



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL REGULAR MEETING

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 6, 2011
7:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Chamber of Commerce Week**
5. **Approval of Minutes – August 16, 2011 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
11. **Knights of Columbus Council #10678 Class 16 Temporary Liquor License request.**
12. **County Zoning Request to allow the operation of a landscaping and snow-plowing business and the storage of commercial equipment and vehicles outdoors, and to maintain the existing driveway width of 16 feet on property located at 4605 N. Oak Street.**
13. **Variations and fee waiver for temporary marketing signage for the Rakow Road businesses during the Rakow Road construction project.**
14. **Turtle Wax, 161 Liberty Road – Special Use Permit Amendment for a previously granted Special Use Permit to allow changes to the site plan, elevation and signage; and Unified Development Ordinance Variations from the requirement to provide at least 5 stacking spaces per bay for oil change operation to allow stacking as proposed, the requirement to provide an escape route for drive-through uses, and the maximum allowable height and area requirements for a directional sign and the addition of a menu board sign.**
15. **Signature Auto Group, 1095 Pingree Road – Land Use Variation to allow an auto showroom within the “M” Manufacturing zoning district.**
16. **935 Hawthorne Drive – Simplified Residential Variation to allow an above-ground pool to be located in the corner side setback as close as 15 feet from the property line along Colony Drive and to allow a 6-foot-high fence in the corner side yard along Colony Drive to be 12 feet from the property line instead of the required 30 feet.**

17. **Bid award and resolution authorizing execution of a service agreement for sanitary sewer pipe joint grouting services of City infrastructure.**
18. **Bid award and resolution authorizing execution of an agreement for the purchase of silica sand.**
19. **Resolution authorizing execution of an agreement extension for residential curbside refuse, recycling and yard waste collection; and resolution rejecting bids received for Leaf Bag Collection.**
20. **Resolution approving renewal of an agreement with Metra for the operation and maintenance of the Alexander Parking Lot and authorizing execution of the agreement.**
21. **Resolution recognizing September 11, 2011, as a day of solemn commemoration of the events of September 11, 2001.**
22. **Resolution establishing the City of Crystal Lake Ad Hoc Centennial Committee and the method of appointment for Committee members, and approving the application for individuals to use in applying to be considered for appointment to the Crystal Lake Centennial Committee.**
23. **Resolution authorizing the installation of 2011 State Championship signs.**
24. **Resolution authorizing execution of Three Oaks Recreation Area Contract Amendment Number Twelve.**
25. **Council Inquiries and Requests**
26. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
27. **Reconvene to Regular Session.**
28. **Adjourn**

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Brad Mitchell, Assistant to the City Manager, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.



Agenda Item No. 4

**City Council
Agenda Supplement**

Meeting Date:

September 6, 2011

Item:

Proclamation – Chamber of Commerce Week

Staff Contact:

Anne O'Kelley, Executive Assistant

Background:

The Chamber of Commerce has requested that Mayor Shepley proclaim September 12, 2011 through September 16, 2011 as Chamber of Commerce Week. Chamber of Commerce President Gary Reece will be present at the meeting to accept the proclamation.



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MAYORAL PROCLAMATION

WHEREAS, the Crystal Lake Chamber of Commerce works with the businesses, merchants, and industry to advance the civic, economic, industrial, professional and cultural life of the City of Crystal Lake; and

WHEREAS, chambers of commerce have contributed to the civic and economic life of Illinois for 173 years since the founding of the Galena Chamber of Commerce in 1838; and

WHEREAS, this year marks the 92nd anniversary of the founding of the Illinois Chamber of Commerce, the State's leading broad-based business organization; and

WHEREAS, the Crystal Lake Chamber of Commerce and its members provide citizens with a strong business environment that increases employment, retail trade and commerce, and industrial growth in order to make the City of Crystal Lake a better place to live; and

WHEREAS, since 1940 the Crystal Lake Chamber of Commerce has encouraged the growth of existing industries, services, and commercial firms and encouraged new firms and individuals to locate in the City of Crystal Lake; and

WHEREAS, the State of Illinois is the home to international chambers of commerce, the Great Lakes Region Office of the U.S. Chamber of Commerce, the Illinois Chamber of Commerce and more than 456 local chambers of commerce.

NOW, THEREFORE, I, Aaron T. Shepley, Mayor of the City of Crystal Lake, do hereby proclaim September 12, 2011 through September 16, 2011, as

CHAMBER OF COMMERCE WEEK

in the City of Crystal Lake, and urge all residents to recognize the Chamber's significant contribution to the citizens of the City of Crystal Lake.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 6th day of September, 2011.

Aaron T. Shepley, Mayor



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: Temporary Liquor License – Knights of Columbus Council #10678

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to the Knights of Columbus Council #10678

Staff Contact: George Koczvara, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Council #10678 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Oktoberfest event being held at St. Elizabeth Ann Seton’s Community Center, located at 1023 McHenry Avenue, on September 24, 2011 from 5:00 p.m. to 10:00 p.m

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

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

Votes Required to Pass:

Simple majority



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

September 6, 2011

Item:

COUNTY ZONING REQUEST

Andrew Myers and Jennifer Kaminski
4605 N. Oak Street, Crystal Lake (unincorporated)

Recommendation:

City Council's discretion.

- a) Motion to object to the proposed conditional use permit and variation, directing staff to proceed with an objection at the County Zoning Board of Appeals meeting.
- b) No action.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.

The property in question consists of approximately 5 acres and is zoned "A-1" Agricultural District. The property is west of Oak Street, at its intersection with Hillside Road.

The petitioners are requesting a conditional use permit to allow the operation of a landscaping and snow-plowing business and for the storage of commercial equipment and vehicles outdoors. Also, the petitioner is seeking a variation to maintain their existing driveway width of 16 feet, instead of meeting the County's requirement of 24 feet. Given the nature of the driveway's location in relation to the Oak/Hillside intersection, this variation is warranted.

There are no concerns with this request in this area. The property is not located within the Crystal Lake Watershed. There is a commercial enterprise to the south of the property and another one farther northwest along Hillside Road.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

September 6, 2011

Item:

Variations for temporary signage during the Rakow Road construction project.

Recommendation:

City Council discretion

a) Motion to approve the variations and fee waiver for the temporary marketing signage for the Rakow Road businesses during the Rakow Road construction project.

b) Motion to deny the petitioner's requests.

Contact:

Michelle Rentzsch, Director of Planning & Economic Development
Rick Paulson, Building Commissioner

Background: The scope, duration and phasing of the Rakow Road Construction Project are taking its toll on the Crystal Lake businesses that rely on access to this arterial road. The project is expected to be substantially completed in late fall of 2012, over a year from now. The business owners have sustained a substantial drop in sales due to the construction project and are reaching out for assistance to help them maintain their businesses.

Based on the attached letter that provides a litany of possible marketing tools, the following variations are requested to help offset the impact of this construction project on the Crystal Lake businesses located with access to Rakow Road.

1) Due to the construction project, the following temporary signage is permitted for the duration of the construction project:

A) Portable lighted sign with updates on traffic info with business logos that would be located in the parking lot. The lighting must be constant with no flashing or sequencing for traffic safety reasons.

B) Billboards sized 12' x 8' located at the south and north ends of construction and at McHenry Avenue approaching Rakow Road.

C) Signs at the McHenry Avenue and/or Pingree Road intersections directing motorists on how to get access to the businesses located within the Crossroads shopping center and the businesses east of Pingree Road, respectively.

D) Banners of various sizes not to exceed 32 square feet. No more than 2 per property or 1 per tenant.

E) Off-premise "Burma-Shave" type signs to be located on adjacent properties (eg. the Material Service property and/or the Fuhler property) not to exceed 7 signs per respective property.

F) Tents for special events or savings promotions. Please contact the Fire Rescue Department for tent requirements and an inspection of the tent.

- 2) Before each marketing piece is utilized, work with staff on obtaining permits (no associated permit fees) and finding the best location, relative to the objectives of each marketing piece.
- 3) The sign variation fee is hereby waived.

Other Marketing Efforts

For the Council's information, the other requests in the letter have already been implemented.

- ✓ The next City newsletter will feature an article about the businesses along Rakow Road and the importance of frequenting them during construction.
- ✓ Channel 17 has information about the Rakow Road construction and highlights the individual businesses.
- ✓ A notice is provided on the home page of the City's website.
- ✓ In addition, the city staff has been partnering with the *Northwest Herald* to launch an awareness campaign for the Rakow Road businesses.

Coordination with the County

A number of requests involve the County, as this is the County's right-of-way and they have jurisdiction in this area. Although signs are not permitted in the County's right-of-way, the County does have property located at the northwest and southwest corner of the McHenry/Rakow/Randall intersection. County staff has been asked to be available at the City Council meeting to answer any questions that the Council may have and to better understand how they can contribute to this effort to assist these businesses in their efforts to attract customers during the tumult of construction.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-41 Turtle Wax, 161 Liberty Road

- 1) Special Use Permit Amendment for a previously-granted SUP to allow changes to the site plan, elevation and signage; and
- 2) Unified Development Ordinance Variation from:
 - a. ~~The requirement to provide a 15-foot one-way drive aisle to allow the western-most drive aisle to be 12' 8".~~
(Eliminated with revised site plan)
 - b. The requirement to provide at least 5 stacking spaces per bay for oil change operation to allow stacking as proposed.
 - c. The requirement to provide an escape route for drive-through uses.
 - d. The maximum allowable height and area requirements for a directional sign and the addition of a menu board sign.

Turtle Wax, 161 Liberty Road, Crystal Lake

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a SUP Amendment and variations for 161 Liberty Road.

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

Background:

- The subject property was annexed, zoned "B-2" General Business and subdivided as part of the Crystal Point Center development in 1981.
- A Special Use Permit was granted in 1997 for an auto appearance center including a car wash, detailing and lube center at this location.

- The petitioner is requesting a Special Use Permit amendment to allow remodeling of the existing car wash.

Key Factors

- The proposed changes can be summarized as follows:
 - Revise striping for the car wash drive-through.
 - New arch to be added to accommodate a 30-foot track extension at the entrance of the car wash bay.
 - Outside customer waiting area to be reduced in size to accommodate the vacuum island and the striped hand-towel drying area.
 - 4 new public vacuums by the oil change drive-through.
 - Façade changes to the center element to be finished with a white metallic EIFS finish. New framing will create an angled façade design and three new canopies.
 - There are currently 5 wall signs. The signs that will be replaced will not exceed the square footage of the existing signage. The menu board signs on the arch will be replaced by three 12 SF composite aluminum panel menu boards with vinyl lettering on 30 SF (each) mounting boards. The petitioner is also requesting the addition of an approximately 25 SF and 8.5 FT high directional sign.

PZC Highlights

The Planning and Zoning Commission discussed the revised on-site circulation. Following discussion, the petitioner indicated that they would revise the site plan to eliminate the variation for drive aisle width and make a few other changes to address the conditions and the PZC's comments. There were no significant concerns from the Commission with respect to the revised site plan and elevations. The PZC recommended **approval (8-0)** of the petitioner's request with the following recommended conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Development Application, received 7-29-11
 - B. Plat of Survey, received 8-2-11
 - C. Plan Set, Direct Design, received 7-29-11 (**site plan to be revised per discussion at 8/17/11 PZC meeting**)
 - D. Site Plan, Valerio Dewalt, received 7-29-11

2. A special use permit amendment is hereby granted to allow the depicted changes to the auto appearance center.

3. Provide material and color samples of all exterior building and sign materials to be used on the buildings for review and approval by ~~the Planning and Zoning Commission~~ **Staff** and the City Council. (**Amended by PZC**)

4. Adjust the site layout to provide a 15-foot drive aisle for cars exiting the oil change area.

- ~~5. The two northern most towel drying areas are recommended to be removed to facilitate better circulation for express exit and oil lube customers. (**Deleted by PZC**)~~

~~6. Consider removing west vacuum bay in order to provide access route for exiting Oil/Lube area. **(Deleted by PZC)**~~

7. The height of the proposed center element shall be no greater than the existing feature.

8. Signage

A. The proposed directional sign shall be revised to meet Ordinance Requirements.

B. The menu board sign area including the mounting boards shall not exceed the current allowances.

C. All wall signs proposed to be replaced must not exceed current wall sign area.

9. All applicable conditions of previous Ordinance # 4034 shall apply.

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

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE PERMIT
AT 161 LIBERTY ROAD

WHEREAS, pursuant to the terms of a Petition (File #2011-41) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of an Amendment to a Special Use Permit for a previously-granted SUP to allow changes to the site plan, elevation and signage; and Unified Development Ordinance Variation from: A. The requirement to provide a 15-foot one way drive aisle to allow the western most drive aisle to be 12'-8"; B. The requirement to provide at least 5 stacking spaces per bay for oil change operation to allow stacking as proposed; C. The requirement to provide an escape route for drive-through uses; and D. The maximum allowable height and area requirements for a directional sign and the addition of a menu board sign for the property located at 161 Liberty Road, Crystal Lake, Illinois; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment 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 an Amendment to the Special Use Permit be issued for a previously-granted SUP to allow changes to the site plan, elevation and signage; and Unified Development Ordinance Variation from: A. The requirement to provide at least 5 stacking spaces per bay for oil change operation to allow stacking as proposed; B. The requirement to provide an escape route for drive-through uses; and C. The maximum allowable height and area requirements for a directional sign and the addition of a menu board sign for the property commonly known as 161 Liberty Road, Crystal Lake, Illinois.

Section II: Said Amendment to the Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Development Application, received 7-29-11
 - B. Plat of Survey, received 8-2-11
 - C. Plan Set, Direct Design, received 7-29-11 (site plan to be revised per discussion at 8/17/11 PZC meeting)
 - D. Site Plan, Valerio Dewalt, received 7-29-11

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2. A special use permit amendment is hereby granted to allow the depicted changes to the auto appearance center.
3. Provide material and color samples of all exterior building and sign materials to be used on the buildings for review and approval by the Staff and the City Council.
4. Adjust the site layout to provide a 15-foot drive aisle for cars exiting the oil change area.
5. The height of the proposed center element shall be no greater than the existing feature.
6. Signage
 - A. The proposed directional sign shall be revised to meet Ordinance Requirements.
 - B. The menu board sign area including the mounting boards shall not exceed the current allowances.
 - C. All wall signs proposed to be replaced must not exceed current wall sign area.
7. All applicable conditions of previous Ordinance # 4034 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 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: 15

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-39 Signature Auto Group at 1095 Pingree Road

Land Use Variation from Article 2 of the UDO to allow an auto showroom (automobile dealer) within the "M" Manufacturing zoning district.

Signature Auto Group, 9170 Trinity Drive, Lake in the Hills

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a use variation for 1095 Pingree Road.

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

Background:

- The property in question is an approximately 4,300-square-foot tenant space in a multi-tenant center located at 1095 Pingree Road.
- The property is zoned "M", Manufacturing.
- The petitioner is requesting a use variation to allow an auto show room at this location.
- Other tenants at this location include the Animal Emergency Clinic, Cheer Fusion, Pump It Up, Marshall Salon Services as well as medical offices.

Key Factors

- Per the requirements of the UDO, the Manufacturing district is intended to provide for heavy industrial uses with high nuisance potential. Retail sales are therefore not a permitted use in the district.
- The petitioner has indicated that the showroom will have approximately 4 to 6 used cars.
- No vehicles will be displayed outside and no repairs of any kind will take place on-site.

PZC Highlights

The Planning and Zoning Commission confirmed with the petitioner that no repairs of any nature would be conducted at this location. The Commission also discussed that the point of sale for sales

tax purposes shall be noted as Crystal Lake. In regards to the question regarding locating retail uses in a manufacturing zone, the petitioner said that this area had already seen a change in character with various uses such as offices, an indoor swimming facility, and a school/day care facility.

The PZC recommended **approval (8-0)** of the petitioner's request.

If the petitioners 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 7-26-11
 - B. Floor Plan, received 7-26-11
- 2) The Use Variation is granted to the petitioner for the use as proposed. If the facility is expanded in size or intensity at any time, the petitioner shall be required to obtain a Special Use Permit Amendment.
- 3) No outdoor display or storage of vehicles is permitted.
- 4) No repairs (including minor repairs, oil changes, etc.) are permitted on-site.
- 5) Sign permits are required for all exterior signage and all signage must meet the provisions of the approved Common Sign Plan.
- 6) The sprinkler system will need to be evaluated to ensure that proper density and spacing requirements are met. Fire alarm notification devices need to be evaluated for proper coverage.
- 7) Indoor display of vehicles requires that the fuel tanks have no more than ¼ tank of fuel and not greater than 5 gallons. The batteries must be disconnected.
- 8) A grease/oil triple basin interceptor is required per the Illinois Plumbing Code.
- 9) The petitioner shall address all comments of the Planning and Economic Development, Engineering and Building, Public Works, Fire Rescue and Police Departments.
- 10) The point of sale for all sales for this business shall be noted as Crystal Lake. (Added by PZC)**

Votes Required to Pass:

A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A USE VARIATION
AT 1095 PINGREE ROAD UNITS 112-113

WHEREAS, pursuant to the terms of a Petition (File #2011-39) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Use Variation from Article 2 of the UDO to allow an auto show room (automobile dealer) within the "M" Manufacturing zoning district; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Use Variation 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 Use Variation be granted for from Article 2 of the UDO to allow an auto show room (automobile dealer) within the "M" Manufacturing zoning district for Signature Auto Group at 1095 Pingree Road, City of Crystal Lake,.

Section II: That the Use Variations be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:

- A. Development Application, received 7-26-11
- B. Floor Plan, received 7-26-11

2. The Use Variation is granted to the petitioner for the use as proposed. If the facility is expanded in size or intensity at any time, the petitioner shall be required to obtain a Special Use Permit Amendment.

3. No outdoor display or storage of vehicles is permitted.

4. No repairs (including minor repair, oil changes, etc.) are permitted on-site.

5. Sign permits are required for all exterior signage and all signage must meet the provisions of the approved Common Sign Plan.

6. The sprinkler system will need to be evaluated to ensure that proper density and spacing requirements are met. Fire alarm notification devices need to be evaluated for proper coverage.

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7. Indoor display of vehicles requires that the fuel tanks have no more than ¼ tank of fuel and not greater than 5 gallons. The batteries must be disconnected.
8. A grease/oil triple basin interceptor is required per the Illinois Plumbing Code.
9. The petitioner shall address all comments of the Planning and Economic Development, Engineering and Building, Public Works, Fire Rescue and Police Departments.
10. The point of sale for all sales for this business shall be noted as Crystal Lake.

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 a Variation 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: 16

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-05 Ahmed-935 Hawthorne Drive

Simplified Residential Variation from:

- (i) Article 4-600 E, Location of Accessory Structures to allow an above-ground pool to be located in the corner side setback as close as 15 feet from the property line along Colony Drive and
- (ii) Article 4-700 B 3, Height Requirements for Fences, Walls and Screening) to allow a 6-foot-high fence in the corner side yard along Colony Drive to be 12 feet from the property line instead of the required 30 feet.

Robin and Ada Ahmed, 935 Hawthorne Drive, Crystal Lake

PZC Recommendation: Motion to deny the petitioners' request.

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

Background:

- The property is an existing, conforming corner lot, zoned "R-2" single-family district, and located at the northeast corner of Colony Drive and Hawthorne Drive.
- It is improved with a two-story frame residence with an attached garage.
- The petitioner is requesting a variation to allow a 6-foot-tall fence approximately 12 feet from the property line along Colony Drive (in the corner side yard).
- The petitioner is also requesting a variation to allow an above-ground pool to be located in the corner side setback as close as 15 feet from the property line along Colony Drive.

Key Factors

- Per the requirements of the UDO, fences, walls or screening in any front yard or yard abutting a street cannot exceed 3 feet in height. A 6-foot-high fence would have to be installed at or behind the 30-foot building line.
- Similarly, an accessory structure (such as an above-ground pool) is not permitted in the front or corner side yard and must be installed beyond the 30-foot building line.

- The pool and the additional fence panels are already installed without a permit.

PZC Highlights

The Planning and Zoning Commission expressed concerns regarding this request. Overall, the Commission felt that the hardship had been created by the petitioner, and did not meet the findings of fact for granting a variation.

The PZC recommended **denial (7-1)** of the petitioner's request.

If the petitioners' 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 1-21-11
 - B. Plat of Survey/Site Plan, Luco, received 10-08-10
- 2) A variation is hereby granted from:
 - A. Article 4-600 E, Location of Accessory Structures to allow an above-ground pool to be located in the corner side setback as close as 15 feet from the property line along Colony Drive and
 - B. ~~Article 4-700 B 3, Height Requirements for Fences, Walls and Screening~~ to allow a 6 foot high fence in the corner side yard along Colony Drive to be 12 feet from the property line instead of the required 30 feet. **(staff's initial recommendation)**
- 3) Building permits shall be retroactively obtained for the pool. Both the fence and pool must meet all Building Code requirements.
- 4) The lattice portion of the fence must be removed and the fence reduced to 3 feet in height.
- 5) The petitioner shall address all comments of the Engineering and Building, Public Works, Fire Rescue, Police and Planning & Economic Development Departments.

Votes Required to Pass: A super majority vote (5 votes) is required to overturn the Planning and Zoning Commission's recommendation for denial of the request. A simple majority vote is required to deny the petitioner's request.



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: Sanitary Sewer Joint Grouting Services

Staff Recommendation: Motion to award the bid for sanitary sewer pipe joint grouting services of City infrastructure to the lowest responsive and responsible bidder, Visu-Sewer, Inc., and to adopt a resolution authorizing the City Manager to execute a service agreement with Visu-Sewer, Inc. in the submitted bid amount.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

Background:

On August 25, 2011, the City of Crystal Lake publicly opened and read aloud the bids received for sanitary sewer joint grouting for City infrastructure. The completion of this project will eliminate documented sources of heavy inflow and infiltration (I&I) to the City's wastewater collections and treatment systems. I&I puts a great burden on the City's wastewater treatment plants during heavy rain events. By grouting these critical sections of sewer, the volume of I&I within the sanitary sewer system will be reduced, which will ultimately reduce the operating costs and restore capacity to the collections system and wastewater plant.

The City will be utilizing a sewer pipe joint grouting process, which costs one-third the amount of the common cured-in-place pipe lining processes, but will be just as effective and permanent at removing I&I. The contract identifies two areas to be grouted:

1. Pine Street (493 feet)
2. Virginia Street (933 feet)

Due to the specialized nature of the grouting process, there are not many area vendors capable of performing this type of work. As a result, the City received only two bids for this project. The following is a breakdown of the bids received with options based on single unit pricing:

Bidder	Base Bid Per Joint
✓ Visu-Sewer, Inc. Pewaukee, WI	\$48.00
National Power Rodding Corporation Chicago, IL	\$72.89

✓ Indicates lowest responsive and responsible bidder

The anticipated contract cost will be based on the total amount of joints grouted. Based on the age and size of the sections of pipe, staff anticipates an 85% failure rate of all joints tested in the two areas listed above, which calculates to a total of \$29,184.00. With per joint pricing being favorable and under budget, staff may be able to address additional areas throughout the community where the conveyance system has deteriorated leading to possible I&I issues.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that award of Sanitary Sewer Joint Grouting services be awarded to the lowest responsive and responsible bidder, Visu-Sewer, Inc. The City has worked with Visu-Sewer, Inc. in the past for sewer joint grouting work with very favorable results. The rehabilitation of this sewer line is a FY 11/12 Budget Goal, and funds are available. Due to the favorable unit price received, in addition to the two areas listed in the base bid, staff may direct the contractor to perform such services in additional areas of the conveyance system while remaining within budgeted funds.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Visu-Sewer, Inc. for sanitary sewer pipe joint grouting services of City infrastructure.

DATED this _____ day of _____, 2011.

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: September 6, 2011

Item: Silica Sand Bid

Staff recommendation: Motion to award the bid for Silica Sand for the City's Wastewater Treatment Plant #3 to the lowest responsive and responsible bidder, Manley Brothers, and adopt a resolution authorizing the City Manager to execute a purchase agreement with Manley Brothers in the amount of \$6.01 per 50 pound bag.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

Background:

On August 25, 2011, the City of Crystal Lake opened and publicly read aloud the bids received for Silica Sand that will be used for the rehabilitation of the Wastewater Treatment Plant #3 sand filters. The sand filters are used to remove any small particulate matter that may have passed through the secondary clarifiers. These sand filters have been in service since 1994, and have treated over 4.3 billion gallons of wastewater. The sand is at the end of its useful life and is inefficient. This project will allow the sand filters to operate for an additional 15 to 20 years before the sand will need to be replaced. Staff anticipates 2,500 bags are necessary for a complete replacement. The actual work involved in the removal of the old sand material and replacement with the new sand will be performed by the Public Works staff. The breakdown of bids received is identified on the following chart.

	<i>Total Service as Recommended</i>	<i>Total Cost – Based on anticipated 2,500 Bags</i>
√ Manley Bros. Troy Grove, IL	\$6.01 per bag	\$15,025.00
AGSCO Corp. Westchester, IL	\$6.40 per bag	\$16,000.00

√ 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 Silica Sand for Wastewater Treatment Plant #3 be awarded to the lowest responsive and responsible bidder, Manley Bros., in the amount of \$6.01 per 50# bag or a total of \$15,025.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Manley Brothers for the provision of Silica Sand for the City's Wastewater Treatment Plant #3.

DATED this _____ day of _____, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date:

September 6, 2011

Item:

Residential Curbside Refuse, Recycling and Yard Waste
Collection Contract Extension

Staff Recommendation:

A motion to:

1. Approve a contract extension for residential curbside refuse, recycling and yard waste collection to MDC Environmental Services and adopt a resolution authorizing the City Manager to execute a three-year agreement extension for residential curbside refuse, recycling and yard waste collection with MDC Environmental Services, and
2. Adopt a resolution rejecting bids received for Leaf Bag Collection.

Staff Contact:

George Koczwar, Deputy City Manager

Background:

At its December 18, 2007 meeting, the City Council approved a residential curbside refuse, recycling and yard waste collection contract extension with MDC Environmental. The extension approved an agreement that extends through April 30, 2015. (The original contract approved in 2003 allows for the extension of the contract).

Recently, the City issued an Invitation to Bid for the City's leaf pick-up program. Currently, City staff conducts the pick-up of bagged leaves throughout the City. The purpose of the Invitation to Bid was to outsource this service to private contractors. One bidder, Waste Management, submitted a bid for this service. Below is a breakdown of the bid received:

Fall 2011, Leaf Bag Collection Services	\$50,700
Fall 2012, Leaf Bag Collection Services	\$52,475
Fall 2013, Leaf Bag Collection Services	\$54,311
Fall 2014, Leaf Bag Collection Services	\$56,212

Instead of submitting a leaf collection bid, MDC, the City's current refuse, recycling and yard waste hauler, submitted a proposal to incorporate the leaf pick-up program into the City's existing contract at no increase in price in consideration for a three-year extension to its contract. With the three-year extension, MDC's contract would run through April 30, 2018. The price increase for the

overall “bundle” of services during the three year extension would be the same as the existing contract. Currently, through April 30, 2015, the rate increases 4% per year for regular service and 3% per year for senior citizens. During the extension years (2015 to 2018), the rate would also increase 4.0% per year for regular service and 3.0% for senior citizens.

By entering into a three-year contract extension with MDC, the City will be able to take advantage of the following service enhancements:

- **Leaf Pick-up Program:** Based on the separate, additional price proposed by Waste Management for bagged leaf service, if the MDC contract is extended, the City will save \$394,416 during the seven fall leaf collection seasons. Additionally, a single vendor collecting yard waste and leaves placed in biodegradable bags will reduce the amount of truck traffic on City streets and better coordinate the pickup of leafs and yard waste, which is currently being picked-up separately. Leaves must be placed in biodegradable paper bags in order to be collected. Paper leaf bags are available at local grocery and hardware stores. Neither the City nor MDC provides leaf bags.
- **Stable Pricing and Favorable Rates:** Rising fuel costs have impacted rates for refuse collection in the Chicago area. MDC’s proposal initially included the incorporation of fuel surcharge provisions, but it has since agreed not to pursue this request. Inflationary pressures make it imperative that local government negotiate price increases that shield residents from rising costs. The fixed increases during the extension years will shield residents from rising fuel and wage costs common in the waste collection industry.

In addition to the service enhancements, the City continues to take advantage of the existing elements of the refuse program:

- **Flexibility and Unlimited Collection:** Residents are able to set out an unlimited amount of refuse, recyclables, yard waste and bagged leafs in resident supplied containers. Unlike other communities, residents will not be forced to purchase or use pre-paid bags, stickers or hauler supplied toters.
- **Toters:** Included in the monthly rate, every household that utilizes curbside collection receives a 96 gallon refuse toter and a 65 gallon recycling toter. If these toter sizes are too large, residents are allowed to exchange the larger toter for a smaller one. However, residents do not have to use these toters. As stated above, MDC will collect an unlimited amount of refuse, recyclables and yard waste placed in resident supplied containers.
- **Increased Recycling and More Secure Recycling Containers:** MDC will continue to supply all residents with a 65-gallon recycling toter. Residents will continue to be able to receive a 35- gallon toter if the 65-gallon toter is too large for a resident’s needs.

Collection Rates in other Communities

The following table shows rates for non-senior residential curbside collection with a 90-95 gallon toter. As noted in the chart, not all communities receive the same type of service. Under the proposed contract, City of Crystal Lake residents will receive unlimited collection of refuse, recyclables, yard waste and bagged leaves and access to two toters. Many communities, such as McHenry and Algonquin, provide their residents with a toter; however, in these communities

additional refuse must be placed in a prepaid bag or a resident supplied container with an attached sticker.

Community	Co.	Service Type	90 – 96 Gallon Toter Fee				Other services included in toter fee			
			2011/2012	2012/2013	2013/2014	2014/2015	Additional refuse	Yard Waste	Recycling Toter	Leaf Pick-up
McHenry Expires 5/31/12	MDC	Volume Based	\$25.00	-	-	-	No	No	Yes	Yes
Algonquin Expires 8/31/14	WM	Volume based	\$22.68	\$22.68	\$22.68	\$22.68	No	No	Yes	No
Cary Expires 8/31/12	Groot	Volume Based	\$23.25	-	-	-	No	No	Yes	No
Harvard Expires 12/31/13	MDC	Toter Only	\$22.02	CPI-U*	-	-	No	No	No	Yes
Marengo Expires 9/30/14	MDC	Unlimited	\$21.30	CPI-U*	CPI-U*	-	Yes	No	No	Yes
Woodstock Expires 12/31/14	MDC	Volume Based	\$20.45	\$21.25	\$22.10	\$23.00	No	No	Yes	No
Lake in the Hills Expires 6/30/16	Allied	Unlimited	\$18.54	CPI-U*	CPI-U*	CPI-U*	Yes	Yes	Yes	Yes
<i>Crystal Lake</i>	<i>MDC</i>	<i>Unlimited</i>	<i>\$18.28</i>	<i>\$19.01</i>	<i>\$19.77</i>	<i>\$20.56</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Proposed</i>
Huntley Expires 2/28/15	MDC	Unlimited	\$18.00	\$18.72	\$19.47	\$20.25	Yes	Yes	Yes	Yes
Lakewood Expires 9/30/12	MDC	Toter Only	\$15.70	\$16.20	-	-	No	Yes	Yes	Yes

*CPI-U – Consumer Price Index for All Urban Consumers

In the above chart, the City will pay the third lowest rate; however, there are several reasons for the lower rates in Huntley, and Lakewood:

- ✓ *Village of Lakewood:* Residents in Lakewood do not receive unlimited collection of refuse and yard waste, unlike residents in Crystal Lake. Instead, refuse is limited to what fits in the toter and yard waste is limited to two bags per week. Anything beyond this limit is required to have a paid sticker. Also, the Village is responsible for bill collection for refuse service.
- ✓ *Village of Huntley:* City of Crystal Lake residents will pay 1.6% more for similar services than Huntley residents; however, Huntley negotiated this pricing in July/August 2007. Fuel and other costs have increased since this time, justifying the rate discrepancy.

Recommendation:

After surveying the rate environment for refuse, recycling and yard waste collection and the pricing received by other communities for similar services, it is staff’s recommendation to extend the current contract with MDC Environmental Services for three years from May 1, 2015 – April 30, 2018. The City Attorney has reviewed the agreement extension language and has determined that the City Council has the authority to extend the agreement with MDC per the existing agreement language.

Votes Required to Pass: Simple majority vote of the City Council.



DRAFT

The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute and the City Clerk is authorized to attest an agreement extension with MDC Environment Services for the residential curbside collection of refuse, recyclables yard waste, and leaves through April 30, 2018.

BE IT FURTHER RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the bids received for Leaf Bag Collection, which were opened on July 18, 2011, are hereby rejected.

DATED this 6th day of September 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

ATTEST:

City Clerk



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

September 6, 2011

Item:

Agreement Renewal for the Operation and Maintenance of the Alexander Parking Lot

Staff Recommendation:

Motion to adopt a resolution approving the renewal of an agreement with Metra for the operation and maintenance of the Alexander Parking Lot and authorizing the City Manager to execute the agreement.

Staff Contact:

George Koczwar, Deputy City Manager

Background:

In 1988, the City Council adopted a resolution authorizing the City to enter into an agreement authorizing Metra to construct a commuter parking lot on property owned by the City, formerly known as the Ice Railway spur track, now referred to as the Alexander commuter parking lot.

In exchange for constructing the parking lot, the City agreed to operate and maintain the parking lot as a commuter facility. The agreement has expired. Attached please find a renewal of that agreement. Minor modifications were made.

Recommendation

It is staff's recommendation to approve the agreement renewal with Metra. The City Attorney has reviewed the agreement.

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 Agreement for Operation and Maintenance of Alexander Commuter Parking Facility.

Dated this 6th day of September 2011.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: September 6, 2011

APPROVED: September 6, 2011



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: 9/11/01 Moment of Remembrance

Staff Recommendation: Motion to adopt a resolution recognizing September 11, 2011, as a day of solemn commemoration of the events of September 11, 2001.

Staff Contact: Gary J. Mayerhofer, City Manager

Background:

On Sunday, September 11, 2011, at noon, Crystal Lake will join communities throughout the nation in marking the 10th anniversary of the attacks on New York City, Washington, D.C. and Shanksville, Pennsylvania with a "Moment of Remembrance."

Residents and businesses are asked to stop at that hour and take a moment to reflect on the tragedies that occurred ten years ago, as well as to honor those who protect our communities, our nation and our freedoms today.

Available Police and Fire Rescue sirens will sound at that moment, and Crystal Lake's faith community is being asked to sound bells or chimes at that moment.

The community is also asked to fly the American flag that day at half staff, if possible, as a sign of unity and remembrance. Attached is a copy of the US Senate Resolution that was passed in July, calling for a national "Moment of Remembrance."

As part of the "Moment of Remembrance", the Crystal Lake Fire Rescue and Police Departments Honor Guards will also conduct a flag and bell ceremony at the Crystal Lake City Hall, located at 100 W. Woodstock Street. The ceremony will begin at 11:55 a.m. and will be conducted at the outdoor entrance of City Hall in front of the flag poles.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

Crystal Lake Joining the National Moment of Remembrance of the 10th Anniversary of September 11th

WHEREAS, the governing body of the City of Crystal Lake expresses their support of the United State's Senate regarding coming together as a Nation and ceasing all work or other activity for a moment of remembrance beginning at 1:00 p.m. Eastern Daylight Time on September 11, 2011, in honor of the 10th anniversary of the terrorist attacks committed against the United States on September 11, 2001; and

WHEREAS, at 8:46 a.m., on September 11, 2001, hijacked American Airlines Flight 11 crashed into the upper portion of the North Tower of the World Trade Center in New York City, New York; and

WHEREAS, 17 minutes later, at 9:03 a.m., hijacked United Airlines Flight 175 crashed into the South Tower of the World Trade Center; and

WHEREAS, at 9:37 a.m., the west wall of the Pentagon was hit by hijacked American Airlines Flight 77, the impact of which caused immediate and catastrophic damage to the headquarters of the Department of Defense; and

WHEREAS, at approximately 10:00 a.m., the passengers and crew of hijacked United Airlines Flight 93 acted heroically to retake control of the airplane and thwart the taking of additional American lives by crashing the airliner in Shanksville, Pennsylvania, and, in doing so, gave their lives to save countless others; and

WHEREAS, nearly 3,000 innocent civilians were killed in the heinous attacks of September 11, 2001; and

WHEREAS, tens of thousands of individuals narrowly escaped the attacks at the Pentagon and World Trade Center and, as witnesses to this tragedy, are forever changed; and

WHEREAS, countless fire departments, police departments, first responders, governmental officials, workers, emergency medical personnel, and volunteers responded immediately and heroically to those horrific events; and

WHEREAS, the Fire Department of New York suffered 343 fatalities on September 11, 2001, the largest loss of life of any emergency response agency in United States history; and

DRAFT

WHEREAS, the Port Authority Police Department suffered 37 fatalities in the attacks, the largest loss of life of any police force in United States history in a single day; and

WHEREAS, the New York Police Department suffered 23 fatalities as a result of the terrorist attacks; and

WHEREAS, the impact of that day on public health continues through 2011, as nearly 90,000 people are at risk of or suffering from negative health effects as a result of the events of September 11, 2001, including 14,000 workers and 2,400 community residents who are sick, and tens of thousands of others whose health is being monitored; and

WHEREAS, 10 years later, the people of the United States and people around the world continue to mourn the tremendous loss of innocent life on that fateful day; and

WHEREAS, 10 years later, thousands of men and women in the United States Armed Forces remain in harm's way defending the United States against those who seek to threaten the United States; and

WHEREAS, on the 10th anniversary of this tragic day, the thoughts of the people of the United States are with all of the victims of the events of September 11, 2001 and their families; and

WHEREAS, the lives of Americans were changed forever on September 11, 2001, when events threatened the American way of life; and

WHEREAS, in 2009, Congress and the President joined together to designate September 11 as a National Day of Service and Remembrance under the Serve America Act (Public Law 111-13; 123 Stat. 1460); and

WHEREAS, in September 2009 and 2010, President Obama issued Proclamation 8413 (74 Fed. Reg. 47045) and Proclamation 8559 (75 Fed. Reg. 56463) proclaiming September 11, 2009, and September 11, 2010, respectively, as Patriot Day and National Day of Service and Remembrance; and

WHEREAS, September 11 will never, and should never, be just another day in the hearts and minds of all people of the United States.

NOW, THEREFORE BE IT RESOLVED that the governing body of the City of Crystal Lake:

(1) recognizes September 11, 2011, as a day of solemn commemoration of the events of September 11, 2001, and a day to come together as a Nation; and

(2) offers its deepest and most sincere condolences to the families, friends, and loved ones of the innocent victims of the September 11, 2001, terrorist attacks; and

(3) honors the heroic service, actions, and sacrifices of first responders, law enforcement personnel, State and local officials, volunteers, and countless others who aided the innocent victims of those attacks and, in doing so, bravely risked and often gave their own lives; and

(4) recognizes the valiant service, actions, and sacrifices of United States personnel, including members of the United States Armed Forces, the United States intelligence agencies, the United States diplomatic service, homeland security and law enforcement personnel, and their families, who have given so much, including their lives and well-being, to support the cause of freedom and defend the security of the United States; and

(5) reaffirms that the people of the United States will never forget the challenges our country endured on and since September 11, 2001, and will work tirelessly to defeat those who attacked the United States; and

BE IT FURTHER RESOLVED that on the 10th anniversary of this tragic day in United States history, the governing body of the City of Crystal Lake calls upon all of the people and institutions of the United States to observe a moment of remembrance on September 11, 2011, including (i) media outlets; (ii) houses of worship; (iii) military organizations; (iv) veterans organizations; (v) airlines; (vi) airports; (vii) railroads; (viii) sports teams; (ix) the Federal Government; (x) State and local governments; (xi) police, fire, and other public institutions; (xii) educational institutions; (xiii) businesses; and (xiv) other public and private institutions; and

BE IT FURTHER RESOLVED that the governing body of the City of Crystal Lake encourages the observance of the moment of remembrance to last for 1 minute beginning at 1:00 p.m. Eastern Daylight Time by, to the maximum extent practicable, ceasing all work or other activity; and marking the moment in an appropriate manner, including by ringing bells, blowing whistles, or sounding sirens.

DATED at Crystal Lake, Illinois, this 6th day of September, 2011.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: September 6, 2011

APPROVED: September 6, 2011



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: Establishment of Centennial Committee

Staff Recommendation: Motion to adopt a resolution establishing the City of Crystal Lake Ad Hoc Centennial Committee, and the method of appointment for members, and approving the application for individuals to use in applying to be considered for appointment to the Crystal Lake Centennial Committee.

Staff Contact: George J. Koczvara, Deputy City Manager

Background:

As the Council is aware, the City of Crystal Lake will be celebrating its centennial anniversary of incorporation in 2014 (September 23, 1914 to September 23, 2014). City staff has begun developing parameters for the creation of a Centennial Committee. The Crystal Lake Centennial Committee would be responsible for planning and recommending events in the City to celebrate the City's first 100 years. Below is proposed information regarding the Centennial Committee and the structure of the Committee.

Mission of the Committee

The Crystal Lake Centennial Committee's mission would be to educate, celebrate and commemorate the 100th anniversary of the City, thereby educating the community about Crystal Lake's rich history. The Committee will plan a celebration that will honor the City's unique past and usher in the next 100 years of its extraordinary future.

Goals of the Committee

- Honor the City's rich history through a celebration that commemorates the community's culture, celebrates its bright future and leaves a legacy for future generations.
- Create opportunities for service, educational, civic, business and tourist organizations to participate and celebrate the Centennial.
- Develop and support Centennial events and activities that will enrich the knowledge, appreciation and understanding of the City's history and guide the direction of its future.

Committee Formation and Structure

The City would seek the involvement of our residents, businesses, organizations and community groups throughout the City. The Committee could be composed of 11 members: the Mayor and two City Council members and 8 individuals appointed from the community who could represent the following categories:

- Chamber of Commerce
- Arts & entertainment
- Sports clubs
- Historical Society
- Education
- Environmental
- Service organizations
- Tourism
- Non-profit groups
- Civic
- The community at-large

Committee Requirements

The City could use some of the same criteria and process for appointing Committee members as it uses for Commission appointments. Members will be nominated by and voted upon by the City Council. The Committee could meet on the fourth Tuesday of the month at 7:00 p.m. in City Hall.

- The Committee will lead in overall planning structure, fundraising ideas and efforts, and event/celebration ideas.
- The Committee will elect a Chair and Vice-Chair at the first meeting.
- The Committee will work to fulfill the purpose and goal of the Committee and/or subcommittees.
- The Committee will break out into smaller groups to deal with specific goals and responsibilities.
- The Committee will develop a logo and branding for the Centennial festivities.
- The Committee shall issue quarterly status reports and recommendations to the City Council and shall transmit a final report to the City Council no later than December 31, 2012.

Staff Liaison

The Committee will be staffed by a staff liaison assigned by the City Manager. The liaison will assist the Committee and Chair to ensure that meeting agendas are prepared and that action items are followed up on and information gathered as needed for each meeting.

Application for the Committee

Attached is a draft application for those individuals interested in being considered for Committee appointment. Interested community members may obtain an application on-line or from City Hall. Applications will be reviewed by the City Council. Information will include skills, abilities, experience, community involvement and interest in the Centennial event. The City Council will appoint members from the pool of applicants at a City Council meeting.

Timeline

September 7, 2011 – Applications are made available for membership to the Crystal Lake Centennial Committee

October 1, 2011 – Information regarding the Committee is included in the City Newsletter

November 4, 2011 – Last day to submit applications

November 15, 2011 – City Council discusses appointments to the Crystal Lake Centennial Committee

January 24, 2012 – Committee "Kick Off" meeting at 7:00 p.m. at the Crystal Lake City Hall

Votes Required to Pass:

Simple majority



DRAFT

A RESOLUTION BY THE CRYSTAL LAKE CITY COUNCIL CREATING A CENTENNIAL COMMITTEE TO PLAN AND RECOMMEND EVENTS FOR A FIXED TERM AND PROVIDING FOR THE APPOINTMENT OF ITS MEMBERS AND ITS POWER AND DUTIES

WHEREAS, the Crystal Lake City Council deems it necessary to create a Centennial Committee for the purpose of planning and recommending events in the City to celebrate the City's first 100 years.

NOW, THEREFORE, the City Council of the City of Crystal Lake resolves as follows:

SECTION 1. CREATION, MEMBERSHIP, MEETINGS AND DUTIES

1. The Crystal Lake Centennial Committee is hereby created to plan and recommend events to the City Council regarding the 100th Anniversary of the City.
2. The Committee shall be made up of the Mayor and two Council members chosen amongst the City Council, and 8 members appointed by the City Council.
3. Six members shall constitute a quorum.
4. Meetings of the Committee shall be public and subject to the Illinois Open Meetings Act.
5. The Committee shall meet on the fourth Tuesday of the month at 7:00 p.m.
6. The Committee will lead in overall planning structure, fundraising ideas and efforts, and event/celebration ideas.
7. The Committee shall select a chair and vice chair at its first meeting.
8. The Committee will work to fulfill the purpose and goal of the Committee and/or subcommittees.
9. The Committee will break out into smaller groups to deal with specific goals and responsibilities.
10. The Committee will develop a logo and branding for the Centennial festivities.
11. The Committee shall issue quarterly status reports and recommendations to the City Council and shall transmit a final report to the City Council no later than December 31, 2012.
12. The Committee shall expire upon the completion of the final Centennial event.

DRAFT

SECTION 2. AREAS OF STUDY AND RECOMMENDATION

The areas of study and recommendation by this Committee may include the following:

1. Honor the City's rich history through a celebration that commemorates the community's culture, celebrates its bright future and leaves a legacy for future generations.
2. Create opportunities for service, educational, civic, business and tourist organizations to celebrate the Centennial.
3. Develop and support Centennial events and activities that will enrich the knowledge, appreciation and understanding of the City's history and guide the direction of its future.

SECTION 3. COMMITTEE OBJECTIVE

1. To plan and recommend events in the City to celebrate the City's first 100 years.
2. To educate, celebrate and commemorate the 100th anniversary of the City by educating the community about Crystal Lake's rich history.
3. To review existing materials from other cities that have conducted successful centennial celebrations and milestone celebrations.
4. To make recommendations to the City Council on centennial activities.

DATED this 6th day of September, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: September 6, 2011
APPROVED: September 6, 2011



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: 2011 Championship Signs

Staff recommendation: Motion to adopt a resolution authorizing a sign to be placed in the City right-of-way recognizing Crystal Lake Central High School students Joey Kielbasa, Trevor Jauch, Gage Harrah, and Austin Marsden for placing first in the 2011 IHSA State Wrestling Tournament and Prairie Ridge High School student Jenny Covers for winning the 2011 IHSA All-Around Gymnastics title.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

Background:

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from community schools who have won State championships. Because IDOT allows no more than two (2) championship signs on IDOT rights-of way at a time, the Council approved the implementation of a program that places championship signs at the entrances to the City or around the high school(s) honoring those championship efforts when authorized by the City Council. The championship signs are to be installed for a one-year period, after which the signs will be taken down, with one sign given to the high school as a memento honoring the individual or team champions.

The Crystal Lake Central High School (CLCHS) wrestling team had four students, Joey Kielbasa, Trevor Jauch, Gage Harrah, and Austin Marsden, bring home individual State champion medals this year. In addition, Prairie Ridge High School student Jenny Covers won four events to be the All-Around State Gymnastics Champion.

Recommendation:

The Public Works Department recommends that a sign be placed in relative proximity to Crystal Lake Central High School and Prairie Ridge High School to recognize these students for their achievement.

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 install championship signs, at their respective locations, recognizing Crystal Lake Central High School students Trevor Jauch, Joey Kielbasa, Gage Harrah and Austin Marsden for placing first in the 2011 IHSA State Wrestling Tournament and Prairie Ridge High School student Jenny Covers for winning the IHSA All-Around Gymnastics title, for a one-year period.

DATED this 6th day of September, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: September 6, 2011

Item: Three Oaks Recreation Area Contract Amendment Number Twelve

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute Contract Amendment Number Twelve (12) in the amount of \$41,275 as presented.

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

Background:

This summer, several contractors have completed construction at the Three Oaks Recreation Area, including work on the north slope and minor landscaping items. Since these minor improvements were continuing throughout the summer, City Staff delayed presenting the final contract amendment until these contractors completed their work. The Council previously approved contract amendments one through eleven for the construction of the Three Oaks Recreation Area. Contract amendment number twelve includes items from the 2010 and 2011 construction season. Contract Amendment number twelve is in the total amount of \$41,275. Below is a summary of each item:

Remaining 2010 Items: The following items were performed in 2010.

Credit from plumbing contractor for repair of decking at marina: A small section of decking at the marina was damaged by an unidentified party. The construction manager could only assign a portion of the responsibility to the plumbing contractor who was performing some construction work at the approximate time of the damage. A credit of (\$361) represents their share of responsibility for the deck damage.

Credit for use of hydroseeding mulch in place of landscape blanket: At one area along the hiking path, it was more practical to use hydroseeding mulch for planting rather than using landscape blanket. The credit to use the hydroseeding mulch was (\$500).

Additional silt fence near volleyball courts: In fall 2010, the earthwork contractor installed an additional silt fence near the top crest of the volleyball courts to prevent erosion. The cost for this item was \$441.

Additional masonry work to cut stone and concrete due to changes in beach area: The design team made minor changes to the beach fencing and wall during construction. This required the masonry contractor to cut a masonry stone joint and a masonry overhang. The cost for this item was \$584.

Additional out-of-scope winter protection for masonry: In the winter of 2010, the masonry contractor covered and heated masonry work at the lake house. After a review by the construction manager, it was determined that some winter protection requirements were outside the original bid scope. The cost for the additional protection was \$1,437.

Repair of decking at marina: During the punch list, it was discovered that a portion of the marina decking was scratched and several boards needed replacement. The construction manager determined that some liability could be placed on the plumbing contractor for the damage (see above credit); however, the remainder of the liability could not be determined. The cost to repair the decking was \$1,445.

Modification of parking lot bioswales following spring 2010 rains: In May 2010, heavy rainfall damaged the parking lot bioswales. Since the side slope need to be modified due to the rainfall, the design team took the opportunity to modify the side slopes of the bioswales to prevent future erosion. This required that the earthwork contractor perform additional work. The change improved the bioswales and allowed for better handling of stormwater. The cost for the change was \$16,762.

Spring / Summer 2011 Items

Reconfiguration of fence and addition of gates on north slope: In contract amendment number 11, the City received a credit for the elimination of the labor required to install several sections of fencing at the far east end of the north slope, near Pingree Road. After reviewing the plans for the fence, it was determined that the addition of two gates would be beneficial for both the City and the private property owner in the area. The cost for this item was \$850.

Revised Beach Swim Rope and Buoys per Reconfiguration: Throughout the life of the construction project, the swim beach required numerous modifications and plan changes. Prior to the installation of the swim rope and buoys, the design team met with the contractor to review the final beach design. Following this review, it was determined that additional swim rope and buoys were needed. The cost for the additional swim rope and buoys was \$1,517.

Removal of excess rocks from future sled hill: The landscape contract for the construction of the sled hill required the removal of the large stones and rocks from the hill with hand rakes. City staff reviewed this condition and it was determined that a machine should be rented by the contractor to

remove the stones. This requirement led to a much better final product for the placement of grass seed. The cost for the rental, delivery, and pickup of the machine was \$1,150.

Volleyball courts / sled hill storm water basin and swale: An area to the northeast of the volleyball courts was prone to erosion. In order to remediate the erosion, two actions were taken. One, a drainage swale was created around the sled hill to divert water away from the Pingree Trail and volleyball courts. Second, a drainage basin was created at the crest of the volleyball courts to capture rainfall and allow it to percolate into the soil before it can cause erosion issues. Large stone piles, or “check dams”, were also laid to slow the speed of the water entering the basin. The cost for this work was \$17,950.

<u>Summary of Change</u>	<u>Cost</u>
<u>Remaining 2010 Items</u>	
Credit from plumbing contractor for repair of decking at marina	-\$361
Credit for Hydroseeding in place of landscape blanket	-\$500
Additional Silt Fence Near Volleyball Courts	\$441
Additional masonry contractor work to cut stone/concrete due to change in beach area	\$584
Additional out-of-scope winter protection for masonry	\$1,437
Repair of decking at marina	\$1,445
Modification of parking lot bioswales following spring 2010 rains	\$16,762
<u>Spring / Summer 2011 Items</u>	
Reconfiguration of fence and addition of gates on north slope	\$850
Revised Beach Swim Rope and Buoys per Reconfiguration	\$1,517
Removal of excess rocks from future sled hill	\$1,150
Volleyball Court / sled hill stormwater basin construction and swale	\$17,950
<u>Total Contract Amendment Number 12:</u>	<u>\$41,275</u>

Contract Amendment Summary and Contingency Status

The City Council previously established a contingency of 10% of the total project budget. Since the project budget is \$12,497,929, the contingency was established at \$1,249,793. The below table shows the contract amendments and contingency allowance to date, including the impact of contract amendment #12.

	<u>Summary</u>	<u>Amount</u>
Contract Amendment #1	Design plan changes based on regulatory review	\$257,289
Contract Amendment #2	Alternates from Bid Package One (Amount applied to Budget)	In Budget
Contract Amendment #3	Dewatering and eliminate water pipe loop and Main Street Signal	- \$114,670
Contract Amendment #4	Per IDOT comments, upsize water service line and revise stop signs	\$26,211
Contract Amendment #5	Beach redesign, Undercuts, Shoreline Protection and Plan Modifications	\$322,022
Contract Amendment #6	Final beach redesign fees, undercuts and plan modifications	- \$5,036
Contract Amendment #7	Minor plan modifications, undercuts	\$6,639
Contract Amendment #8	Plan Modifications and Shoreline Stone Protection	\$111,971
Contract Amendment #9	Modification of Amenity Elevations and Miscellaneous Changes	-\$285,255
Contract Amendment #10	Undercuts, Field Changes and Additional Amenities	\$598,703
Contract Amendment #11	Facility Improvements, Plan Changes and Undercuts	\$272,732
Contract Amendment #12	Project Completion Items	\$41,275
Total:		\$1,231,881
Total Contingency:		\$1,249,793
Remaining Contingency:		\$17,912

Recommendation:

Hitchcock Design Group (HDG), Featherstone Incorporated and City Staff recommend that contract amendment number twelve be approved by the City Council.

Votes Required to Pass:

A simple majority of the City Council is required for approval.

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 contract amendment number twelve related to the Three Oaks Recreation Area in the amount of \$41,275 as presented at the September 6, 2011 City Council meeting.

DATED this 6th day of September, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED: