm to address this project. Through this process, the City received fifteen (15) proposals.

Staff from the Engineering and Building Department 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 proposals received, the Engineering and Building Department selected TranSystems Corporation, Hampton, Lenzini and Renwick (HLR), and Wills Burke Kelsey Associates (WBK) as the three most qualified firms.

The next step was to meet with each firm to discuss their understanding of the project and to ensure the firm's provided fee included all items necessary to perform the Phase III Engineering. Staff also spoke with references provided by each firm. After these discussions, staff negotiated the submitted costs from each firm; the final costs are as follows:

Firm	Total Cost	IDOT Share*	City Share
City Estimate (8% of Engineer's Estimate of Cost)	\$414,800	\$140,000	\$274,800
TranSystems	\$286,216.37	\$140,000	\$146,216.37
WBK	\$309,613.56	\$140,000	\$169,613.56
HLR	\$329,382.00	\$140,000	\$189,382.00

*IDOT will be providing a lump sum for the outer resurfacing portion, which more than adequately covers their share of the Phase III costs based on the City's estimate.

After reviewing the costs and the qualifications, the Engineering and Building Department determined TranSystems is the most qualified and responsible proposer. TranSystems provided the best approach to the management of the project, while providing a knowledgeable Resident Engineer to oversee the project during construction. The coordination with business owners, as well as the attention to detail necessary for the streetscaping elements, is extensive, and the TranSystems proposal demonstrated that the Resident Engineer has the training and similar streetscape work experience to handle the project successfully.

The provided cost is also approximately \$129,000 less than what is currently budgeted based on City Staff's estimate for these Phase III Engineering services.

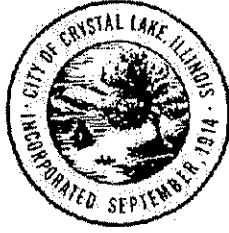
This project will be funded using Motor Fuel Tax (MFT) funds, Virginia Street TIF fund increment, and Home Rule Sales Tax (HRST) funds which have been included in the current fiscal year. Monies will also be allocated in the next fiscal year given the construction timeframe.

Recommendation:

Based on the proposals received and the experience and qualifications noted, it is the recommendation of the Engineering and Building Department to select TranSystems to perform the Phase III Engineering for the Virginia Street Corridor Improvement.

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 TranSystems Corporation for the Virginia Street Corridor Improvement Phase III Engineering for \$286,216.37. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this Fifteenth Day of March, 2011.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 15, 2011

APPROVED: March 15, 2011



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: March 15, 2011

Item: Intergovernmental Agreement with the Illinois Department of Transportation for Construction and Phase III Engineering of the Virginia Street Corridor Improvement from Crystal Lake Avenue to Dole Avenue and from 0.4 miles west of Virginia Road to Teckler Boulevard.

Staff Recommendation: Motion to adopt a resolution authorizing the City to enter into an Agreement between the City of Crystal Lake and the Illinois Department of Transportation for the Construction and Phase III Engineering of the Virginia Street Corridor Improvement.

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

Background:

The Illinois Department of Transportation (IDOT) will be paying one-hundred percent (100%) for the resurfacing and all other items associated with the resurfacing for the Virginia Street Corridor Improvement from Crystal Lake Avenue to Dole Avenue and from 0.4 miles west of Virginia Road to Teckler Boulevard (not to exceed \$1,600,000 for these segments). This work is estimated to cost \$1,439,172.83 based on the lowest bid received. IDOT will also contribute \$675,000 towards the resurfacing of Virginia Street in the central segment of the project between Dole Avenue and Linn Avenue as part of a separate agreement.

IDOT will also be paying a lump sum of 10% of the final construction cost for Phase III engineering for these sections (which is currently estimated at approximately \$140,000).

An agreement between the City and IDOT is necessary to ensure funds are secured. Upon award of the contract and signatures received by all necessary parties regarding the agreement, the City may invoice IDOT for 80% of their construction cost share. Upon completion of the improvement, the City will submit to IDOT a final invoice for the remaining construction cost (including any change orders) and the 10% for Phase III 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 the Illinois Department of Transportation for the Construction and Phase III Engineering for the Virginia Street Corridor Improvement.

DATED this Fifteenth Day of March, 2011.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 15, 2011

APPROVED: March 15, 2011



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

Appropriate MFT funds for Virginia Street Corridor Improvement Construction and Phase III Engineering

Staff Recommendation:

Motion to adopt a resolution appropriating \$1,805,000 in MFT funds for the construction and Phase III Engineering services for the Virginia Street Corridor Improvement.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

City staff is requesting that the Council allocate \$1,805,000 in Motor Fuel Tax funds for the Virginia Street Corridor Improvement construction and Phase III Engineering.

This allocation includes \$305,000 for the engineering consulting services, and \$1,500,000 for the construction. The City is funding \$1,500,000 of the construction using MFT funds. 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



BE IT RESOLVED, by the Mayor and City Council of the
(Council or President and Board of Trustees)
 City Crystal Lake of Crystal Lake, Illinois, that there is hereby
(City, Town or Village) (Name)
 appropriated the sum of \$1,805,000.00 of Motor Fuel Tax funds for the purpose of maintaining
 streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2009
(Date)
 to April 30, 2009
(Date)

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

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

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

I, Mr. Nick Kachiroubas Clerk in and for the City
(City, Town or Village)
 of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the Mayor and City Council at a meeting on March 15, 2011
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 15th day of March, 2011.

(SEAL)

(City, Town or Village) Clerk

Authorized MFT Expenditure

Date
Department of Transportation

Regional Engineer



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date: March 15, 2011

Item: Sign base in McCormick Park.

Recommendation: Motion to expend \$17,775 for a foundation and stone sign base and obelisk within McCormick Park in the Virginia Street Corridor Streetscape Project.

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

Background: In 2008, the City Council approved the final streetscape improvement plans for the Virginia Street Corridor (VSC) TIF District. An element of the streetscape plans is the decorative entry features and signage in McCormick Park, which are to be constructed of cottage stone with a limestone cap.

In 2009, the Lions Club approached the City about a sign variation for an electronic message center (EMC) sign to replace the former changeable copy sign that was located in McCormick Park. The Virginia Street Corridor streetscape plans called for that sign to be removed and replaced with a sign similar to what is out there today – minus the EMC capacity. Staff worked with the Lions Club to incorporate their planned EMC cabinet into a sign base that would match the approved signage for McCormick Park. The EMC sign was approved as a sign variation at the January 20, 2009 City Council meeting.

As the VSC streetscape project and its funding is now planned, the Lions Club is requesting reimbursement for a portion of the sign they had constructed which would have been constructed and paid for as part of the City's overall VSC streetscape project. Funds have been budgeted for this expense as part of the VSC streetscape project.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date:

March 15, 2011

Item:

Allocation of MFT funds for traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

Staff Recommendation:

Motion to adopt a resolution appropriating \$462,000 in MFT funds for FY 2011-2012 traffic signal maintenance, streetlight maintenance, and snow-fighting material purchases.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building
Victor C. Ramirez, Director of Public Works

Background:

The City has traditionally used MFT funds to fund traffic signal maintenance, streetlight maintenance, and snow-fighting material purchases, and has budgeted to do so again this year. IDOT requires the City to allocate MFT funds, through a City Council resolution, for these purposes annually.

The City maintains traffic signals for intersections under City jurisdiction, as well as certain intersections along IDOT routes per agreements between the City and IDOT. The City is responsible for the maintenance of 32 intersections. This maintenance period, the Engineering Division estimates that traffic signal maintenance and streetlight repair will cost \$100,000. This includes an allotment for the City's routine signal maintenance, which is performed under contract for a fixed amount per intersection and an allocation for emergency repairs, such as knockdowns and lightning strikes. The City will also be spending \$34,000 on four Emergency Vehicle Preemption (EVP) units at the traffic signals that are being replaced as part of the County's Rakow Road project.

In addition, the Public Works Department estimates that it will spend \$328,000 on snow-fighting material purchases in the next fiscal year. This \$328,000 will be sufficient for the City's salt purchases for snow fighting, including road salt, calcium chloride, and bag salt for sidewalks. The City also uses a snow-fighting material called Super Mix, which is a combination of salt brine, liquid calcium chloride and GEO Melt (an anti-icing agent derived from sugar beets). This

mixture is combined with road salt and increases its effectiveness, while decreasing the amount of salt runoff, when the temperature falls below 25 degrees.

Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

Votes Required to Pass:

Simple majority vote by the City Council.



BE IT RESOLVED, by the Mayor and City Council of the
(Council or President and Board of Trustees)
City Crystal Lake of Crystal Lake, Illinois, that there is hereby
(City, Town or Village) (Name)
appropriated the sum of \$462,000.00 of Motor Fuel Tax funds for the purpose of maintaining
streets and highways under the applicable provisions of the Illinois Highway Code from May 1, 2011
(Date)
to April 30, 2012
(Date)

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

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

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

I, Mr. Nick Kachiroubas Clerk in and for the City
(City, Town or Village)
of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the Mayor and City Council at a meeting on March 15, 2011
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 15th day of March, 2011

(SEAL)

(City, Town or Village) Clerk

Authorized MFT Expenditure

Date
Department of Transportation

Regional Engineer



Agenda Item No: 27

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 15, 2011
<u>Item:</u>	McHenry County Natural Hazard Mitigation Plan
<u>Staff Recommendation:</u>	Motion adopting a resolution authorizing the adoption of the McHenry County Natural Hazard Mitigation Plan.
<u>Staff Contact:</u>	Paul DeRaedt, Deputy Fire Chief

Background:

The City has been notified by the McHenry County Emergency Management Agency that the McHenry County Natural Hazards Mitigation Plan has been approved by the Illinois Emergency Management Agency and the Federal Emergency Management Agency (FEMA) and now must be adopted by McHenry County and each municipality. As the City Council may recall, at the November 17, 2009 City Council meeting, the City Council approved the City's participation in McHenry County's Natural Hazard Mitigation planning process, as well as the designation of the Fire Rescue Chief as the City's representative.

The McHenry County Natural Hazard Mitigation Plan was created to identify activities that can be undertaken at all levels of government and by the private sector to reduce the safety and health hazards and property damage caused by natural hazards. The Plan focuses on identified major natural hazards facing McHenry County, including floods, severe summer and winter storms, tornadoes, extreme cold and heat events, and drought.

As part of the McHenry County Natural Hazard Mitigation Plan, an action plan was created that identifies a series of action items that support the goals and guidelines of the McHenry County Natural Hazard Mitigation Plan. The action items are assigned to City Departments or to the McHenry County Hazard Mitigation Planning Committee or a department of McHenry County. The designated City Department will be responsible for the implementation of the action items within the City, as staff resources and funding permits. It should be noted that City staff has or is currently in the process of implementing many of the action items identified.

In addition, the development and adoption of a natural hazard mitigation plan allows municipalities to be eligible for Federal Emergency Management Agency hazard mitigation grant program funds. This plan fulfills the federal mitigation planning requirements for FEMA's Pre-Disaster Mitigation Program, Hazard Mitigation Grant Program and Flood Mitigation Assistance Program, and is eligible for credit under the FEMA National Flood Insurance Program's Community Rating System. Hazard mitigation grant funds are made available by FEMA through the Illinois Emergency Management Agency.

The attached resolution will formalize the City's adoption of the McHenry County Natural Hazard Mitigation Plan and allow the City to be eligible for hazard mitigation grant funding.

Votes Required to Pass:

Simple majority vote of the City Council



DRAFT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS, AUTHORIZING THE ADOPTION OF THE MCHENRY COUNTY NATURAL HAZARD MITIGATION PLAN

WHEREAS, McHenry County is subject to flooding, severe summer and winter storms, tornadoes, drought, and other natural hazards that can damage property, close businesses, disrupt traffic, and present a public health and safety hazard; and

WHEREAS, the McHenry County Hazard Mitigation Planning Committee has prepared a recommended *McHenry County Natural Hazard Mitigation Plan* that reviews the County's options to protect people and reduce damage from hazards; and

WHEREAS, the *McHenry County Natural Hazard Mitigation Plan*, developed as a multi-jurisdictional plan, has been submitted and approved by Illinois Emergency Management Agency (IEMA) and the Federal Emergency Management Agency (FEMA); and

WHEREAS, the recommended *McHenry County Natural Hazard Mitigation Plan* has been widely circulated for review by residents and federal, state, and regional agencies and has been supported by those reviewers; and

WHEREAS the preparation and adoption of a community mitigation plan is a requirement of FEMA in order for McHenry County to be eligible for federal mitigation funds under Section 104 of the Disaster Mitigation Act of 2000 (42 USC 5165), and under 44 CFR (Code of Federal Regulations) Part 201.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois that the *McHenry County Natural Hazards Mitigation Plan, December 2010*, is hereby adopted as an official plan of the City of Crystal Lake; and

BE IF FURTHER RESOLVED, that Fire Rescue Chief James Moore is hereby appointed as the City's representative on the McHenry County Hazard Mitigation Planning Committee and he will keep

the City apprised of the mitigation action items undertaken by or reported to the McHenry County Hazard Mitigation Planning Committee, and

BE IT FURTHER RESOLVED, that the *McHenry County Natural Hazards Mitigation Plan* identifies a series of action items. The following action items are hereby assigned to the City department(s) as shown below, or to the McHenry County Hazard Mitigation Planning Committee or department of the McHenry County government. The designated City department shall be responsible for the implementation of the action item within the City, as staff resources and funding permit:

Action Item 1: Plan Adoption – Crystal Lake City Council

Action Item 2: Continuation of Mitigation Committee - McHenry County Board.

Action Item 3: Plan Monitoring and Maintenance - McHenry County Hazard Mitigation Planning Committee.

Action Item 4: Watershed Studies - McHenry County Planning and Development Department.

Action Item 5: Expand Stream Gaging Network - McHenry County Planning and Development Department.

Action Item 6: Stream Maintenance Programs – City Public Works Department (primary), City Engineering Division (secondary).

Action Item 7: Prohibited Waterway Dumping Ordinances – City Public Works Department (primary) City Engineering Division (secondary).

Action Item 8: Mitigation of Public Infrastructure – City Engineering Division (primary), City Public Works Department (secondary).

Action Item 9: Continued NFIP Compliance – City Engineering Division.

Action Item 10: Repetitive Loss Areas Study - McHenry County Planning and Development Department with cooperation of the Engineering Department.

Action Item 11: Identification of Floodplain Structures - McHenry County Planning and Development and GIS Division.

Action Item 12: Investigation of Critical Facilities - McHenry County Emergency Management Agency and GIS Division.

Action Item 13: Critical Facilities Design with Natural Hazards Protection – City Engineering Division (primary), City Fire Rescue Department (secondary).

Action Item 14: Mitigation of Floodplain Properties - Property Protection Projects – City Engineering Department.

Action Item 15: Safe Rooms – City Building Division (primary), City Fire Rescue Department (secondary).

Action Item 16: Community Rating System Participation – City Engineering Division.

Action Item 17: Urban Forestry - Participation in Tree City USA – City Public Works Department (no formal participation anticipated).

Action Item 18: Participation in StormReady – City Fire Rescue Department (no formal participation anticipated).

Action Item 19: Strengthen Building Codes and Code Enforcement Training – City Engineering and Building Department.

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Action Item 20: Seek Mitigation Grant Funding for Additional Mitigation Planning and Cost Beneficial Projects – City Engineering Division.

Action Item 21: Implementation of the Water Resources Protection Action Plan – City Public Works Department

Action Item 22: Development of a Public Information Strategy – City Fire Rescue Department.

Action Item 23: Property Protection References – City Fire Rescue Department.

BE IT FURTHER RESOLVED, that the City Clerk is hereby requested to distribute a certified copy of this Resolution to the McHenry County Emergency Management Agency Director and IEMA.

DATED this 15th 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 15, 2011

APPROVED: March 15, 2011



Agenda Item No: 28

City Council Agenda Supplement

Meeting Date:

March 15, 2011

Item:

City Code Amendment establishing Resource Conservation and Rain Barrel Code Requirements

Staff Recommendation:

Motion to adopt an ordinance establishing *Chapter 424: Resource Conservation* in the City Code and adding *Article 1: Rain Barrels*.

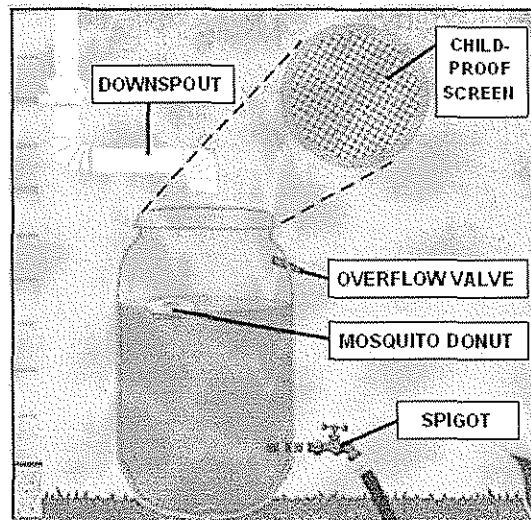
Staff Contact:

Erik D. Morimoto, Director of Engineering and Building
Rick Paulson, Building Commissioner

Background:

Rain barrels have become a popular water conservation tool for many homeowners and business owners. A rain barrel is a manufactured container designed specifically to collect and disperse rainwater from a rooftop drainage system for later use on lawns, gardens and for other outdoor uses. Benefits from the use of rain barrels include reduced water bills, additional groundwater recharge (if downspouts are disconnected from the storm sewer), and general water conservation.

The Engineering and Building Department, in conjunction with the City's Clean Air Counts Committee, is proposing an ordinance that will regulate rain barrel installations in a manner that addresses potential property maintenance issues without discouraging the use of this environmentally friendly practice. The intent of the ordinance is to facilitate the use of rain barrels so that they remain functional without becoming unsightly or unsafe (i.e., insect breeding areas). Rain barrels are important tools in community sustainability, and these regulations need to be written in a manner that they do not discourage their use by property owners.



Typical Rain Barrel Configuration

City staff recommends *Chapter 424: Resource Conservation* be established in the City Code and *Article 1: Rain Barrels* be added in order to address the necessary enforcement parameters to facilitate the practice of using rain barrels to conserve water. The proposed code amendment would include specifications for:

- Maximum size and number (≤ 75 gallons)
- Height (≤ 6 feet)
- Location (rear or interior side yard downspout locations)
- Appearance
- Connections (no connection to potable water sources)
- Maintenance
- Stormwater runoff (stormwater diverter or overflow required)
- Alternative materials

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

**ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

SECTION I: That Chapter 424: Resource Conservation shall be established.

SECTION II: That Article 1: Rain Barrels of Chapter 424 shall be established

SECTION III: That Article 1 of Chapter 424 of the City Code shall be read as follows:

Chapter 424, Article 1: RAIN BARRELS

§ 424-1. Definitions

As used in this article, the following terms shall have the meanings indicated:

COLLECTING STRUCTURE: Any house, garage, building, or canopy that possesses a roof drainage system utilized to collect rainwater in a rain barrel.

FRONT/CORNER SIDE YARD: For the purpose of this ordinance only, a front or corner side yard is any portion of a lot between the front or side of a structure and a street.

RAIN BARREL: A manufactured, durable resin container designed specifically to collect and disperse rainwater from a rooftop drainage system for later use on lawns, gardens and for other outdoor uses.

§ 424-2. Maximum size and number

The maximum capacity of a rain barrel shall not exceed 75 gallons. One rain barrel is allowed to be directly connected at each downspout located in the rear or interior side yard. Multiple interconnected rain barrels may be utilized at downspout locations in the rear yard only. More than two interconnected barrels must be completely screened at all times.

§ 424-3. Height

The height of the rain barrel shall not exceed six feet above the surrounding grade. An elevated platform is permitted, but the height of the rain barrel and platform together cannot exceed six feet in height.

§ 424-4. Location

- A. Rain barrels shall not be located in front yard or corner side yard (adjacent to the street).
- B. Rain barrels shall not be placed more than two feet away from the collecting structure.
- C. To prevent tipping, rain barrels shall be placed on a flat, stable surface or platform.

§ 424-5. Appearance

The rain barrel may be enclosed by landscape features; screening constructed of natural materials; or designed to appear similar to a planter, boulders, or similar natural element.

§ 424-6. Specifications

- A. Every rain barrel must be equipped with an automatic stormwater diverter or automatic overflow system that diverts the water back into the downspout system away from the foundation and into the drainage swale. The overflow piping system must be a minimum of one inch.
- B. The rain barrel must be equipped with a mosquito-proof screen on the lid and over the flow hole. The barrel must be maintained to prevent mosquito breeding.

§ 424-7. Connections

Rain barrels shall be completely isolated from the potable water source.

§ 424-8. Maintenance

Rain barrels screens, gutters, and downspouts must be kept clear of debris and cleaned quarterly.

§ 424-9. Stormwater runoff

It is the owner's responsibility to direct the overflow runoff away from the adjoining property in accordance with Chapter 595, Stormwater Management.

§ 424-10. Underground Cisterns and Rain Barrels

A cistern or rain barrel installed below grade requires a building permit, drainage plan, and approval by the City Engineer.

§ 424-11. Alternative materials, design, and methods of construction and equipment

The provisions of this ordinance are not intended to prevent the installation of any material, or to prohibit any design or method of construction not specifically prescribed by this ordinance, provided that any such alternative has been approved. An alternative material, design, or method of construction may be approved, where the Building Commissioner finds that the proposed design is satisfactory and complies with the intent of the provisions of this ordinance, and that the material, method, or work offered is, for the purpose intended, at least the equivalent of that prescribed in this ordinance in quality, effectiveness, durability, and safety.

DRAFT

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

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

DATED at Crystal Lake, Illinois, this fifteenth day of March, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 15, 2011

APPROVED: March 15, 2011

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



Agenda Item No: 32

**City Council
Agenda Supplement**

Meeting Date: March 15, 2011

Item: Historic Preservation Commission Appointment

Mayor's Recommendations: Motion to appoint a member to the Historic Preservation Commission.

Contact: Aaron T. Shepley, Mayor

Background: The Historic Preservation Commission consists of seven voting members. Currently, there is a vacant position on the Historic Preservation Commission. The vacant position was advertised in the City's newsletter, on Channel 17 and to owners of historic landmarked properties within Crystal Lake.

The Historic Preservation Commission has provided a qualified candidate for the Mayor and City Council's review and approval. The resume for the interested candidate has been provided.

The available Committee position is a replacement for a member whose term would expire on June 30, 2012. Historic Preservation Commission terms are for three years.

Votes Required to Pass: A simple majority vote.