



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL REGULAR MEETING

**City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
December 20, 2011
7:30 p.m.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes – December 6, 2011 Regular City Council Meeting**
- 5. Accounts Payable**
- 6. Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
- 7. Mayor's Report**
- 8. Council Reports**
- 9. Consent Agenda**
- 10. College Hill Professional Center, 690 North Route 31 - Unified Development Ordinance Sign Variation request for wall signage.**
- 11. Chen Chinese Cuisine, 6100 Northwest Highway – Unified Development Ordinance Sign Variation request for an alteration to the existing free-standing sign.**
- 12. Manufacturer Job Creation and Investment Grant application request – RW Technologies, 387 Congress Parkway, Unit 1A.**
- 13. Davis Speed Center, 221 Liberty Drive – Use Variation for Commercial Recreation physical fitness facility to allow a training facility in the M Manufacturing zoning district.**
- 14. BeBe's Dog Day Care & Spa, 15 Morgan Street – Use Variation and Special Use Permit to allow a Pet Care Service as a Permitted Use in the M Manufacturing zoning district.**
- 15. Kyoto Restaurant, 5690 Northwest Highway – Final Planned Unit Development Amendment to permit three backlit architectural pieces on the exterior elevations.**
- 16. BMO Harris Bank, 5545 Northwest Highway – Final Planned Unit Development Amendment to allow changes to the existing monument sign.**
- 17. Chase Bank, 1185 S. Route 31 – Final Planned Unit Development Amendment to add additional wall signage.**
- 18. Unified Development Ordinance Text Amendment for Gasoline Station Electronic Pricing Signs.**

19. **Bid award and resolution authorizing execution of a service agreement for Water Treatment Plant #3 Water Softener Sandblasting and Painting Wet Interior with a contingency for unforeseen expenses up to 10% of the project cost.**
20. **Bid award and resolution authorizing execution of a purchase agreement for the provision of water softening resin.**
21. **Resolution waiving the bidding requirement and authorizing execution of a Purchase Order for repairs to Streets Division Loader Unit 427.**
22. **Resolution waiving the bidding requirement and authorizing execution of a service agreement for emergency repairs to the centrifuge at Wastewater Treatment Plant #2.**
23. **Resolution authorizing execution of an agreement to extend the 2011 Pace Paratransit Local Share Agreement until the start of the MCRide Program.**
24. **Resolution establishing rules and regulations for the operation of the Three Oaks Recreation Area and ordinance amending Chapter 383 of the City Code, which establishes the general rules for the Three Oaks Recreation Area.**
25. **Resolution authorizing execution of the revised plan for the VALIC voluntary 457 Plan for City of Crystal Lake employees.**
26. **Resolution authorizing execution of the 2011-2014 Collective Bargaining Agreement between the City of Crystal Lake and the Crystal Lake Professional Firefighters Association Local 3926.**
27. **Resolution authorizing execution of an Intergovernmental Agreement between the Village of Algonquin and the City of Crystal Lake for use of Village/City Hall facilities in the event of an emergency.**
28. **Council Inquiries and Requests**
29. **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, review of Executive Session minutes and personnel.**
30. **Reconvene to Regular Session.**
31. **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: 10

City Council Agenda Supplement

Meeting Date:

December 20, 2011

Item:

Unified Development Ordinance Sign Variation Request for wall signage at 690 North Route 31 (College Hill Professional Center)

Staff Recommendation:

City Council Discretion:

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

Staff Contact:

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

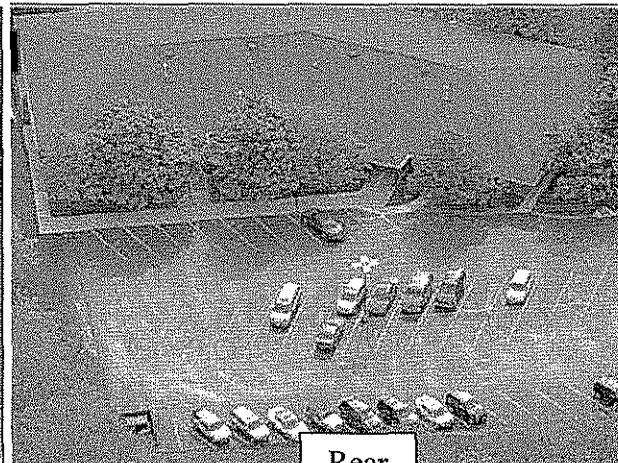
Background:

College Hill Professional Center, a multiple tenant building at 690 North Route 31, is requesting to replace non-illuminated wall plaque with internally illuminated wall signs.

The building façade that faces Route 31 is two stories high and the rear façade is single-story. The rear tenant spaces (upper level spaces) extend to the front of the building. However, access to these upper level spaces is only from the rear, although a stair extends to the second story on the front façade.

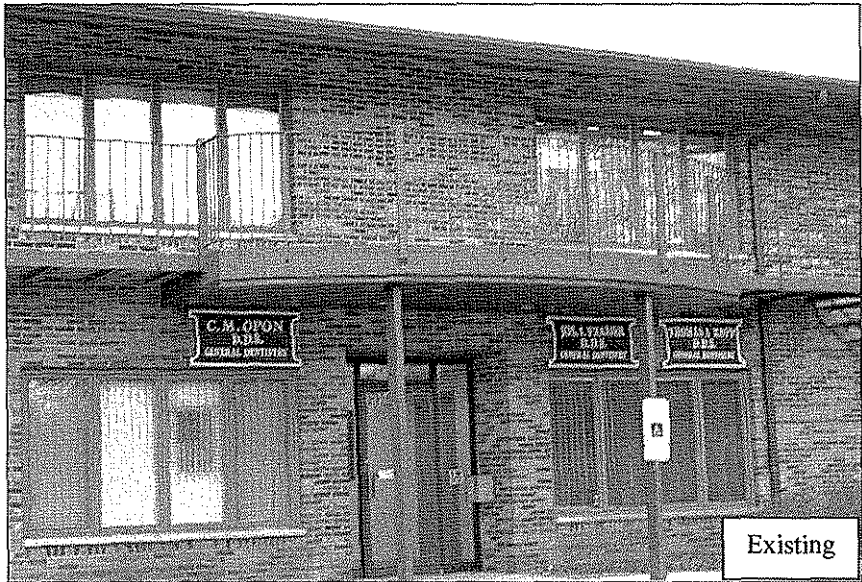


Front

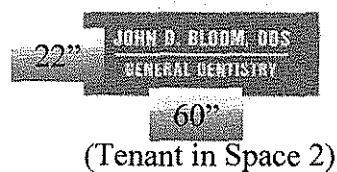
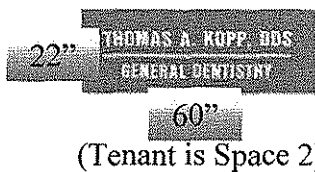
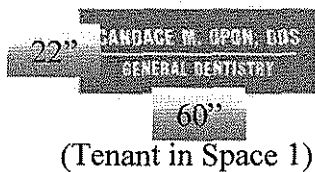
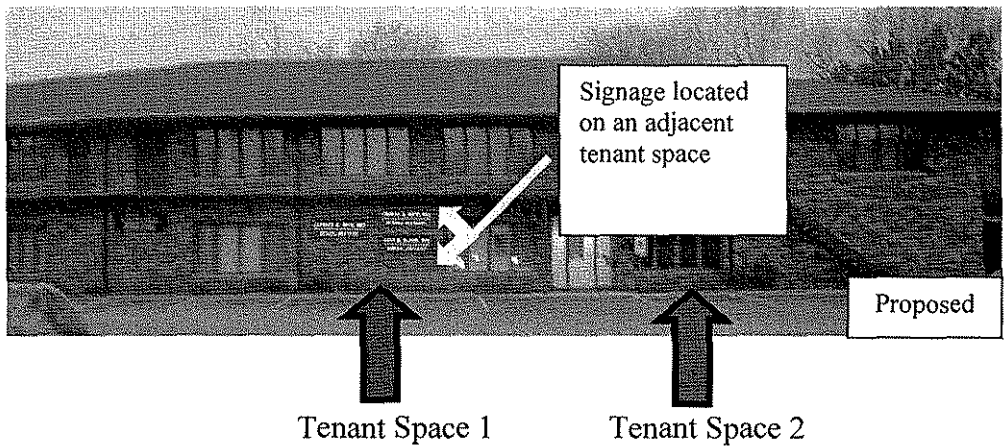


Rear

The current plaques for the first floor tenants (lower level spaces) are located under the walkway above their individual tenant space. The applicant is requesting that signs for two of the lower level tenant spaces be allowed to be located on an adjacent tenant space.



The proposed signs will be 9-square-feet each, internally illuminated with a dark bronze background and 3 inch white letters. The total square footage is proposed to be 27 square feet.



The Unified Development Ordinance allows one 50-square-foot sign per tenant space.

The owner has requested a variation from requirements located in UDO Table 4-1000 E: Office Signs. The variations are detailed in the following table.

Item	UDO Requirement	Proposed Sign	Sign Meets Ordinance Requirement?
Number of signs	1 per tenant space	3 per tenant space	No
Size	50 square feet	27 square feet	Yes
Location	Individual tenant space	Located on the adjacent tenant space	No

Attached is a sign variation and permit application from College Hill Professional Center, and a sign plan.

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

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

It should be noted that the Ordinance requirement restricting signs on respective tenant spaces is to prevent the proliferation of wall signs on a single façade for multi-tenant buildings or allow wall signs for tenants that have no exterior frontage.

Penny Hughes from Hughes and Son Signs has made this request on behalf of College Hill Professional Center and will be in attendance at the meeting to discuss this request with the City Council.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 11

City Council Agenda Supplement

Meeting Date:

December 20, 2011

Item:

Unified Development Ordinance Sign Variation Request for an alteration to the existing free standing sign at 6100 Northwest Highway (Chen Chinese Cuisine)

Staff Recommendation:

City Council Discretion:

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

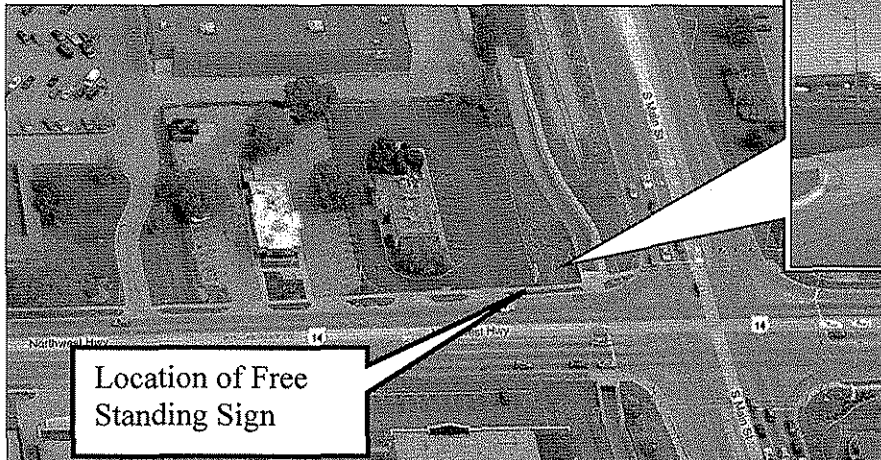
Staff Contact:

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

Background:

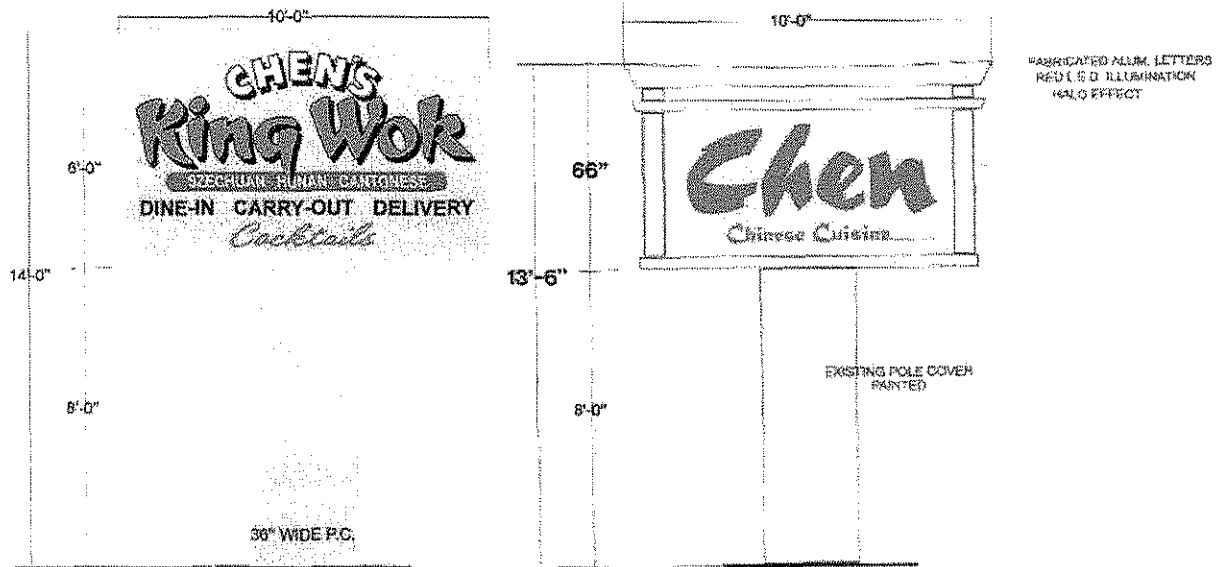
Chen Chinese Cuisine at 6100 Northwest Highway is requesting to alter the existing nonconforming sign by removing the sign cabinet and installing a new cabinet on the existing pole.

The Unified Development Ordinance states that existing nonconforming signs and signs rendered nonconforming through the adoption of the Ordinance may continue to exist until terminated by a voluntary act, a catastrophic event that would require structural alteration or repair, or complete replacement of the sign. Staff has determined that the replacement of the sign cabinet constitutes a termination of the existing sign.



The Unified Development Ordinance allows 80 square feet of sign area and a total of 9 feet in height.

The proposed sign is 55 square feet in area and 13 feet, 6 inches in height.



Existing Sign

Proposed Sign

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

Item	UDO Requirement	Proposed Sign	Sign Meets Ordinance Requirement?
Number of signs	1	1	Yes
Size	80 square feet	55 square feet	Yes
Height	9 feet	13 feet 6 inches	No
Base	80% of the sign width	30% of the sign width	No

Attached are a sign variation and permit application from Chen Chinese Cuisine and a sign plan.

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

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

Penny Hughes from Hughes and Son Signs has made this request on behalf of Chen Chinese Cuisine and will be in attendance at the meeting to discuss this request with the City Council.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: Manufacturer Job Creation and Investment Grant application request #2011-22-04 for RW Technologies, at 387 Congress Parkway, Unit 1A, to request \$10,000 in matching grant funds.

Troy Richert, RW Technologies

Recommendations: City Council's discretion:

1. Motion to approve the Manufacturer Job Creation and Investment Grant agreement with Troy Richert, and to award \$10,000 in grant funding for new employees and furniture, fixtures and equipment at 387 Congress Parkway.
2. Motion to deny the grant application.

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

Background: On May 4, 2010, the City Council approved the Manufacturer Building Improvement and Equipment Program. This program provides matching grant funding for interior and exterior building improvements to manufacturers bringing full-time jobs to Crystal Lake. On November 1, 2011, the City Council approved the **Manufacturer Job Creation and Investment Program**, which provides grant funding to new manufacturers who occupy vacant space and who hire full-time employees or install eligible furniture, fixtures, and equipment.

The Manufacturer Job Creation and Investment Program provides manufacturers with \$1,000 for every new full-time employee hired as well as a 50% match for eligible furniture, fixtures, and equipment, not to exceed \$10,000.

RW TECHNOLOGIES (387 CONGRESS PARKWAY)

RW Technologies is a new company from which the principals were formerly employed by Millennium Electronics. RW Technologies will offer similar services, specializing in electronic printed circuit board manufacturing and assembly. RW Technologies is leasing a 10,000 square foot space in the building at 387 Congress Parkway, where they will be hiring eight (8) full-time employees, and purchasing over \$185,000 in eligible manufacturing equipment used in everyday operation of circuit board manufacturing and assembly.

In order to objectively analyze the applications for funding, review criteria have been established in the Ordinance approving this program. The chart below outlines the evaluation of the applicant's request in relation to our review criteria:

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to overall appearance	Minor improvements to the appearance of the subject property would be provided
Aesthetic impact to surrounding areas	Improvements would provide a minor aesthetic impact to the area to repurpose the space
Number of employees and wages	5 new full-time employees will be added to RW Technologies*
Value of new FFE	Circuit Board manufacturing and assembly equipment in excess of \$185,000
Use of the property as a result of a new business	Promotes the intended use of the building for manufacturing and warehouse space*
Contribution to economic vitality	Assists the occupancy of vacant manufacturing space with a viable business creating jobs*
Compatibility with nearby uses	Compatible with adjacent uses*

The applicant's request has been evaluated for the value of the improvement, the extent of proposed work, and its potential impact. The current application would fulfill 5 of the 7 review criteria (marked with an asterisk*).

RECOMMENDED CONDITIONS:

If approved, staff recommends the following conditions be added to the grant funding request:

1. Reimbursement will not be made until the applicant provides proof of employment information for each of the eight (8) full-time RW Technologies employees through State of Illinois Employers Contribution and Wage Reports.

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the pending grant funding requests. The City has budgeted \$80,000 for reimbursements to awarded recipients. As approved on May 4, 2010, \$70,000 of the \$80,000 would be available to new retailers and manufacturers (at a maximum award of \$10,000) under the improvements-based programs. The job creation and investment programs will share the same funding source (\$80,000).

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved	Status
2011-22-02	Shawn Lee, Kyoto	5690 Nw Hwy		\$2,500.00		\$2,500.00	\$2,500.00	Approved
2011-22-03	Aptar / Cobalt	450 Congress			\$10,000.00	\$10,000.00	\$10,000.00	Approved
2011-22-04	RW Technologies	387 Congress			\$10,000.00	\$10,000.00		Proposed

TOTALS	\$0.00	\$2,500.00	\$0.00	\$22,500.00	\$12,500.00
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Votes Required to Pass: A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-61 Davis Speed Center

Use Variation for Commercial Recreation physical fitness facility to allow a training facility in the M Manufacturing zoning district.

David Davis, petitioner
221 Liberty Drive

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendations and to adopt an ordinance approving the Use Variation for Commercial Recreation at 975 Nimco Drive for Davis Speed Center.

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

Background:

- Davis Speed Center provides physical fitness training for youth athletes. Training sessions are typically appointment based. The center will provide a "turf" area as well as a weight training area.
- Since the property is zoned M, the commercial recreation use is not permitted, requiring the Use Variation.
- The Physical Fitness commercial recreation use requires 6.4 spaces per 1,000 gross floor area, requiring 21 spaces. There are approximately 160 spaces on site, providing sufficient parking for this use and other existing uses.

Planning and Zoning Commission Highlights:

- The Commission asked if the vacant suites were filled up, would there be sufficient parking. Each use is reviewed during the occupancy permit review to ensure that life-safety codes will be met as well as parking requirements. It appears that there will not be a parking issue at this location.

- Mr. Davis explained that athletes usually come in small groups of maybe 4-8 and occasionally up to 12 in a group. Also, twice a year he holds a strong man competition for his customers and typically 30 people register for that and it is held on Sundays.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Dave Davis, received 11/16/11).
 - B. Floor Plan (Davis undated, received 11/16/11).
2. The Use Variation applies only to Davis Speed Center in Unit M; any expansion of the use will require modification of this variation.
3. The petitioner shall address all of the review comments of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A USE VARIATION
AT 975 NIMCO ROAD UNIT M

WHEREAS, pursuant to the terms of a Petition (File #2011-61) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Use Variation to allow a physical fitness facility use for Davis Speed Center 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 to allow a physical fitness facility use for Davis Speed Center within the M Manufacturing zoning district

at the property commonly known as 975 Nimco Road Unit M, City of Crystal Lake,.

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

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Dave Davis, received 11/16/11).
 - B. Floor Plan (Davis undated, received 11/16/11).
2. The Use Variation applies only to Davis Speed Center in Unit M; any expansion of the use will require modification of this variation.
3. The petitioner shall address all of the review comments of Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of 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 _____, _____.

DRAFT

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-63 BeBe's Dog Day Care & Spa, 15 Morgan Street

Use Variation and Special Use Permit (Article 2) to allow a Pet Care Service as a Permitted Use in the M Manufacturing zoning district.

Kristin Bourey, 15 Morgan Street, Crystal Lake

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Use Variation and Special Use Permit to allow a Dog Day Care & Spa at 15 Morgan Street.

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

Background:

- The subject property is located at the northeast corner of Morgan Street and Crystal Lake Avenue.
- The petitioner plans to open and operate a dog daycare spa facility at this location.
- The other tenants at this location include Phoenix Custom Woodworking and A Video and Image Company.
- The petitioner is requesting a use variation since the site is zoned Manufacturing, which does not allow Pet Care Services. Additionally, a special use is also required as the property is located adjacent to residential properties.

Key Factors

- The property has access from both Crystal Lake Avenue and Morgan Street.
- The access drive off Morgan Street is currently a gravel driveway and parking at the location is not striped. The access off Crystal Lake Avenue is paved.
- It appears that vehicles are parked in the gravel area to the north of the building, along the Morgan Street right-of-way to the west of the building and along the paved parking area along the southeast of the building.

- Per the parking requirements in the UDO, 4 parking spaces are required for this use.
- The petitioner is proposing to utilize the existing fenced area along Morgan Street as the outside fenced area.

PZC Highlights

- The PZC discussed the hours of operation and the total number of dogs at the facility.
- There were some concerns raised at the meeting by a surrounding property owner regarding the noise levels, the facility being supported on a septic system and the proximity of the location to Crystal Lake Ave.
- The PZC recommended **approval (4-2)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Kristin Bourey, received 11/22/11)
 - B. Plat of Survey (Luco, received 11/22/11)
 - C. Floor Plan (Schoeneck, received 6/7/10)
2. The Use Variation and Special Use Permit are granted to allow BeBe's Dog Day Care and Spa, as described in the application information. The use shall not be significantly increased, i.e., the addition of additional space or outdoor kennels without amending this request. A change in ownership will require a new use variation and special use permit.
3. This petition must meet the UDO criteria for Pet Care Services (listed in the report above).
4. The petitioner must provide information on the number and type of vehicles stored on this property. A parking plan, to be approved by the Engineering Division, must be provided to accommodate the stored vehicles and the customer traffic.
5. Striped parking areas, in compliance with the UDO must be provided within 3 years from the date of this approval. This will include paving the gravel drive and parking areas.
6. The petitioner shall address any comments and requirements from the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.
7. Slats or other suitable material must be added to the existing fence, per staff approval, to meet the requirements of the Ordinance.
8. The dogs must be supervised at all times they are in the fenced outdoor area.

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND USE VARIATION
AT 15 MORGAN STREET

WHEREAS, pursuant to the terms of a Petition (File #2011-63) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Special Use Permit and Use Variation to allow a Pet Care Service as a Permitted Use in the M Manufacturing zoning district; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit and 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 Special Use Permit and Use Variation be granted to allow a Pet Care Service as a Permitted Use in the M Manufacturing zoning district

at the property commonly known as 15 Morgan Street, City of Crystal Lake.

Section II: That the Special Use Permit and Use Variation be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Kristin Bourey, received 11/22/11)
 - B. Plat of Survey (Luco, received 11/22/11)
 - C. Floor Plan (Schoeneck, received 6/7/10)
2. The Use Variation and Special Use Permit is granted to allow BeBe's Dog Day Care and Spa, as described in the application information. The use shall not be significantly increased, i.e., the addition of additional space or outdoor kennels without amending this request. A change in ownership will require a new use variation and special use permit.
3. This petition must meet the UDO criteria for Pet Care Services (listed in the report above).
4. The petitioner must provide information on the number and type of vehicles stored on this property. A parking plan, to be approved by the Engineering Division, must be provided to accommodate the stored vehicles and the customer traffic.

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5. Striped parking areas, in compliance with the UDO must be provided within 3 years from the date of this approval. This will included paving the gravel drive and parking areas.
6. The petitioner shall address any comments and requirements from the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.
7. Slats or other suitable material must be added to the existing fence, per staff approval, to meet the requirements of the Ordinance.
8. The dogs must be supervised at all times they are in the fenced outdoor area.

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: 15

**City Council
Agenda Supplement**

Meeting Date:

December 20, 2011

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2011-56 Kyoto Restaurant

Final PUD Amendment to permit three backlit architectural pieces on the exterior elevations.

Chris Wichman, architect for Kyoto Restaurant
5690 Northwest Hwy.

PZC Recommendation:

Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment to allow the three backlit architectural pieces at 5690 Northwest Hwy.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

- The property in question, at 5690 Northwest Highway, is a newly remodeled restaurant for the relocated Kyoto Restaurant to be located at the former Applebee's location.
- In 1993, a Final PUD Amendment was granted to allow a restaurant to accommodate the planned Applebee's.
- The 1993 approval was general in its language, allowing for the architectural enhancements that are currently occurring to the building. The proposed backlit architectural pieces were not consistent with that approval, and based on how they are classified, are required to be approved via a Final PUD Amendment.

Key Factors

- The architect for Kyoto's new restaurant has designed an intricate wood piece that is meant to look like coral that covers blue water. The pieces would be made to look like white coral with blue water in the background surrounded with a black edge. The blue water would be an LED light that is fully shielded so that the light does not shine out but is directed behind the carved wood.

- There would be a total of three lighted pieces: two longer pieces on the south and west elevations and a shorter piece above the door on the southeastern side of the building.

PZC Highlights

- As was outlined in the staff report, there was some discussion as to whether these are signs or an architectural feature. The PZC felt these should be treated as architectural elements.
- The PZC recommended that the "coral" element be translucent so that all LED lighting be backlit – no lighting exterior mounted for these elements.
- The PZC recommended and the petitioner agreed to reduce the size of the architectural element on the west elevation to match the size on the east elevation.

The PZC recommended **approval (6-0)** of the request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, (Wichman for Kyoto, received 10-21-11)
 - B. Site Plan, (Meyer, received 10-21-11)
2. The LED lighting shall remain a constant blue "water-like" color.
3. As a condition of the Final PUD Amendment, variations are granted to allow the proposed architectural pieces that meet the final requirements of the Planning & Zoning Commission and the City Council.
4. The petitioner shall address all of the review comments and requirements of the City's Departments.
5. The size of the feature/design on the front elevation is approved. The size of the feature shall be the same on the east and west elevations of the building. The feature/design shall be all backlit and use translucent materials for the "coral" element.
(Added by PZC)

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR KYOTO RESTAURANT AT 5690 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of the Petition (File #2011-58) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to permit three backlit architectural pieces on the exterior elevations; and

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

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

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

SECTION I: That a Final PUD Amendment be granted to permit three backlit architectural pieces on the exterior elevations for the property located at 5690 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. Application, (Wichman for Kyoto, received 10-21-11)
 - B. Site Plan, (Meyer, received 10-21-11)
2. The LED lighting shall remain a constant blue "water-like" color.
3. As a condition of the Final PUD Amendment, variations are granted to allow the proposed architectural pieces that meet the final requirements of the Planning & Zoning Commission and the City Council.
4. The petitioner shall address all of the review comments and requirements of the City's Departments.
5. The size of the feature/design on the front elevation is approved. The size of the feature shall be the same on the east and west elevations of the building. The feature/design shall be all backlit and use translucent materials for the "coral" element.

DRAFT

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:

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:

December 20, 2011

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2011-62 BMO Harris Bank, 5545 Northwest Highway

Final PUD Amendment to allow changes to the existing monument sign.

Professional Permits on behalf of BMO Harris Bank, 5545 Northwest Highway, Crystal Lake

PZC Recommendation:

Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment to allow changes to the existing monument sign.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

- The property in question, at 5545 Northwest Highway, was developed as part of the Crystal Court shopping center, a 33-acre retail shopping area that was formerly anchored by WalMart.
- The Final PUD and SUP for Harris Bank at this location were approved in 1991. In 2000, the petitioner requested a Final PUD Amendment to allow the addition of the current free-standing sign.
- The free-standing sign was approved as an approximately 30-square-foot sign and specifically called for a dark grey or slate color in the top-section of the sign and a dark red for the entire mid-section and logo.

Key Factors

- With the acquisition of Marshall & Ilsley, BMO Financial selected "BMO Harris Bank" as the new retail branch name for its Harris Bank brand as well as the M&I Bank branches.
- Therefore, the bank is currently undergoing a change in their branding to consolidate their new identity.

- The petitioner is requesting a change to the wall and free-standing signage. The original wall signage approval was not specific to require specific colors and therefore will be replaced after appropriate sign permits are obtained.
- Since the approval for the original free-standing sign was specific as to the colors required, a Final PUD Amendment will be necessary.
- The proposed sign will be the same height and area as the existing sign.

PZC Highlights

- Recommended **approval (6-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, received 11-17-11
 - B. Sign Details, icon, dated 8-18-11, received 11-17-11
2. The changes to the monument sign are approved as proposed.
3. 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.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT TO THE FINAL PUD
FOR HARRIS BANK AT 5545 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of the Petition (File #2011-62) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to allow changes to the existing monument sign; and

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

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

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

SECTION I: That a Final PUD Amendment be granted to allow changes to the existing monument sign for the property located at 5545 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. Application, received 11-17-11
 - B. Sign Details, icon, dated 8-18-11, received 11-17-11
2. The changes to the monument sign are approved as proposed.
3. 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.

DRAFT

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: 17

**City Council
Agenda Supplement**

Meeting Date:

December 20, 2011

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2011-56 Chase Bank 1185 S. Route 31

Final Planned Unit Development Amendment to add additional wall signage.

John Streets, Doyle Signs, petitioner
232 W. Interstate Road, Addison

PZC Recommendation:

Motion to approve the recommendation of the Planning and Zoning Commission and to adopt an ordinance granting a Final PUD Amendment allowing the illuminated octagon wall signs for Chase Bank, 1185 S. Route 31.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

- The Chase Bank was approved in 2010 and there was discussion regarding the signage and the elevations. During the Planning and Zoning Commission review, Chase made some changes to their proposed signage to come into compliance with the required 150 square feet of wall signage permitted. They also reduced the size of their free-standing sign to be in compliance with the ordinance.
- Chase made changes to the exterior elevations to better match the Wal-Mart Center and provide more high quality architecture as they are located at the entrance to the City.
- Blue LED lighting was installed around the tower element. The "Chase" sign, blue light bar and octagon logos were installed above the drive-through ATM. Chase was notified that these additions were a violation of their PUD approval and they are seeking an amendment to their PUD approval to accommodate this.

Planning and Zoning Highlights:

- The Commission Members were not in favor of Chase's request to have the blue LED lighting shining on the tower area. They felt it detracted from the architecture and did not represent consistency with other buildings in the City.

- Also, the Commission felt the ATM topper signage was not necessary since a customer would already be aware that they were at Chase Bank if they were in the drive-through lane at the ATM.
- Chase requested to modify their request and eliminate the blue LED lighting for the tower as well as the ATM topper signage. They did request that they be allowed to install (2) illuminated octagon logos on either side of the tower.
- The Commission was in favor of the two octagon logos, which would add an additional 32 square feet of signage to the overall wall signage. Chase originally proposed signage that exceeded the ordinance, but revised their proposal to meet the UDO requirements.
See the table below:

Wall Signage Location	North Elevation	East Elevation	West Elevation
Signage square feet	57.61 SF	25.61 SF	57.61 SF

- The proposed octagon logos would put them at 172.83 square feet of total wall signage.

The PZC recommended **approval (6-0)** with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Doyle Signs, Inc., received 10/14/11)
 - B. Sign and Elevation Plan (NW Signs, dated 10/10/11, received 10/14/11)
 - C. Signage Exhibit (photos and lighting spec) (NW Signs, received 10/28/11)
 - D. Electrical Plan (The Design Professional, dated 06/28/10, received 11/4/11)
2. Previous conditions of Ordinance #6611 remain in effect, except as modified by this request.
3. As a condition of the Final PUD Amendment, variations are granted to allow the proposed development plans that meet the final requirements of the Planning & Zoning Commission and the City Council.
4. The petitioner shall address all of the review comments and requirements of the Engineering and Building, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR CHASE BANK 1185 S. ROUTE 31

WHEREAS, pursuant to the terms of the Petition (File #2011-56) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development to allow changes to the approved exterior elevations for lighting and the addition of wall signage to exceed the maximum of 150 square feet to allow the addition of approximately 346 square feet of wall signage as uplighting and two new illuminated logo signs as well as PUD variations to the lighting requirements, and removal of Condition #4 from Ordinance 6611 to allow signage on the drive-up ATM; and

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

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

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

SECTION I: That a Final PUD Amendment be granted to allow two new illuminated logo signs for the property located at 1185 S. Route 31, 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. Application (Doyle Signs, Inc., received 10/14/11)
 - B. Sign and Elevation Plan (NW Signs, dated 10/10/11, received 10/14/11)
2. Previous conditions of Ordinance #6611 remain in effect, except as modified by this request.
3. As a condition of the Final PUD Amendment, variations are granted to allow the proposed development plans that meet the final requirements of the Planning & Zoning Commission and the City Council.
4. The petitioner shall address all of the review comments and requirements of the Engineering and Building, and Planning and Economic Development Departments.

DRAFT

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:

CITY CLERK

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



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: UDO Text Amendment for Gasoline Station Electronic Pricing Signs.

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendations and to adopt an ordinance amending Chapter 650 of the Code of Ordinances of the City of Crystal Lake for the changes to the UDO to allow Gasoline Station Electronic Pricing Signs.

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

Background:

- At the November 1st City Council meeting, the Council referred the proposed Unified Development Ordinance (UDO) Text Amendment regarding Electronic Message Center signs for pricing only for gasoline service stations to the Planning and Zoning Commission (PZC) for a public hearing.
- Currently, gasoline station pricing signs are treated as electronic message center signs and require a Special Use Permit approval.
- The pricing signs must meet the criteria for electronic message center signs that are established in Article 2, Land Use of the UDO, most of which are not applicable to these signs.

Key Factors

- Over the past few years, a number of gas stations have requested SUP amendments or variations to allow electronic message center signs for pricing.
- Gasoline stations are required to maintain an accurate rate of gas prices which can change daily.
- Petitioners have indicated that these electronic signs are more reliable and safer than the price card method, which is becoming obsolete due to the new technology available. The petitioners have also indicated that since electronic signs update instantly, they assist in maintaining the most accurate gas price.

PZC Highlights

- Recommended **approval (6-0)** of the request.

The following conditions are recommended:

Section 2-300 Permitted Uses Table

TABLE 2-300 PERMITTED USES TABLE																	
		F	E	RE	R-1	R-2	R-3A	R-3B	O	B-1	B-2	B-4	M-L	M	W	USE CRITERIA	NAICS
Service Uses Continued																	
Signs	Electronic Message Center (EMC) Signs except Gasoline Station Electronic Pricing Signs										S					2-400C-61	
	Gasoline Station Electronic pricing signs										L	L	L	L		2-400C-62	

Section 2-400 Limited and Special Use Criteria

61. Electronic Message Center (EMC) Signs except Gasoline Station Electronic Pricing Signs

All Electronic Message Center (EMC) Signs except Gasoline Station Electronic Pricing Signs must comply with the following criteria:

62. Gasoline Station Electronic Pricing Signs

All Gasoline Station Electronic Pricing Signs must comply with the following criteria:

- a. Gasoline Electronic pricing (GEP) signs are permitted only on properties where a Special Use Permit for a gasoline station has been previously granted by the City.
- b. The GEP sign may be incorporated into one (1) free-standing business sign on the property. A new free-standing sign incorporating a GEP portion must meet all the Ordinance requirements for that sign.
- c. The GEP portion of the sign shall meet all the following design conditions:
 - A. The GEP unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the electronic pr, at night or in overcast conditions, will be no more than 40% of the daytime brightness level;
 - B. The GEP unit must be illuminated by white, amber, or green incandescent lamps, LED (light-emitting diode) or magnetic discs;

- C. The pricing displayed on the GEP unit may only transition from one message (price) to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects in between;
 - D. Except as otherwise provided herein, all messages displayed on the GEP unit must be static and may not reflect movement, flashing, scrolling or changes in shape or size of messages or portions of messages. Streaming and/or live-time video is not permitted and this function of the EMC must be disabled; and
 - E. The EMC sign must be set in a manner that the display will turn dark in case of a malfunction.
- d. The maximum gross surface area of the GEP portion of the sign shall not exceed 20 square feet.
 - e. Prices cannot switch between multiple grades on one GEP. The GEP must display only one grade or have separate GEP for each grade.

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE AMENDING CHAPTER 650 OF THE CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS, PROVIDING FOR A TEXT AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

WHEREAS, a hearing of said Petition was held before the City of Crystal Lake Planning and Zoning Commission in the manner and in the form as prescribed by Ordinance and Statute;

WHEREAS, as a result of said hearing, the taking of evidence, and the viewing of exhibits advanced thereat, the Crystal Lake Planning and Zoning Commission did recommend to the City Council of the City of Crystal Lake the granting of the requested text amendment (File #2011-59); and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, that the Crystal Lake Unified Development Ordinance, and such Ordinance as amended, be and the same is hereby amended as follows:

SECTION 1

Article 2, Land Use, Table 2-300 Permitted Uses Table is amended to include the following additions and corrections:

	F	E	RE	R-1	R-2	R-3A	R-3B	O	B-1	B-2	B-4	M-L	M	W	Use Criteria
Service Uses Continued															
Electronic Message Center (EMC) Sign Except Gasoline Electronic Pricing Signs										S					2-400C-61
Gasoline Electronic Pricing Signs										L	L	L	L		2-400C-62

Article 2, Land Use, Review Criteria for Specific Uses Table is amended to include the following additions:

61. Electronic Message Center (EMC) Signs except Gasoline Electronic Pricing Signs

All Electronic Message Center (EMC) Signs except Gasoline Electronic Pricing Signs must comply with the following standards:

62. Gasoline Electronic Pricing Signs

All Gasoline Electronic Pricing Signs must comply with the following criteria:

- a. Gasoline Electronic pricing (GEP) signs are permitted only on properties where a Special Use Permit for a gasoline station has been previously granted by the City.
- b. The GEP sign may be incorporated into one (1) freestanding business sign on the property. A new freestanding sign incorporating a GEP portion must meet all the Ordinance requirements for that sign.
- c. The GEP portion of the sign shall meet all the following design conditions:
 - (i) The GEP unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the GEP, at night or in overcast conditions, will be no more than 40% of the daytime brightness level;
 - (ii) The GEP unit must be illuminated by white, amber, or green incandescent lamps, LED (light-emitting diode) or magnetic discs;
 - (iii) The pricing displayed on the GEP unit may only transition from one message (price) to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects in between;
 - (iv) Except as otherwise provided herein, all messages displayed on the GEP unit must be static and may not reflect movement, flashing, scrolling or changes in shape or size of messages or portions of messages. Streaming and/or live-time video is not permitted and this function of the EMC must be disabled; and
 - (v) The EMC sign must be set in a manner that the display will turn dark in case of a malfunction.
- d. The maximum gross surface area of the GEP portion of the sign shall not exceed 20 square feet.
- e. Prices cannot switch between multiple grades on one GEP. The GEP must display only one grade or have separate GEP for each grade.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DRAFT

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: 19

**City Council
Agenda Supplement**

Meeting Date:

December 20, 2011

Item:

Water Softener Sandblasting and Painting Wet Interior

Staff Recommendation:

Motion to award the bid for Water Treatment Plant #3 Water Softener Sandblasting and Painting Wet Interior to the lowest responsible and responsive bidder, SBA Industrial Coating, and to adopt a resolution authorizing the City Manager to execute a service agreement with SBA Industrial Coating to complete the blasting and painting work to all three water softeners at Water Treatment Plant #3 in the amount of \$11,600.00 and with a contingency for unforeseen expenses up to 10% of the project cost.

Staff Contact:

Victor Ramirez P.E., Director of Public Works

Background:

Water Treatment Plant #3 has five total water softeners. The three water softeners in the front half of the plant are used to treat the raw water supply. These units have not been refurbished since they were installed in 1973 and the interior of these softeners are corroded and the paint has failed. To avoid structural failure of the softener vessels, the interior must be sandblasted and recoated.

On December 7, 2011, the City publicly opened and read aloud proposals for Water Softener Sandblasting and Painting Wet Interior for Water Treatment Plant #3. The following is a breakdown of bids received:

Company	One Softener	Two Softeners	Total Cost for all Three Softeners
√ SBA Industrial Coating Homer Glen, IL	\$5,900.00	\$8,800.00	\$11,600.00
International Decorators Barrington, IL	\$6,869.00	\$8,094.00	\$14,963.00
Jetco, Ltd. Prospect Heights, IL	\$6,300.00	\$11,150.00	\$16,000.00
Muscat Painting East Dundee, IL	\$6,839.00	\$11,991.00	\$17,968.00
Star Tank Corrosion Control Elkhart, IN	\$11,000.00	\$22,000.00	\$33,000.00
Tecorp, Inc. Joliet, IL	13,450.00	24,654.00	35,858.00
TMI Coatings, Inc. St. Paul, MN	30,000.00	40,000.00	46,900.00
Lecuyer Painting Sandwich, IL	22,000.00	41,000.00	59,000.00
G.P. Maintenance & Service Palos Hills, IL	20,000.00	40,000.00	60,000.00
Am-Coat Painting Homer Glen, IL	21,735.00	43,470.00	65,205.00

√ Indicates lowest responsive and responsible bidder

Recommendation:

The Public Works Department has reviewed the proposals received for completeness and accuracy in accordance with the request for proposal document. The Public Works Department staff has used SBA Industrial Coating in the past for similar projects where they have been a responsive contractor.

It is the recommendation of staff to award the contract for the Water Softener Sandblasting and Painting Wet Interior of three Softeners at Water Treatment Plant #3 to the lowest responsive and responsible bidder, SBA Industrial Coating, based on the proposal submitted.

There are sufficient funds in the FY 2011/2012 Budget for this expense.

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 SBA Industrial Coating for the Water Treatment Plant #3 Water Softener Sandblasting and Painting Wet Interior.

DATED this _____ day of _____, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

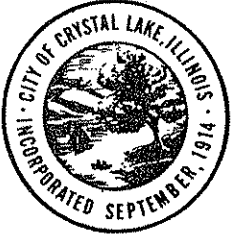
SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: Water Softening Resin

Staff Recommendation: Motion to award the proposal for the provision of water softening resin to the lowest responsible and responsive proposer, ProSep, Ltd, and adopt a resolution authorizing the City Manager to execute a purchase agreement for softening resin with ProSep, Ltd. in the amount of \$41,520.00.

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

Background:

On Wednesday, December 7, 2011, the City of Crystal Lake publicly opened and read aloud the proposals received for water softening resin. The water softening resin is used for removal of barium and hardness from drinking water and this material must be replenished and replaced every 10 -15 years. The resin in these vessels at Water Treatment Plant #3 was last changed over 15 years ago, and is due to be replaced in conjunction with a softer maintenance and painting project.

Purolite SST-60 is requested in addition to the C-100E to supplement resin lost at other water treatment plants due to breakdown of resin and backwashing of the softeners.

The following is a breakdown of the proposals received:

Bidder	Purolite (C-100E) 770 cu/ft Total		Purolite (SST-60) 40 cu/ft Total		Total
	Price per cu/ft	Delivery	Price per cu/ft	Delivery	
√ ProSep Roscoe, IL	\$46.00	\$2100.00	\$90.00	\$400.00	\$41,520.00
Huemann Water Management Johnsburg, IL	\$64.83	Included	\$116.63	Included	\$54,661.30

√ Indicates recommended lowest responsive and responsible bidder

While bids were solicited from a number of suppliers, many of the companies elected not to submit a bid because they were not able to compete with past bids submitted to Crystal Lake.

Recommendation:

The Public Works Department has reviewed the proposals received for completeness and accuracy in accordance with the request for proposal document. The Public Works Department staff has purchased water softening resin from ProSep in the past and they have been a responsive supplier. It is staff's recommendation to award the proposal to ProSep to supply the City with standard and high capacity water softening resin in accordance with the terms and conditions of the request for proposals.

There are sufficient funds in the FY 2011/2012 Budget for this expense.

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 ProSep Ltd. for the provision of water softening resin.

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: December 20, 2011

Item: Loader Unit 427 Repair Authorization

Staff Recommendation: Motion to adopt a resolution waiving the bidding requirement for the repair of the Street's Division Loader Unit 427 and authorizing the City Manager to execute a Purchase Order between the City and Roland Machinery for repairs to Loader Unit 427 in the not-to-exceed amount of \$15,270.65.

Staff Contact: Victor Ramirez, Director of Public Works

Background:

Loader Unit 427 is a 1996 Komatsu Wheel Loader utilized extensively by the Streets Division. In October, during routine maintenance, the Fleet Division noted internal parts trapped in the transmission filter/screen in Loader 427. The unit was immediately tagged out of service to prevent any further damage, as the debris appeared to be parts from the transmission. Because a full transmission service is a very laborious and technical process on Komatsu loaders, involving the removal of the cab, Unit 427 was sent to the manufacturer's authorized representative, Roland Machinery Co., in Marengo, IL.

While the cab was off the unit and further items were exposed that required maintenance, Roland was also instructed to replace heater and hydraulic pressure hoses that had shown signs of fatigue and imminent failure.

The following is a breakdown of work performed and associated costs:

• Transmission breakdown, remove and install	\$5,200
• Replace hoses, gaskets, and o-rings	\$2,505.65
• Additional labor	\$7,502
Total	\$15,207.65

Due to the specialized nature of the work required, the manufacturer's authorized representative is the only qualified entity to work on this equipment. Utilization of a third party, generic mechanic could have resulted in a much more lengthy investigation, downtime, more expensive parts, and possibly the lack of factory support.

Recommendation:

It is Staff's recommendation to adopt a resolution waiving the bidding requirement for the repair to the Streets Division Loader Unit 427 and authorizing the City Manager to execute a Purchase Order between the City and Roland Machinery for repairs to Loader Unit 427 in the not-to-exceed amount of \$15,207.65.

Votes Required to Pass:

Super majority



DRAFT

RESOLUTION

A RESOLUTION WAIVING THE BIDDING REQUIREMENTS FOR THE REPAIR OF STREETS DIVISION LOADER UNIT 427 AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER WITH ROLAND MACHINERY

BE IT RESOLVED that the bidding requirements for the repair of the Loader Unit #427 are hereby waived.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute a Purchase Order with Roland Machinery for the repairs to Loader Unit 427 in the not-to-exceed amount of \$15,207.65.

DATED this 20th day of December, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 20, 2011

APPROVED: December 20, 2011



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: Wastewater Treatment Plant #2 Centrifuge Repair Authorization

Staff Recommendation: Motion to adopt a resolution waiving the bidding requirement for the repair of the Centrifuge at Wastewater Treatment Plant #2 and authorizing the City Manager to execute a Purchase Order between the City and Centrisys Corporation for repairs to the Centrifuge at Wastewater Treatment Plant #2 in the not-to-exceed amount of \$39,825.

Staff Contact: Victor Ramirez, Director of Public Works

Just as a washing machine uses a final spin to remove excess water from clothing before they go into the dryer, a centrifuge acts as the final spin cycle in the wastewater treatment process. The end product increases the dryness of the bio-solids from 2% to 25% total solids, which can then be removed from the treatment process. In Crystal Lake, the centrifuge brings biosolids to a Class B Bio-solids designation, and gives the City the option to land apply or landfill the material. Maintaining an efficient centrifuge also saves money in the biosolids removal process, as the moisture content is often a large percentage of the total weight of the material to be hauled.

There is only one centrifuge at Wastewater Treatment Plant #2 to dewater the biosolids from the treatment process at the anaerobic digester and transfer them to the biosolids storage building. It is a relatively small unit but has a replacement cost of approximately \$250,000.

Earlier this month, staff noticed a vibration in the centrifuge, which is the first sign of a potential problem. The original equipment manufacturer and an independent company that specializes in vibration analysis, Centrisys Corporation and Flolo Corporation, evaluated the problem and determined the vibration may be the result of a piece of epoxy breaking off or possibly another cause that cannot be determined until the centrifuge is opened. This unit has not been fully serviced for ten years and since the repair involves breaking the unit down, it will require the work to include inspection and possible replacement of the bearings and seals, flights, nozzles, bowl and scroll.

In order to continue to function and also allow for the repairs, the City rented a loaner bowl and scroll portion of the centrifuge from the company to maintain operations while the centrifuge is in the shop for repair. Only one company, Centrisys, has this equipment. The repair is expected to take another week to complete. Once the repairs are made, the refurbished bowl and scroll will be re-installed along with the other repairs to the seals, bearings, flights and nozzles.

In addition to the information above, immediate emergency action was required for the following reasons:

- Continued operation without repairs could result in a catastrophic failure and much more expensive repair costs due to other components being damaged.
- The rental bowl and scroll assembly is only available now because it typically is on the road for demonstration purposes. This allows the ability to continue processing biosolids during the repair work.

Without the rental, the solids back up in the aeration tanks and secondary clarifiers, which they are not designed to handle. Additionally, this typically results in a *significant* odor issue.

- Discharge of solids from the wastewater treatment plant by not being able to process through the centrifuge will result in an IEPA permit violation.
- Conventional bidding will take 2 to 3 weeks for Council consideration/approval at the January 3, 2012 City Council meeting. Award of the contract and signatures, etc. will take an additional 2 weeks. The work would then be performed during the next 2 to 3 week period, which puts us into early February for completion. Under this scenario, essentially Wastewater Treatment Plant #2 would not be processing biosolids properly for over two months.

Centrisys Corporation has submitted a quote to perform the work, which is broken down as follows:

• Centrifuge repair – major	\$22,500
• Back drive repair – minor	\$ 5,500
• Rental of CS18-4 Centrifuge	\$ 8,000
• Site service removal and installation	\$ 3,825
Total	\$39,825

Centrisys Corporation is the only company in the region that specializes in this type of equipment and can properly perform the necessary repairs and maintenance and provide a suitable replacement while work is being completed. The cost is comparable to other work performed in the past.

Section 102.3(c) of the City Code provides a mechanism for emergency repairs. It states that:

In case of an emergency affecting the public health and safety, the City Manager or his/her designee shall authorize a vendor to perform any and all work, including special equipment repair, necessary to resolve such emergency without public advertisement. Documentation of the emergency and the need for immediate action shall be presented to the City Manager by the department head prior to such authorization. The Mayor and City Council shall be notified by telephone of the emergency contract, prior to action when practicable, or notified of its execution. The contract will be presented to the City Council at its next meeting. Such documentation shall include a complete description of the materials and equipment required and the estimated costs to be incurred. In all events, a full report of the circumstances of the emergency purchase shall be filed with the City Council and shall be open to public inspection.

The conditions referenced in the above section have been met in this circumstance. Because the centrifuge is a critical component of the wastewater treatment process and without it, Wastewater Treatment Plant #2 could not properly function, the City Manager directed Public Works staff to continue pursuing the repairs of the centrifuge. Previous notification was provided to the City Council and in conformity with Section 102.3(c) of the City Code, formal approval is being requested.

Recommendation:

It is Staff's recommendation to adopt a resolution waiving the bidding requirement for the repair of the Centrifuge at Wastewater Treatment Plant #2 and authorizing the City Manager to execute a Purchase Order between the City and Centrisys Corporation for repairs to the Centrifuge at Wastewater Treatment Plant #2 in the not-to-exceed amount of \$39,825.

Votes Required to Pass:

Super majority

DRAFT



RESOLUTION

A RESOLUTION WAIVING THE BIDDING REQUIREMENTS FOR THE REPAIR OF THE CENTRIFUGE AT WASTEWATER TREATMENT PLANT #2 AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE ORDER WITH CENTRISYS CORPORATION

BE IT RESOLVED that the bidding requirements for the repair of the Centrifuge at Wastewater Treatment Plant #2 are hereby waived.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute a Purchase Order with Centrisys Corporation for the repair of the Centrifuge at Wastewater Treatment Plant #2 in the not-to-exceed amount of \$39,825.

DATED this 20th day of December, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 20, 2011

APPROVED: December 20, 2011



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

December 20, 2011

Item:

2011 Pace Paratransit Local Share Agreement
Extension

Staff Recommendation:

Motion to approve a Resolution authorizing the City
Manager to execute an agreement to extend the
2011 Pace Paratransit Local Share Agreement until
the start of the MCRide program.

Staff Contact:

George Koczvara, Deputy City Manager
Brad Mitchell, Assistant to the City Manager

Background:

At the November 15, 2011 City Council meeting, the City Council approved an Intergovernmental Agreement (IGA) between the County of McHenry and the City of Crystal Lake, the City of McHenry, and the City of Woodstock to combine local dial-a-ride programs into one contracted service called MCRide with Pace Suburban Bus. All partner agencies have approved the IGA. The County of McHenry and Pace are currently working to finalize the contract for the MCRide program. In efforts to conduct an advertising campaign to inform the public of the changes to the dial-a-ride transit services in McHenry County, the anticipated start date for the MCRide program has been changed to February 1, 2012.

The City's 2011 Local Share Agreement for Pace Dial-A-Ride services expires December 31, 2011. Since the new MCRide program is not anticipated to begin until February 1, 2012, Pace has recommended that the 2011 Paratransit Local Share Agreement by and between Pace and the City of Crystal Lake be extended until the MCRide program begins. During this extension, all other terms and conditions of the 2011 Local Share Agreement will continue unchanged.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute an agreement to extend the 2011 Paratransit Local Share Agreement by and between Pace and the City of Crystal Lake until the start of the MCRide program.

DATED this 20th day of December, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 20, 2011
APPROVED: December 20, 2011



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: Three Oaks Recreation Area Resolution and Ordinance

Staff Recommendation:

- 1) Motion to adopt a resolution establishing rules and regulations for the operation of the Three Oaks Recreation Area.
- 2) Motion to adopt an ordinance amending Chapter 383 of the City Code, which establishes the general rules for the Three Oaks Recreation Area.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City experienced a successful 2011 season at the Three Oaks Recreation Area. Not only did the City experience great customer demand, but City Staff gained additional insights into the operation of the facility. Looking forward to 2012, this supplement outlines recommended refinements to the Three Oaks operations. It is requested that the City Council review the following items for possible action. This agenda supplement provides details regarding each of the below items.

I. Resolution Establishing Rules and Regulations for the Operation of the Three Oaks Recreation Area

1. Park Hours
2. Pavilion Rental Policy
3. Pavilion Rental Rates
4. Special Event Fees – Community Organization Fee
5. Marina Operation
6. Beach Operation and Access

II. Amend City Code Chapter 383 Related to Regulations Applicable to the Three Oaks Recreation Area

1. Parking Entrance Policy
2. Clarification of Public Gathering Requirements
3. Clarification of Special Event Permit Requirements

I. Resolution Establishing Rules and Regulations for the Operation of the Three Oaks Recreation Area

Park Hours

Based on customer use in 2011, it is recommended that the facility operating hours be reviewed for possible modification.

General Park Hours

	Existing	Proposed Change
Second Saturday in April to May 1:	Open Daily 6:30 AM - Sunset	<i>No change</i>
May 1 to Friday Before Memorial Day:	Open Daily 5:30 AM - Sunset	<i>Open Daily 6:30 AM - Sunset</i>
Memorial Day Weekend – Labor Day	Open Daily 5:30 AM - Sunset	<i>No Change</i>
Tuesday after Labor Day – October 31 st .	Open Daily 6:30 AM - Sunset	<i>No Change</i>
November – Second Friday in April	Open Daily 9:00 AM - Sunset	<i>No Change</i>

Reason for Modification

From May 1st to the Friday before Memorial Day weekend, it is recommended that the park open at 6:30 AM, instead of 5:30 AM. City Staff recommends this minor change due to limited customer traffic from 5:30 AM to 6:30 AM in May.

Marina Hours

	Existing	Proposed Change
Second Saturday in April to Friday before Memorial Day Weekend:	Open Daily 6:30 AM (5:30 AM beginning May 1) - Sunset	<i>Open Friday, Sat., and Sunday 6:30 AM – Sunset Closed Monday - Thursday</i>
Memorial Day Weekend – Labor Day	Open Daily 5:30 AM - Sunset	<i>No Change</i>
Tuesday after Labor Day – September 30 th	Open Daily 6:30 AM - Sunset	<i>No Change</i>
October 1 st – October 31 st .	Open Daily 6:30 AM - Sunset	<i>Open Friday, Sat., and Sunday, including Columbus Day 6:30 AM – Sunset Closed Monday - Thursday</i>

Reason for Modification:

It is recommended that the marina hours change for two reasons.

1. Comparable Facility Analysis: Independence Grove, in Lake County, has found that it is not economical to rent watercraft Monday through Friday in the Spring and Fall. To

reflect lower customer demand, Independence Grove has limited marina hours as follows: from the second Saturday in April until the Friday before Memorial Day weekend, the marina is open Saturday and Sunday only, from 6:30 AM – One hour before sunset. Following Labor Day, the marina is only open on Saturday and Sunday, and is closed for the season in mid-October (Columbus Day), or earlier, weather dependent.

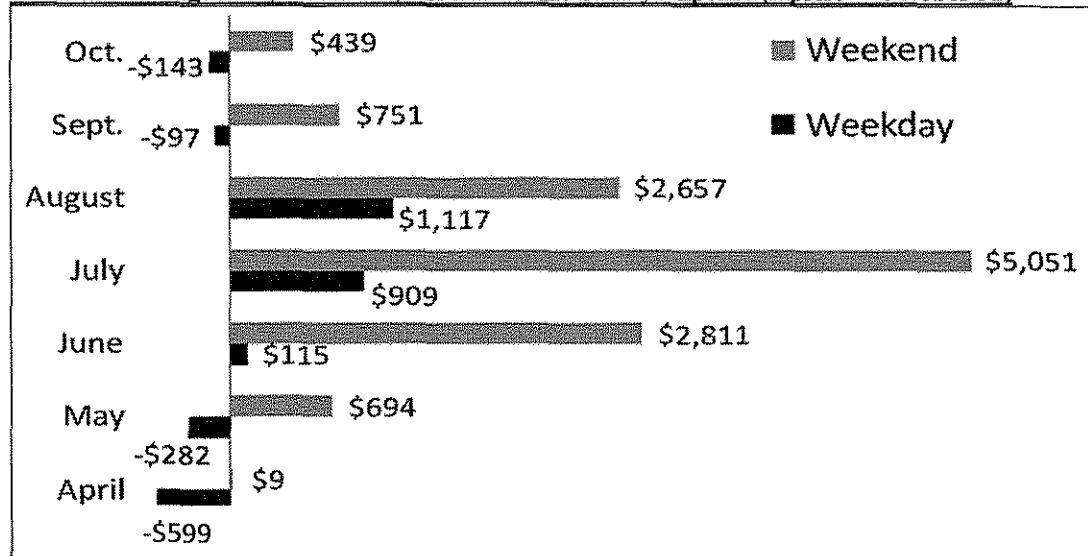
The recommended 2012 marina hours at Three Oaks are more generous than those provided by Independence Grove. Since the City received satisfactory customer traffic on Fridays in April and May, and on weekdays in September, it is recommended that the marina stay open during these times.

2. First Year Three Oaks Recreation Area Experience: In addition, City Staff is making this recommendation based on actual customer demand in the spring and fall of 2011. In 2011, the City experienced the following customer traffic in the marina (April and May figures):

- \$245 Average Daily Marina Sales. (largest volume day: \$654, least volume: \$0)
- 33% of the days (9 days out of 27 days) had sales under \$100.
- *October 2011 sales figures reflect even slower demand than reflected above.

Table 1 shows the average daily balance of revenues collected after subtracting the part-time salary expense. In April, May, September and October, the weekday numbers are negative, since weekday customer traffic is very light and weather can be poor. Attributing to this negative weekday balance is a required minimum staffing that is needed to process customer transactions, monitor patrons while they are on the water, and assist patrons with watercrafts.

Table 1: Average Daily Revenues, less Part-Time Salary Expense (April 9 – October 31)



NOTE: For every month, except April, the City covered part-time salaries with park revenues. During May, Sept., and Oct., despite weekday losses, the weekend revenue made up for losses during the week.

Pavilion Rental Policy

City Staff is recommending a change to the pavilion rental fees and the pavilion rental/use policy.

Pavilion Rental Fees

Below is a survey of pavilion rental rates for several comparable communities:

	<u>1-50 Resident</u>	<u>1-50 NR</u>	<u>50 – 100 Resident</u>	<u>50-100 NR</u>	<u>100+ Resident</u>	<u>100+ NR</u>
City of Crystal Lake (2011)	\$50	\$100	\$65	\$130	\$80	\$160
Crystal Lake Park District	Same as City of Crystal Lake in 2011.					
Lake County Forest Preserve	\$50 (off sesn) \$60 (summer)	\$100 (off sesn) \$120 (summer)	\$85(offsesn) \$100 (sum)	\$135(offssn) \$160 (sum)	\$155 (off sesn) \$180 (summr)	\$205 (off sesn) \$240 (summr)
City of McHenry	\$55	\$110	\$83	\$165	\$110 (>150)	\$220 (>150)
Lake in the Hills	\$50	\$75	\$100 Resident / \$150 NR for groups over 50			
Cary	\$50 / \$100(weekend) Resident \$100 per day / \$200(weekend) NR					
Woodstock	\$25 (family) / \$80 (Org./Corp.) Resident (Less than 100) \$50 (family) / \$80 (Org./Corp.) NR (Less than 100)				\$50 (Family) Resident \$75 (fam.)/\$125 (Org./Corp) NR	
Algonquin	\$75 Resident (local NFP exempt) \$200 NR (\$100 for NR educational purposes)					
Huntley	\$105 Resident (1-120 people) \$145 NR (1-120 people)					
Independence Grove	Weekday: \$200 Res. / \$300 NR Weekend/Holiday: \$300 Res. / \$450 NR				Weekday: \$400 Res. / \$600 NR Weekend/Holiday: \$600 Res. / \$900 NR	

Fee Recommendations

Based on the comparables, and the usage at Three Oaks, it is recommended that pavilion rental rates better reflect the market and demand. The new pricing system could incorporate the following:

1. Adjust pricing to reflect seasonal demand
2. Encourage the use of smaller pavilions, which are often underutilized

Similar to the Lake County Forest Preserve, it is proposed to have a “peak season rate” (Memorial Day to Labor Day) and a separate “off season rate” (after Labor Day to the Friday before Memorial Day). Also, to encourage the use of the smaller pavilions, it is proposed that there be a separate price structure for the large pavilion (Pavilion A) and the small pavilions (Pavilion B and C). The suggested pricing structure based on peak and non-peak seasons and pavilion size are as follows:

Pavilion A: Picnic Grove (capacity 12 picnic tables / 200 people)

The proposed change in rate is highlighted. Resident rates would remain the same as last year for both peak and non-peak season. Non-resident rates would only increase during the peak season (Memorial Day Weekend to Labor Day Weekend).

<i>Picnic Grove Pavilion Rental</i>	Resident		Non-Resident	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1-50 people (off)	\$50	\$50	\$100	\$50
1-50 people (Summer)	\$50	\$50	\$120	\$50
51-100 people (off)	\$65	\$100	\$130	\$100
51-100 people (Summer)	\$65	\$100	\$150	\$100
101 – 150 people (off)	\$80	\$150	\$160	\$150
101 – 150 people (Summer)	\$80	\$150	\$180	\$150
151 - 200 people (off)	\$100	\$200	\$200	\$200
151 - 200 people (Summer)	\$100	\$200	\$220	\$200

Pavilion B and Pavilion C: Island Pavilion and Volleyball Court Pavilion (capacity 15-20 people)

* The proposed change in rate is highlighted. To encourage pavilion use, resident and non-resident rates would decrease for rentals during the “off season” (after Labor Day to the Friday before Memorial Day).

<i>Picnic Grove Pavilion Rental</i>	Resident		Non-Resident	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1-50 people (off)	\$40	\$50	\$90	\$50
1-50 people (Summer)	\$50	\$50	\$100	\$50
51-100 people (off)	\$55	\$100	\$120	\$100
51-100 people (Summer)	\$65	\$100	\$130	\$100
101 – 150 people (off)	\$70	\$150	\$150	\$150
101 – 150 people (Summer)	\$80	\$150	\$160	\$150
151 - 200 people (off)	\$90	\$200	\$190	\$200
151 - 200 people (Summer)	\$100	\$200	\$200	\$200

Pavilion Rental/Use Policy

Based on the operational experience with the pavilion rentals and customer comments, it is proposed that the following be modified for the 2012 season:

<u>Policy Item</u>	<u>Existing Policy or Practice</u>	<u>Proposed Change</u>	<u>Reason for Change</u>
Rental Fee Collection	Rental fee collected on day of rental.	<i>The City will collect the full damage deposit and rental fee at the time of the reservation.</i>	It is impractical to collect the rental fee on the day of rental. In addition, many pavilion renters do not want the inconvenience of paying on the day of their event.
Refund Policy	Refunds given in case of inclement weather.	<i>No refunds are given in the event of inclement weather unless the City closes the park.</i>	Definitions of "inclement weather" vary with each user. Some renters demand a refund when only a portion of the day was rainy or the weather was too "windy". It is difficult for staff to determine when the inclement weather is severe enough to warrant a refund.
Cancellation Fee	There is a \$10 cancellation fee.	<i>The cancellation fee is ½ the deposit amount.</i>	The existing cancellation fee is minimal and allows people to rent several dates, without committing to one date. This occurred in 2011 on several occasions, causing desirable dates to be unrented.
Alcohol Use	Beer and wine is only allowed in the park, with the rental of a pavilion.	<i>No Change, but clarification: "Beer and wine cannot be consumed outside of the picnic grove, island pavilion or volleyball court pavilion."</i>	No change; only clarification to include all three pavilions.
Community Organization Fee	Varies by Group	<i>No rental fee (Monday-Friday) for Crystal Lake tax-exempt, non-profit groups with an address in the City of Crystal Lake (Cub Scouts, schools, resident churches, senior groups, Kiwanis Club etc.)</i>	The organization must still provide a refundable damage deposit. These organizations would be charged the regular rate on holidays and weekends.

Special Event Fees – Policy for Crystal Lake Community Groups

The City currently charges special event fees comparable to similar facilities. The below table shows the special event fees for the Crystal Lake Park District and Independence Grove.

	Base Fee/ Application Fee	Additional Fees	Tent Fee	Fee Reduction for Community Org.
Crystal Lake Park District	\$400 up to 6 hr. event \$50 for each additional hour	\$40 for dunk tanks, inflatable, etc.	\$25-\$100 per tent	None
Independence Grove	\$50 App Fee \$250 out of County fee	\$30/hr: Staff Prep/ Restore Fee \$15/hr.: General Staff \$25/hr.: Manager \$65/hr.: Security \$75 fee for generator \$75 fee for sound syst.	\$25 per tent	None
City of Crystal Lake	\$50 App Fee (under 200) \$75 App Fee (Over 200) \$150 out of City Fee	\$30/hr: Staff Prep/ Restore Fee \$15/hr.: General Staff \$12/hr.: Security \$75 fee for generator \$75 fee for sound syst.	None	<i>Varies based on event</i>

There are various options for the treatment of fees for special events organized by Crystal Lake community groups. These options would only be available for Crystal Lake tax-exempt, non-profit groups with an address in the City of Crystal Lake (i.e., Cub Scouts, schools, resident churches, senior groups, Kiwanis Club etc.)

Option #1: Evaluate each event and organization on a case-by-case basis. This is the City’s current practice. For the City Council’s reference, the below table shows how each event and group has been addressed. The City could continue this practice, which would give the City the most flexibility in addressing individual events.

<u>2011 Event</u>	<u>Organization</u>	<u>Fee Action Taken</u>	<u>Special Event Fees Collected</u>
Baptism	Crystal Lake Church	All Fees Required Staff Fee Required Damage Deposit Required	\$802 (including police and lifeguards)
Overnight Camping	Crystal Lake Boy Scouts	All Fees Waived Staff Fee Waived Damage Deposit Required	\$0
Benefit Run	Crystal Lake Organizers	Staff Fee Required Parking Fee Required Application Fee Waived	\$60

Option #2: Waive all fees, except staff fees and the damage deposit for Crystal Lake tax-exempt, non-profit groups with an address in the City of Crystal Lake (Cub Scouts, schools, resident churches, senior groups, Kiwanis Club etc.). The City Council required two of the above organizations to pay the staff fee (Baptism and Benefit Run). The City Council did waive staff fees for the overnight camping event. In general, if the City selected this option, the following fees would be waived:

- \$50 - \$75 application fee waived
- \$75 fee for generator waived
- \$75 fee for sound system waived

The largest portion of the fees, staff expenses, would still be required under this option.

Option #3: Waive all fees, except damage deposits for Crystal Lake tax-exempt, non-profit groups with an address in the City of Crystal Lake.

Option #4: Require all community organizations to pay applicable fees. This option would be consistent with the Crystal Lake Park District and Independence Grove.

Marina Operation

Clarification of Marina Operational Rules regarding age and weight limitations: Previously, the rules did not allow a 16-17 year old to rent a row boat without a trolling motor. Since a row boat, without a trolling motor, is similar to a canoe or kayak, people in this age group should also be allowed to rent a row boat. Also, the City never formalized the weight and capacity limitations per boat. Both of these changes are reflected below. These were reviewed by the City Fire Rescue Department and City's insurance provider, IRMA.

Age Restrictions

<i>Age</i>	<i>Row Boats with Trolling Motor</i>	<i>Paddle Boats</i>	<i>Canoes/Kayaks</i>
12 and under 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
15 without an adult	Cannot Rent		Rental allowed with the signature of Parent/ Guardian who is present on the grounds.
16-17 without an adult	Row Boat <u>without</u> trolling motor; allowed with the signature of Parent/Guardian who is present on the grounds.		Rental allowed with the signature of Parent/ Guardian who is present on the grounds.

Watercraft Capacity Limitations

<u>Watercraft</u>	<u>Capacity</u>
12' Row Boat	Two adults / two adults and one child / total weight of passengers cannot exceed 450 lbs. (an additional passenger may be one infant)
14' Row Boat	Three adults / two adults and two children/ total weight of passengers cannot exceed 685 lbs. (an additional passenger may be one infant)
Canoe	Three people / total weight of passengers cannot exceed 1100 lbs.
Single Kayak	One person / total weight of passenger cannot exceed 300 lbs.
Tandem Kayak	Two people / total weight of passengers cannot exceed 500 lbs.
Paddleboat (2 person)	Two people / total weight of passengers cannot exceed 735 lbs. (an additional passenger may be one infant)
Paddleboat (4 person)	Four people / total weight of passengers cannot exceed 955 lbs. (an additional passenger may be one infant)

*Infant is defined as a child under 24 months of age. The infant must be large enough to fit into a life jacket for access on the boat.

Beach Operation

The previous City Council resolution established beach use requirements. The items in this section would formalize City Staff practices and the City's beach operational experience.

Resident Beach Access

The following wording specifies the requirements for resident beach access:

Resident Beach Access

- 1. Residents shall receive free access to the beach area.***
- 2. In order to receive free access to the beach, resident children 12 – 17, coming without a parent, must provide their name, school and valid Crystal Lake address.***
- 3. In order to receive free access to the beach, resident individuals 18 or older must show a picture ID with a valid Crystal Lake address, or show an ID with a water bill, that has a valid Crystal Lake address.***

Non-Resident Beach Guests of Resident – Minimum Age to “Sponsor” Guest

City Staff recommends that residents who “sponsor” a non-resident guest into the beach area be at least 12 years of age. In order for a resident to bring in a guest, he or she must prove residency. City Staff has created a mechanism to determine residency of everyone 12 years of age and older (school ID, questions about school, etc.). This change is recommended since it can be difficult to determine residency of young children. In addition, to a certain extent, residents who bring guests into the beach are responsible for their guests that enter the beach area. It is important that the resident “sponsoring” a guest be at least the minimum required age to enter the beach by themselves.

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.

A resident must be at least 12 years of age to “sponsor” a non-resident into the beach as a guest. If the resident child is under the age of 12, the “guest” must pay the full price of admission as a non-resident.

Non-Resident Beach Access Following Row Boat Rental

The following wording specifies the requirements for entrance to the beach by non-residents who purchase a row boat:

Non-Resident patrons showing a receipt for a row boat rental are allowed free access into the beach area for the date of the rental. Limit four people per receipt.

II. Amend City Code Chapter 383 Related to Regulations Applicable to the Three Oaks Recreation Area

Requirements for Resident Parking

The general rules regarding parking and facility entry need to be changed to reflect the City’s practice of requiring all vehicles to have a valid vehicle sticker for free parking. The wording below shows the change:

“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~~ a valid vehicle sticker cannot be shown, the vehicle must pay the non-resident parking fee. **Non-resident vehicles that have a passenger who is a resident may park for free. The resident that is a passenger must show a drivers license with a valid Crystal Lake address.”**

Clarification of Public Use Requirements for Three Oaks Recreation Area

In order to better clarify acceptable uses, City Staff included greater detail in the Three Oaks Ordinance regarding the public use of the park. This ensures that both passive and active recreational opportunities at the park are conducted in accordance with their intended purpose. The following items were added or amended. *These items may be waived by the Mayor and City Council as that requirement applies to a Special Event.*

General Items

1. No person may engage in peddling, soliciting, street vending, or panhandling as defined in Chapter 385 of the City Code.
2. No person may engage in loud, threatening, or abusive language, disorderly or disruptive conduct, or other conduct that unreasonably obstructs or impedes the use of TORA by other persons.
3. No person may make or permit to be made any unreasonably loud, raucous, disturbing, or unusual noise, commotion, or vibration.

Amplified Sound

Except in accordance with a Special Event permit issued pursuant to Subsection H, no person may:

1. Make or cause to be made any amplified sound or signal including, but not limited to, any bell, chime, siren, whistle, or similar sound; or
2. Use, or knowingly cause or permit to be used, any sound amplification device including, but not limited to any loudspeaker, music or voice amplifier, public address system, or other amplification device for non-emergency purposes; or
3. Use, or knowingly cause or permit to be used, any radio, television, stereo, musical instrument, or similar device that is plainly audible to any person other than the player or operator of the device.

Podiums, Stages, Tents, and Other Structures. No person may erect or use any tent or similar structure used to provide shelter, or any step, podium, platform, stage, or similar structure or device used or intended to be used for the purpose of standing at an elevated level, except in accordance with a Special Event permit.

Sign Regulations. Except as expressly authorized by the City, or in accordance with a Special Event permit, no person may:

1. Erect any sign, flag, banner, marker, or similar device by temporarily or permanently affixing, or attempting to affix, the device to the ground or any building or structure; or
2. Carry or otherwise display any sign, message board, flag, banner, or similar device having a surface area greater than four square feet or a height greater than five feet; or
3. Carry or otherwise display any sign, message board, flag, banner, or similar device that is internally or externally illuminated.

Clarification of Special Event Permits and Approvals

Two changes are recommended regarding Special Event permits and approvals:

1. Definition of Special Event: Previously, Special Events were defined by the type of use (i.e. parade, fundraiser, concert, speeches, rallies, exhibits). The City's legal counsel recommends that the City establish more objective classifications of special events. A special event permit and approval would be needed if the event fell into any of the below categories.
 - a. The number of persons will exceed 100, except as authorized by a Picnic Pavilion event permit issued; or
 - b. The person or group desires to have exclusive use of an area or facility within TORA, except as authorized by a Picnic Pavilion event permit; or
 - c. Any person or group will use TORA facilities outside of the normal days and hours for public use of such facilities established by the Mayor and City Council; or

- d. Any stage, podium, tent, or other structure will be erected; or
 - e. Any sign, banner, marker, or similar device will be erected or displayed that does not conform with this Article; or
 - f. Any loud or amplified speech, music, or other sound will be made, or any system or device will be used to make amplified sounds or signals, that does not conform with the restrictions on noise and amplified sound contained in this Article;
 - g. Any person will swim, wade, or boat outside of the areas designated for those activities; or
 - h. Alcoholic beverages will be served, distributed, or consumed, except as authorized by a Picnic Pavilion permit.
 - i. Special or ancillary City services are requested or required in connection with the event for support, security, or other purposes, including without limitation: electricity or other utilities, site preparation or restoration assistance, police or security services, fire safety services, lifeguards or water safety services, assistance with equipment, or other City staff assistance.
2. Administrative Approval: For special events that are small in scale, the City Manager or his/her designee is authorized to grant or deny the request. The City Manager or designee can issue a permit or deny a permit for events, as long as the following requirements are met:
- No more than 100 people are reasonably anticipated to attend;
 - The event will take place entirely during hours when the requested Three Oaks facility or facilities are ordinarily open to the public.

Votes Required to Pass:

Simple majority vote of the City Council.

**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 person 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 – sunset.
2. Marina: ~~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 (beginning second weekend in April – **Friday before Memorial Day Weekend**): **Open Friday, Saturday and Sunday**, Sunrise (but not earlier than 6:30 AM) – Sunset
 - Summer Hours (**Saturday of Memorial Day Weekend** ~~May-August~~ **Labor Day**): **Open Daily**, Sunrise (but not earlier than 5:30 AM) – Sunset
 - Fall Hours:
 1. **(Tuesday after Labor Day – September 30th): Open Daily, Sunrise (but not earlier than 6:30 AM) - Sunset**
 2. **(October): Open Friday, Saturday and Sunday**, Sunrise (but not earlier than 6:30 AM) – Sunset
3. Facility and Trails hours of operation shall be from:
 - Spring Hours (April – **Friday before Memorial Day Weekend**): 6:30 AM – Sunset
 - Summer Hours (**Saturday of Memorial Day Weekend** ~~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 Rental	\$50 Deposit \$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

Pavilion A: Picnic Grove (capacity 12 picnic tables / 200 people)

<i>Picnic Grove Pavilion Rental</i>	Resident		Non-Resident	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1-50 people (off)	\$50	\$50	\$100	\$50
1-50 people (Summer)	\$50	\$50	\$120	\$50
51-100 people (off)	\$65	\$100	\$130	\$100
51-100 people (Summer)	\$65	\$100	\$150	\$100
101 - 150 people (off)	\$80	\$150	\$160	\$150
101 - 150 people (Summer)	\$80	\$150	\$180	\$150
151 - 200 people (off)	\$100	\$200	\$200	\$200
151 - 200 people (Summer)	\$100	\$200	\$220	\$200

Pavilion B and Pavilion C: Island Pavilion and Volleyball Court Pavilion (capacity 15-20 people / two fixed picnic tables)

<i>Picnic Grove Pavilion Rental</i>	Resident		Non-Resident	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1-50 people (off)	\$40	\$50	\$90	\$50
1-50 people (Summer)	\$50	\$50	\$100	\$50
51-100 people (off)	\$55	\$100	\$120	\$100
51-100 people (Summer)	\$65	\$100	\$130	\$100
101 - 150 people (off)	\$70	\$150	\$150	\$150
101 - 150 people (Summer)	\$80	\$150	\$160	\$150
151 - 200 people (off)	\$90	\$200	\$190	\$200
151 - 200 people (Summer)	\$100	\$200	\$200	\$200

* ~~There is a \$10.00 cancellation fee.~~ The cancellation fee shall be ½ the deposit amount.

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

3. Summer Fees shall be in effect from Memorial Day Weekend – Labor Day.
4. Pavilion rental fees for Crystal Lake tax exempt, non-profit groups with an address in the City of Crystal Lake, will be waived Monday – Friday. The deposit is still required.
5. Pavilions are available for reservation from 9:00 AM – Sunset.
6. The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles.
7. No sound-amplifying devices are allowed.
8. Picnic tables may not be moved to different locations.
9. No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval.
10. 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.
11. No soliciting on the property.
12. No advertising signs on the property.
13. 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.
14. ~~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, **including showing proof of insurance and holding harmless/indemnifying 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>
12 and under 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
<u>15 without an adult</u>	Cannot Rent		Rental allowed with the signature of Parent/ Guardian who is present on the grounds.
<u>16-17 without an adult</u>	<u>Row Boat without trolling motor; allowed with the signature of Parent/Guardian who is present on the grounds.</u>		

2. Watercraft Capacity Limitations:

<u>Watercraft</u>	<u>Capacity</u>
12' Row Boat	Two adults / two adults and one child / total weight of passengers cannot exceed 450 lbs. (an additional passenger may be one infant)
14' Row Boat	Three adults / two adults and two children/ total weight of passengers cannot exceed 685 lbs. (an additional passenger may be one infant)
Canoe	Three people / total weight of passengers cannot exceed 1100 lbs.
Single Kayak	One person / total weight of passenger cannot exceed 300 lbs.
Tandem Kayak	Two people / total weight of passengers cannot exceed 500 lbs.
Paddleboat (2 person)	Two people / total weight of passengers cannot exceed 735 lbs. (an additional passenger may be one infant)
Paddleboat (4 person)	Four people / total weight of passengers cannot exceed 955 lbs. (an additional passenger may be one infant)

3. All renters must complete the City-issued equipment rental agreement.
4. All renters and passengers on watercraft must wear a USCG approved Personal Flotation Device (PFD).
5. 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.
6. Docking by canoes and kayaks only is permissible on the marina island. Watercraft cannot dock on any other island, shoreline, or boardwalk.
7. No access is allowed to any island, except for the marina island.
8. Three Oaks Staff reserves the right to deny use of watercraft at any time in their sole discretion.
9. 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.

10. 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.
11. 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.
12. 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 person 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.

Resident Beach Access

- 1. Residents shall receive free access to the beach area.
- 2. In order to receive free access to the beach, resident children 12 – 17, coming without a parent, must provide their name, school and valid Crystal Lake address.
- 3. In order to receive free access to the beach, resident individuals 18 or older must show a picture ID with a valid Crystal Lake address, or show an ID with a water bill, that has a valid Crystal Lake address.

Non-Resident Beach / Playground / Spray Park Fee

Category	Beach Admission Fee
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. **A resident must be at least 12 years of age to “sponsor” a non-resident into the beach as a guest. If the resident child is under the age of 12, the non-resident guest must pay the full price of admission as a non-resident.**

Non-resident patrons showing a receipt fro a row boat rental are allowed free access into the beach area for the date of the rental. Limit four people per receipt.

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

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

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



DRAFT

**ORDINANCE AMENDING THE CRYSTAL LAKE CITY CODE
RELATED TO REGULATIONS APPLICABLE
TO THE THREE OAKS RECREATION AREA**

WHEREAS, in 2011 the City of Crystal Lake established a new public facility named the Three Oaks Recreation Area ("**TORA**"); and

WHEREAS, TORA contains a variety of recreational facilities, including a beach, fishing areas, rental marina, forest and open space, walking trails, playground and spray park, picnic facilities, and concession stand; and

WHEREAS, the Mayor and City Council determined that it is in the best interest of the City and its residents to provide a place in which residents and other members of the public can enjoy recreational activities in a natural environment free from disruptions and disturbances such as interruptions, excessive noise, traffic, and light pollution that typically characterize the urban environment; and

WHEREAS, the Mayor and City Council created TORA to be that place; and

WHEREAS, TORA is a unique venue for residents and the general public who desire to sunbath, swim, fish, boat, walk, hike, picnic, and engage in other, similar outdoor activities; and

WHEREAS, TORA is distinct from the urbanized areas of the City and is intended to provide a tranquil and restful atmosphere in which City residents and the general public can enjoy the outdoors; and

WHEREAS, the Mayor and City Council desire to preserve the existing environment of TORA with its natural beauty and character, to preserve the tranquil and restful atmosphere of TORA, and to ensure that both the passive and active recreational opportunities and facilities within TORA are used in accordance with their intended purposes; and

WHEREAS, the public's use of TORA has been subject to general regulations since the day that TORA was opened, including among other things parking and entrance fees, motor vehicle and private watercraft restrictions, and hunting and fishing regulations, and TORA has never been held out for use, or used, in any manner inconsistent with the vision and determinations of the Mayor and City Council; and

WHEREAS, the Mayor and City Council have determined that, to reserve TORA for its intended purpose and in the best interests of the City, City residents, and the general public, it is appropriate to establish regulations for the use of TORA that are designed specifically to create an environment and atmosphere different from the more urban environment and atmosphere at all other City facilities;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

Section 1: Amendment of City Code Section 383-1. Section 383-1, titled "General Rules," of Article I, titled "Three Oaks Recreation Area," of Chapter 383, titled "Parks and Recreation," is hereby amended in its entirety to read as follows:

Part 2
General Legislation

Chapter 383
Parks and Recreation

ARTICLE I
Three Oaks Recreation Area
[Previously codified as Chapter 238]

§ 383-1. Rules, Regulations, and Standards.

The following rules, regulations, and standards apply to all persons using the Three Oaks Recreation Area ("TORA") and all activities occurring within TORA.

A. General Rules; Use of Property and Facilities.

1. No unauthorized motorized vehicles are allowed on any trail.
2. All litter, as defined in Chapter 334 of the Code of Ordinances of the City of Crystal Lake, must be deposited in the proper receptacles.
3. All persons must stay on designated trails or within the areas that are designated for use by the public.
4. No person may damage or disturb any flora or fauna.
5. No hunting, butterfly collecting, rock collecting, or other forms of hobbyist activities are allowed.
6. No firearms are allowed.
7. Camping and all forms of open fires are prohibited everywhere, except only as authorized in advance in writing by the Mayor and City Council.
8. In-line skating and skateboarding are permitted only on paved trails, but in-line skating and skateboarding are prohibited at all times on the trails and concrete walkways surrounding the picnic grove, the lake house, and the marina and in the beach and playground area.
9. The use of tobacco products is prohibited at all times within the beach areas, sand areas, spray park area, playground areas, and concession patios.

10. No person may engage in peddling, soliciting, street vending, or panhandling as defined in Chapter 385 of the Code of Ordinances of the City of Crystal Lake.
 11. No person may engage in loud, threatening, or abusive language, disorderly or disruptive conduct, or other conduct that unreasonably obstructs or impedes the use of TORA by other persons.
 12. No person may make or permit to be made any unreasonably loud, raucous, disturbing, or unusual noise, commotion, or vibration.
- B. Swimming, Diving, and Boating. No person may wade or swim in any areas of the lakes other than those areas designated for swimming, except in accordance with a Special Event permit issued pursuant to Subsection H. Wading and swimming is permitted in the designated areas only when lifeguards are on duty. Skin diving and scuba diving are prohibited except with a certified dive instructor as a part of skin diving or scuba diving classes approved by the City. Diving and swimming from watercraft is prohibited. No (1) outside watercraft, marine outboard motors, paddles, oars, or other marine boating accessories or (2) inflatable rafts, tubes, or similar inflatable items are allowed on the north and south lakes.
- C. Hours of Operation. The Mayor and City Council may establish, from time to time, the days and hours during which the various facilities of TORA will be open to the public. The Mayor and City Council also may provide for closure of all or part of TORA during its normal hours of operation for holidays, special events, weather conditions, or other circumstances.
- D. Amplified Sound. Except in accordance with a Special Event permit issued pursuant to Subsection H, no person may:
1. Make or cause to be made any amplified sound or signal including, but not limited to, any bell, chime, siren, whistle, or similar sound; or
 2. Use, or knowingly cause or permit to be used, any sound amplification device including, but not limited to any loudspeaker, music or voice amplifier, public address system, or other amplification device for nonemergency purposes; or
 3. Use, or knowingly cause or permit to be used, any or radio, television, stereo, musical instrument, or similar device that is plainly audible to any person other than the player or operator of the device.
- E. Podiums, Stages, Tents, and Other Structures. No person may erect or use any tent or similar structure used to provide shelter, or any step, podium, platform, stage, or similar structure or device used or intended to be used for the purpose of standing at an elevated level, except in accordance with a Special Event permit issued pursuant to Subsection H.
- F. Sign Regulations. Except as expressly authorized by the City, or in accordance with a Special Event permit issued pursuant to Subsection H, no person may:

1. Erect any sign, flag, banner, marker, or similar device by temporarily or permanently affixing, or attempting to affix, the device to the ground or any building or structure; or
 2. Carry or otherwise display any sign, message board, flag, banner, or similar device having a surface area greater than four square feet or a height greater than five feet; or
 3. Carry or otherwise display any sign, message board, flag, banner, or similar device that is internally or externally illuminated.
- G. Alcoholic Beverages. No person may possess, consume, serve, or distribute alcoholic beverages in TORA, except in accordance with a Special Event Permit or Picnic Pavilion Permit issued pursuant to Subsection H or I and in compliance with Section 383-2 of this Article.
- H. Special Events; Permit Required.
1. Special Event Defined. For the purposes of this Subsection H, a "Special Event" is any event or congregation of citizens within TORA when:
 - a. The number of persons will exceed 100, except as authorized by a Picnic Pavilion event permit issued pursuant to Section I; or
 - b. The person or group desires to have exclusive use of an area or facility within TORA, except as authorized by a Picnic Pavilion event permit issued pursuant to Section I; or
 - c. Any person or group will use TORA facilities outside of the normal days and hours for public use of such facilities established by the Mayor and City Council; or
 - d. Any stage, podium, tent, or other structure will be erected; or
 - e. Any sign, banner, marker, or similar device will be erected or displayed that does not conform with this Article; or
 - f. Any loud or amplified speech, music, or other sound will be made, or any system or device will be used to make amplified sounds or signals, that does not conform with the restrictions on noise and amplified sound contained in this Article;
 - g. Any person will swim, wade, or boat outside of the areas designated for those activities; or
 - h. Alcoholic beverages will be served, distributed, or consumed, except as authorized by a Picnic Pavilion permit issued under to Subsection I.
 - i. Special or ancillary City services are requested or required in connection with the event for support, security, or other purposes, including without

limitation: electricity or other utilities, site preparation or restoration assistance, police or security services, fire safety services, lifeguards or water safety services, assistance with equipment, or other City staff assistance.

2. Permit Required. No person may host, conduct, or participate in a Special Event unless a written permit for that Special Event has first been obtained from the City. The Mayor and City Council may adopt, from time to time, forms and procedures for the submission of Special Event permit applications, consistent with the requirements of this Subsection.
3. Permit Fees and Other Costs. The Mayor and City Council may adopt, from time to time, a schedule of fees for Special Event permit applications under this Article. The Mayor and City Council may also adopt, from time to time, requirements for the payment of security deposits or use fees in connection with the use of City property. The applicant must pay all applicable fees. Additionally, the applicant must pay for all personnel and other costs incurred by the City as a result of the Special Event.
4. Application for Permit. An application for a Special Event permit must be made in writing to the City in accordance with the procedures and requirements established by the Mayor and City Council pursuant to this Subsection.
5. Contents of Permit Application. A Special Event permit application must set forth the following information:
 - a. The name, address, and telephone number of the applicant and a contact person for the Special Event.
 - b. The date, time, specific location, and expected duration, including any set-up and clean-up, of the Special Event.
 - c. The approximate number of persons expected to attend or participate in the Special Event.
 - d. A description of any signs, banners, markers, or structures including, but not limited to, stages, podiums, platforms, or tents proposed to be erected or displayed in connection with the Special Event.
 - e. A description of any sound-amplification systems or devices proposed to be used in connection with the Special Event, and a description of how such systems or devices will be used.
 - f. A description of any other equipment, systems, or vehicles that will be used in connection with the Special Event.
 - g. A description of any proposed service, distribution, possession, or consumption of alcoholic beverages.

- h. Proof of compliance with all applicable federal, State, and City licensure, permitting, and insurance coverage requirements, including proof of insurance coverage in the minimum amounts established by the City from time to time for Special Events.
 - i. Such other information as may be reasonably required or requested by the City.
6. Incomplete Permit Application. If, upon receipt of a Special Event permit application, the City determines that the application is incomplete, the City may, but is not required to, provide the applicant with an opportunity to submit additional or supplemental information before denying the application.
7. Grant or Denial of Application by City Manager.
- a. The City Manager, or his or her designee, is authorized to review and grant or deny an application for a Special Event permit and issue the requested permit if all of the following requirements are met with respect to the proposed Special Event:
 - (1) No more than 100 people are reasonably anticipated to attend;
 - (2) The event will take place entirely during hours when the requested TORA facility or facilities are ordinarily open to the public; and
 - b. After review of an application under Subsection H5, the City Manager or his or her designee may refer that application to the City Council if the Manager or his or her designee determines it is appropriate to have the City Council review the application. An application that is referred to the City Council will be considered as provided in Subsection H8.
 - c. After receipt of a Special Event permit application, the City Manager or his or her designee will, within 10 business days, either (1) grant the application and issue the requested permit, (2) deny the Special Event permit application, (3) request additional or supplemental information if the application is incomplete, or (4) refer the Special Event permit application to the City Council.
 - d. Applications may be denied by the City Manager or his or her designee for any one or more of the following reasons:
 - (1) The application was not properly submitted in accordance with this Subsection;
 - (2) Applicable permit fees, security deposits, or other fees and costs have not been paid by the applicant;
 - (3) The application is incomplete;

- (4) The application contains false, misleading, or incorrect information; or
 - (5) The application does not meet one or more of the requirements listed in this Subsection H.
- e. If the City Manager, or his or her designee, denies the application, the reasons for rejection must be communicated to the applicant, in writing, at the time of rejection.

8. Grant or Denial of Application by City Council.

- a. A Special Event permit application will be submitted to the City Council if it does not meet all of the requirements of Subsection H7a or if it is referred to the City Council by the City Manager or his or her designee pursuant to Subsection H7b.
- b. Upon receipt of a Special Event permit application, the City Council will schedule the application for consideration during a regular meeting of the body. In determining whether to grant or deny the application, the City Council will consider whether (1) the application was properly submitted and is complete and correct, (2) all applicable fees and other costs have been paid by the applicant, and (3) the proposed Special Event is in the best interests of the public health, safety, and welfare of the City and its residents.
- c. If the City Council grants an application for a Special Event permit, it may issue the permit subject to such conditions or restrictions as it deems necessary and appropriate to protect the public health, safety, and welfare of the City and its residents.

I. Picnic Pavilions; Permit Required.

- 1. Picnic Pavilion Defined. For the purposes of this Subsection I, "Picnic Pavilion" means the areas of TORA designated by the City as Picnic Grove Pavilion, Island Pavilion, and Volleyball Court Pavilion.
- 2. Permit Required. No group, regardless of the group's size, may have or claim to have exclusive use of any Picnic Pavilion within TORA unless a permit authorizing exclusive use has been issued in advance to that group by the City Manager or his or her designee. The Mayor and City Council may adopt, from time to time, forms and procedures for the submission of Picnic Pavilion permit applications, consistent with the requirements of this Subsection.
- 3. Fees and Deposits. The Mayor and City Council may adopt, from time to time, a schedule of fees for Picnic Pavilion permit applications under this Article. The Mayor and City Council may also, from time to time, adopt requirements for the payment of security deposits or use fees in connection with the use of Picnic Pavilions and related City property.

4. Application for Permit. An application for a Picnic Pavilion permit must be made in writing to the City in accordance with the procedures and requirements established by the Mayor and City Council pursuant to this Section.
5. Contents of Permit Application. A Picnic Pavilion permit application must set forth the following information:
 - a. The name, address, and telephone number of the applicant and a contact person for the Picnic Pavilion event.
 - b. A description of the type of event or activity for which the Picnic Pavilion will be used.
 - c. The name of the Picnic Pavilion that the applicant requests to use and a specific description of any areas or facilities outside the Picnic Pavilion that will be used in connection with the Picnic Pavilion event.
 - d. The date, time, and expected duration, including any set-up and clean-up, of the Picnic Pavilion event.
 - e. The approximate number of persons expected to attend or participate in the Picnic Pavilion event.
 - f. A description of any equipment, systems, or vehicles that will be used in connection with the Special Event.
 - g. A description of any proposed service, distribution, possession, or consumption of alcoholic beverages.
 - h. Proof of compliance with all applicable federal, State, and City licensure, permitting, and insurance coverage requirements, including proof of insurance coverage in the minimum amounts established by the City from time to time for Picnic Pavilion events.
 - i. Such other information as may be reasonably required or requested by the City.
6. Incomplete application. If, upon receipt of a Picnic Pavilion permit application, the City determines that the application is incomplete, the City may, but is not required to, provide the applicant with an opportunity to submit additional or supplemental information before denying the application.
7. Grant or Denial of Application.
 - a. After receipt of a Picnic Pavilion permit application, the City Manager or his or her designee will, within 10 business days, either (1) grant the application and issue the requested Picnic Pavilion permit, (2) deny the application, or (3) request additional or supplemental information if the application is incomplete.

- b. Applications may be denied by the City Manager or his or her designee for one or more of the following reasons:
 - (1) The number of persons expected to attend exceeds the reasonable capacity for the Picnic Pavilion and surrounding area requested;
 - (2) The application is not consistent with the rules and regulations for the use of TORA in accordance with this Article.
 - (3) The application was not properly submitted in accordance with this Subsection;
 - (4) All applicable permit fees, security deposits, and other fees or costs have not been paid by the applicant;
 - (5) The application is incomplete; or
 - (6) The application contains false, misleading, or incorrect information.
- c. If the City Manager or his or her designee denies the application, then the reasons for rejection must be communicated to the applicant, in writing, at the time of rejection.

§ 383-4. Parking lot and facility entry

- A. Parking is only allowed in designated parking lots.
- B. Parking is not allowed on the roadways.
- C. No recreational vehicles, buses or trailers may be parked in the parking lot; however, buses may drop off patrons at the facility.
- D. Crystal Lake residents shall receive free parking. Residents must show proof of a valid vehicle sticker. If a valid vehicle sticker cannot be shown, the vehicle must pay the non-resident parking fee. Non-resident vehicles that have a passenger who is a resident may park free. The resident that is a passenger must show a drivers license with a valid Crystal Lake address
- E. Nonresident parking fees shall be established by resolution of the Mayor and City Council.

Section 2: Amendment of City Code Section 379-1. Section 379-1, titled "Permit Required," of Chapter 379, titled "Parades and Open-Air Meetings," is hereby amended in part to read as follows:

Part 2
General Legislation

Chapter 379
Parades and Open-Air Meetings

§ 379-1. Permit Required.

No person shall participate in a parade or open-air meeting held on any public way or on any public property unless a written permit therefor shall first be obtained from the Chief of Police or his/her designee. This Chapter does not apply to any parade or open-air meeting held within the Three Oaks Recreation Area. Use of the Three Oaks Recreation Area for special events is governed by Chapter 383 of the Code of Ordinances of the City of Crystal Lake.

Section 3: Amendment of City Code Section 379-2. Section 379-2, titled "Definitions," of Chapter 379, titled "Parades and Open-Air Meetings," is hereby amended in part to read as follows:

Part 2
General Legislation

Chapter 379
Parades and Open-Air Meetings

§ 379-2. Definitions.

PARADE. Any parade, march, ceremony, show, exhibition, pageant, or procession of any kind, or any similar display, in or upon any street, park or other public place in the municipality, except within the Three Oaks Recreation Area.

OPEN-AIR MEETING. Any congregation of citizens held outdoors and upon any public property for the purpose of hearing speakers or discussing some matter of common interest where the number of participants expected may reasonably be assumed to exceed 50, except within the Three Oaks Recreation Area.

Section 4: Amendment of City Code Section 385-11. Section 385-11, titled "Denial of License." of Article II, titled "Solicitors," of Chapter 385, titled "Peddlers, Solicitors, and Transient Vendors," is hereby amended in part to read as follows:

Part 2
General Legislation

Chapter 385
Peddlers, Solicitors, and Transient Vendors

ARTICLE II
Solicitors

§ 385-11. Denial of License.

No such license shall be issued to:

~~E. Any person employed by or representing a religious organization which is not a part of a valid or recognized religion.~~

F. ~~E.~~ Any person who, at the time of application for renewal of any license issued hereunder, would not be eligible for such license upon original application.

G. ~~E.~~ Any person employed by or representing a firm, corporation or other organization, if any partner, officer or managing agent of such firm, corporation or organization would not be eligible for a license hereunder upon an individual application.

Section 5: Amendment of City Code Section 358-3. Section 358-3, titled "Scope," of Article I, titled "Reasonable Person Standards," of Chapter 358, titled "Noise," is hereby amended in part to read as follows:

Part 2
General Legislation

Chapter 358
Noise

ARTICLE I
Reasonable Person Standard

§ 358-3 Scope.

This article applies to the control of all sound originating within the jurisdictional limits of the City of Crystal Lake. Additional noise regulations applicable to the Three Oaks Recreation Area are found in Article I of Chapter 383 of this Code.

Section 6: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

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

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: _____, 2011

APPROVED: _____, 2011

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



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: Resolution authorizing the City Manager to sign a required revision of the VALIC voluntary 457 Plan for City of Crystal Lake employees

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to sign the revised plan for the VALIC voluntary 457 Plan for City of Crystal Lake employees.

Staff Contact: Ann Everhart, Director of Human Resources

Background:

We have been advised of certain required changes that must be made to the City of Crystal Lake's VALIC 457 Plan. This plan is an optional benefit provided to City of Crystal Lake employees that allows them to voluntarily save for retirement through payroll deduction. There is no contribution to these funds by the City of Crystal Lake and participation on the employee's part is by his or her choice. The required revisions to the plan include incorporation of the elements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (the HEART Act), the Worker, Retiree and Employer Recovery Act of 2008 (WRERA) and the Small Business Jobs Act of 2010 (the Jobs Act).

Votes Required to Pass: Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS the City of Crystal Lake established the City of Crystal Lake VALIC 457b Deferred Compensation Plan effective July 12, 2004 (with a revision effective on December 31, 2005) for the voluntary benefit of its employees and their beneficiaries.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby amends and restates the Plan to incorporate the required changes to include the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (the HEART Act), the Worker, Retiree and Employer Recovery Act of 2008 (WRERA) and the Small Business Jobs Act of 2010 (the Jobs Act) in the form of the Plan attached hereto; and,

BE IT RESOLVED, FURTHER, that the City Manager of the City of Crystal Lake, or his delegate, is hereby authorized to execute the amendment and restatement of the Plan effective December 31, 2011.

Dated this 20th day of December, 2011.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

DRAFT

Nick Kachiroubas, City Clerk

Passed:

Approved:



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date: December 20, 2011

Item: Resolution authorizing the City Manager to execute the 2011-2014 Collective Bargaining Agreement between the City of Crystal Lake and the Crystal Lake Professional Firefighters Association Local 3926

Staff Contact: Ann Everhart, Human Resources Director

Background: We are pleased to present to the Mayor and City Council a new collective bargaining agreement between the City of Crystal Lake and the Crystal Lake Professional Firefighters Association Local 3926. This is the fourth contract for this bargaining unit and its development involved many negotiation sessions over the past 9 months. The end result provides the City and our firefighter paramedics with consistency in benefit levels, competitive benefits and compensation, compliance with regulations and clear contract language. The Firefighter Paramedics and Lieutenants unanimously agreed to ratify the contract at their meeting on December 5, 2011. A summary of the contract changes is attached.

Votes Required to Pass: Simple Majority.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute the 2011-2014 Collective Bargaining Agreement between the City of Crystal Lake and the Crystal Lake Professional Firefighters Association Local 3926.

Dated this 20th day of December 2011.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

Passed: December 20, 2011
Approved: December 20, 2011



Agenda Item No: 27

City Council Agenda Supplement

Meeting Date:

December 20, 2011

Item:

Intergovernmental Agreement between the Village of Algonquin and the City of Crystal Lake for use of Village/City Hall facilities in the event of an emergency.

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an Intergovernmental Agreement between the Village of Algonquin and the City of Crystal Lake for use of Village/City Hall facilities in the event of an emergency.

Staff Contact:

George Koczwara, Deputy City Manager

Background:

The attached Intergovernmental Agreement provides a mechanism for emergency mutual assistance between the City and the Village of Algonquin in the case either's Village/City Hall is rendered uninhabitable.

The Emergency Government Relocation Act (50 ILCS 5/0.01 *et seq.*) provides, in part: "Whenever, due to an emergency resulting from the effects of enemy attack, or the anticipated effects of a threatened enemy attack, it becomes imprudent, inexpedient or impossible to conduct the affairs of local government at the regular or usual place or places thereof, the governing body of each political subdivision of this State may meet at any place within or without the territorial limits of such political subdivision on the call of the presiding officer or any two members of such governing body, and shall proceed to establish and designate by ordinance, resolution or other manner, alternate or substitute sites or places as the emergency temporary location, or locations, of government where all, or any part, of the public business may be transacted and conducted during the emergency situation.

In the event of a natural or man-made emergency occurrence that impacts the habitability of either's Village/City Hall, the Hosting Municipality may agree to allow the Stricken Municipality the use of its Board Room/Council Chambers to set up temporary offices so that the Stricken Municipality may continue operations until such time as its own Village/City Hall is again safe for occupancy or for a period not to exceed 60 days, whichever occurs sooner. The Hosting Municipality would agree to hold their Village Board/City Council meetings either off site or in another area of the Village/City Hall during the time of the Stricken Municipality's use of the Board Room/Council Chambers.

Recommendation:

As part of emergency preparation planning, it is staff's recommendation that the City of Crystal Lake enter into an Intergovernmental Agreement between the Village of Algonquin and the City of Crystal Lake for use of Village/City Hall facilities in the event of an emergency. The City's risk manager has reviewed the proposed agreement.

Votes Required to Pass:

Simple majority



DRAFT

A Resolution Authorizing an Intergovernmental Agreement between the Village of Algonquin and the City of Crystal Lake for use of Village/City Hall Facilities in the Event of an Emergency.

WHEREAS, the Emergency Government Relocation Act (50 ILCS 5/0.01 *et seq.*) provides, in part: "Whenever, due to an emergency resulting from the effects of enemy attack, or the anticipated effects of a threatened enemy attack, it becomes imprudent, inexpedient or impossible to conduct the affairs of local government at the regular or usual place or places thereof, the governing body of each political subdivision of this State may meet at any place within or without the territorial limits of such political subdivision on the call of the presiding officer or any two members of such governing body, and shall proceed to establish and designate by ordinance, resolution or other manner, alternate or substitute sites or places as the emergency temporary location, or locations, of government where all, or any part, of the public business may be transacted and conducted during the emergency situation;" and

WHEREAS, both Parties recognize that natural or man-made emergency occurrences may result in a situation where one Party's Village/City Hall is rendered uninhabitable and that both Parties hereby express an intent to assist the other by allowing the Stricken Party to utilize a portion of the other Party's Village/City Hall in such emergency situations.

NOW, THEREFORE, BE IT RESOLVED that the City of Crystal Lake gives full support and approval to the Intergovernmental Agreement between the Village of Algonquin and the City of Crystal Lake for use of Village/City Hall facilities in the event of an emergency and authorizes the City Manager to execute said agreement.

BE IT FURTHER RESOLVED that the discretion for assistance is the prerogative of the City Manager or his designee.

BE IT FINALLY RESOLVED that this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

DATED this 20th day of December, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: December 20, 2011
APPROVED: December 20, 2011