



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
March 6, 2012
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 21, 2012 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
7. **Mayor's Report**
8. **Council Reports**
9. **Consent Agenda**
 - a. **St. Thomas the Apostle Church request to close Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property on April 6, 2012 during their reenactment of the Stations of the Cross.**
 - b. **March of Dimes Walk/Run request to close Ridgfield Road from approximately 500 feet north of Route 14 to 2,000 feet north of Route 14 and from approximately 1,500 feet south of Tartan Drive to 300 feet north of Tartan Drive on May 20, 2012.**
 - c. **Glacier Ridge Elementary School “Paws for the Pantry” Run request to close Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road on April 22, 2012.**
 - d. **Ordinance designating items as surplus equipment and authorizing execution of an agreement for the sale of the surplus equipment utilizing an on-line auction.**
10. **Gala Events, 1275 Randall Road – Special Use Permit for outside storage of trucks.**
11. **Go 24-7 Fitness, 141 N. Main Street – Variation from the required 34 parking spaces to allow the existing parking in its existing condition.**
12. **Bryn Mawr Subdivision, Unit 1 building matrix clarification.**
13. **Bid award and resolution authorizing execution of a contract for the 2012 Drainage Structure Adjustment and Reconstruction Program and allowing for a 10 percent contingency.**
14. **Bid award and resolution authorizing execution of a service agreement for manhole lining and rehabilitation services of City infrastructure with a 10% contingency for unforeseen expenses.**

15. **Bid award and resolution authorizing execution of a service agreement for sanitary sewer pipe joint grouting services of City infrastructure.**
16. **Resolution authorizing reimbursement to Crystal Lake School District 47 for the City of Crystal Lake's share of sidewalk reconstruction improvements at Husmann Elementary School.**
17. **Resolution authorizing execution of an intergovernmental agreement with the Illinois State Police for services with the North Central Narcotics Task Force.**
18. **Council Inquiries and Requests**
19. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
20. **Reconvene to Regular Session.**
21. **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: 9a

**City Council
Agenda Supplement**

Meeting Date:

March 6, 2012

Item:

St. Thomas the Apostle Church Street Closure Request

Staff Recommendation:

Motion to approve the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property on Friday, April 6, 2012, from 2:00 p.m. to 7:00 p.m. during the reenactment of the Stations of the Cross.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from St. Thomas the Apostle Church for the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property on Friday, April 6, 2012, from 2:00 p.m. until 7:00 p.m. for the safety of those attending the reenactment of the Stations of the Cross on Good Friday. This reenactment will take place from 5:00 p.m. to 7:00 p.m. on the Church grounds only. The performers will begin set-up around 2:00 p.m. Approximately 250 persons are expected to watch this performance. St. Thomas the Apostle Church has sent letters to all affected property owners along Lake Street regarding the closure. The City Council approved a similar request in 2011.

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

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

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

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

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

March 6, 2012

Item:

March of Dimes Walk/Run Event

Staff Recommendation:

Motion authorizing the closure of Ridgefield Road from approximately 500 feet north of Route 14 to 2,000 feet north of Route 14 and from approximately 1,500 feet south of Tartan Drive to 300 feet north of Tartan Drive for the March of Dimes walk/run event on Sunday, May 20, 2012 from 8:00 a.m. to 9:15 a.m.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

The March of Dimes is requesting the closure of Ridgefield Road from approximately 500 feet north of Route 14 to 2,000 feet north of Route 14 and from approximately 1,500 feet south of Tartan Drive to 300 feet north of Tartan Drive for the March of Dimes walk/run event on Sunday, May 20, 2012 from 8:00 a.m. to 9:15 a.m. at McHenry County College. The walk/run event allows the March of Dimes organization to raise funds for important research and programs that benefit local families. The City Council approved a similar request in 2011.

The race route will be as follows: start at bike path off of Entrance 1 at McHenry County College, take bike path to Ridgefield Road, go north on Ridgefield Road to Tartan Drive, and go west on Tartan Drive back to McHenry County College. The route includes jurisdictions within the following entities: City of Crystal Lake, McHenry County Division of Transportation, McHenry County Sheriff's Department, the McHenry County Conservation District and McHenry County College. The March of Dimes has contacted all entities involved to coordinate the logistics of the event. It should be noted that a majority of the walk/run event will take place outside of the City's jurisdiction. The Police Department has no concerns with the petitioner's request and will provide assistance with traffic control during the event.

Also, the March of Dimes has asked that an ambulance from the Crystal Lake Fire Rescue Department be on standby for the walk/run event on Sunday, May 20, 2012. The ambulance will not be dedicated to the event. The ambulance will be responsible for answering other emergency calls. The Crystal Lake Fire Rescue Department has approved the request.

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

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

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

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9c

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 6, 2012
<u>Item:</u>	Glacier Ridge Elementary School "Paws for the Pantry" Run
<u>Staff Recommendation:</u>	Motion authorizing the closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road for the "Paws for the Pantry" Run on Sunday, April 22, 2012.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

The PTA of Glacier Ridge Elementary School is requesting to hold the "Paws for the Pantry" Run on Sunday, April 22, 2012. The event includes a 1-mile walk/run, which is scheduled to begin at 8:00 a.m. and a 5K run, which is scheduled to begin at 8:30 a.m. As part of the request, the PTA is asking that a portion of Village Road between Moorland Drive and Driftwood Lane (in front of Glacier Ridge School), as well as Kingsgate Lane at Village Road be closed during the event. The City Council approved a similar request in 2011. The proceeds from the race will benefit the PTA of Glacier Ridge Elementary School and there will be food donations accepted for the Crystal Lake Food Pantry.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road, providing the following conditions are met:

- 1) The volunteers for both races shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 2) The Committee Race coordinators shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 3) "Race In Progress" signs must be posted a minimum of two days prior to the event at the following intersections: Village/Moorland, Village/Driftwood,

Village/Golf Course, Golf Course/Alexandra, Driftwood/Alexandra, Alexandra/Dogwood, and Driftwood/Dogwood.

- 4) Participants should use the sidewalk at the intersection of Golf Course Road and Village Road.
- 5) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
- 6) A "Local Traffic Only" sign must temporarily be placed at the intersections of Moorland Drive and Village Road, Kingsgate and Village Road, and Driftwood Lane and Village Road. Also, signs will be placed along the race course ahead of the event to notify motorists of the upcoming race.
- 7) The petitioner must send a notice to all affected property owners along Village Road.
- 8) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 9) Local traffic access to Village Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 10) All debris created by the event shall be cleaned up during and after the event.
- 11) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. All participants of the race must complete a Participant Waiver of Liability and Hold Harmless Agreement.
- 12) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 13) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 14) In the case of inclement weather, an alternate date can be approved by the City Manager.

It should be noted that in past years, the City Council has approved the closure of this portion of Village Road for the start of the event and has not required the school to pay for the police officers assisting with the race.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road, information regarding the courses and safety precautions, maps of both courses, and a map indicating the portion of the street to be closed, have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9d

City Council Agenda Supplement

Meeting Date:

March 6, 2012

Item:

Designation and Auction of Surplus Equipment

Staff Recommendation:

Motion to adopt an ordinance:

- 1) Designating the items identified in Exhibit "A" as surplus equipment.
- 2) Designating items listed in Exhibit "A" to be offered for sale through an online auction administered by Obenauf Auction Service, Inc.
- 3) Authorizing the City Manager to execute an agreement with Obenauf Auction Service, Inc. for the sale of the surplus equipment utilizing their online auction.

Staff Contact:

Victor Ramirez, P.E., Director of Public Works

Background:

Attached is a proposed Ordinance designating the equipment listed in Exhibit "A" as surplus in order for it to be sold upon acceptance through a public online bidding process. This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Exhibit "A" identifies a list of surplus vehicles and non-utilized pieces of equipment, which has been compiled by the Administration, Public Works, IT, Police, and Fire Rescue Departments. Vehicles listed in Exhibit "A" with an asterisk will be utilized until their scheduled replacement can be implemented into the fleet. Once the new vehicles are employed into the fleet, the unit will be sold as surplus. It is staff's recommendation to participate in the auction for the following reasons:

- 1) Participation in the auction would minimize the costs and time required to sell the equipment through the bidding process and provide an additional avenue for the sale of surplus vehicles and equipment. These costs include advertising, publishing legal notification and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 3% commission for all items sold.

- 2) Participation in the auction would provide an additional avenue for the sale of the surplus equipment and vehicles to increase the likelihood that the City will maximize its return on the sale of the items.
- 3) It would allow the City the ability to make space available that is currently being occupied by the surplus equipment, which is no longer being utilized.

Recommendation:

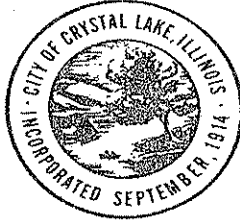
It is staff's recommendation to designate the items in Exhibit "A" as surplus and authorize the City Manager to execute the agreement for the vehicles and equipment to be auctioned as administered by Obenauf Auction Service, Inc. with a 3 % sales commission for all items sold.

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That the Mayor and City Council have determined that the items listed on Exhibit "A" attached are no longer necessary for use by the City.

SECTION II: That the Mayor and City Council authorize that the items listed on Exhibit "A" shall be offered for sale through an online auction administered by Obenauf Auction Service, Inc.

SECTION III: That the City Manager is authorized to execute the agreement for the equipment to be auctioned using Obenauf Auction Service, Inc.

SECTION IV: That the City Clerk deliver a copy of this Ordinance to Obenauf Auction Service, Inc.

DATED at Crystal Lake, Illinois, this _____ day of _____, 2012.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: _____

APPROVED: _____

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Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: March 6, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-08 Gala Events, 1275 Randall Road

Special Use Permit for outside storage of trucks.

Joe Rupe, 1275 Randall Road

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Special Use Permit to allow outside storage of trucks at 1275 Randall Road.

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

Background:

- Location: Tenant suite within the multi-tenant building at 1275 Randall Road
- Development: Approved as the Crossroads development which received Final PUD approval in 2006
- Tenant Information: Event and Party Equipment Rental along with truck rental
- Co-Tenants: Grand Appliance and Red Wing Shoes
- Request: Special Use Permit to allow up to 8 trucks to be stored outside

Key Factors

- Outside Storage: Up to eight trucks are proposed to be stored along the rear of the building where 10 parking spaces along the northeast side of the property are designated for this purpose. Since these trucks are not used in the day-to-day operation of the business, they are classified as 'storage' rather than parked vehicles.
- Details: The trucks will range from 12 feet to 26 feet in length. The parking stall dimensions are 19 feet deep; however, overhang space is available.
- Use Restrictions: Outside sales, storage or display is permitted as a Limited Use in the "B-2" district. Limited Uses must meet all the criteria listed in the UDO to be permitted by right; else a Special Use Permit is necessary.

- Special Use Permit: The limited use criteria do not distinguish between the various types of storage. Outside storage is required to be screened from view with solid wooden fencing or opaque landscaping with the height of the fencing adequate to conceal the stock, equipment or materials. Since these vehicles will be visible from Rakow Road as well as the property to the south, a Special Use Permit is necessary.

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. Development Application and Letter (Rupe, received 1-26-12)
 - B. Site Location showing vehicle storage area (received 1-26-12)
2. The outdoor storage is limited to Gala Events for a maximum of eight vehicles. No wrecked, inoperable or other vehicles not associated with the business are permitted to be stored overnight.
3. The vehicles must be parked in designated stalls and must not extend into the drive aisle.
4. The parking stall striping should be remarked for 8 stalls with the revised angle parking.
5. The parking of the trucks cannot block any required egress points, the drive aisle or access to the Fire Rescue Department connection or hydrants.
6. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass:

A simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 1275 RANDALL ROAD

WHEREAS, pursuant to the terms of a Petition (File #2012-08) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow outside storage of trucks for the property located at 1275 Randall Road; and

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

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

Section I: That a Special Use Permit be issued to allow outside storage of trucks for the property commonly known as 1275 Randall Road, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Development Application and Letter (Rupe, received 1-26-12)
 - B. Site Location showing vehicle storage area (received 1-26-12)
2. The outdoor storage is limited to Gala Events for a maximum of eight vehicles. No wrecked, inoperable or other vehicles not associated with the business are permitted to be stored overnight.
3. The vehicles must be parked in designated stalls and must not extend into the drive aisle.
4. The parking stall striping should be remarked for 8 stalls with the revised angle parking.
5. The parking of the trucks cannot block any required egress points, the drive aisle or access to the fire department connection or hydrants.
6. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

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

DRAFT

Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

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

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

MAYOR

ATTEST:

CITY CLERK

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Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: March 6, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-07 Go 24-7 Fitness, 141 N. Main Street

Variation from the required 34 parking spaces to allow the existing parking in its existing condition

David Witek, 141 N. Main Street

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting variations from the required 34 parking spaces and to allow the existing parking in its existing condition at 141 N. Main Street

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

Background:

- Location: 141 N. Main Street; SEC of Main and Prairie Streets
- Zoning: "B-4" Downtown Business
- Tenant Information: 24-hour fitness studio in an approximately 7,680 SF space. Studio is geared towards commuters and area residents.
- Request: Parking variation

Key Factors

- Land Use: Physical fitness facilities, weight training centers or strength development centers are permitted 'by right' in the "B-4" district.
- Parking: 16 spaces currently on-site. Per the UDO, 6.4 spaces per 1,000 square feet of gross floor area required. A 30 percent reduction from the required number of spaces is allowed for the properties in the "B-4" district. The Ordinance requirement for this use at this location is 34 spaces.
- Request: A variation to allow a reduced number of parking spaces.
- On-site Parking Options: The petitioner has presented 3 options, which were developed by City staff, for parking for this location.

- Option A: 16 spaces **As-Is** (no change to parking proposed)
- Option B: Revised parking lay-out with 13 spaces and the possibility of land-banking 9 spaces
- Option C: 27 spaces

PZC Highlights

- There was a lot of discussion at the PZC meeting regarding this request as a number of area residents spoke during the meeting.
- Surrounding property owners expressed concerns regarding overflow parking taking up on-street parking spaces, increased traffic in the area, the need for screening and increased lighting.
- There was also concern expressed that *La Rosita* patrons had been parking at this location when that business was open, creating further impact on the parking. La Rosita has previously received a parking variation from the requirements of the Ordinance.
- The PZC recommended **approval (5-1)** of the request.

The following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (received 1/16/12)
 - B. Parking Options (staff, received 1/10/12)
 - C. Floor Plan (received 2/6/12)
2. A variation from the required number of parking spaces to allow the existing number of parking spaces (Option A), is hereby granted.
3. Variations from the required standards for parking lots, to allow the existing parking lot, are hereby granted.
4. If the facility is expanded in size or intensity at any time, the petitioner shall be required to consult with staff to determine if a further variation is necessary.
5. All ~~full-time~~ employees shall obtain Z-lot passes, as available, for their parking needs. **(Amended by PZC)**
6. If more than 25 parking spaces are provided, two (2) accessible parking spaces are required.
7. An engineering plan must be submitted showing the proposed parking lot and grading indicating how the drainage will flow to existing or proposed storm structures.
8. Parking bumpers must be provided for all parking spaces.
9. Petitioner shall work with staff to provide adequate parking lot lighting to ensure safety in the parking lot **and less intrusive to the residents.** **(Amended by PZC)**

10. Petitioner shall work with staff to augment the landscaping along Prairie Street and the alley **or provide a board on board fence** to prevent as far as possible, the light from the vehicles from shining into residences. **(Amended by PZC)**
11. The petitioner shall comply with all of the requirements of the Planning, Engineering and Building, Public Works, Fire Rescue and Police Departments.
12. **Directional signage with internal lighting in accordance with the UDO shall be added on Prairie Street.** **(Added by PZC)**

Votes Required to Pass:

A simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 141 N. MAIN STREET

WHEREAS, pursuant to the terms of a Petition (File #2012-07) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Variation from the required 34 parking spaces to allow the existing parking in its existing condition (16 spaces); and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the 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 Variation be granted from the required 34 parking spaces to allow the existing parking in its existing condition (16 spaces)

at the property commonly known as 141 N. Main Street, City of Crystal Lake.

Section II: That the 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 (received 1/16/12)
 - B. Parking Options (staff, received 1/10/12)
 - C. Floor Plan (received 2/6/12)
2. A variation from the required number of parking spaces to allow the existing number of parking spaces (Option A), is hereby granted.
3. Variations from the required standards for parking lots, to allow the existing parking lot, are hereby granted.
4. If the facility is expanded in size or intensity at any time, the petitioner shall be required to consult with staff to determine if a further variation is necessary.
5. All employees shall obtain Z-lot passes, as available, for their parking needs.
6. If more than 25 parking spaces are provided, two (2) accessible parking spaces are required.

7. An engineering plan must be submitted showing the proposed parking lot and grading indicating how the drainage will flow to existing or proposed storm structures.

8. Parking bumpers must be provided for all parking spaces.

9. Petitioner shall work with staff to provide adequate parking lot lighting to ensure safety in the parking lot and less intrusive to the residents.

10. Petitioner shall work with staff to augment the landscaping along Prairie Street and the alley or provide a board on board fence to prevent as far as possible, the light from the vehicles from shining into residences.

11. The petitioner shall comply with all of the requirements of the Planning, Engineering and Building, Public Works, Fire Rescue and Police Departments.

12. Directional signage with internal lighting in accordance with the UDO shall be added on Prairie Street.

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: 12

City Council Agenda Supplement

Meeting Date:

March 6, 2012

Item:

Bryn Mawr Subdivision, Unit 1 Building Matrix Clarification.

Recommendation:

City Council Discretion

1. Motion to approve the petitioner's request to allow six lots along Achilles Lane to not be held to the matrix elevation and brick front requirement.
2. Motion to deny the petitioner's request.

Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The City Council granted Final PUD approval for Unit 1 of the Bryn Mawr Subdivision in November 2004. In response to the Council's concerns regarding the architecture of the proposed homes, the petitioners presented to the Council an 'Elevation Restriction Matrix'. The goal of the matrix was to ensure that highly visible lots within the subdivision would be developed with brick fronts and higher quality ("B", "C" or "D") elevations.

There are 91 total lots within this phase of the development. Ryland Homes, the developer has indicated that 77 lots within the subdivision are sold, with 14 lots remaining. Of these remaining 14 lots, 8 lots are located on Achilles Lane, immediately south of the ComED right-of-way. Ryland Homes is seeking clarification that specific lots are not held to the restriction matrix as long as the intent of the matrix is met.

Ryland Homes has indicated that they proposed the matrix with the intent of ensuring that at least a minimum number of lots within the subdivision would be developed with brick fronts and "B/C/D" elevations. They have indicated that 50 homes have brick fronts (only 33 were required to be brick and an additional 8 were required to be brick if the adjacent lot was not a brick-front) and 60 homes have been built with façades "B" or higher (only 33 were required to be façades "B" or higher).

Ryland is seeking approval for the six lots (Lots 1, 2, 3, 5, 6 and 7) outlined in the image below on Achilles Lane to not be held to the matrix elevation and brick front requirement, given that the required numbers are far exceeded in the overall subdivision.

Votes Required to Pass: Simple Majority Vote



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: March 6, 2012

Item: 2012 Drainage Structure Adjustment and Reconstruction Program

Staff Recommendation: Motion to award the 2012 Drainage Structure Adjustment and Reconstruction Program bid to the lowest responsive and responsible bidder, Alliance Contractors, Inc., in the bid amount of \$58,330.00, and adopt a resolution authorizing the City Manager to execute the contract with Alliance Contractors, Inc., allowing for a 10 percent contingency.

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

Background:

On February 27, 2012, bids received for the 2012 Drainage Structure Adjustment and Reconstruction Program were opened and publicly read. The City received two bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Alliance Contractors, Inc. ¹ Woodstock, IL	\$58,330.00
Landmark Contractors, Inc. Huntley, IL	\$79,978.00

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

This project will adjust or reconstruct 39 existing curb line drainage structures in preparation for the 2012 Resurfacing Program. The City sent a notice of the bid to several different contractors and standard bid advertisement procedures were followed.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Alliance Contractors, Inc. for the 2012 Drainage Structure Adjustment and Reconstruction Program in the amount of \$58,330.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this sixth day of March, 2012.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 6, 2012

APPROVED: March 6, 2012



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

March 6, 2012

Item:

Manhole Lining & Rehabilitation Services

Staff Recommendation:

Motion to award the bid for manhole lining and rehabilitation services of City infrastructure to the lowest responsive and responsible bidder, National Power Rodding Corporation, and to adopt a resolution authorizing the City Manager to execute a service agreement with National Power Rodding Corporation for \$57,279.60 with a 10% contingency for unforeseen expenses.

Staff Contact:

Victor Ramirez, P.E., Director of Public Works

Background:

On February 28, 2012, the City of Crystal Lake publicly opened and read aloud the bids received for manhole lining and rehabilitation services of City infrastructure. The completion of this project will ensure structural integrity while improving flow characteristics to manhole structures located within Virginia Street and other community streets resurfaced in 2011. The process will also aid in the elimination of documented sources of inflow and infiltration (I&I) to the City's wastewater collection and treatment systems. I&I puts a great burden on the City's wastewater treatment plants during rain events. By performing these types of services, the volume of I&I within the sanitary sewer system will be reduced, which will ultimately reduce the operating costs and restore capacity to the collection system and wastewater plant.

The City will be utilizing cement based products that are designed to re-establish and ensure structural integrity to all types of manhole structures. The products are also used in the process of reconstructing the bench and channel areas of sewer manholes, which improves flow characteristics and eliminates I&I.

The contract identifies two areas that will receive said services:

1. Virginia Street Corridor
2. Other community streets in the 2011 resurfacing program

In conjunction with the resurfacing programs, City staff inspects all structures (sanitary, storm, and water) for immediate deficiencies, as well as for early signs of failure. Engineering and

Public Works staff have reviewed this process and implemented an aggressive approach to aging infrastructure.

The following is a breakdown of the bids received with options based on single unit pricing:

Bidder	Bid For Normal Business Hours	Bid For Optional Overnight Hours
✓ National Power Rodding Corporation Chicago, IL	\$57,279.60	\$57,279.60
Kim Construction Company, Inc	\$62,408.00	\$69,021.00

✓ Indicates lowest responsive and responsible bidder

Completion of the work for the Virginia Street Corridor will be completed during the overnight hours to minimize traffic disruptions. Any work along other community streets will be completed during the daytime hours.

Recommendation

The Engineering & Building and Public Works Departments have reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Departments recommend that the Manhole Lining and Rehabilitation services be awarded to the lowest responsive and responsible bidder, National Power Rodding Corporation. The City has worked with National Power Rodding Corporation in the past for other infrastructure related projects with very favorable results. The rehabilitation of these manhole structures is a FY 11/12 Budget Goal, and funds are available.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with National Power Rodding Corporation for Manhole Lining & Rehabilitation.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

March 6, 2012

Item:

Sanitary Sewer Pipe Joint Grouting Services

Staff Recommendation:

Motion to award the bid for sanitary sewer pipe joint grouting services of City infrastructure to the lowest responsive and responsible bidder, Visu-Sewer, Inc., and to adopt a resolution authorizing the City Manager to execute a service agreement with Visu-Sewer, Inc. in the amount of \$38.00 per Joint (Tested Only) and \$51.50 per Joint (Tested & Grouted).

Staff Contact:

Victor Ramirez, P.E., Director of Public Works

Background:

On February 23, 2012, the City of Crystal Lake publicly opened and read aloud the bids received for sanitary sewer pipe joint grouting for City infrastructure. The completion of this project will eliminate documented sources of heavy inflow and infiltration (I&I) to the City's wastewater collections and treatment systems. I&I puts a great burden on the City's wastewater treatment plants during heavy rain events. By grouting these critical sections of sewer, the volume of I&I within the sanitary sewer system will be reduced, which will ultimately reduce the operating costs and restore capacity to the collections system and wastewater plants.

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

1. Lake Shore Drive (730 feet)
2. Leonard Parkway (553 feet)
3. Eagle Street (745 feet)

The following is a breakdown of the bids received with options based on single unit pricing:

Bidder	Bid Per Joint Tested Only	Bid Per Joint Tested & Grouted
✓ Visu-Sewer, Inc. Pewaukee, WI	\$38.00	\$51.50
National Power Rodding Corporation Chicago, IL	\$44.44	\$71.04

✓ Indicates lowest responsive and responsible bidder

The full contract cost will be based on the total amount of joints tested and grouted. Based on the age and size of the sections of pipe, staff anticipates a 95% failure rate of all joints tested in the two areas listed above, which calculates to a total up to \$49,609.95.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that the Sanitary Sewer Pipe Joint Grouting services bid be awarded to the lowest responsive and responsible bidder, Visu-Sewer, Inc. The City has worked with Visu-Sewer, Inc. in the past for sewer joint grouting work with very favorable results. The rehabilitation of this sewer line is a FY 11/12 Budget Goal, and funds are available.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

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

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: March 6, 2012

Item: Approval for the City of Crystal Lake to participate in the Sidewalk Reconstruction improvements at Husmann Elementary School.

Staff Recommendation: Motion to adopt a resolution authorizing reimbursement to Crystal Lake School District 47 in the amount of \$48,450.00 for the City of Crystal Lake's share of the sidewalk reconstruction improvements at Husmann Elementary School.

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

Background:

In the summer of 2011, District 47 completed improvements to eliminate the concrete steps in the right-of-way on Franklin Avenue along the south side of Husmann Elementary School. This area is used by the school as the loading zone for the school buses.

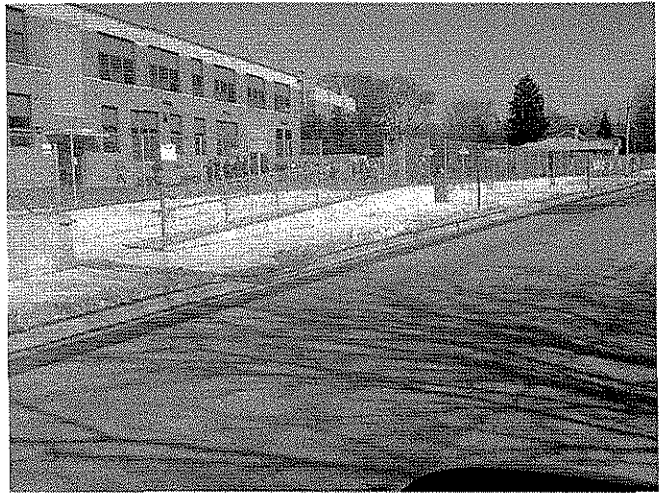
The steps and sidewalk were in very poor condition and a safety concern during the winter. For several years, City staff and representatives of District 47 have been working to design and construct repairs to the sidewalk and steps.

The City and District 47 have agreed to share in the cost of the portion of the improvement in the public right-of-way. District 47 took the lead on bidding and constructing the improvements with the City contributing its share of the construction.

Based on the final quantities of the improvement, as verified in the field by Engineering and Building Department staff, the City's share is \$48,450.00. The City has budgeted sufficient funds in the Road and Vehicle License Fund to contribute to the improvement.



BEFORE



AFTER

Votes Required to Pass:

Simple majority of City Council present.

DRAFT



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is hereby authorized to participate in the Husmann School Sidewalk and Steps Repair Program.

BE IT FURTHER RESOLVED that the City be authorized to reimburse Crystal Lake School District 47 in the amount of \$48,450.00 for the City's portion of the repairs.

DATED this sixth day of March, 2012.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 6, 2012

APPROVED: March 6, 2012



Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: March 6, 2012

Item: North Central Narcotics Task Force Agreement

Staff Recommendation: Motion to approve a Resolution authorizing the City Manager to execute an intergovernmental agreement with the Illinois State Police for services with the North Central Narcotics Task Force.

Staff Contact: David R. Linder, Chief of Police

Background:

Through an intergovernmental agreement in 2005, the Crystal Lake Police Department joined the North Central Narcotics Task Force. As a founding member of this task force, our Department participates with other police agencies in Kane, DeKalb and McHenry Counties. This multi-jurisdictional task force engages in undercover drug enforcement operations and strives to reduce drug-related activity within our region.

Recently, the intergovernmental agreement was updated. For continued participation by the Crystal Lake Police Department, this update requires an authorized signature. Therefore, authorization is requested for the City Manager to sign the agreement. City Attorney John Cowlin has reviewed and approved this updated agreement.

Votes Required to Pass: A simple majority of the City Council is required for approval.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute an intergovernmental agreement between police agencies in Kane, DeKalb, and McHenry Counties and the Illinois State Police to provide a multi-jurisdictional authority known as the North Central Narcotics Task Force.

DATED this 6th day of March, 2012.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 6, 2012
APPROVED: March 6, 2012