



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: St. Thomas School Street Closure Request

Staff Recommendation: Motion to approve the closure of Lake Street from an area just south of the First Congregational Church entrance to an area just south of the St. Thomas School parking lot on Wednesday, May 25, 2011 and Thursday, May 26, 2011 from 7:45 a.m. until 2:15 p.m., during the St. Thomas Field Days.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from St. Thomas School for the closure of Lake Street from an area just south of the First Congregational Church entrance to an area south of the St. Thomas School parking lot on Wednesday, May 25, 2011 and Thursday, May 26, 2011 from 7:45 a.m. until 2:15 p.m. for the St. Thomas Field Days. During the St. Thomas Field Days, the children will be going back and forth from the school to the playing fields, participating in a wide variety of activities. Closing Lake Street would make it safer for the children to cross from the school to the fields, as well as make it easier on the parent volunteers coordinating the St. Thomas Field Days. The City Council approved a similar request in 2010.

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

- 1) City-owned barricades must be used to block off the street closure sections. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. The petitioner must complete and submit a Barricade Borrowing Application.
- 2) The petitioner must send a notice to all affected property owners along Lake Street.

- 3) The petitioner must contact the school districts in the area in case there are any bus routes that may utilize Lake Street.
- 4) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 5) Emergency access to the School must be maintained throughout the event. The petitioner must provide a plan of the St. Thomas Field Days layout.
- 6) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 7) All debris created by the event shall be cleaned up during and after the event.
- 8) 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.
- 9) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 10) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 11) In the case of inclement weather, an alternate date can be approved by the City Manager.

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

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: Intergovernmental Agreement for construction and maintenance of drainage/water quality features with the Crystal Lake Park District with regards to the McHenry County Department of Transportation's IL 176 at Walkup Road project

Staff Recommendation: Motion to adopt a resolution authorizing the City to enter into an Agreement between the City of Crystal Lake and Crystal Lake Park District for the construction and maintenance of drainage/water quality features.

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

Background:

The McHenry County Division of Transportation (MCDOT) is on schedule to construct the Illinois Route 176 at Walkup Road improvements in the spring of 2012. Illinois Route 176 is under the jurisdiction of the Illinois Department of Transportation (IDOT); Walkup Road, north of Illinois Route 176, is under the jurisdiction of MCDOT; and Walkup Avenue, south of Illinois Route 176, is under the jurisdiction of the City.

An intergovernmental agreement (IGA) between the Crystal Lake Park District (CLPD) and the City is necessary and has been prepared and reviewed by staff at both agencies. The intergovernmental agreement addresses matters for construction and maintenance of drainage/water quality features as well as the easements that are required. The City currently maintains the storm sewer system along Illinois Route 176, by virtue of an existing maintenance agreement with IDOT, and will continue to maintain this system after the completion of this project. In addition, the replacement of the existing storm system from Illinois Route 176 north into Veteran Acres is required as part of the improvement. The existing and proposed storm system into Veteran Acres will continue to be maintained by the City. The Park District will be responsible for maintaining the driveway and vegetation at the surface of the drainage easements. All improvements will be constructed with the County's Walkup Road project.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

April 19, 2011

Item:

The Cottage Temporary Use Permit request for a Special Promotion – Beatles Blast 2011.

The Lions Club Temporary Liquor License in conjunction with the Special Promotion.

Recommendation:

Motion to approve the Temporary Use Permit for The Cottage Special Promotion and the Temporary Liquor License, pursuant to the recommendations below.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development
George Koczvara, Deputy City Manager

Background: The Cottage is requesting a Temporary Use Permit to allow a Special Promotion to hold a Beatles Blast at 6 E. Crystal Lake Avenue. The event will include a Beatles memorabilia display, boys' and girls' drawing competition, Beatles Acoustic competition, a Beatles quiz, dance competition and many other events to be held throughout the day from 2:00 p.m. to 11:00 p.m. on Sunday, June 19, 2011. This is the second year for this event.

The event will be held inside The Cottage, outside on the deck area of The Cottage, and in a portion of the adjoining parking lot to the north, which will be cordoned off so alcoholic beverages will not leave the area. At the north end of the adjacent parking lot, there will be a stage with an attached roof and lighting for the bands (American English and others).

The Cottage will be providing people who will act as security for the event at the entrances. IDs will be checked at the entrances and wristbands will be issued at that time.

The Cottage currently has a Class 22 liquor license. The Class 22 license allows for the retail sale of alcoholic liquor for consumption on premises, both interior and in the open unroofed patio area immediately contiguous to the building. On Sundays, Class 22 liquor license holders are allowed to sell liquor from noon to 1:00 a.m. The Cottage's liquor license does not allow them to sell liquor beyond their patio, hence they have partnered with the Lion's Club for beer and wine sales beyond the patio area. The Lion's Club is requesting a Class 16 Temporary Liquor License for the area beyond the interior of the building and patio, but within the fenced area. A Class 16 Temporary Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license. Class 16 license applicants must be not-

for-profit corporations qualified to do business in the State of Illinois. A Class 16 license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.

Staff has been in contact with the petitioners for details about the event and recommends the following conditions:

1. The Temporary Use Permit shall be valid on Sunday, June 19, 2011 from 2:00 p.m. to 11:00 p.m.
2. Fenced area along Grant Street shall be moved to the east so the public sidewalk is accessible at all times.
3. The use of the downtown street lighting system to provide electrical power for the sound system is prohibited.
4. All electrical is subject to the code requirements of the 2005 National Electric Code.
5. Provide generator information to the Building Division.
6. **NO** alcoholic beverages shall be permitted outside of the fenced area. Security shall be provided at all times. Two (2) Crystal Lake Police Officers shall be on the premises during the event.
7. No spectators shall be allowed to loiter in the walkway area or along Grant Street.
8. Grant Street shall not be completely blocked to traffic during the event. There shall be "NO PARKING" signs posted along Grant Street from the Home State Bank parking entrance south to Crystal Lake Avenue. "NO PARKING" signs shall be posted at the time The Cottage opens on Sunday morning. Also, temporary signs noting that vehicles need to be moved prior to 1:30 p.m. shall be posted. A portion of the east side of Grant Street shall be coned off to allow for a secure area for pedestrians waiting to enter the event. A minimum 20-foot wide access for emergency vehicles shall be maintained.
9. Tents shall be anchored using weights or stakes. The tie-downs for the tent are not allowed in the walkway areas.
10. The tent placement on the provided plan will require a 12-foot separation from other tents, canopies, and the parking of cars. Due to the size of the tent (20 x 20), flame retardant is not required. Any tent larger than 400 square feet or where cooking/warming of food occurs will be required to be flame retardant.
11. Access and exit aisles shall be maintained on the deck at all times. Emergency exits from the deck and fenced-in area must be established based on the occupant load and must be properly located with direct access to the public way.
12. The size of the seating and standing areas are to be submitted so the occupant load and minimum width of the emergency exits can be determined. **The maximum occupancy of the deck and building area for this event is 166.**
13. The Class 16 Temporary Liquor License is approved with the following conditions:
 - A. The Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.
 - B. Proof of Insurance for Liquor Sales.
 - C. Trash must be picked up throughout and at the conclusion of the event.
 - D. Regarding the sale of alcohol by The Cottage during the event, attendees at the event who have purchased alcohol at The Cottage would only be able to consume that alcohol in the interior of The Cottage or on their patio area. Consumption of alcohol purchased at The Cottage cannot be consumed in any other areas of the

event. Measures, including signage, would have to be put in place to prohibit movement of alcohol from The Cottage to the parking lot/tent areas. Measures and signage shall also be provided indicating that alcoholic beverages purchased at the beer tent may not be taken out of the fenced area.

14. A minimum of three (3) manned entrances is required (two along Grant Street and one in the parking lot to the north of the property). If tents are to be placed at the entrances, they are to be weighed down and are not to be permanently affixed to the street.
15. Check with the McHenry County Health Department for possible permits for cooking/warming or selling food from the Lion's Club Beer Tent.
16. Provide a revised site plan showing the location of cones for partial street closure, and manned security entrances.
17. Schedule a meeting with the Fire Prevention Bureau (815-359-3640 ext. 4147) at least 1 week prior to the event. Contact the Building Division and Fire Prevention Bureau to set up a time for inspection of the seating area of the deck and all tent setup prior to the event.

The applicant has been made aware of these recommended conditions and will be attending the April 19, 2011 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-15 Tomasello

- 1) Special Use Permit for a detached accessory structure greater than 600 square feet to allow a garage with the proposed addition to be approximately 960 square feet.
- 2) Simplified Residential Variation to allow the garage to be located in a corner side yard as close as 15 feet instead of 30 feet from the East Street property line
- 3) Variation to allow a driveway width of 24 feet at the property line instead of 20 feet

James and Carrie Tomasello, 290 E. Crystal Lake Avenue

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Special Use Permit and variations for 290 E. Crystal Lake Avenue.

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

Background: The property, located on Crystal Lake Avenue, east of East Street is an existing conforming corner lot in the "R-2" single-family district with a lot area of approximately ¾ acres. The property is improved with a 2 story frame residence with a detached garage. The petitioner is requesting to remove the existing 370-square-foot garage and replace it with a 960-square-foot garage.

The existing detached garage is located approximately 21 feet from the East Street property line and does not meet the 30 feet corner side setback requirement. The petitioner is proposing to remove the existing garage and build a 24-foot x 40-foot garage. The new garage would be as close as 15-feet from the East Street property line. The garage is located outside the front yard which is determined as the average setback of the two closest dwellings along Crystal Lake Avenue. The garage is proposed to be approximately 960 square feet. Per the provisions of the Unified Development Ordinance, a detached accessory structure greater than 600-square-feet is required to obtain a Special Use Permit. The garage is designed with a gambrel roof, the height

for which is measured to the mean height level between eaves and ridge, with a proposed height of 14'-11". Attic storage is proposed for the garage that will be accessible by a ladder. The petitioner is also requesting a variation to allow a driveway width of 24 feet at the property line instead of the permitted 20 feet. The current driveway is approximately 28 feet in width at the property line. The Engineering Division is supportive of the relocation of the driveway further north along East Street to address safety issues. Per the City's agreement with the property owner, the owner has until December 2015 to pave the driveway, to accommodate the completion of the improvements on Crystal Lake Avenue.

PZC Highlights

At the Planning and Zoning Commission meeting, there was some discussion regarding the size of the proposed garage and the requirement for a special use. The Commission discussed that the garage needed to be enhanced, either by the addition of landscaping or architectural features to break up the façade. The Planning and Zoning Commission recommended **approval (4-3)** of the petitioner's request. If the petitioner's request is approved, the following conditions are recommended:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Development Application, received 3-21-11
 - B. Plat of Survey/Site Plan, MJM Consulting, received 3-21-11
 - C. Floor Plans, Elevations, Sections, Woodridge Homes, received 3-21-11
2. A special use permit and variation are hereby granted to allow the petitioner's request.
3. The façade along Crystal Lake Avenue will be enhanced ~~by the addition of additional windows~~ **with architectural features to be determined by staff and City Council (modified by PZC).**
4. The petitioner shall address all comments of the Planning, Engineering and Building, Public Works, Fire Rescue and Police Departments.
5. **Landscaping shall be added to the south and west sides of the garage. The landscaping shall be maintained (modified by PZC).**
6. **A second floor in the garage building is not allowed (modified by PZC).**

Votes Required to Pass:

A simple majority vote.

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ORDINANCE NO. _____

FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND VARIATIONS AT 290 E. CRYSTAL LAKE AVENUE

WHEREAS, pursuant to the terms of a Petition (File #2011-15) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit for a detached accessory structure greater than 600 square feet to allow a garage with the proposed addition to be approximately 960 square feet; Simplified Residential Variation to allow the garage to be located in a corner side yard as close as 15 feet instead of 30 feet from the East Street property line; and Variation to allow a driveway width of 24 feet at the property line instead of 20 feet for the property located at 290 E. Crystal Lake Avenue; and

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

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

Section I: That a Special Use Permit for a detached accessory structure greater than 600 square feet to allow a garage with the proposed addition to be approximately 960 square feet; Simplified Residential Variation to allow the garage to be located in a corner side yard as close as 15 feet instead of 30 feet from the East Street property line; and Variation to allow a driveway width of 24 feet at the property line instead of 20 feet for the property commonly known as 290 E. Crystal Lake Avenue, Crystal Lake, Illinois.

Section II: Said Special Use and Variations are issued with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Development Application, received 3-21-11
 - B. Plat of Survey/Site Plan, MJM Consulting, received 3-21-11
 - C. Floor Plans, Elevations, Sections, Woodridge Homes, received 3-21-11
2. A special use permit and variation are hereby granted to allow the petitioner's request.
3. The façade along Crystal Lake Avenue will be enhanced with architectural features to be determined by staff and City Council.
4. The petitioner shall address all comments of the Planning, Engineering and Building, Public Works, Fire Rescue and Police Departments.

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5. Landscaping shall be added to the south and west sides of the garage. The landscaping shall be maintained.

6. A second floor in the garage building is not allowed.

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

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

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

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

April 19, 2010

Item:

Extension of the Final Plat of Subdivision and Final Planned Unit Development approval for the Eisenmann Corporation.

Jeff Wehner, applicant
150 E. Dartmoor Drive

Recommendation:

Motion to approve extension of the Final Plat of Subdivision and Final Planned Unit Development approval for the Eisenmann Corporation at 150 E. Dartmoor Drive to June 17, 2012.

Staff Contacts:

Michelle Rentzsch, Director of Planning & Economic Development

Background:

On June 17, 2008, the City Council approved the Final Plat of Subdivision and Final Planned Unit Development for the Eisenmann Corporation. The request included the Final Plat of Subdivision to create two lots (4.23 acres for the manufacturing building and parking and 2.1 acres for the office building and parking); Final Planned Unit Development Amendment for parking lot changes; and several zoning variations to allow the plan as presented.

The petitioner has noted that, due to economic conditions, they have not been able to sell or lease space within the office building. The sale or lease of the office building requires the expansion of the parking lot. They are requesting their second one-year extension to June 17, 2012.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION
#2011-04 Final Plat of Resubdivision of Lot 1 in the Crystal Court Subdivision and Final PUD Amendment for Colonial Café

- (i) Final Planned Unit Development Amendment to allow the addition of lights to the façade for Colonial Café;
- (ii) Minor Subdivision to create 3 lots;
- (iii) Variation (Article 3-200 B) from the minimum required lot width of 100 feet to allow 62 feet for proposed Lot 3 along Northwest Highway;
- (iv) Variation (Article 3-200 B) from the maximum permitted impervious surface coverage of 65% for lots in the "B-2" district; and
- (v) Deferral from the requirement to install sidewalks and parkway trees along Route 14 and Liberty Road.

Colonial Café, 5689, 5545 and 5657 Northwest Highway

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment, Minor Subdivision and variations for 5689 and 5545 Northwest Highway.

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

Background: The property in question is Lot 1 of the Crystal Court Shopping Center, a 33-acre retail shopping area that was formerly anchored by WalMart. The property was annexed in December of 1988 and developed and constructed during the early 1990's. Lot 1 is approximately 5.93 acres and includes the former Baker's Square Restaurant, Harris Bank and the multi-tenant building which houses Jimmy Johns and Regency Beauty. The petitioner previously received approval for a Final PUD Amendment to allow additions and façade changes to the former Baker's Square Building to accommodate Colonial Café, as well as a Minor Subdivision to create 3-lots. However, the plat was never recorded and the petitioner would like to amend the configuration of the proposed lots. The petitioner is seeking to subdivide Lot 1 into

3 separate lots individually accommodating each of the above mentioned uses. Colonial Café is also seeking a Final Planned Unit Development Amendment to allow LED lights on their façade.

Variations as part of the PUD

Along with the subdivision, the petitioner is requesting a variation for Proposed Lot 3 from the minimum required lot width of 100 feet to allow 62 feet. This revised configuration is being proposed to allow the drive aisle to remain a part of Lot 3. The petitioner is also requesting a **deferral** from the requirement to install sidewalks and parkway trees along Route 14 and Liberty Road. There are no sidewalks on Route 14 east of Rosenthal Drive or on Liberty Road. A **variation** will also be necessary to allow the proposed Lots 1 and 3 to exceed the maximum impervious surface coverage requirement of 65 percent for lots in the "B-2" district to allow the existing configuration.

Façade Changes

The petitioner previously received a Final PUD Amendment approval to allow façade and signage changes for Colonial Café. The petitioner is requesting to add colored LED accent bar lights on the north, west and east façades and wall wash lights on the tile entrance placed above the canopy shining up onto the tile and at the top of the tile wall shining down the wall on the north elevation.

PZC Highlights

The Planning and Zoning Commission had no concerns regarding the proposed subdivision. A majority of the Commission felt positive about the proposed lighting as long as it did not change color constantly and the color changes were seasonal only.

The Planning and Zoning Commission recommended **approval (6-1)** of the petitioner's request. If the petitioner's request is approved, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Development Application, received 3-29-11
 - B. Final Plat of Resubdivision of Lot One in Crystal Court Subdivision, Condon, dated 12-17-10, revised 1-10-11, received 1-21-11
 - C. (Architectural) Permit Plans, Larson and Darby, dated 12-10-2011
2. As a condition of the PUD, a variation from the provisions of the UDO is granted to allow:
 - A. A variation from the minimum required lot width of 100 feet to allow 62 feet for proposed Lot 3 along Northwest Highway
 - B. An impervious surface coverage greater than the maximum permitted 65% for lots in the "B-2" district to allow the existing configuration with the proposed changes
3. The Final Plat of Subdivision shall meet all the requirements of Article 5-200 G 3 b.
4. A deferral until an area-wide program is hereby granted for the following UDO requirements:
 - A. From the requirement to install sidewalks along Route 14 and Liberty Road
 - B. From the requirement to install parkway trees.

5. The LED lights as proposed on the north, west and east façades are permitted only as solid lights (constant color change not permitted); however, seasonal color changes are permitted. **The colors to be used must adhere to the UDO standards and guidelines. (Modified by PZC)**

6. Private utilities within the proposed subdivision traverse the lots. Provide evidence that the maintenance and repair of these utilities has been addressed.

7. All applicable conditions of previous Ordinance 6623 shall apply.

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

Votes Required to Pass: A simple majority vote.

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ORDINANCE NO. _____

FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD, MINOR SUBDIVISION, AND VARIATIONS
FOR THE CRYSTAL COURT SHOPPING CENTER

WHEREAS, pursuant to the terms of the Petition (File #2011-04) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for the Crystal Court Shopping Center to allow the addition of lights to the façade for Colonial Café; Minor Subdivision to create 3 lots; Variation (Article 3-200 B) from the minimum required lot width of 100 feet to allow 62 feet for proposed Lot 3 along Northwest Highway; Variation (Article 3-200 B) from the maximum permitted impervious surface coverage of 65% for lots in the “B-2” district; and Deferral from the requirement to install sidewalks and parkway trees along Route 14 and Liberty Road; 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, Minor Subdivision, and Variations 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 the addition of lights to the façade for Colonial Café; Minor Subdivision to create 3 lots; Variation (Article 3-200 B) from the minimum required lot width of 100 feet to allow 62 feet for proposed Lot 3 along Northwest Highway; Variation (Article 3-200 B) from the maximum permitted impervious surface coverage of 65% for lots in the “B-2” district; and Deferral from the requirement to install sidewalks and parkway trees along Route 14 and Liberty Road for the property located at 5689, 5545, 5657 Northwest Highway, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Development Application, received 3-29-11
 - B. Final Plat of Resubdivision of Lot One in Crystal Court Subdivision, Condon, dated 12-17-10, revised 1-10-11, received 1-21-11
 - C. (Architectural) Permit Plans, Larson and Darby, dated 12-10-2011

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2. As a condition of the PUD, a variation from the provisions of the UDO is granted to allow:
 - A. A variation from the minimum required lot width of 100 feet to allow 62 feet for proposed Lot 3 along Northwest Highway
 - B. An impervious surface coverage greater than the maximum permitted 65% for lots in the "B-2" district to allow the existing configuration with the proposed changes
3. The Final Plat of Subdivision shall meet all the requirements of Article 5-200 G 3 b.
4. A deferral until an area wide program is hereby granted for the following UDO requirements:
 - A. From the requirement to install sidewalks along Route 14 and Liberty Road
 - B. From the requirement to install parkway trees.
5. The LED lights as proposed on the north, west and east façades are permitted only as solid lights (constant color change not permitted); however seasonal color changes are permitted. The colors to be used must adhere to the UDO standards and guidelines.
6. Private utilities within the proposed subdivision traverse the lots. Provide evidence that the maintenance and repair of these utilities has been addressed.
7. All applicable conditions of previous Ordinance 6623 shall apply.
8. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

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

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

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

MAYOR

ATTEST:

DRAFT

CITY CLERK

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



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

April 19, 2011

Item:

Wetland Bank Purchase to Mitigate Effects of Illinois Route 176 and Briarwood Road Intersection Improvement

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute a wetland credit agreement with Ecological Planning, Inc., which provides for a payment of \$11,400 to Ecological Planning, Inc., to mitigate the disturbance of wetlands caused by the improvement to Illinois Route 176 and Briarwood Road.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

The construction of the Illinois Route 176 and Briarwood/Ohnstad Road intersection improvement will disturb 0.05 acres of nearby wetlands in order to accommodate the upcoming safety enhancements. Due to this unavoidable wetland impact, the City is required to obtain an U.S. Army Corps of Engineers permit.

A condition of the issuance of the permit requires that the City compensate for the wetland impacts through the purchase of 0.19 acres of wetland credits through an approved wetland bank within the same watershed as the proposed disturbance. In this case, there is only one Army Corps approved wetland bank in the same watershed as the project (Kishwaukee Bottoms Wetland Mitigation Bank).

The purchase of the wetland credits is through Ecologic Planning at a cost of \$11,400. The City will use MFT funds for this contribution. The cost for wetland mitigation was planned in the original budget for the project and anticipated during the design phase.

Votes Required to Pass:

Simple majority of City Council present.

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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 a wetland credit agreement with Ecological Planning, Inc., which provide for a payment of \$11,400 to Ecological Planning, Inc., to mitigate the disturbance of wetlands caused by the improvement to Illinois Route 176 and Briarwood Road.

DATED this nineteenth day of April, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: April 19, 2011

APPROVED: April 19, 2011



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: Economic Development Programs for 2011-2012

EDC recommendation: Motion to approve the Economic Development Committee recommendation and adopt an ordinance for the Retailer Façade and Commercial Tenant Improvement Program and Manufacturer Building Improvement and Equipment Program for the 2011-2012 fiscal year with the recommended changes.

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

Background: On July 7, 2009, the City Council approved an economic development incentive program that included provisions for the façade and commercial tenant improvement matching grant program; the targeted development zone incentive (50% fee reduction); the enhanced sales tax incentive program; and the I Shop Crystal Lake program.

Considerable success has been achieved in utilizing these programs to attract businesses to Crystal Lake by offering one or more of these incentives to qualifying businesses. The matching grant program allows staff to get involved in the attraction process and helps to close deals with prospective Crystal Lake businesses. In reviewing the economic development tools we offer, the Economic Development Committee made a few recommended changes to the façade and commercial tenant matching grant program.

The primary intent of the matching grant program is to promote new retail occupancies and to aid in filling vacant retail space throughout the City. Additionally, the program aims to attract and support new manufacturers who would bring jobs to the City. As a result of the evaluation of the applications we received over the previous year, the Economic Development Committee has recommended revisions to the façade and commercial tenant matching grant program, which are listed in the following chart. These suggested changes were recently reviewed with the City Council at the Budget Workshop meeting.

PROGRAM	ELIGIBLE APPLICANTS	MAX AWARD	CAP	PROGRAM RESTRICTIONS
				* Proposed changes are bolded
<u>New Retailer Façade and Commercial Tenant Improvement Program</u>	New retail sales tax generating businesses that occupy vacant space or redevelop commercial property.	\$10,000	\$70,000	- Sales tax generating business only - Ineligible if improvements were made prior to applying - Business must provide a retail showroom open to the public - Business must provide cash and carry retail services - Business must meet a minimum of \$150,000 in taxable retail sales - Grant agreements are adjusted to be valid for 4 years (business must be open for 4 years)
<u>New Manufacturer Building Improvement and Equipment Program</u>	New manufacturers occupying existing manufacturing space or a new building			- \$2,000 award per new employee - Ineligible if improvements were made prior to applying - Grant agreements are adjusted to be valid for 4 years (business must be open for 4 years)
<u>Existing Retailer Façade and Commercial Tenant Improvement Program</u>	Existing retail sales tax generating businesses that occupy vacant space or redevelop commercial property.	\$2,500	\$10,000	- Sales tax generating business only - Ineligible if improvements were made prior to applying - Business must provide a retail showroom open to the public - Business must provide cash and carry retail services - Business must meet a minimum of \$50,000 in taxable retail sales - Grant agreements are adjusted to be valid for 4 years (business must be open for 4 years)

Ineligible Projects

The programs will not provide funds for working capital, debt refinancing, inventory acquisition, application fees, permit fees, signage or legal fees.

Recommendation

The Economic Development Committee voted to recommend approval of the recommended changes to the 2011-2012 Retailer Façade and Commercial Tenant Improvement Program and the Manufacturer Building Improvement and Equipment Program (**5-0 vote**). No changes were recommended to the targeted development zone incentive or the estip programs.

Votes Required to Pass: A simple majority vote.



DRAFT

AN ORDINANCE ADOPTING A RETAILER FAÇADE AND COMMERCIAL TENANT IMPROVEMENT PROGRAM AND A MANUFACTURER BUILDING IMPROVEMENT AND EQUIPMENT PROGRAM.

WHEREAS, the City has the authority, pursuant to the laws of the State of Illinois, to promote the health, safety, and welfare of the City and its inhabitants, to prevent the spread of blight, to encourage private development in order to enhance the local tax base, to increase employment, and to enter into contractual agreements with third parties for the purpose of achieving these purposes.

WHEREAS, to stimulate and induce development and redevelopment, the City has, after giving all notices required by law, adopted the following ordinance:

WHEREAS, in an effort to promote commercial revitalization of the community, the City wishes to establish the Retailer Façade and Commercial Tenant Improvement Program and a Manufacturer Building Improvement and Equipment Program.

WHEREAS, the Retailer Façade and Commercial Tenant Improvement and Manufacturer Building Improvement and Equipment Programs are made available to provide a significant impact on the exterior and interior of buildings, thus improving the marketing of the community;

WHEREAS, the Retailer Façade and Commercial Tenant Improvement and Manufacturer Building Improvement and Equipment Programs are established to provide financial assistance to building and business owners for improvements made to existing commercial buildings, or for new construction of commercial buildings;

WHEREAS, the City Council has found and determined that participation in the Retailer Façade and Commercial Tenant Improvement and Manufacturer Building Improvement and Equipment Programs will encourage the maintenance and improvement of businesses within the City and will stimulate economic activity in the City, including the creation and maintenance of jobs and the attraction of consumers to the City and will otherwise generally benefit the well being of the residents of the City by stimulating commercial growth, and provide crucial economic support to allow the City to continue to provide the level of municipal services to its commercial and residential citizens;

WHEREAS, the City is authorized to expend public funds for a public benefit and participation in the Retailer Façade and Commercial Tenant Improvement and Manufacturer Building Improvement and Equipment Programs will provide a benefit to the public, generally.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS:

SECTION I: Chapter 228, Economic Development Incentive Program, is amended as follows:

ARTICLE II: **Retail Façade and Commercial Tenant Improvement Program; and
Manufacturer Building Improvement and Equipment Program**

§ 228-13. Program Description.

The City of Crystal Lake, in its continuing effort to support the development and redevelopment of the community, has created a matching grant reimbursement program for a limited number of new and existing retail business and manufacturing business owners and operators in the City.

§ 228-14. Retailer Façade and Commercial Tenant Improvement Program

The City wishes to encourage and support building and business owner investments in Crystal Lake. This program is designed to meet the financial gap between the property owner and the tenant and encourage the attraction of a mix of retail uses. The City will provide a 50% matching grant to business or building owners who construct eligible improvements to the facades of their buildings and/or for improvements or tenant build-outs, after the tenant business has received its final Certificate of Occupancy. Subject to the financial limitations as established by the City's appropriation ordinance, the City will match \$.50 fifty cents per dollar on an owner's or tenant's investment in eligible improvements to the their building's storefront and interior retail space. The building or business owner who has funded the majority of the improvements must apply for and be approved in order to receive the 50% matching grant. Grant agreements shall be adjusted to be valid for four years.

New Businesses

- A) New businesses occupying vacant retail space are eligible for up to a \$10,000 grant award.
- B) New businesses must provide a retail showroom open to the public and must provide cash and carry retail services.
- C) New businesses must meet a minimum annual sales threshold of \$150,000 in taxable retail sales.
- D) A maximum of \$70,000 will be available for all new business applications (retailer and manufacturer).

Existing Businesses

- A) Existing businesses making improvements to their buildings are eligible for an award of up to \$2,500.
- B) Existing businesses must provide a retail showroom open to the public and must provide cash and carry retail services.
- C) Existing businesses must meet a minimum annual sales threshold of \$50,000 in taxable retail sales.

D) A maximum of \$10,000 will be available for all new business applications for existing retailers.

§ 228-15. Manufacturer Building Improvement and Equipment Program

The Manufacturer Building Improvement and Equipment Program offers a 50% matching grant to businesses for building improvements and equipment. The Program reimburses qualified manufacturers for the improvements and/or equipment after the business has received their final Certificate of Occupancy from the City of Crystal Lake. The program is designed to meet the financial gap between the property owner and the tenant and encourage the attraction of a mix of retail and commercial uses. Subject to the financial limitations as established by the City's appropriation ordinance, the City will match \$.50 fifty cents per dollar on an owner's or tenant's investment in eligible improvements to their building and equipment, up to \$10,000. Applicants for this program will share in the maximum allocation of \$70,000 that is available for new business applications for the Retailer Façade and Commercial Tenant Improvement Program. The maximum award amount of \$10,000 is calculated as a function of the number of new jobs that the manufacturer brings to Crystal Lake, awarding \$2,000 per new full-time job created. New full-time jobs must be held for at least 1 year and be directly associated with the location of a manufacturer to Crystal Lake. Grant agreements shall be adjusted to be valid for four years.

§ 228-16. Eligible Properties and Applicants.

All retail sales tax generating businesses that are commercially-zoned are eligible for the Retailer Façade and Commercial Tenant Improvement program. New retailers are eligible for a maximum of \$10,000 in matching grant funds. Existing businesses making improvements to their existing facilities are eligible for a maximum grant award of \$2,500. To uphold the intent of the program as an "incentive" for new business occupancies and investments, applicants must apply for the grants prior to commencing improvements to the building. Grant recipients cannot re-apply for a second or additional grant funding for the awarded property for 5 years. Only improvements to facades that directly front a public right-of-way are eligible. Any building with a zoning or building code violation is not eligible for the program. Any commercial building owner, or business owner with building owner authorization, may apply for the grant.

All industrial businesses who manufacture material goods are eligible for the Manufacturer Building Improvement and Equipment Program. To uphold the intent of the program as an "incentive" for new business occupancies and investments, applicants must apply for the grants prior to commencing improvements to the building. Grant recipients cannot re-apply for a second or additional grant funding for the awarded property for 5 years. Only improvements to facades that directly front a public right-of-way are eligible for Façade Improvement Program funding. Any building with a zoning or building code violation is not eligible for the program. Any commercial building owner, or business owner with building owner authorization, may apply for the grant.

§ 228-17. Eligible Improvements.

The following improvements are eligible to receive funding through the program. A building or business owner who is undertaking an improvement project that includes a portion of the eligible improvements may apply for the matching grant, but only the improvements identified below will be eligible for funding.

Retailer Façade and Commercial Tenant Improvement Program

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

Manufacturer Building Improvement and Equipment Program

Exterior brick cleaning	Historic renovation to interior	Exterior painting
Exterior tuck pointing	Exterior wall façade repair, treatment, and construction	Original exterior architectural features repair or replacement
Improvements for ADA accessibility compliance	Life safety improvements	Electrical or plumbing repair, installation, or upgrade
Interior/exterior demolition	Drywall or feature walls	Machinery, IT Infrastructure, or equipment for daily operation

§ 228-18. Ineligible Projects.

The programs will not provide funds for working capital, debt refinancing, equipment/inventory acquisition, application fees, permit fees, legal fees, parking lot resurfacing, and signage.

§ 228-19. Administration.

Any eligible building or business owner who wishes to apply for an improvement grant can obtain an application from the City. Applications for improvement matching grants will be accepted on a first-come-first-serve basis and shall be subject to the financial limitations as established by the City's annual appropriation ordinance. Only completed applications that include all required submittal documents and information will be accepted. The City's Planning and Economic Development Department will review the application for accuracy and will determine if it meets the requirements for funding.

If the application is determined to meet the requirements of the program, the application will be sent to City Council for review. If the application receives City Council approval, the applicant must enter into an agreement with the City. The Improvement Grant Agreement stipulates that the improvements must be constructed within 180 days of approval. Matching

grant funds will only be disseminated to the applicant once the construction of the approved improvements has been completed and has been inspected by the City's Building Division. Matching grant funds will be disseminated to the applicant within 45 days of a passing inspection and providing complete documentation to verify reimbursements.

If grant funding for a current funding cycle as established by the City's annual appropriation ordinance have been fully distributed, applicants may be placed on a waiting list to be considered for a grant when funds become appropriated and available.

§ 228-20. Required documentation.

Eligible applicants who apply for the Retailer Façade and Commercial Tenant Improvement Program will be required to provide forms, drawings, and estimates, as referenced in the application form. Applicants for the Retailer Façade and Commercial Tenant Improvement Program will also be required to provide a signed release Illinois Department of Revenue Authorization to Release Sales Tax Information to Local Governments form.

Applications for the Manufacturer Building Improvement and Equipment Program must include forms, drawings, and estimates, as referenced in the application. Applicants for this program will also be required to provide written documentation regarding the number of full-time employees

Following the completion of the improvements, grant recipients shall be required to provide the Planning & Economic Development Department with documentation to prove that the reimbursable improvements have been fully paid for by the recipient. Additional documentation may be required, as determined by the City Council.

§ 228-21. Review of Proposals.

Every project will be evaluated for the value of its improvement, extent/scope of work proposed, and its potential economic impact. The staff review will consider the following aspects for its proposal review:

- 1) Analysis of Proposal
 - a. Aesthetic Improvement Value
 - i. Improvement in overall appearance
 - ii. Impact to area
 - b. Extent/Scope of Work Proposed
 - i. Amount of construction to be conducted
 - c. Potential Economic Impact
 - i. Anticipated increase in assessed value
 - ii. Use of building following the project
 1. Ways it will contribute to the economic vitality of the community
 2. How use is compatible with and/or compliments mix of existing uses

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SECTION III: This ordinance shall be in full force and effect from and after its passage and approval according to law.

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

DATED at Crystal Lake, Illinois, this 19th day of April, 2011.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED:

APPROVED:

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: April 19, 2011

Item: Three Oaks Recreation Area Ordinances and Resolution

Staff Recommendation: Discussion Only

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

At the March 22, 2011 City Council budget workshop, City Staff proposed several changes to the operations and management of the Three Oaks Recreation Area.

One proposed change would amend Chapter 238 of the City Code:

238-1 General Rules and Admission

A. Pets and Animals

1. Dogs and cats shall only be allowed on the trails ~~and picnic grove~~ provided they are in compliance with Section 166-7, Leashing of Dogs, of the Code of Ordinances and Section 166-12, Defecation of Animals, Removal, of the Code of Ordinances of the City of Crystal Lake.
2. No pets, including dogs and cats, are allowed in the beach/spray park/playground area, **picnic grove**, or in any watercraft
3. Service animals are allowed throughout the facility.

Explanation: This change is recommended to prevent a conflict between pavilion rental users and dogs/cats. In addition, the picnic grove is a confined area and conflicts between dogs could easily occur.

In addition, several changes are proposed that would alter the previously approved "Resolution Establishing Rules and Regulations for the Operation of the Three Oaks Recreation Area". The proposed changes are outlined below:

SECTION I: Three Oaks Recreation Area General Rules

1. All children under the age of ~~14~~ **12** shall be accompanied by a parent or responsible adult of at least 16 years of age in order to be admitted to the Three Oaks Recreation Area.

Explanation: This change is recommended to ensure that young children are monitored by parents or guardians. This age limitation is consistent with other similar facilities.

SECTION II: Hours and Season

1. Beach: The beach operation will be conducted from approximately Memorial Day through Labor Day each year. This schedule is contingent upon proper staffing levels. Hours of operation shall be from 10:00 AM – 6:00 PM.
2. Marina and Trails: The marina shall be open from the second weekend of April through the end of October each year, weather permitting. **The hours shall be:**

Spring Hours (April): 6:30 AM – Sunset

Summer Hours (May-August): 5:30 AM – Sunset

Fall Hours (September – October): 6:30 AM – Sunset

Winter Hours (November – March): 9:00 AM - Sunset

3. Facility hours of operation shall be from:

Spring Hours (April): 6:30 AM – Sunset

Summer Hours (May-August): 5:30 AM – Sunset

Fall Hours (September – October): 6:30 AM – Sunset

Winter Hours (November – March): 9:00 AM - Sunset

Hours may be altered as approved by the Mayor and City Council of the City for special events by special permit.

Explanation: This change is recommended since patrons of the facility may want to utilize watercraft earlier in the summer months, when sunrise occurs earlier. In addition, the recommended winter hours reflect anticipated slower winter usage.

SECTION IX: Beach Rules

1. A parent or responsible adult at least 16 years of age, must accompany all swimmers under the age of ~~14~~ **12**.

Explanation: This change is recommended to ensure that young children are monitored by parents or guardians. This age limitation is consistent with other similar facilities.

SECTION X: Non-Resident Season Pass

Non-residents shall be allowed to purchase a season pass for the facility. The season pass shall include parking and entry to the beach/playground/spray park.

	Rate
Individual	\$150
Family of 2	\$210
Family of 3	\$290
Family of 4	\$370
Each additional family member	\$30

Each pass holder would have a picture ID, with barcode (four years and older).

Requirements for pass shall be as follows:

1. Family passes are valid for all family members, defined as parent(s) and dependents (under 18) living at the same address.
2. A maximum of two adults are allowed on the pass.
3. Excludes non-dependent nephews, nieces, cousins, and aunts, uncles, grandparents, and grandchildren.
4. Children under 3 are free and do not need a pass.

Explanation: The addition of a season pass for non-residents may be desirable since it provides guaranteed revenue despite the weather (unseasonably cool summers), and improved customer service by limiting lines at the parking gate and beach. The explanation of the fee structure is shown below:

One Person	\$150	\$100 for admission and \$50 parking fee for ten visits
Family of Two	\$210	\$160 or \$80 each and one parking fee of \$50 for ten visits
Family of Three	\$290	\$240 or \$80 each and one parking fee of \$50 for ten visits
Family of Four	\$370	\$320 or \$80 each and one parking fee of \$50 for ten visits

SECTION XI: Non-Resident Business Owner / Non-Resident Property Owner Admission

A non-resident business owner will be eligible for an annual pass to the Three Oaks Recreation Area (TORA) if they produce a current ST 1 form submitted to the Illinois Department of Revenue (IDOR) or a current IBT form that has been recorded with the IDOR. The non-resident business owner will be allowed only one pass for TORA. The pass will be issued to the business owner, in the business owner's name. For a non-resident property owner season pass, he or she must show proof of property ownership.

Explanation: Several non-resident business owners and non-resident property owners requested that they receive the same benefits as residents for the Three Oaks Recreation Area. The individuals stated that they provide a benefit to the community through the payment of property taxes and providing employment to residents.

Recommendation: Discussion Only

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

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

SECTION I: That CHAPTER 238 THREE OAKS RECREATION AREA shall be added to establish rules and regulations for the operation and management of the Three Oaks Recreation Area, and rules for the operation and usage of facilities and general recreation areas. The Mayor and City Council shall by Resolution establish rules and regulations with respect to the following: the opening and closing dates of the swimming areas, the hours of operation of the swimming areas, the opening and closing dates of those portions of the recreation area outside the swimming areas, the hours of operation for those portions of the recreation area outside of the swimming areas, the rules for admission to and the usage of the playground and picnic grove areas, the rules for admission to a facility including, but not limited to, a restriction of individuals by each, the rental and reservation rules of the pavilions located within the recreation area, the approval of any special events and the rentals and rules of the operation of all watercraft. The Mayor and City Council shall direct that suitable signs and markers be erected where appropriate.

238-1 General Rules and Admission

A. Three Oaks Recreation Area General Rules

1. No unauthorized motorized vehicles shall be allowed on Three Oaks Recreation Area trails.
2. All persons shall stay on designated trails or within the areas that are designated for use by the public.
3. No Person shall damage or disturb the Three Oaks Recreation Area flora or fauna.
4. No hunting, rock collecting or firearms shall be allowed in the Three Oaks Recreation Area.
5. No outside watercraft, marine outboard motors, paddles, oars or other marine boating accessories or inflatable rafts, tubes or similar inflatable items are allowed on the north and south lakes.
6. All litter as defined in Chapter 334 of the Code of Ordinances of the City of Crystal Lake shall be deposited in the proper receptacles.
7. No person shall wade or swim in the areas designated for swimming except when lifeguards are on duty. No person shall wade or swim in any areas of the lakes other than those areas designated for swimming. Skin diving and scuba diving are prohibited unless with a certified dive instructor as a part of skin diving or scuba diving classes approved by the Mayor and City Council of the City. Diving or swimming from watercraft shall be prohibited.
8. Camping and open fires within the recreational area are prohibited except as authorized by the Mayor and City Council.
9. In-line skating and skateboarding shall be allowed on paved trails within the recreation area except for the trails and concrete walkways surrounding

the picnic grove, lake house and marina, and in the beach/playground area where it is expressly prohibited.

10. The use of tobacco products shall be prohibited within the beach areas, sand areas, spray park area, playground areas and concession patios.

B. Alcoholic Liquor Use

1. No alcoholic liquors shall be permitted in the beach, spray park or playground area, on any watercraft, or on facility trails. Consumption or possession of alcoholic liquors in conjunction with any water-based activity is expressly prohibited.
2. Beer or wine may be consumed at Three Oaks Recreation Area when approved as part of a picnic area or shelter reservation or permit.
3. Approvals to sell beer or wine shall comply with the Code of the City of Crystal Lake and Statutes of the State of Illinois.
4. Any group, company, organization, or individual person conducting special events at the park during which alcohol is served or present, in any form, must have permission in advance and purchase or provide Host Liquor Liability Insurance and binding insurance coverage naming the City of Crystal Lake as an additional insured.
5. Any organization or corporate event, regardless of size, at the park for an event during which alcohol is served or present, in any form, must have permission in advance and purchase or provide Host Liquor Liability Insurance and binding insurance coverage naming the City of Crystal Lake as additional insured.
6. A family or individual person having a picnic with over 50 people on City property where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance (Dram Shop Insurance) coverage with a binder naming the City as an additional insured.
7. The City reserves the right to prohibit alcohol in any areas of the Recreation Area or buildings located thereon at any time it deems necessary.

C. Pets and Animals

1. Dogs and cats shall only be allowed on the trails provided they are in compliance with Section 166-7, Leashing of Dogs, of the Code of Ordinances and Section 166-12, Defecation of Animals, Removal, of the Code of Ordinances of the City of Crystal Lake.
2. No pets, including dogs and cats, are allowed in the beach/spray park/playground area, picnic grove, or in any watercraft
3. Service animals are allowed throughout the facility.

D. Parking Lot and Facility Entry

1. Parking is only allowed in designated parking lots.
2. Parking is not allowed on the roadways.
3. No recreational vehicles, buses or trailers may be parked in the parking lot; however, buses may drop off patrons at the facility.

- 4. Crystal Lake residents shall receive free parking. Residents must show proof of a valid vehicle sticker or a driver's license (or other picture ID with address) with a Crystal Lake address. If proof of residency cannot be shown, the vehicle must pay the non-resident parking fee.
- 5. Non-Resident Parking Fees shall be established by resolution of the Mayor and City Council.

SECTION II: Suitable signs and markers shall be erected where appropriate.

SECTION III: All provisions of the Code of Ordinances of the City of Crystal Lake not otherwise included in this Section shall apply to persons while on the premises of the Three Oaks Recreation Area.

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 ____ day of _____, 2010.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: _____

APPROVED: _____

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

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**RESOLUTION ESTABLISHING RULES AND
REGULATIONS FOR THE OPERATION OF THE
THREE OAKS RECREATION AREA**

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

SECTION I: Three Oaks Recreation Area General Rules

1. All children under the age of 12 shall be accompanied by a parent or responsible adult of at least 16 years of age in order to be admitted to the Three Oaks Recreation Area.
2. When in the facility, all persons under the age of 10 years of age must be accompanied at all times by an adult on the premises of the Three Oaks Recreation Area.
3. Non-Resident Parking Fee shall be \$5.00 per vehicle.

SECTION II: Hours and Season

1. Beach: The beach operation will be conducted from approximately Memorial Day through Labor Day each year. This schedule is contingent upon proper staffing levels. Hours of operation shall be from 10:00 AM – 6:00 PM.
2. Marina and Trails: The marina shall be open from the second weekend of April through the end of October each year, weather permitting. The hours shall be:
 Spring Hours (April): 6:30 AM – Sunset
 Summer Hours (May-August): 5:30 AM – Sunset
 Fall Hours (September – October): 6:30 AM – Sunset
 Winter Hours (November – March): 9:00 AM - Sunset
3. Facility hours of operation shall be from:
 Spring Hours (April): 6:30 AM – Sunset
 Summer Hours (May-August): 5:30 AM – Sunset
 Fall Hours (September – October): 6:30 AM – Sunset
 Winter Hours (November – March): 9:00 AM - Sunset
 Hours may be altered as approved by the Mayor and City Council of the City for special events by special permit.

SECTION III: Pavilion and Site Rental and Reservation Procedures

1. Pavilions may be used by the general public without a permit, but a permit is needed to reserve the exclusive use of the pavilion or picnic area. Reservations for the year will begin January 2nd and pavilion and picnic areas will be reserved on a “first-come, first-serve” basis.
2. The fees for the pavilion/site rental are:

	Resident	Non-Resident
1-50 people	\$50 Deposit	\$50 Deposit

	\$50 Rental	\$100 Rental
51-100 people	\$100 Deposit \$65 Rental	\$100 Deposit \$130 Rental
101 – 150 people	\$150 Deposit \$80 Rental	\$150 Deposit \$160 Rental
151 - 200	\$200 Deposit \$100 Rental	\$200 Deposit \$200 Rental
201 - 250	\$250 Deposit \$150 Rental	\$250 Deposit \$300 Rental

* There is a \$10.00 cancellation fee

** Patrons may rent a picnic area, without the use of the pavilion, for ½ of the pavilion rental fee.

3. Pavilions are available for reservation from 9:00 AM – Dusk.
4. The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles.
5. No sound-amplifying devices are allowed.
6. Picnic tables may not be moved to different locations.
7. No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval.
8. Requests for tents or canopies may be considered by the City following the submittal of a plan showing the proposed use. If approved, the tent or canopy must be installed and removed the day of the event. Locations for tents and canopies shall be determined and approved by the City. In addition, tents or canopies greater than 20' x 20' require an inspection by the City's Fire Rescue Department.
9. No soliciting on the property.
10. No advertising signs on the property.
11. Failure to comply with the rules will result in forfeiture of the maintenance deposit, plus a fine of up to \$500.00, and removal from the premises.
12. Special Event / Group Use Requirements:
 - Any special event (i.e. races, fundraisers, concerts, fairs, weddings) must be approved by the Mayor and City Council and issued by the City Manager or his designated representative. The group must complete an application/permit, show proof of insurance and name the City as additional insured, per the insurance requirements per Section IV of this resolution and sign an appropriate hold harmless/indemnification document.
 - All companies or organizations, regardless of size, must complete an application/permit, show proof of insurance and name the City as additional insured, per the insurance requirements per Section IV of this resolution, and sign an appropriate hold harmless/indemnification document.
 - Requests for dunk tanks, moon walks or other large devices may be considered by the City following the submittal of a plan showing the proposed use. Liability insurance naming the City as additional insured is also required per Section IV of this resolution. Anyone requesting special amenities or play equipment, regardless of the size of the group, must provide the City with a binding Certificate of Insurance naming the City as an Additional Insured.

SECTION IV: Required Insurance Provisions for Use of the Three Oaks Recreation Area for Special Events/Groups.

In the use of the Three Oaks Recreation Area for special events or group functions, the individuals, corporations, or organizations (“user”) that use the property are certifying that they have all insurance coverages and hold harmless provisions required by law or required by the City of Crystal Lake.

SECTION V: Marina Operation

Rental Rates and Rules

Boat rentals will be offered during the Marina Operation hours only, or by special arrangement for Group Facility renters. Boat rentals will be conducted according to the following guidelines and procedures.

- To rent a sailboat, patrons must present a valid sailing card, which can be obtained through a certified and approved organization (i.e. Crystal Lake Park District).
- A driver’s license or other valid ID must be submitted at the time of the watercraft rental and will be held by the marina staff until the equipment is returned.
- Equipment checkout upon rental of equipment: the renter will be required to complete an equipment use form and sign a waiver. All adults are required to sign the form. Individuals 13 – 17 years of age, who are using a paddle boat, canoe or kayak, must have a parent sign for them.
- Marina Guests of Residents: Guests of City residents may be allowed to pay the resident marina rental fee. A maximum of two boats, per resident, per day may be rented for non-residents at the resident rate.

Marina Rental Fees:

<u>Minimum 1 Hour Rentals</u>	<u>1 Hour Fee</u>	<u>1 Hour Fee (NR)</u>	<u>Each Additional ½ Hour</u>	<u>Each Additional ½ Hour (NR)</u>
Canoe	\$6.00	\$10	\$3.00	\$5.00
Kayak (single or tandem)	\$6.00	\$10	\$3.00	\$5.00
Paddleboat	\$6.00	\$10	\$3.00	\$5.00
Sailboat	\$8.00	\$12	\$4.00	\$6.00
<u>Minimum 2 Hour Rentals</u>	<u>2 Hour Fee</u>	<u>2 Hour Fee (NR)</u>	<u>Each Additional Hour</u>	<u>Each Additional Hour (NR)</u>
12’ Row Boat	\$12.00	\$15.00	\$6.00	\$7.00
14’ Row Boat	\$14.00	\$18.00	\$7.00	\$9.00
Trolling Motor	\$10.00	\$10.00	\$5.00	\$5.00
Second Battery	\$10.00	\$10.00	\$5.00	\$5.00
Fish Locator	\$5.00	\$5.00	\$2.00	\$2.00

General Marina Rules

1. Rental Age Requirements:

<i>Age</i>	<i>Row Boats with Trolling Motor</i>	<i>Paddle Boats</i>	<i>Canoes/Kayaks</i>
Under 13, without an adult	Cannot Rent	Cannot Rent	Cannot Rent
13-14, without an adult	Cannot Rent	Rental allowed with the signature of Parent/Guardian who is present on the grounds.	Cannot Rent
14-18, without an adult	Cannot Rent		Rental allowed with the signature of Parent/Guardian who is present on the grounds.

2. All renters must complete the City-issued equipment rental agreement.
3. All renters and passengers on watercraft must wear a USCG approved Personal Flotation Device (PFD).
4. Consuming alcoholic beverages in conjunction with any water-based activity is prohibited. All items taken on the watercraft, such as bags, backpacks, and coolers are subject to inspection. If the patron does not permit an inspection, the patron will not be allowed to rent the watercraft.
5. Docking by canoes and kayaks only is permissible on the marina island. Watercraft cannot dock on any other island, shoreline, or boardwalk.
6. No access is allowed to any island, except for the marina island.
7. Three Oaks Staff reserves the right to deny use of watercraft at any time in their sole discretion.
8. Renters are solely responsible for the safety and security of any personal items brought on the watercraft or left onshore. Three Oaks Staff does not assume the care, control, or custody of any personal belongings left onshore – this includes items left onshore at the request of staff.
9. Three Oaks Staff reserves the right, in their sole discretion, to restrict or refuse access to the lake based on weather, water conditions, or other factors.
10. There is absolutely no swimming from watercraft on the lake. Violators shall be subject to immediate revocation of rental privileges and removal from the premises.
11. Boats should not be adjoined at anytime.

SECTION VI: Watercraft Access

Watercraft shall not be permitted to moor or access the following locations:

1. No watercraft shall be allowed within 100' of the beach swim area.
2. Lake Islands
3. Any shoreline, except the boat docks
4. North Lake Marsh Area
5. Any other areas as designated by City Staff for the welfare and safety of patrons.

SECTION VII: Shoreline Fishing

Fishing shall only be allowed in stone areas that were created as fishing stations. Fishing from non-designated areas is not allowed. Specifically, fishing shall not be allowed from:

1. The island boardwalk, adjacent to the beach area.
2. Any areas designated by staff for the welfare and safety of patrons.

SECTION VIII: Fishing

No person shall remove any fish from any lake at the Three Oaks Recreation Area. All fishing shall be catch and release.

SECTION IX: Beach Rules

1. A parent or responsible adult at least 16 years of age, must accompany all swimmers under the age of 12.
2. Swimmers must remain within designated swim areas.
3. All swimmers who are not toilet trained must wear tight rubber or plastic pants or swim diapers.
4. No rock or sand throwing is allowed.
5. Swimmers are not allowed to carry other patrons on their shoulders.
6. Scuba Diving is not allowed anywhere in the beach area.
7. There are no alcoholic beverages allowed on the beach sand area, or swimming under the influence of drugs or alcohol.
8. Beach patrons are required to control the volume level of radios, and otherwise restrict noise that may impact other patrons.
9. Swimmers with special needs or medical conditions (i.e. heart condition, epilepsy, infectious diseases, etc.) are strongly encouraged to notify a lifeguard prior to swimming, so that Staff may better provide special safety considerations.
10. Fires or grills are not allowed on the beach.
11. Glass containers are not allowed on the beach.
12. Patrons will be expected to wear appropriate swimming attire, and are not allowed to swim in clothing or underclothes. Furthermore, patrons must not make any indecent exposure of themselves.
13. Patrons must not litter the beach area.
14. Swimming may be restricted or prohibited under the following conditions: poor water quality, darkness, lightning (a sighting of lightning or presence of thunder will be followed by beach closure for a period of at least 20 minutes), overcrowding, participant behavior, staff shortages and other conditions based on the discretion of lifeguard and management staff.
15. Swimming and wading are only allowed in the areas that are guarded and posted for swimming. Swimming is not permitted from any watercraft, piers or docks. Swimmers must remain in designated swim areas.
16. The use of "water wings" or other non-approved flotation devices are prohibited except in wading areas.
17. There is no diving anywhere in the facility, including off of watercraft.
18. Bicycles shall not be carried, ridden or walked into the beach area.
19. The public may not stand, sit upon, or hang on any employee areas.
20. No fishing shall be allowed in the beach area.

Non-Resident Beach / Playground / Spray Park Fee

<u>Category</u>	<u>Beach Admission Fee</u>
Adults (16 and older)	\$10.00 (\$5.00 after 4 PM)
Seniors (62 and older)	\$6.00 (\$3.00 after 4 PM)
Youth (4-15 years)	\$6.00 (\$3.00 after 4 PM)
Ages 3 and Under	Free

Guests of Residents: \$1.00 daily fee for all guests of City residents (up to 5 guests per family). Any guests above the maximum of 5 per family will be charged \$5.00 each.

SECTION X: Non-Resident Season Pass

Non-residents shall be allowed to purchase a season pass for the facility. The season pass shall include parking and entry to the beach/playground/spray park.

	Rate
Individual	\$150
Family of 2	\$210
Family of 3	\$290
Family of 4	\$370
Each additional family member	\$30

Each pass holder would have a picture ID, with barcode (four years and older).

Requirements for pass shall be as follows:

1. Family passes are valid for all family members, defined as parent(s) and dependents (under 18) living at the same address.
2. A maximum of two adults are allowed on the pass.
3. Excludes non-dependent nephews, nieces, cousins, and aunts, uncles, grandparents, and grandchildren.
4. Children under 3 are free and do not need a pass

SECTION XI: Non-Resident Business Owner / Non-Resident Property Owner Admission

A non-resident business owner will be eligible for an annual pass to the Three Oaks Recreation Area (TORA) if they produce a current ST 1 form submitted to the Illinois Department of Revenue (IDOR) or a current IBT form that has been recorded with the IDOR. The non-resident business owner will be allowed only one pass for TORA. The pass will be issued to the business owner, in the business owner's name.

For a non-resident property owner season pass, he or she must show proof of property ownership.

DRAFT

DATED at Crystal Lake, Illinois this ____ day of _____, 2010.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: Fire Rescue Department Personal Protective Equipment Pricing Bid

Staff Recommendation: Motion to award the bid for Fire Rescue personal protective equipment pricing for two (2) years starting May 1, 2011 to the lowest responsible and responsive bidder, Municipal Emergency Services, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Municipal Emergency Services, Inc.

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief

Background:

On Thursday, March 24, 2011, the City of Crystal Lake publicly opened and read aloud the bids received for Fire Rescue Department personal protective equipment pricing for two years beginning May 1, 2011. The lowest, responsible and responsive bidder will furnish fire coats, fire pants, helmets, gloves, fire boots, and fire hoods purchased throughout the year by the Fire Rescue Department. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

Listed below are the costs to outfit a firefighter with a personal protective equipment ensemble.

<u>BIDDER</u>	<u>Original Bid</u>
5 Alarm Fire & Safety Equipment Fort Atkinson, WI	\$ 268.00 +
Municipal Emergency Services, Inc Washington, IL	\$ 1,718.00 ✓
Air One Equipment Inc. South Elgin, IL	\$ 1,802.00

US Safety Products \$ 1, 848.25
Matteson, IL

Equipment Management Company \$ 1,946.25
Channahon, IL

- ✓ Indicates recommended lowest responsible and responsive bidder.
- + Indicates incomplete bid.

Recommendation:

The City Manager's Office and the Fire Rescue Department reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Fire Rescue Department staff has verified references from the lowest responsible and responsive bidder (Huntley, Algonquin/Lake in the Hills, McHenry Township, South Elgin, and Rockford Fire Departments) and has received positive recommendations.

It is staff's recommendation to award the bid to the lowest responsible and responsive bidder, Municipal Emergency Services, Inc. The bid prices received for the aforementioned equipment will be valid for two (2) years, beginning May 1, 2011.

There are sufficient funds in the anticipated FY 2011/2012 Budget for these items.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Municipal Emergency Services, Inc. for Fire Rescue Department personal protective equipment pricing for two (2) years beginning May 1, 2011.

Dated this 19th day of April, 2011.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 19, 2011

APPROVED: April 19, 2011



Agenda Item No: 19

City Council Agenda Supplement

<u>Meeting Date:</u>	April 19, 2011
<u>Item:</u>	Manhole Frame and Lid Replacement Bid Award
<u>Staff Recommendation:</u>	Motion to award the bid for purchasing replacement manhole frames and lids to the lowest responsive and responsible bidder, Neenah Foundry Company, in the bid amount of \$27,227.00, and adopt a resolution authorizing the purchase.
<u>Staff Contact:</u>	Erik D. Morimoto, Director of Engineering and Building

Background:

The City routinely purchases manhole frames and lids to replace worn and damaged ones. The City inspects manhole frames and lids and looks for good opportunities to replace them, like replacing them in conjunction with the annual resurfacing program.

On April 11, 2011, the City opened bids for the purchase of manhole frames and lids. The results are tabulated below:

<i>Firm</i>	<i>Amount of Bid</i>
Neenah Foundry Company ¹ Carol Stream, IL	\$27,227.00
East Jordan Iron Works East Jordan, MI	\$33,313.24

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

Specifications were mailed directly to the available suppliers and standard bid advertisement procedures were followed. There are currently only two suppliers that manufacture frames and lids that meet the specifications necessary to be compatible with the City's existing structures.

This purchase is included in the proposed FY 2011 Road and Vehicle License budget.

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 is authorized to expend \$27,227.00 for the purchase of manhole frames and lids from Neenah Foundry Company, Inc.

DATED this nineteenth day of April, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: April 19, 2011

APPROVED: April 19, 2011



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: Brush Pick-Up Bid

Staff recommendation: Motion to award the bid for brush pick-up services to the lowest responsive and responsible bidder, John's Tree Service, and adopt a resolution authorizing the City Manager to execute a one-year service agreement with John's Tree Service.

Staff Contact: Victor Ramirez, Director of Public Works

Background:

On April 4, 2011, the City of Crystal Lake opened and publicly read aloud the bids for brush pick-up services. Contractors were asked to bid an hourly rate for use of their crews and equipment. Last year the contractor worked 120 hours for the City. The table below indicates the hourly breakdown of the four vendors who submitted bids for the City's Brush Pick-Up Program, as well as the total contract value based on the use in the previous contract year.

Bidder	√ John's Tree Service	Winkler's Tree	Clearview Tree Service	TFR Enterprises
	McHenry, IL	La Grange Park, IL	Wonder Lake, IL	Leander, TX
Price/Hour	\$175.00	\$193.00	\$200.00	\$370.50
Price Based on 2010 Use	\$21,000.00	\$23,160.00	\$24,000.00	\$44,460.00

√ Indicates recommended lowest responsive and responsible bidder

Recommendation:

It is the recommendation of staff that the contract for brush pick-up services be awarded to the lowest responsive and responsible bidder, John's Tree Service, at a rate of \$175.00 per hour. John's Tree Service was the City's brush removal contractor last year. The price bid this year shows no increase from that bid in 2010.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Services Agreement between the CITY OF CRYSTAL LAKE and John's Tree Service for the 2011 Brush Pickup Program.

DATED this _____ day of _____, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date:

April 19, 2011

Item:

Gas Fired Humidifier Installation Bid

Staff recommendation:

Motion to award the bid for a gas-fired humidification unit at the Municipal Complex to the lowest responsive and responsible bidder, Mechanical Incorporated, and adopt a resolution authorizing the City Manager to execute a service agreement with Mechanical Incorporated in the amount of \$26,800.00.

Staff Contact:

Victor Ramirez, Director of Public Works

Background:

On April 11, 2011, the City of Crystal Lake opened and publicly read aloud the bids received for the installation of a gas-fired humidifier at the Municipal Complex. This installation will provide humidification to the central portion, or administration areas, of the Municipal Complex. This space does not currently have any humidification system.

Humidification has many advantages in an office setting. By humidifying the space, the City will realize increased efficiency of the heating unit in the winter months, as moist air retains heat longer than dry air. In addition, humidified air reduces the amount of static electricity, which has been shown to increase the longevity of the carpet in the area, and has additional benefits to office computers and other electronic devices. The final and most directly noticeable benefit will be improving the air quality for its occupants. Humidification reduces discomfort and provides a healthier environment.

This bid has come in well under budget.

	<i>Total Service as Recommended</i>
√ Mechanical Inc. Freeport, IL	\$26,800.00
Amber Mechanical Alsip, IL	\$41,100.00

√ Indicates recommended lowest responsive and responsible bidder

Recommendation:

Staff has reviewed all bids received and verified necessary references. It is the recommendation of staff that the gas fired humidifier installation at the Municipal Complex be awarded to the lowest responsive and responsible bidder, Mechanical Incorporated, in the amount of \$26,800.00. Sufficient funds are allocated in the FY 10-11 budget for this work.

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 Mechanical, Inc. for the installation of a gas-fired humidification unit at the Municipal Complex.

DATED this _____ day of _____, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

April 19, 2011

Item:

2011 Street Resurfacing Program Bid Award

Staff Recommendation:

Motion to award the 2011 Street Resurfacing Program bid to the lowest responsive and responsible bidder, Curran Contracting Company, in the bid amount of \$1,583,514.94, and adopt a resolution authorizing the City Manager to execute a contract with Curran Contracting Company allowing for a 10 percent contingency.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

This year's annual street resurfacing program includes 32 locations around the City as part of the proposed FY 2012 City Budget. On April 11, 2011, the City opened and publicly read the four bids received for the resurfacing contract. The results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Curran Contracting Company ¹ Crystal Lake, IL	\$1,583,514.94
Arrow Road Construction Company Mt. Prospect, IL	\$1,587,334.91
Geske and Sons, Inc Crystal Lake, IL	\$1,647,013.31
Schroeder Asphalt Services, Inc. Huntley, IL	\$1,812,487.42 ²

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

² Corrected Bid Total Based on Calculated Unit Prices

Specifications were mailed to various contractors and standard bid advertisement procedures were followed. This project is included in the proposed FY 2012 budget.

The low bidder, Curran Contracting, is \$115,479.60 below the Engineer's cost estimate of \$1,698,994.54.

The table below lists the streets in this year's program:

<i>Street Name</i>	<i>From</i>	<i>To</i>
Bedford Drive	Sutherland Drive	Sutton Drive
College Street	Uteg Street	Union Street
Dartmoor Avenue	Golf Course Road	McHenry Avenue
Douglas Avenue	McHenry Avenue	Dole Avenue
Eagle Street	Lake Shore Drive	end
Eastview Avenue	Wallace Avenue	College Street
First Court	Uteg Street	Union Street
First Street	Gates Street	IL Route 176
Gail Court	Mary Lane	end
Grant Street	Railroad Street	Gates Street
Greenbrier Lane/Tamarisk Drive	St. Andrews Lane	St. Andrews Lane
Greenbrier Court	Greenbrier Lane	end
Harold Street	Keith Avenue	end
Kendallwood Drive	1000 Kendallwood Drive	Sutherland Drive
Kendallwood Court	Kendallwood Drive	end
Lake Avenue	Lake Shore Drive	Lake Street
Lake Shore Drive	U.S. Route 14	Lake Avenue
Mary Lane Court	Mary Lane	end
Morgan Street	Crystal Lake Avenue	Poplar Street
Palmer Court East	Wiggington Drive	end
Palmer Court West	Wiggington Drive	end
Poplar Street	East Street	Erick Street
Saint Andrews	Nash Road	Barlina Road
Second Court	Uteg Street	end
Second Street	Gates Street	IL Route 176
Sutherland Drive	Dartmoor Drive	Kendallwood Drive
Sutton Drive	Bedford Drive	Dartmoor Drive
Uteg Street	College Street	Wallace Avenue
Wallace Avenue	Uteg Street	Union Street
Wallace Avenue	Uteg Street	Union Street
Waterford Cut	Huntley Road	Bennington Drive
Wedgwood Drive	Boneset Drive	918 Wedgewood Drive

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 the contract with Curran Contracting Company for the 2011 Street Resurfacing Program in the amount of \$1,583,514.94. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this nineteenth day of April, 2011

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: April 19, 2011

APPROVED: April 19, 2011



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: April 19, 2011

Item: Public Hearing/Annual Budget Resolution and Salary Ordinance for 2011/2012 Fiscal Year

Staff Recommendation: Motion to adopt a resolution approving and adopting the Annual Budget for the 2011/2012 Fiscal Year and a motion to adopt the Salary Ordinance for the 2011/2012 Fiscal Year.

Staff Contact: Gary J. Mayerhofer, City Manager
Mark F. Nannini, Director of Finance

Background:

The Council is requested to adopt the budget in accordance with State Statutes, which requires the budget to be adopted prior to the beginning of the Fiscal Year, which begins on May 1, 2011.

On March 22, 2011, the City Council reviewed the proposed balanced fiscal year 2011-2012 Budget aimed at maintaining the high quality City services offered to residents while allowing for capital investment in facilities and improvements, as well as the development of other initiatives to help establish a solid foundation for the community for years to come. The Annual Budget for the 2011-2012 Fiscal Year begins May 1.

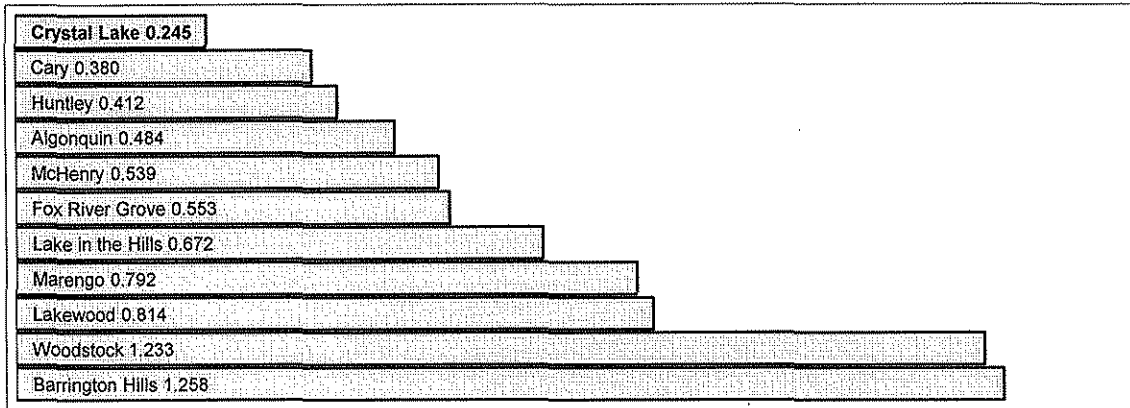
Despite the unparalleled economic challenges, the City has worked diligently to present a proposed annual budget that is:

- ✓ Balanced
- ✓ Meets the needs and demands of our community
- ✓ Incorporates the City's long-term strategic commitments
- ✓ Incorporates capital projects
- ✓ Within the parameters of the City's financial policies

The economic crisis in the country today is, in many ways, unprecedented and will likely result in fundamental structural changes to the way the economy operates. Because of the leadership of the City Council, residents can be proud in knowing that the City has planned ahead and is in a position

to weather the difficult days ahead. Past decisions have given the City the flexibility to maintain excellent services today and into the future.

The 2011/2012 Budget continues the funding of General Fund services without the use of a corporate property tax. City residents enjoy one of the lowest municipal tax rates in the area. The chart below illustrates a comparison of municipal tax rates.



The Three Oaks Recreation Area project continues to be slated as a priority. The Vulcan Materials Company began mining operations at the property known as Vulcan Lakes in the 1950's. Realizing the potential for a future recreation area, the City entered into an agreement with Vulcan Materials in the 1990's for the future ownership of the property. In 2007, the 462-acre property was officially deeded to the City. Through the dedication of the City Council, the Vulcan Lakes Advisory Committee and City Staff, the recreation area became a reality this past year.

The City opened the Three Oaks Recreation Area to the public on October 1, 2010. The area provides an unparalleled recreational experience. The pristine waters are a prime venue for swimming, boating, hiking and fishing.

It is anticipated, with the change in the economy, that several revenues will show signs of growth in amounts anticipated to be collected in 2011/2012 as compared to the prior year. These include:

- Sales Tax by 2.47%
- Home Rule Sales Tax by 8.80%
- State Income Tax by 0.46%

Budgeted expenditures and other uses for all funds in FY2011/2012 total approximately \$85.57 million (including the Library) as compared to the prior fiscal year 2010/2011 budget of \$83.02 million.

With the challenges posed by the recessionary economy, a number of adjustments were made to balance the budget. These adjustments include:

Personnel

During the past few years, ten and one-half positions have become vacant. These positions are not anticipated to be filled. These include three full-time positions in the Engineering and Building Department, two full-time positions in the Streets Division, one full-time position in the Storm Sewer

Division, one full-time position in the Water Division, one full-time and one part-time position in the Wastewater Division, one full-time position in the Sewers & Lifts Division and one full-time position in the Information Technology Department. Two full-time positions have been reclassified from the Streets Division to the Storm Sewer Division.

Insurance

Through concerted efforts and enhancements in the City's risk management program, the City is able to take advantage of very favorable insurance costs. Increases in the City's liability insurance are budgeted at 0%.

In an effort to better control health care costs, the City has become a member of the Intergovernmental Personnel Benefit Cooperative (IPBC). The IPBC is an entity created under Illinois State laws, which allows municipal groups to band together for the purposes of health insurance. The IPBC was established in 1979 and currently includes over 60 municipalities or municipal entities as members.

The purpose of the IPBC is to provide economies of scale and risk pooling that will allow members more buying power than offered by the commercial insurance market. The proposed FY2011/2012 budget reflects the need to fund a new reserve at the IPBC pool. Had the City been a member of IPBC in the previous year, and had met its reserve requirement, the City would have seen a significant savings.

Capital Expenditures

The FY 2011/2012 City budget reflects capital expenditures of \$19.96 million as compared to FY 2010/2011 capital expenditures of \$17.62 million. Funds have been re-budgeted in FY2011/2012 for the Virginia Street project. Other major capital purchases reflected in this budget are:

- Automotive equipment
- Street projects
- Virginia Street corridor streetscape
- Water main replacement
- Sanitary sewer rehabilitation
- McCormick water tower recoating
- Flooding mitigation improvements
- Police/Fire radio replacements
- Fire station #3 maintenance
- Dedicated Emergency Operations Center
- VOC removal and chloride residuals management
- GIS system

The FY 2011/2012 budget reflects \$1,800,000 for the City's annual street resurfacing program. The annual street resurfacing program, combined with other resurfacing and improvement projects budgeted in the MFT, Road/Vehicle License and Virginia Street TIF Funds, totals over \$12.45 million. Street improvement costs budgeted in FY 2011/2012 includes:

- East Crystal Lake Avenue (Main Street to Pingree Road)
- Erick Street Construction
- Pingree Road (Crystal Lake Avenue to Rakow Road)

- IL Route 176 and Briarwood intersection improvements
- IL Route 176 and Walkup intersection improvements
- Crystal Lake Avenue and Main Street intersection improvements
- South Main Street engineering II
- Final payment towards Route 14 Signal Upgrades (Route 14 and Dole, McHenry and Keith)
- Preemption System Upgrades (Route 176 and Walkup, Rakow Road)
- Virginia Street Corridor

Streets programmed for resurfacing in FY 2011/2012 are:

Street Name	From	To
Bedford Drive	Sutherland	Sutton
College Street	Uteg	Union
Dartmoor Drive	Golf Course	McHenry
Douglas Avenue	McHenry	Dole
Eagle Street	All	
Eastview Avenue	Wallace	College
First Court	Uteg	Union
First Street	Gates	RTE 176
Gail Court	Mary	End
Grant Street	Railroad	Gates
Greenbrier Lane	St. Andrews	End
Tamarisk Lane	St. Andrews	End
Greenbrier Ct	All	
Harold Street	Keith	End
Kendallwood Dr	1000	Sutherland
Kendallwood Ct	All	
Lake Avenue	All	
Lake Shore Dr	All	
Mary Lane Ct	End	Mary Lane
Morgan Street	C.L. Ave	Poplar
Morgan Street	Poplar	N. End
Poplar Street	Erick	East

Street Name	From	To
Saint Andrews Ln.	Nash	Barlina
Second Court	Uteg	Union
Second Court	Union	End
Second Street	Gates	RTE 176
Sutherland Dr.	Dartmoor	Kendallwood
Sutton Drive	Bedford	Dartmoor
Uteg Street	College	Wallace
Wallace Avenue	Uteg	Union
Waterford Cut	Huntley	Bennington
Boneset Drive	All	
E. Palmer Ct.	All	
W. Palmer Ct.	All	
Wedgewood Dr.	Unit 1 & 1a	

Ruekert/Mielke Water and Sewer Rate Study

Last year, the City Council approved the second year of the Ruekert/Mielke five-year water and sewer rate schedule. In the proposed budget, the only change to revenues is the proposed adoption of year three of the water and sewer rate schedule in order to be used for the maintenance of existing water and sewer services and to pay outstanding debt.

The Water and Sewer Fund has been a self-supporting utility. In the late 1990's, water and sewer connection fee receipts were pledged for the payment of a low interest loan from the Illinois E.P.A. As the economy slowed, so too did new construction and the receipt of connection fees to repay the City's debt. As connection fees from new construction have fallen short of the annual 200 new connections per year required to repay the debt until 2023, this fund now requires financial assistance. The General Fund will be loaning funds to the Water and Sewer Capital Fund to pay the annual debt service until the connection fee revenue stream is restored with development throughout the City. Also included in this year's budget is a transfer of funds from Home Rule Sales tax receipts to assist with financing the chlorides residual management program.

As recommended by the Ruekert/Mielke rate study in 2009, this year's budget request reflects a blended rate increase of 6.65% for water and sewer services. This increase provides a funding mechanism for operations and in meeting capital needs, as well as funding for a portion of debt service obligations. This is the third year of five consecutive years of rate increases suggested by the study.

Performance Measurement

This budget marks a new chapter in performance reporting for the City of Crystal Lake with the introduction of "Crystal Lake Vital Signs". The measures found in the Vital Signs were selected by a collaboration of department directors, budget staff, the City Manager and others in city government. When looked at together, these 18 measures were intended to provide citizens and government with a quick assessment of the health or well-being of the City.

A reason for the introduction of Vital Signs is to have citizens validate the performance indicators selected by management. Too often government performance measures are technical in nature or expressed in language not readily understandable to citizens. Thus, eleven of the eighteen Vital Signs are measures of resident attitudes and opinions, measured via periodic representative surveys of residents. The other seven measures are more technical and actuarial measures. When looked at together, Crystal Lake Vital Signs provides a good indication of the overall health of the City.

Financial Stewardship

The Budget reflects the emphasis the City places on its role as financial steward. The Government Finance Officers Association (GFOA) voted to award the City of Crystal Lake's budget document the Distinguished Budget Presentation Award for the 2010/2011 fiscal year. This award is the highest form of recognition in governmental budgeting. The City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the nineteenth year in a row the City has received this award. Finally, Moody's Investor Services recently upgraded the City's bond rating from an Aa3 to an Aa2. Standard and Poor's also recently rated the City for the first time with a AA+ rating. These enhanced ratings are a direct reflection of the financial strength and management of the City of Crystal Lake.

Despite the economic challenges, the balanced budget will ensure that the City will continue to provide residents with high quality police and fire protection, water and wastewater treatment services, brush pick-up and drop-off, street maintenance, and other City services.

Included, as part of the adoption of the proposed Annual Budget for Fiscal Year 2011/2012, is the salary ordinance. Per the salary ordinance, non-union employees do not receive an automatic adjustment to their pay, rather it provides for an annual review of the pay plan and an adjustment to pay based on merit. For this year, there is no change to the merit system. Employees' ability to receive increases to their pay is based solely on their individual performance.

Votes Required to Pass:

Simple majority

DRAFT



The City of Crystal Lake

RESOLUTION

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

SECTION 1: WHEREAS, the City of Crystal Lake has adopted the statutory procedure of utilizing a budget officer, which procedure requires that an annual budget be adopted by the corporate authorities before the beginning of the fiscal year to which it pertains, and further authorizes the budget officer to obtain such additional information from boards of the municipality as the officer determines may be useful for purposes of compiling a municipal budget, and which further provides that the budget shall contain actual or estimated revenues and expenditures for the fiscal year for which the budget is prepared, all to be itemized in a manner which is in conformity with a chart of accounts, and further, which budget shall show specific funds from which each anticipated expenditure shall be made; and

SECTION 2: WHEREAS, that the annual budget for the City of Crystal Lake for the fiscal year May 1, 2011 through April 30, 2012 is hereby approved and adopted.

SECTION 3: That the City Clerk is directed to file a copy of the annual budget with the McHenry County Clerk.

DATED this 19th day of April, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

AN ORDINANCE ESTABLISHING CERTAIN ANNUAL, DAILY OR HOURLY PAY RATES AND PAY RANGES AND THE SALARY ADMINISTRATION SCHEDULE FOR THE CITY OF CRYSTAL LAKE EMPLOYEES

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS;

SECTION I: ANNUAL, DAILY OR HOURLY RATES

That the ranges of annual, daily or hourly rates for the employees of the City are hereby to read as follows on attached chart:

SECTION II: SALARY ADMINISTRATION PROCEDURES

- A. The City Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee's wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.
- B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
 - 1. Quality of performance since the employee's last salary adjustment.
 - 2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
 - 3. Position of an employee's current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.
- C. The City Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the City of Crystal Lake or of like size and comparable composition.
- D. The City Manager shall annually approve salary rates and their effective dates for all employees.
- E. The City Manager may initiate exceptions to this policy when, in his judgment, such action is for the good of the organization.

SECTION III: JOB CLASSIFICATION:

That all positions of the City shall be separated into classifications and each classification shall have a pay range and the designation of an annual or hourly rate of pay. The classifications of positions may be modified as deemed appropriate by the City Manager.

All employees, including department directors, part-time and seasonal employees, shall receive such compensation as shall be determined from time to time by the City Manager provided, however, no expenditure shall be made on account of or pursuant to appointment or employment by the City Manager unless sufficient funds have been appropriated in the annual budget.

SECTION IV: REPEALER

That all ordinances or parts of ordinances, rules and regulations in conflict with this ordinance shall be and are hereby repealed.

SECTION V: EFFECTIVE DATE

That this Ordinance shall be in full force and effect from and after the first day of May 2011.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED:

APPROVED:

PUBLISHED: In pamphlet form by the authority of the Mayor and City Council.

(SEAL)