



**CITY OF CRYSTAL LAKE**  
**AGENDA**

**CITY COUNCIL**  
**REGULAR MEETING**

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
April 3, 2012  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Judith Svalander School of Ballet**
5. **Approval of Minutes – March 20, 2012 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**  
*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.*
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
  - a. **Resolution placing the proposed Annual Budget on public display and setting the Public Hearing date for the proposed Annual Budget for Fiscal Year 2012/2013 for the April 17, 2012 regular City Council meeting.**
  - b. **Downtown Crystal Lake/Main Street Temporary Use Permit request to allow the Farmers' Market to be held in Downtown Crystal Lake every Saturday morning from June 2, 2012 through October 20, 2012 and waiver of the Temporary Use Permit application fee.**
  - c. **Downtown Crystal Lake/Main Street Temporary Use Permit request to allow Lunch-Dinner in the Park events to be held in the Gazebo and Depot Park on June 29, 2012, July 27, 2012 and August 31, 2012, and waiver of the Temporary Use Permit application fee.**
11. **Alzheimer's Association request to hold a special event at the Three Oaks Recreation Area on September 30, 2012.**
12. **Presentation of the McHenry County College Draft Facility Master Plan – Discussion Only.**
13. **Conceptual Plan Review for the Crystal Lake Public Library expansion and renovation – Discussion Only.**
14. **Road Construction and Work Zone Traffic Update – Information Only.**
15. **Consideration of Flooding Study Improvement to Area 1D – Discussion Only.**
16. **290 E. Crystal Lake Avenue – Special Use Permit Amendment to allow a detached accessory structure to be approximately 960 square feet for each story; and Variation to allow a second story within an accessory structure.**
17. **City Code Amendment decreasing the current number of Class 1 and Class 2 liquor licenses.**

18. **Bid award and resolution authorizing execution of a purchase agreement for the provision of unleaded gasoline and diesel fuel.**
19. **Bid award and resolution authorizing execution of a service agreement for brush pick-up services.**
20. **Bid award and resolution authorizing execution of a contract for the Walnut Glen Subdivision Pavement Patching.**
21. **Bid award and resolution authorizing execution of a contract for the 2012 Street Resurfacing Program and allowing for a 10 percent contingency.**
22. **Bid award and resolution authorizing execution of a contract for the FY 2012-2013 Traffic Signal Maintenance Program and allowing for a 10 percent contingency.**
23. **Bid award and resolution authorizing execution of a contract for the FY 2012-2013 Street Light Maintenance Program and allowing for a 10 percent contingency.**
24. **Resolution authorizing appropriation of MFT funds for FY 2012-2013 traffic signal maintenance, street light maintenance, and snow-fighting material purchases.**
25. **Proposal award and resolution authorizing execution of an agreement for the Main Street at Crystal Lake Avenue Phase I Preliminary and Phase II Design Engineering and approval of changes in scope by 10 percent of the original price.**
26. **Resolution authorizing appropriation of MFT funds for the Main Street at Crystal Lake Avenue Improvement.**
27. **Proposal award and resolution authorizing execution of an agreement for the Country Club Road Area Water Main Improvement Design Engineering and approval of changes in scope by 10 percent of the original price.**
28. **Resolution authorizing execution of agreements for banking and retail lockbox services and merchant services.**
29. **Council Inquiries and Requests**
30. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
31. **Reconvene to Regular Session.**
32. **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. 10a**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 3, 2012

**Item:**

Public Display and Setting of Public Hearing Date for the Proposed Annual Budget for the Fiscal Year 2012/2013

**Staff Recommendation:**

Motion to adopt a resolution placing the Proposed Annual Budget on public display and setting the Public Hearing date for the Proposed Annual Budget for FY2012/2013 for the April 17, 2012 Regular City Council meeting.

**Staff Contact:**

Mark F. Nannini, Director of Finance

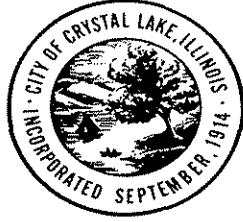
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**Background:**

The adoption of this resolution would have the effect of placing the Proposed Fiscal Year 2012/2013 Budget document on public display at the Office of the City Manager. This resolution also sets the date for the Public Hearing on the proposed budget for Tuesday, April 17, 2012.

**Votes Required to Pass:**

Simple majority.



**DRAFT**

**The City of Crystal Lake**

**RESOLUTION**

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

**SECTION 1:** That the proposed annual budget for the City of Crystal Lake for the fiscal year May 1, 2012 through April 30, 2013 is now available for public inspection at the Office of the City Manager from April 4, 2012 through the date of its adoption by the Crystal Lake City Council.

**SECTION 2:** A public hearing on the proposed Fiscal Year 2012/2013 Budget will be held on Tuesday, April 17, 2012 at 7:30 p.m., during the regular City Council meeting, held in the City Council Chambers of the Crystal Lake City Hall, 100 W. Woodstock Street, Crystal Lake, Illinois.

**DATED** this 3<sup>rd</sup> day of April, 2012.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

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Nick Kachiroubas, City Clerk



**Agenda Item No: 10b**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 3, 2012

**Item:**

Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Farmers' Market)

**Recommendation:**

Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Farmers' Market), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.

**Staff Contact:**

Michelle Rentzsch, Director of Planning and Economic Development

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**Background:** The applicant has applied for a Temporary Use Permit to allow the Farmers' Market to be held in Downtown Crystal Lake. The event would be held every Saturday morning from June 2, 2012 through October 20, 2012.

Downtown Crystal Lake/Main Street is requesting to again this year use the space on both the east and west sides of the drive, as well as the drive itself, near the Veterans' Memorial (see attached map) due to an increased demand for vendors and the recent improvements to the park. They have received a verbal approval from the Union Pacific Railroad, owner of the depot property, for the use of the lot for the Farmers' Market on Saturdays. The official letter is forthcoming.

The applicant is also requesting a waiver of the \$40.00 Temporary Use Permit application fee.

If the request is approved, the following conditions are recommended:

1. The Temporary Use Permit is valid on Saturday mornings from June 2, 2012 through October 20, 2012.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each market day.
3. Adequate trash receptacles shall be supplied.
4. Signs shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Farmers' Market.

7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County Health Department.
9. Access
  - a) During the Farmers' Market events, the closure of the depot driveway is approved.
  - b) Barricades can be borrowed from Public Works to block the drive aisle during the Farmers' Market. Emergency vehicle access shall be maintained on the drive aisle.
  - c) A restriction should be placed which allows only handicap vehicles and buses to enter the drive aisle from Grant Street. Pedestrian drop-off and taxicab standing shall be located in the "horseshoe" area just south of the one-way drive aisle (see attached aerial photo).
  - d) Signs shall be placed along Grant Street and Woodstock Street, which direct vehicles to the temporary drop-off area. Placement of signage and content of signs must be approved by the City.
  - e) Barricades shall be placed as shown in aerial photo to ensure adequate turning space for a bus if all handicap spaces are in use.
  - f) Access both in and out of all handicap spaces must be maintained at all times.
  - g) Structures shall not be located in the sight-line triangles where the driveway intersects with Woodstock Street. The sight-line triangle is determined by the two intersecting street center lines and a third line connecting a point located on each of the street center lines at points one hundred feet from the junction of the street center lines.
10. Tents/Canopies
  - a) No smoking is permitted in or under any tents or canopies.
  - b) Tents shall be of a flame-resistant material, or treated as such.
  - c) Tents shall be 20 feet from all buildings and other tents/canopies unless open on all sides. Then they are required to be 12 feet away from any structure.
  - d) The tents shall be properly anchored.
  - e) No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
  - f) A portable fire extinguisher shall be present.
11. A minimum of two (2) inspections shall be completed during the use period by the Fire Prevention Bureau.
12. The approval letter from the Union Pacific Railroad shall be provided.

The applicant has been made aware of these recommended conditions and advised to attend the April 3, 2012 City Council meeting to answer any questions.

**Votes Required to Pass:** A simple majority vote.



**Agenda Item No: 10c**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 3, 2012

**Item:**

Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Lunch-Dinner in the Park)

**Recommendation:**

Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Lunch-Dinner in the Park), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.

**Staff Contact:**

Michelle Rentzsch, Director of Planning and Economic Development

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**Background:** The applicant has applied for a Temporary Use Permit for a Special Promotion to allow Lunch-Dinner in the Park events to be held in the Gazebo and Depot Park. This is the second year for this event and it was very well received by the community. The lunch and dinner events would be held on Friday, June 29, 2012, Friday, July 27, 2012 and Friday, August 31, 2012 from 11:00 a.m. to 2:00 p.m. and from 5:00 p.m. to 8:00 p.m.

The Downtown Crystal Lake/Main Street organization is requesting to use the gazebo for live entertainment while the public is invited to bring their meal or purchase a meal from one of the downtown restaurants and enjoy the park.

The applicant is also requesting a waiver of the \$40.00 Temporary Use Permit application fee.

If the request is approved, the following conditions are recommended:

1. The Temporary Use Permit is valid on Friday, June 29, 2012, Friday, July 27, 2012 and Friday, August 31, 2012 from 11:00 a.m. to 2:00 p.m. and from 5:00 p.m. to 8:00 p.m.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each event.
3. Adequate trash receptacles shall be supplied.
4. Signs shall be outside of the roadway right-of-way, and shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Lunch-Dinner in the Park events.

7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County Health Department.
9. Tents/Canopies
  - A. No smoking is permitted in or under any tents or canopies.
  - B. Tents shall be of a flame-resistant material, or treated as such.
  - C. A 12-foot separation from other tents, canopies, and parked cars is required.
  - D. The tents shall be properly anchored.
  - E. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
  - F. A portable fire extinguisher shall be present.
10. The vendors' tents will be subject to inspection by the Fire Rescue Department and Building Division.
11. Electrical connections and equipment shall comply with the requirements of the 2005 National Electrical Code.
12. Provide 20-foot access for emergency vehicles to gain access to the building, Fire Rescue Department connection, and the event site.
13. The event organizer shall schedule a meeting with the Fire Prevention Bureau at least one week prior to the event.

The applicant has been made aware of these recommended conditions and advised to attend the April 3, 2012, City Council meeting to answer any questions.

**Votes Required to Pass:** A simple majority vote.





**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 3, 2012

**Item:**

Alzheimer's Association Walk Event

**Staff Recommendation:**

Motion to approve the Alzheimer's Association request to hold a special event at the Three Oaks Recreation Area from 6:30 a.m. to Noon on Saturday, September 30, 2012.

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

The City has received a request from the Alzheimer's Association for the use of the Three Oaks Recreation Area picnic grove and trails for a "Walk to End Alzheimer's" event from 6:30 a.m. to Noon on Saturday, September 30, 2012. Approximately 400 people will participate in this event, including attendees, volunteers and staff. The attendees will participate in a fundraising walk on the trails at the Three Oaks Recreation Area. The walkers will begin in the picnic grove and proceed along each of the trails. Walk sponsor information tables and registration booths will be set up in the picnic pavilion.

Based on the anticipated attendance, approximately 200 vehicles would utilize the parking lot. Since the lot can accommodate just over 300 vehicles, and the event occurs late in the year, parking is not anticipated to be an issue for the event attendees or general public. In addition, the petitioner may utilize small tents or canopies. The petitioner is also requesting the exclusive use of the picnic grove pavilion. All other areas of the park would be open to the public.

Staff has reviewed the submittals and would offer the following conditions for approval. The Petitioner shall:

- Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements.
- The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
- Non-Resident vehicles will be subject to the \$5.00 per vehicle parking fee.
- Maintain access to all fire lanes and the south lake marina boat ramp.

- Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
- The event organizers shall be subject to the following fees.

Item	Fee
Application Fee	\$75
Out of City Organization	\$150
Pavilion Rental Fee	\$200
City Staff Prep/Restore Fee	\$120
<b><u>Total Non-Refundable Fee</u></b>	<b><u>\$545</u></b>
Refundable Pavilion Damage Deposit	\$200
Refundable Event Damage Deposit	\$1000
<b><u>Total Refundable Damage Deposits</u></b>	<b><u>\$1,200</u></b>

Attached for your information is a copy of the petitioner's submittals. The City's Police Department, Fire Rescue Department, Public Works Department, and Engineering and Building Department have reviewed the request.

**Votes Required to Pass:**

Simple majority vote of the City Council.



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	April 3, 2012
<b><u>Item:</u></b>	McHenry County College Draft Facility Master Plan.
<b><u>Recommendation:</u></b>	For discussion only.
<b><u>Contact:</u></b>	Michelle Rentzsch, Director of Planning & Economic Development

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**Background:** Since 1967, when a referendum was passed that created McHenry County College, the campus has relocated and expanded, steadily growing to meet the needs of area families and employers. MCC's location within Crystal Lake has made us more competitive by providing training opportunities and a better skilled workforce. With the impetus of a Master Planning project, the ensuing interviews, discussions, and survey results have provided MCC with a road map to guide the College's path for the next 50 years.

*Projected student growth*

Utilizing CMAP's growth projections for McHenry County, an approximate 3.3% growth in population per year for the next 25 years is contemplated.

Current (2012) 4,100 full-time students  
10 years: 5,500 full-time students  
20 years: 7,400 full-time students  
40 years: 13,400 full-time students

*Projected space needs*

In contrast to peer community colleges, MCC is undersized. As a comparison, the average square footage per student for comparable colleges is 120-125 gross square foot (GSF) per student. MCC currently has 97 GSF per student for a total of 398,000 GSF. Based on population projections, the following space would be needed for the campus:

10 years: 574,000 GSF  
20 years: 773,000 GSF  
40 years: 1,399,000 GSF

*Master Plan Enhancements*

The college's board recently viewed conceptual sketches for the Crystal Lake campus — drawings aimed at keeping facilities on par with projected enrollment growth over the next few decades. Three campus styles with different variations were presented to the board in mid-December. Option A followed a traditional quadrangle design most universities follow, Option B followed a university research and design park model and Option C was a combination of both.

The proposed Facility Master Plan arranges the building expansions along Route 14, creating a presence for the College. In addition, a well-defined main entrance feature to the main building is provided at the relocated traffic light at Lucas Road. Many other features are provided with this plan, such as –

- Partnership opportunities with local municipalities, technology and agriculture businesses for training facilities.
- Walkability for students and visitors – everything being within a 10-minute walk from parking areas.
- A meaningful student center green, flanked by the two main buildings within the center ring road.
- Ring roads that provide traffic calming and a better defined system of maneuverability for motorists.
- Extension of bike path and utilization of bike banks for students/visitors.
- Building expansions to potentially include: the main student life center, expanded academics buildings, public safety center, foods & agriculture center, daycare, fitness area, health and sciences building, health and recreation education building, and a fine & visual arts center accompanied by the companion parking areas and recreational fields.
- Expansion of the current 2,150 parking spaces to up to potentially 3,800 spaces in 20 years and 7,000 spaces in 40 years with a variety of transportation options as technology becomes available.
- Wetland protection and enhancements.
- Sustainable and green design elements provided throughout with particular attention to the Crystal Lake Watershed requirements.

#### *Watershed Standards*

City staff has met with MCC's team to discuss the proposed Master Facility Plan and how the City's Watershed Best Management Practices (BMPs) could be incorporated into the plan. MCC has always been a steward for the Crystal Lake Watershed, incorporating BMPs as far back as the early 80s, based on the City's watershed consultant's recommendations. An integral element to the Facility Master Plan is to incorporate as many sustainable and green elements as is practical. MCC looks to serve as an example on how sustainability and watershed protection is done right.

To meet the College's vision: "**The community's first choice for a lifetime of learning**", the planned Facility Master Plan upgrades are being finalized with budget estimates for construction and repurposing of the existing buildings. The City Council's consideration and input at this stage is most welcome.

**Votes Required to Pass:** For discussion only.



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	April 3, 2012
<b><u>Item:</u></b>	Conceptual Plan Review for the Crystal Lake Public Library expansion and renovation.
<b><u>Recommendation:</u></b>	For discussion only.
<b><u>Contact:</u></b>	Michelle Rentzsch, Director of Planning & Economic Development

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**Background:** The Crystal Lake Public Library is proposing an expansion and renovation of the existing library at 126 Paddock Street to help address the needs of the community, as has been identified in several surveys over the past few years. In order to address the concerns and incorporate the input that has been received by the Public Library since 2003, the proposed expansion and renovation offers a higher level of development on the existing site, with a parking deck, a two-story library building, drive-up/drop-off book drop, and a new entry from McHenry Avenue.

**Project Info:**

- Per the UDO, a public library is a permitted use in the R-2 and R-3A zoning districts. The library property is comprised of both zoning districts.
- Based on the prior direction of community surveys, which indicated the desire to keep the public library in this central location, the expansion would necessitate zoning variations for corner side yard and abutting residential zone setbacks; maximum building coverage; maximum impervious surface coverage; floor area ratio; and the required number of parking spaces.
- At this time, the Public Library is seeking initial comments on this expansion and renovation plan, given the timing of a State Public Library Construction Grant. This grant, if awarded Crystal Lake, would fund up to 35% of the cost of new construction.
- Before any construction could take place, all funding sources would need to be secured and the formal variations for the final plans would need to be reviewed and approved through the City's typical zoning variation public hearing process.

The expansion plan maintains the existing "library footprint" along Paddock Street but would necessitate the demolition of 17 McHenry Avenue (the blue house), which the Public Library currently owns.

**PZC Summary**

- Notification was provided to the surrounding property owners within 200 feet and there was nobody present in support or objection at the PZC meeting.

- The Commissioners felt the plan was generally well thought out with some possible suggestions for enhancements provided at the meeting.

**Votes Required to Pass:** For discussion only.



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

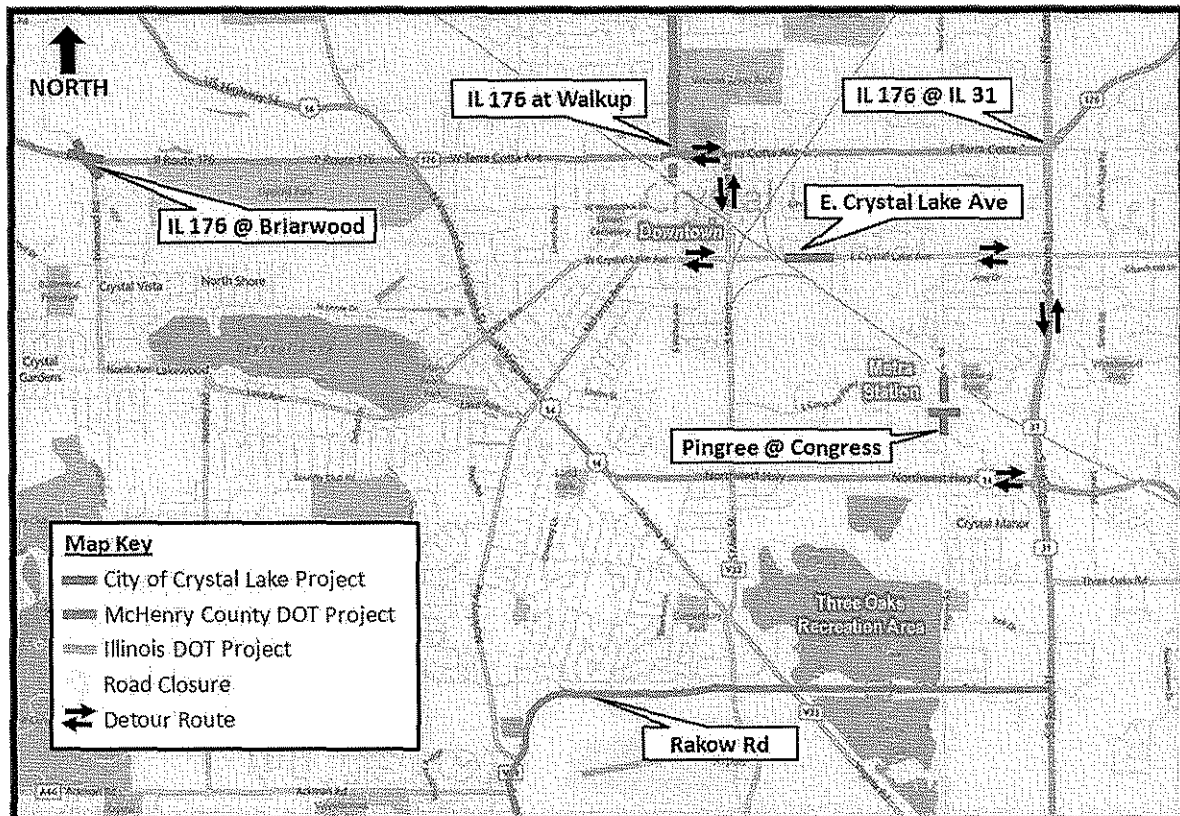
**Meeting Date:** April 3, 2012

**Item:** Road Construction and Work Zone Traffic Update

**Staff Recommendation:** Information Only

**Staff Contact:** Dave Linder, Chief of Police  
Erik Morimoto, Director of Engineering and Building

The following road construction projects by the City, County, and State are scheduled in 2012:



## **Temporary Road Closures**

The roadways for the majority of the projects will remain fully open to traffic with minimal daily lane closures as needed. However, two projects will require temporary road closures in order to facilitate the completion of the road construction:

- ***Pingree Road at Congress Parkway:*** Pingree Road between Grandview Drive and Congress Parkway, including the intersection, is anticipated to close in two separate stages. Stage 1 will require a complete closure of the intersection with Congress Parkway from May to September. Stage 2 will only close Pingree Road north of Congress Parkway from September to Mid-October.
- ***Illinois Route 176 at Walkup Avenue:*** Walkup Avenue from IL Route 176 to Woodstock Street is anticipated to close from May to September.

These road closures are necessary due to the significant grade differential between the existing and proposed pavement elevations, as well as widening the railroad crossing on Pingree Road for the new sidewalk across the tracks. Performing this work without closing the roadway would significantly extend the overall length of the project, thereby increasing the disruption to the public and adjacent property owners. The actual duration of both of these closures is subject to weather and local traffic will still be allowed to access their driveways.

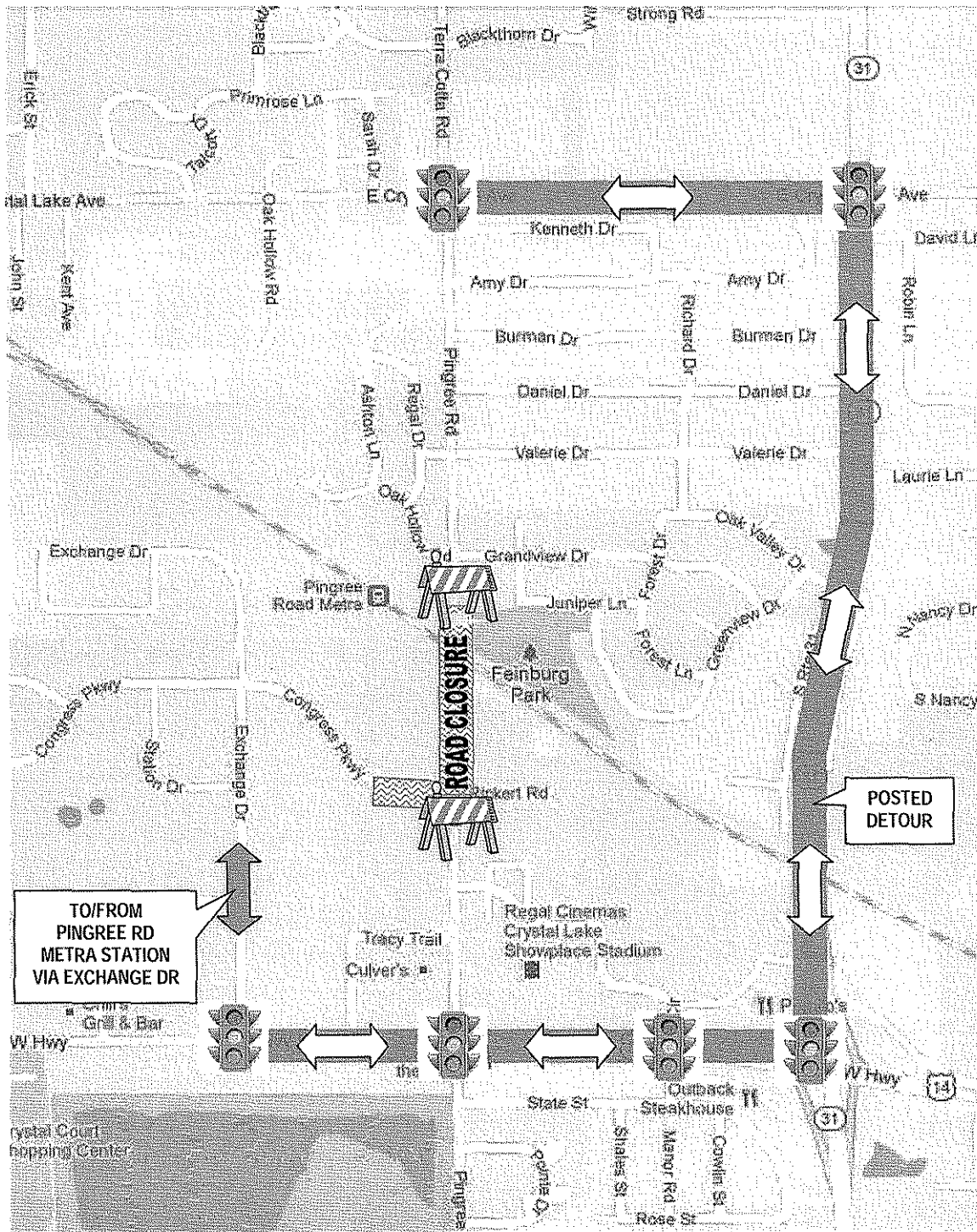
## **Congestion Mitigation**

The dynamic nature of traffic patterns and motorist behavior will require that the County's resident engineer and City staff monitor and adjust to traffic issues as they arise. The project's standard traffic control specifications and detour plan, combined with the other options noted below, will ensure that these inherently variable traffic issues are addressed in as pro-active a manner as possible.

***Pingree Road Detour:*** The IDOT-approved detour utilizes Crystal Lake Avenue, Illinois Route 31, and US Route 14.

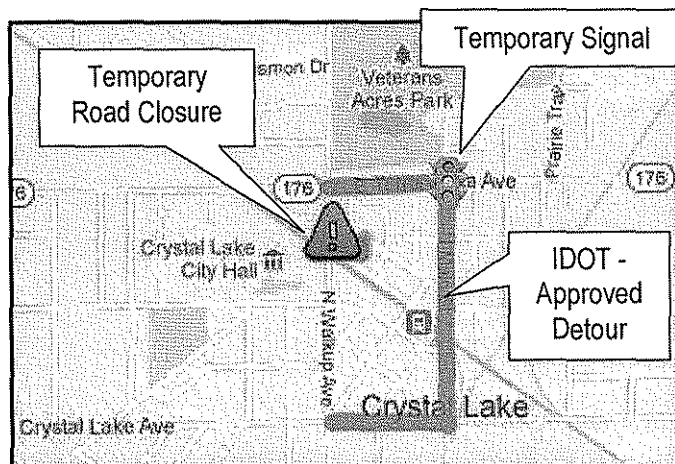
- **Concerns:** The road closure is situated adjacent to the Pingree Road Metra Station. In addition, there are limited alternate north-south roadways to divert traffic besides the posted detour along Illinois Route 31.
- **Countermeasures:** The roadways on the detour route are arterial streets with additional capacity and existing traffic signals at each intersection.
  - Traffic signal timing adjustments along the posted detour route to help mitigate the added traffic volume during the closure of Pingree Road (included in the contract for the intersection improvement, but subject to IDOT approval).
  - Additional temporary wayfinding signage and marketing materials for Pingree Road Metra Station commuters and local business customers advising of alternate routes in addition to the posted detour (**potential adjustment for Council consideration**).





**PINGREE ROAD DETOUR**

**Walkup Avenue Detour:** The detour route utilizes Illinois Route 176, Main Street, and Crystal Lake Avenue.

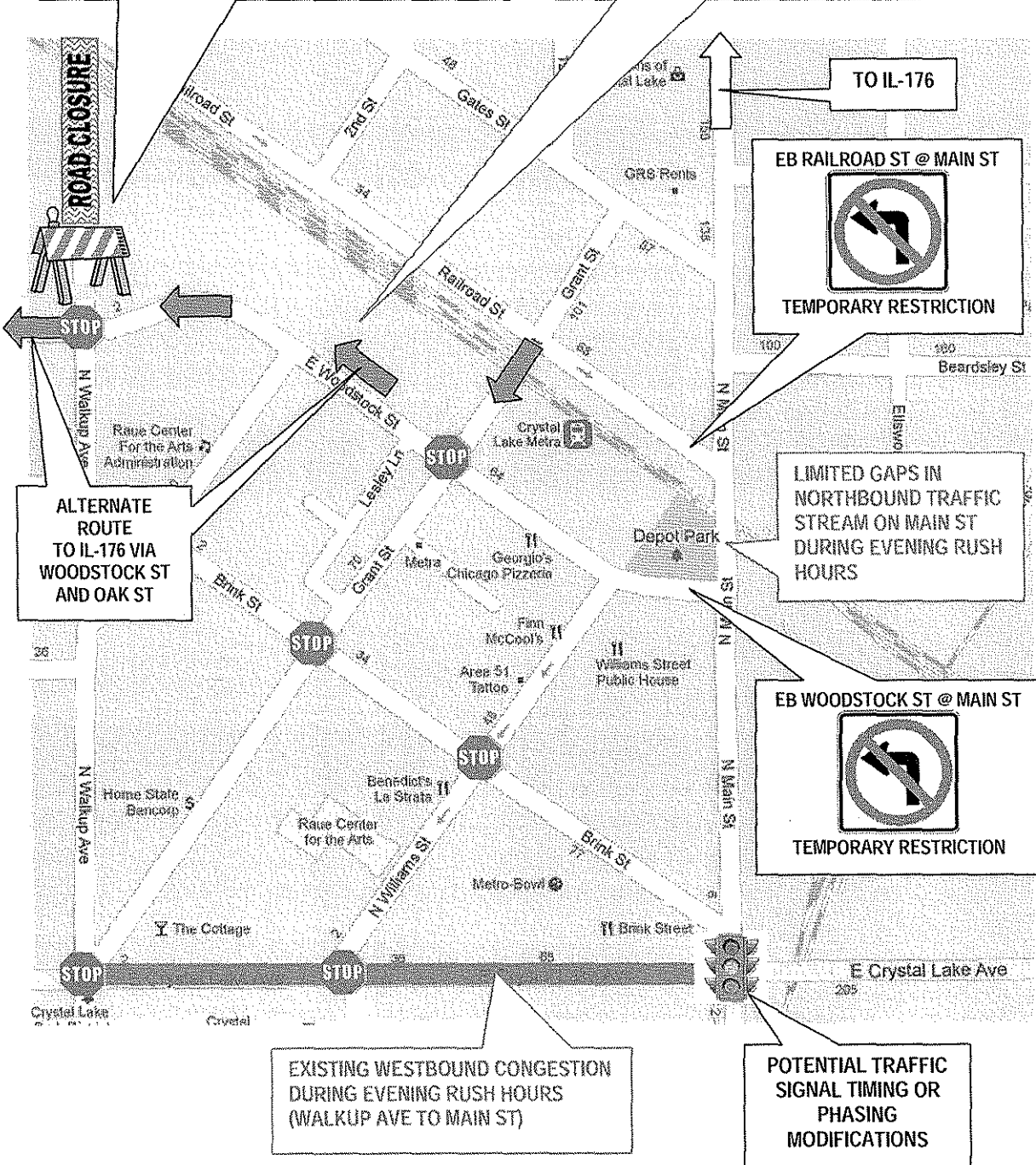


- **Concerns:** Walkup Avenue is situated at the primary northern gateway to the downtown district and near several Metra commuter lots.
  - There is a significant queue that currently forms along westbound Crystal Lake Avenue in the evening rush hours between Walkup Avenue and Main Street, before the road closure. Additional traffic from the detour could lead to this queue extending through the signalized Main Street / Crystal Lake Avenue intersection.
  - Left-turn movements at uncontrolled intersections along Main Street are also challenging during peak hours with limited gaps. This issue might be exacerbated by the added volume of traffic during the Walkup Avenue closure.
  - Metra commuters depart in large numbers in a short period following the arrival of several evening trains. This concentration of volume of vehicles will need to be distributed through the downtown road network on top of the detour traffic and background rush hour traffic.
- **Countermeasures:** The following modifications are under consideration to mitigate the added traffic and new traffic patterns in the Downtown district that result from the road closure. Note that these action items would require coordination with the County, as they are the lead agency for the Walkup Avenue/IL Route 176 project.
  - **Temporary Traffic Signal at Illinois Route 176 and Main Street:** Per the IDOT-approved detour plan, a temporary traffic signal will be installed by the contractor as part of the project.
  - **Restrict left-turn movements for eastbound Woodstock Street to northbound Main Street (potential adjustment for Council consideration):** This measure would address safety and traffic flow problems that will likely arise from the added traffic on Main Street. This may result other impacts, such as the temporary diversion of additional traffic to Gates Street and Williams Street.

- ***Restrict left-turn movements for eastbound Railroad Street to northbound Main Street (potential adjustment for Council consideration):*** This measure would address safety and traffic flow problems that will likely arise from the added traffic on Main Street. This may result in other impacts; such as the temporary diversion of additional traffic to Gates Street.
- ***Add temporary wayfinding signage of alternate routes for commuters departing the Railroad Street and Alexander Parking lots (potential adjustment for Council consideration):*** This would help direct some commuter traffic towards the signalized intersection at Illinois Route 176 via Oak Street in order to minimize the congestion on Woodstock Street, Main Street, and Crystal Lake Avenue.
- ***Additional Crystal Lake Police Department support:*** Police staff will be vigilant to address any potentially significant traffic problems because of this construction and provide additional traffic control support when necessary.
- ***Signal timing and/or phasing modifications at the Crystal Lake Avenue and Main Street traffic signal (potential adjustments for Council consideration):*** The following potential modifications are being studied by one of the City's Traffic Consultants prior to implementation.
  - Signal timing adjustments to optimize intersection efficiency with the new traffic patterns of the detour;
  - Addition of dedicated left-turn phases on Crystal Lake Avenue to help manage extra northbound traffic in the detour route; or
  - Lagging left-turn phases or split phase options that would stagger the flow of traffic onto Crystal Lake Avenue approaching the stop controlled intersections to the west.
- **Local Business Coordination:** Staff discussed these additional countermeasures with the Downtown/Main Street organization and the County's resident engineer for added feedback.

CLOSE WALKUP AVE DRIVEWAY TO METRA LOT AND OPERATE WOODSTOCK/WALKUP AS 3-LEG INTERSECTION FOR ENHANCED EFFICIENCY DURING ROAD CLOSURE

CONCENTRATED DEPARTURE OF METRA COMMUTERS FROM THE ALEXANDER AND RAILROAD ST LOTS



**WALKUP AVENUE DETOUR / DOWNTOWN DISTRICT**

## **Marketing Efforts**

In an effort to assist the traveling public around both of the road closures and other improvement projects, the City and County will be creating maps outlining alternate routes. The maps will be posted on the City website, all the project websites, the cable channel, a press release, Twitter and Facebook, and in large-scale printings posted at the library, Metra stations, the Chamber of Commerce, and City Hall. Postcard-sized printouts will also be available for local businesses to distribute to their customers.

In addition to the various project websites, changeable message signs will be utilized throughout construction as a means to keep the public up-to-date.

## **Business Advocacy**

The following measures will be implemented to promote the impacted businesses during the construction season:

- ***Open during Construction Signage:*** The City will erect “Businesses Open during Construction” signage. This signage will be similar to the Rakow Road signs installed in 2011 and will be installed for the Walkup Road at IL Route 176, Pingree Road at Congress Parkway and IL Route 31 at IL Route 176 improvements.
- ***Limited Duration Signs:*** Businesses in the construction zones were granted a waiver of permit fees to add temporary banners and special promotion tents according to the variations that were approved by the City Council on February 7, 2012.
- ***Social Media Updates:*** Staff will utilize the City’s Twitter feed as well as *I Shop Crystal Lake* and the downtown association’s Facebook page to continually highlight businesses are open during construction. Email blasts to *I Shop Crystal Lake* REWARDS members can be utilized as well.
- ***Construction Zone Specials by Local Businesses:*** Some local businesses in the affected work zones are considering special discounts and other marketing events to motorists. Staff will work with the businesses and the downtown association to assist in marketing any specials through social media.

## **Votes Required Pass:**

Information Only



## Agenda Item No: 15

### City Council Agenda Supplement

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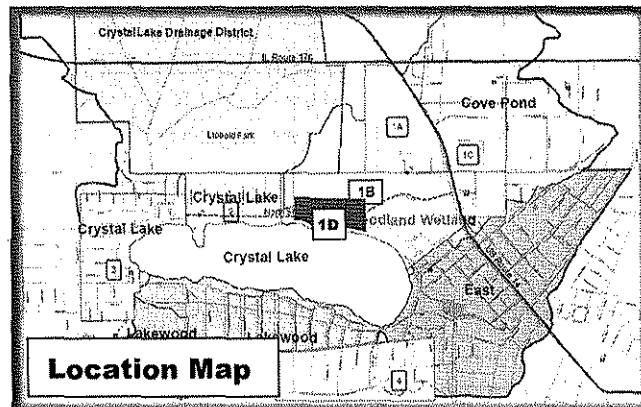
<b>Meeting Date:</b>	April 3, 2012
<b>Item:</b>	Flooding Study Improvement to Area 1D
<b>Staff Recommendation:</b>	City Council Feedback and Direction
<b>Staff Contact:</b>	Erik D. Morimoto, Director of Engineering and Building Abigail L. Wilgreen, Assistant City Engineer

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#### **Background:**

The Crystal Lake area experienced some of the heaviest rainfall totals in its recorded history in the summer of 2007. Because of this historic rain, several areas in the City flooded. In March of 2009, a study was completed by the City identifying flooding areas of concern and making recommendations on how to reduce the risk of future flooding.

The report divided the flood-prone areas of the City into different study areas. The study area known as Area 1D is the area immediately west of East Street extending to Baldwin Avenue.

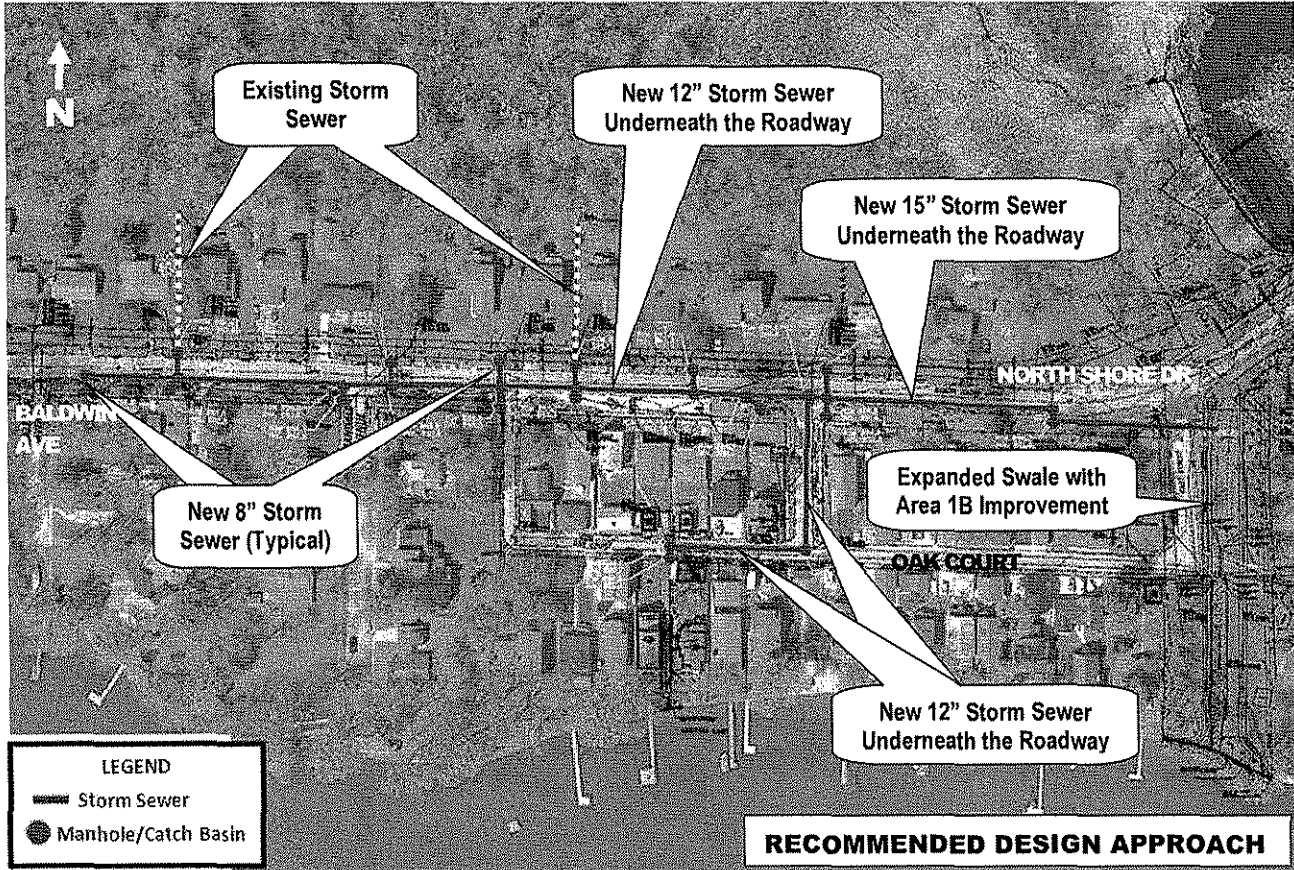


#### *PUBLIC INVOLVEMENT*

City staff has and continues to provide an open line of communication with the residents north of the lake. Various public meetings have been held at City Hall as well as letters updating the residents of the City's progress. On March 19, 2012, staff and the consultant Christopher B. Burke Engineering (CBBEL) met with representatives from the Lake Street Beach Association to present the recommended design approach. Overall, members of the association were in favor of the recommended design approach. They did request that CBBEL evaluate the inclusion of storm sewer in the rear of residential properties along the north side of North Shore Drive from East Street to Baldwin Avenue.

*RECOMMENDED DESIGN APPROACH*

CBBEL has extensively evaluated Area 1D. This developed area has many constraints such as high groundwater, significant existing infrastructure, dense residential housing, and no existing outlet to the lake. These constraints provided for limited feasible alternatives, which could be constructed. However, a practical final recommended plan has been designed which includes the construction of a new storm sewer system that outlets into the proposed wetland swale constructed as part of the Area 1B improvement.



This improvement would provide a positive drainage outlet for those residents that reported basement/crawlspace flooding. The improvement will provide a 10-year conveyance capacity in the new storm sewer system, which is consistent with the current Crystal Lake Stormwater Ordinance for new development. Storm sewer does exist between 808/816 and 848/854 North Shore Drive from the front yard to the rear yard, which will provide some drainage relief along the north property lines. The estimated cost of construction is approximately \$340,000. Water quality treatment will be provided within the vegetated swale before discharging into the lake.

*OPTIONAL PROJECT SCOPE ADDITIONS*

In addition to the recommended design approach, optional project scope additions have been outlined by Staff. Costs provided for these options are in addition to the flood improvement cost stated above. These possible additions include:

1. *Additional Storm Sewer System North of Residential Lots along North Shore Drive* – Per comments from the Lake Street Beach Association, CBBEL evaluated the possibility of installing a storm sewer system north of the residential lots located on the north side of North Shore Drive between East Street and Baldwin Avenue. The side yard storm sewers between 808/816 and 848/854 North Shore Drive could be replaced and new storm sewers installed on City-owned property to the north. The storm sewers could also be perforated to promote infiltration. At a minimum, a new gravel access roadway would need to be constructed for the installation and maintenance of the system. Approximately two acres of trees would also need to be removed for construction of the improvement. It should be noted that this optional project addition would significantly change the appearance and feel in this area behind the residential homes. The estimated cost of construction is \$331,000.

This area is densely wooded, gradually sloped, contains small pockets of wetland and is poorly drained with standing water observed in several locations on the City-owned property north of the residential lots. Given the existing drainage patterns in this area, the proposed storm sewer system is not anticipated to provide significant drainage benefits. The recommended design approach will provide benefit to these residential lots independent from this additional storm sewer in the rear yards. In addition, future maintenance of this storm sewer system would be extensive and costly, as regular jetting and cutting of root intrusions into the perforated pipes would be necessary.

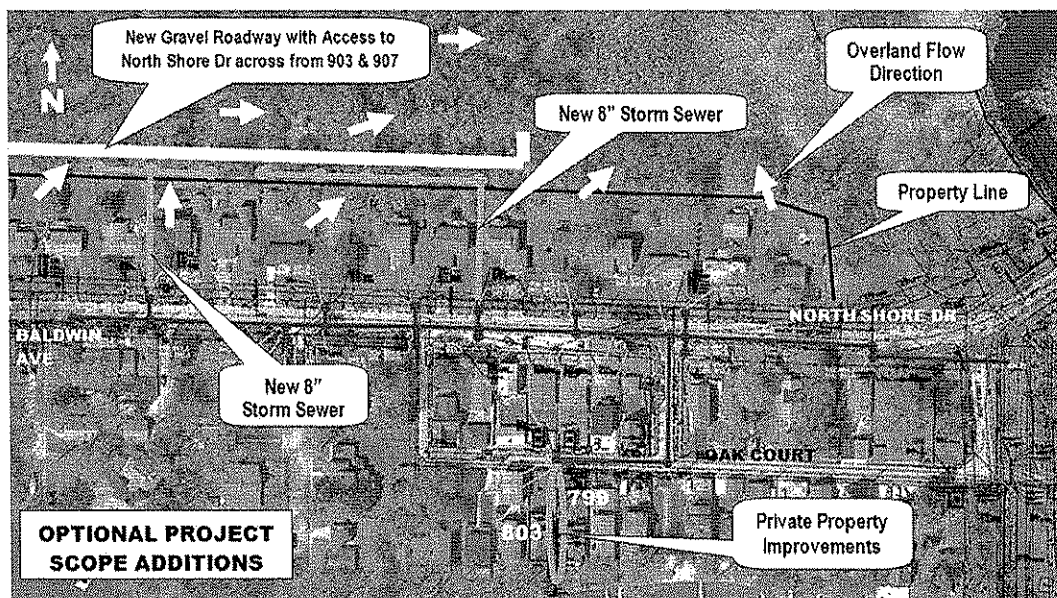
2. *Private Property Improvements* – Two additional drainage projects on private property could also be considered to supplement the enhancements of the recommended improvement. Both improvements would require significant disturbance to private property and would necessitate acquisition of a temporary construction easement and permanent stormwater easement that could encumber the owner's use of this area. A legal review for possible liability issues would be needed should this option be pursued by the City.

The first improvement option is the construction of an overland flow path (swale) along the existing sidewalk/fence line in the side yard of 799 Oak Court. By lowering the existing grade six inches using landscape block, west of the existing sidewalk and east of the existing fence line in the side yard, an overland flow path could be constructed. Using landscape block would also make it possible to tie into existing grade at both the property line and the sidewalk. The estimated cost of construction is \$20,000. Staff has been in contact with the property owner and the owner does not oppose the concept of this improvement.

The second improvement option is the construction of an overland flow path (swale) along the eastern property line of 803 Oak Court. By installing a new step to the existing sidewalk and a six-inch landscape block retaining wall, the existing sidewalk along the eastern property line could be lowered so an overland flow path could be constructed. The estimated cost of construction is \$22,000. Staff has been in contact with the property owner and the owner is not in favor of this improvement.



Both of these improvement options could be completed independently or in conjunction with each other. These improvements can also be constructed with the City's recommended design or independently by the property owner. The improvement(s) will provide an overland flow path to reduce flooding of Oak Court north of the two residences during extreme storm events. Ponding of water at this location is also addressed with construction of the recommended design.



*NEXT STEPS*

CBBEL will continue to complete the final design plans and contract documents. Staff anticipates the plans will be finalized this spring/early summer with construction early fall of 2012, pending permit approvals.

**Votes Required to Pass:**

Discussion Only



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 3, 2012

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

#2012-16 Tomasello 290 E. Crystal Lake Avenue

1. SUP Amendment to allow a detached accessory structure to be approximately 960 square feet for each story or 1,920 total;
2. Variation from Article 3, Density and Dimensional Standards, to allow a second story within an accessory structure.

James Tomasello, 290 E. Crystal Lake Avenue

**PZC Recommendation:** Motion to deny the petitioner's request.

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

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**Background:**

- Location: 290 E. Crystal Lake Avenue, east of East Street
- Zoning: "R-2" Single-Family Residential
- Existing Improvements: 2-story frame residence with a detached garage
- Request: SUP Amendment to allow the garage to be 960 SF on each story and a variation to allow a second story within an accessory structure.

***Key Factors***

- History: In 2011, the property received a Special Use Permit to allow a garage (detached accessory structure) to be approximately 960 square feet, variations to allow the garage to be located in a corner side yard as close as 15 feet instead of 30 feet from the East Street property line and to allow a driveway width of 24 feet at the property line instead of 20 feet. At the time, it was indicated by the petitioner that there would be no second story and the space above the joists would be used for storage only. Accordingly, the Ordinance approving the request included the condition that a second story is not permitted within the garage.
- Ordinance requirements: Per the UDO, accessory structures are permitted to be 15 feet and 1-story in height. For structures with gambrel roofs, the height is measured to the

mean height level between eaves and ridge. The garage meets the 15-foot height requirement for accessory structures. Also, detached accessory structures greater than 600-square-feet are required to obtain a Special Use Permit.

- Details: The petitioner has indicated that he would like to install a permanent set of stairs, run electric upstairs and install a furnace. No exterior changes are proposed with this request. Since the previous request was for attic storage accessible by a ladder it was considered storage, not a story. This request will necessitate a variation from the Ordinance to allow a second story within the detached accessory structure. Also, the addition of 'living space' upstairs will increase the area of the garage to 960-square-feet on each story.
- Hardship: The petitioner has indicated that the request will not involve modifying the exterior of the garage and no additional setback variations than the ones previously granted are necessary.

### ***PZC Highlights***

- At the PZC meeting, the Commission expressed their concerns with the request. They indicated that when the original request was approved in 2011, their recommendation for approval was based on the garage not having a second story.
- The petitioner indicated that there would be no change to the exterior of the garage.
- The PZC recommended **denial (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, received 3-1-12
  - B. Plat of Survey/Site Plan, MJM Consulting
  - C. Floor Plans, Section, Tomasello, received 3-1-12
2. A Special Use Amendment to allow an accessory structure greater than 600 square feet to allow 960 square feet on each story is hereby granted.
3. A variation to allow an accessory structure to be two stories is hereby granted.
4. 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 to deny the petitioner's request. A super majority vote to overturn the Planning and Zoning Commission's recommendation and approve the petitioner's request.



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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- Meeting Date:** April 3, 2012
- Item:** City Code Amendment – Liquor License Provisions
- Staff Recommendation:** Adopt an Ordinance decreasing the number of Class “1” liquor licenses from the current 14 licenses to 13 licenses, and decreasing the number of Class “2” liquor licenses from the current 7 licenses to 6 licenses
- Staff Contact:** George Koczwar, Deputy City Manager
- 

**Background:**

At the May 17, 2011 City Council meeting, several liquor licenses were eliminated due to non-renewal and revocation of the licenses. At that time, two licenses previously held by establishments that had closed were left open, the licenses held by Solid Tap Bar and T’Quilas Restaurant.

- (1) Solid Tap Bar, located in Westlane Bowling Alley, held a Class 1 liquor license. The owners of Solid Tap Bar did not renew their liquor license for the 2011/2012 license period and the bowling alley closed; however, at that time it was the City’s understanding that the owners did plan to reopen in the near future. The owners did not reopen and, therefore, the license is now being eliminated.
- (2) T’Quilas Restaurant, located at 5417 S. Route 31, held a Class 2 liquor license. At the time T’Quilas Restaurant closed, it was the City’s understanding that a change in ownership and new plans for the location were being considered. Those plans did not materialize and the license is now being eliminated.

In order to ensure that the allowable number of liquor licenses in these classes, as contained in the City Code, match the actual number of licenses currently being held, the Council may wish to consider adoption of an amendment to the liquor license restriction provisions of the City Code decreasing the number of Class 1 liquor licenses from the current 14 licenses to 13 licenses and decreasing the number of Class 2 licenses from the current 7 licenses to 6 licenses.

Adoption of the attached ordinance will bring the Liquor License restrictions of the City Code into compliance with the number of licenses actually held in the City with the following exception: A Class "9" liquor license created but not yet issued for Al & Joe's Deli.

**Votes Required to Pass:**

Simple majority.

**DRAFT**

ORDINANCE NO.  
FILE NO. 255L



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

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 1 License shall be decreased from 14 to 13.
2. Class 2 License shall be decreased from 7 to 6.

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

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

DATED at Crystal Lake, Illinois, this 3rd day of April, 2012.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED: July 19, 2011

APPROVED: July 19, 2011

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:** April 3, 2012

**Item:** Unleaded Gasoline and Diesel Fuel

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

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

**Background:**

On March 19, 2012, the City of Crystal Lake publicly opened the bids received for a one-year unleaded gasoline and diesel fuel contract with an optional one (1) year extension. The annual contract is based on a per gallon fee for delivery of the fuel. The actual cost of the fuel is based on surcharges to the low rack posting price per gallon as published in the Oil Price Information Service (OPIS) price listing for the Chicago market on the day of each fuel delivery. Below is a breakdown of the bids received:

Company	Unleaded (+) Price Year 1	Unleaded (+) Price Year 2	Diesel (+) Price Year 1	Diesel (+) Price Year 2	Optional Off Road Diesel (+) Price Year 1	Optional Off Road Diesel (+) Price Year 2
✓ Al Warren Oil Co. Summit, IL	0.015	0.015	0.026	0.026	0.25	0.25
Texor Petroleum Co. Riverside, IL	0.035	0.035	0.04	0.04	0.30	0.30
Petroleum Traders Corp. Fort Wayne, IN	0.0465	0.0495	0.0378	0.0412	No Bid	No Bid
RKA Petroleum, Romulus, MI	0.0465	0.0465	0.0548	0.0548	0.2417	0.2417

✓ Indicates lowest responsive and responsible bidder

The prices submitted this year are more favorable than those awarded last year. In addition, this year, the City requested optional pricing for a one (1) year extension, which was bid with no increase from year one to year two.

**Recommendation**

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. An analysis of the fuel bid submittals substantiates that the apparent low bidder for the categories of fuel is Al Warren Oil Company. Al Warren Oil Company has provided fuel delivery for the City for the last three (3) fiscal years with excellent results. It is the recommendation of City staff to award the bid to the lowest responsive and responsible bidder, Al Warren Oil Company, for the provision of unleaded gasoline and diesel fuel for the 2012 contract period with an optional one-year extension.

**Votes Required to Pass:**

Simple majority



RESOLUTION

DRAFT

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

**Meeting Date:** April 3, 2012

**Item:** Brush Pick-Up Bid

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

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

**Background:**

On March 26, 2012, the City of Crystal Lake opened and publicly read aloud the bids for brush pick-up services. Contractors were asked to bid an hourly rate for use of their crews and equipment. Based on previous experience, the City expects the contractor to be utilized for approximately 100 hours throughout the program. The table below indicates the hourly breakdown of the four vendors who submitted bids for the City's Brush Pick-Up Program, as well as the total contract value based on the use in the previous contract year.

Bidder	√ John's Tree Service	Clearview Tree Service	Winkler's Tree	Trees 'R' Us
	McHenry, IL	Wonder Lake, IL	La Grange Park, IL	Wauconda, IL
<b>Price/Hour</b>	\$175.00	\$200.00	\$244.58	\$275.00
<b>Price Based on 100 hours Use</b>	\$17,500.00	\$20,000.00	\$24,458.00	\$27,500.00

√ Indicates recommended lowest responsive and responsible bidder

**Recommendation:**

It is the recommendation of staff that the contract for brush pick-up services be awarded to the lowest responsive and responsible bidder, John's Tree Service, at a rate of \$175.00 per hour. John's Tree Service has been the City's brush removal contractor for the last several years. The price bid this year shows no increase from that bid in 2010 or 2011.

**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 John's Tree Service for the 2012 Brush Pickup Program.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 3, 2012

**Item:** Walnut Glen Subdivision Pavement Patching Program

**Staff Recommendation:** Motion to award the Walnut Glen Subdivision Pavement Patching bid to the lowest responsible and responsive bidder, Peterson Sealcoating and Paving, Inc., in the not-to-exceed amount of \$13,565.90, and adopt a resolution authorizing the City Manager to execute a contract with Peterson Sealcoating and Paving, Inc.

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

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**Background:**

The roads in the Walnut Glen Subdivision are in need of pavement patching. This responsibility would normally fall to the developer; however, the developer of Walnut Glen is non-responsive. The City has taken action to have the work completed by bidding out the patching.

On March 23, 2012, the City opened bids for the final paving for the subdivision roads. The results of the bids are tabulated below:

<i>Firm</i>	<i>Unit Cost (Square Yard)</i>
Peterson Sealcoating and Paving, Inc. <sup>1</sup> Lake in the Hills, IL	\$29.97
Maneval Construction Company, Inc. Grayslake, IL	\$33.00
Hastings Asphalt Services, Inc. Harvard, IL	\$38.43
Chicagoland Paving Contractors, Inc. Lake Zurich, IL	\$39.00
Curran Contracting Company Crystal Lake, IL	\$40.00

<sup>1</sup> Indicates Recommended Lowest Responsible and Responsive Bidder

The City will draw funds from a letter of credit provided by the developer to pay for the completion of these required improvements. The letter of credit still has \$13,565.90 remaining. Approximately 452 square yards will be able to be patched with these funds. This will be the final improvement completed with the funding from this letter of credit.

**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 Peterson Sealcoating and Paving, Inc. for the Walnut Glen Pavement Patching in the not-to-exceed amount of \$13,565.90.

**DATED** this third day of April, 2012

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
NICK KACHIROUBAS, CITY CLERK

PASSED: April 3, 2012

APPROVED: April 3, 2012



**Agenda Item No: 21**

**City Council  
Agenda Supplement**

**Meeting Date:** April 3, 2012

**Item:** 2012 Street Resurfacing Program Bid Award

**Staff Recommendation:** Motion to award the 2012 Street Resurfacing Program bid to the lowest responsive and responsible bidder, Arrow Road Construction Company, in the bid amount of \$1,679,524.70, and adopt a resolution authorizing the City Manager to execute a contract with Arrow Road Construction Company allowing for a 10 percent contingency.

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

**Background:**

This year's annual street resurfacing program includes 36 locations around the City as part of the proposed FY 2013 City Budget. On March 23, 2012, the City opened and publicly read the bids received for the resurfacing contract. The results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Arrow Road Construction Company <sup>1</sup> Mt. Prospect, IL	\$1,679,524.70
Geske and Sons, Inc Crystal Lake, IL	\$1,720,321.85
Curran Contracting Company Crystal Lake, IL	\$1,818,650.00

<sup>1</sup> Indicates Recommended Lowest Responsive and Responsible Bidder

Specifications were mailed to various contractors and standard bid advertisement procedures were followed. This project is included in the proposed FY 2013 budget.

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

<i>Street Name</i>	<i>From:</i>	<i>To:</i>
Aberdeen	Surrey	Cardiff
Barberry	Mulberry	Thornwood
Bard	Huntley	City Limits
Beardsley	Main	Illinois
Berkshire	Patching in the 200 Block	
Burr Oak	Edgewater	Thornwood
Caroline	Franklin	Woodstock
Chardonay	McHenry	Eletson
Clover	Mulberry	Thornwood
Country Hill	Country Lane	End
Country Lane	Oak	End
Darlington	Berkshire	Virginia
Ellsworth	Short	IL 176
Elsinoor	Devonshire	Berkshire
Franklin	McHenry	College
Glen	Prairie	IL 176
Golf	Country Club	Nash
Heather	Gardina	Thornwood
Holly	Mulberry	Thornwood
Huntley	Plumtree	Ackman
Illinois	Beardsley	IL 176
Kelly	All	
Lake	McHenry	Lake Shore
Oak	Crystal Lake	Woodstock
Pierson	McHenry	Lake Shore
Plymouth	Devonshire	Elsinoor
Ray	Kelly	160 feet east
Rockland	US 14	Oak
Sharon	McHenry	Eletson
Sherman	Main	Glen
Stony Hill	All	
Thornwood	Heather	Honeysuckle
University	McHenry	Wallace
Van Buren	Lake	US 14
Woodbine	Mulberry	Thornwood
Wyndmuir	Patching in the 700 Block	

**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 Arrow Road Construction Company for the 2012 Street Resurfacing Program in the amount of \$1,679,524.70. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this third day of April, 2012

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
NICK KACHIROUBAS, CITY CLERK

PASSED: April 3, 2012

APPROVED: April 3, 2012



**Agenda Item No: 22**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 3, 2012

**Item:** FY 2012-2013 Traffic Signal Maintenance Contract Bid Award

**Staff Recommendation:** Motion to award the bid for the FY 2012-2013 Traffic Signal Maintenance Program to the lowest responsive and responsible bidder, Meade Electric Company, Inc., in the bid amount of \$59,904.00, and adopt a resolution authorizing the City Manager to execute the contract with Meade Electric Company, Inc., allowing for a 10 percent contingency.

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

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**Background:**

The City is responsible for maintaining and repairing (as needed) traffic signals for 32 intersections. The City maintains and repairs these traffic signals using qualified traffic signal maintenance contractors, and funds these activities using MFT funds.

Bids for the FY 2012-2013 traffic signal maintenance contract were opened March 26, 2012. The results of the bids are as follows:

<i>Contractor</i>	<i>Bid</i>
Meade Electric Company, Inc. <sup>1</sup> McCook, IL	\$59,904.00
Lyons Electric Company, Inc. LaGrange, IL	\$66,816.00
H&H Electric Company Franklin Park, IL	\$151,296.00

<sup>1</sup> Indicates lowest responsive and responsible bidder

Meade Electric has been the traffic signal maintenance contractor for the City since 2008. Meade also performs traffic signal maintenance in the Chicago-land area for all State of Illinois traffic

signals. Meade's bid is \$8,064 lower than the bid they submitted for the current contract two years ago. Meade attributed the lower price to LED signal upgrades the City completed to the traffic signal system over the past two years. The contract period is for one year, with the option by the City to extend the contract an additional year at the same price. The City followed all standard bid advertisement procedures.

**Votes Required to Pass:**

Simple majority by City Council

**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 an agreement with Meade Electric Company, Inc. for the maintenance of traffic signals under City jurisdiction in the amount of \$59,904.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this third day of April, 2012

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
NICK KACHIROUBAS, CITY CLERK

PASSED: April 3, 2012

APPROVED: April 3, 2012



**Agenda Item No: 23**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 3, 2012

**Item:** FY 2012-2013 Street Light Maintenance Contract Bid Award

**Staff Recommendation:** Motion to award the bid for the FY 2012-2013 Street Light Maintenance Program to the lowest responsive and responsible bidder, H&H Electric Company in the bid amount of \$33,497.00, and adopt a resolution authorizing the City Manager to execute the contract with H&H Electric Company, allowing for a 10 percent contingency.

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

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**Background:**

The City is responsible for maintaining and repairing (as needed) certain street lights in the City. The City maintains the street lights in the downtown area including the commuter parking lots, and some along U.S. Route 14. The City maintains and repairs these street lights using qualified street light maintenance contractors, and funds this activity using the MFT and General fund.

Bids for the FY 2012-2013 street light maintenance contract were opened March 26, 2012. The results of the bids are as follows:

<i>Contractor</i>	<i>Bid</i>
H&H Electric Company <sup>1</sup> Franklin Park, IL	\$33,497.00
Meade Electric Company, Inc. McCook, IL	\$33,515.00
Lyons Electric Company, Inc. LaGrange, IL	\$38,128.00

<sup>1</sup> Indicates lowest responsive and responsible bidder

A street light contract will provide for routine maintenance inspections as well as regular repair of outages to ensure the street light system functions properly. The contract period is for one year, with the option by the City to extend the contract an additional year at the same price. The City followed all standard bid advertisement procedures.

**Votes Required to Pass:**

Simple majority by City Council

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 an agreement with H&H Electric Company for the maintenance of street lights under City jurisdiction in the amount of \$33,497.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this third day of April, 2012

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
NICK KACHIROUBAS, CITY CLERK

PASSED: April 3, 2012

APPROVED: April 3, 2012



**Agenda Item No: 24**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 3, 2012

**Item:**

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

**Staff Recommendation:**

Motion to adopt a resolution appropriating \$498,000 in MFT funds for FY 2012-2013 traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

**Staff Contact:**

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

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**Background:**

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

The City maintains traffic signals for intersections under City jurisdiction, as well as certain intersections along IDOT routes per agreements between the City and IDOT. The City is responsible for the maintenance of 32 intersections. This maintenance period, the Engineering and Building Department estimates that traffic signal maintenance repair will cost \$85,000. This includes an allotment for the City's routine signal maintenance, which is performed under contract for a fixed amount per intersection and an allocation for emergency repairs, such as knockdowns and lightning strikes. The Engineering and Building Department also estimates that \$40,000 will be needed for MFT funded street light maintenance and repairs. The City will be spending \$34,000 on four Emergency Vehicle Preemption (EVP) units at the traffic signals that are being replaced as part of the County's Rakow Road project, and \$6,000 for replacement of an EVP unit for IDOT's IL Route 176 and IL Route 31 project.

In addition, the Public Works Department estimates that it will spend \$328,000 on snow-fighting material purchases in the next fiscal year. This \$328,000 will be sufficient for the City's salt purchases for snow-fighting, including road salt, calcium chloride, and bag salt for sidewalks.



The City also uses a snow-fighting material called Super Mix, which is a combination of salt brine, liquid calcium chloride, and GEO Melt (an anti-icing agent derived from sugar beets). This mixture is combined with road salt and increases its effectiveness, while decreasing the amount of salt runoff, when the temperature falls below 25 degrees.

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

**Votes Required to Pass:**

Simple majority vote by the City Council.



## Agenda Item No: 25

### City Council Agenda Supplement

**Meeting Date:**

April 3, 2012

**Item:**

Consultant Selection Approval for the Main Street at Crystal Lake Avenue Phase I Preliminary and Phase II Design Engineering

**Staff Recommendation:**

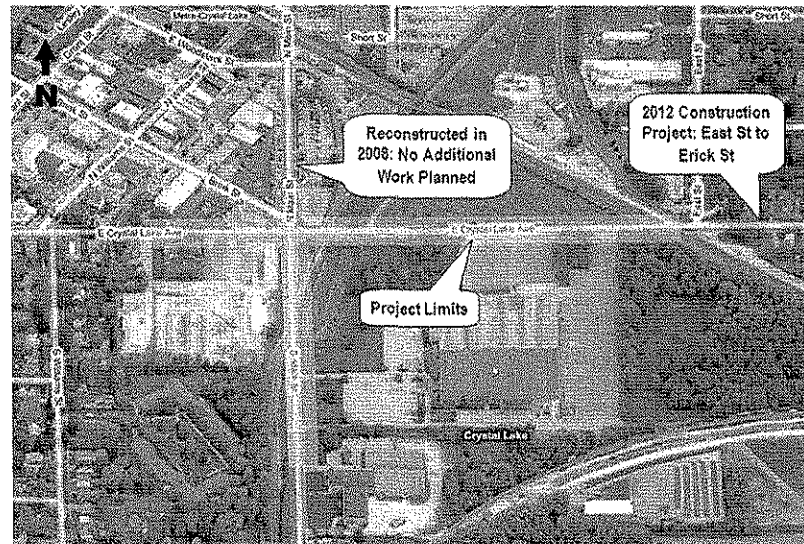
Motion to award the proposal for the Main Street at Crystal Lake Avenue Phase I Preliminary and Phase II Design Engineering to the most qualified, responsible, and responsive proposer, Alfred Benesch & Company, and adopt a resolution authorizing the City Manager to execute an agreement with Alfred Benesch & Company in the amount of \$274,231.01 and approve changes in scope by 10 percent of the original price.

**Staff Contact:**

Erik D. Morimoto, Director of Engineering and Building

**Background:**

In 2008 the City reconstructed the north leg of Main Street at Crystal Lake Avenue using local TIF funds. The scope of work included constructing dedicated turn lanes, street lighting, streetscape features, new watermain, installation of temporary traffic signals, and overhead utility line burial along Crystal Lake Avenue. Roadway work along Crystal Lake Avenue and the south leg of Main Street was originally postponed to a future year with the intention of first completing a railroad



relocation project to eliminate the tracks east and south of the intersection. While not necessary to complete the intersection improvement, the railroad track removal would have provided flexibility in adjusting the profile of the road to a more natural configuration with flatter grades in the intersection approach and avoided the costs of railroad crossing and signal improvements. As the railroad relocation project has been delayed longer than originally anticipated, staff recommends that the remainder of the intersection improvement be completed at this time to finish the enhancements to the southern gateway to downtown and eliminate the temporary offset lane configuration that currently exists.

In 2010, the City received \$1.5 million in Surface Transportation Program funding for the remainder of the intersection improvement. The project includes pavement reconstruction along Main Street, the widening and resurfacing of Crystal Lake Avenue, a permanent traffic signal, intersection lighting, and streetscape elements. The existing offset travel lanes along Main Street at the intersection will be realigned and a wider sidewalk will be added along the north side of Crystal Lake Avenue, east of the intersection, to extend the off-street Prairie Trail path to the existing bike route at East Street.

*CONSULTANT SELECTION PROCESS:*

The Engineering and Building Department followed the City's Purchasing Policy to secure a highly qualified engineering firm to address this project. The City sent the Request for Qualifications & Proposal (RFQ&P) directly to qualified engineering firms. An advertisement of the RFQ&P was also placed in the *Northwest Herald* and on the City's webpage. Through this notification process, the City received seven proposals.

As federal funds are not being utilized for the engineering portion of this project, staff from the Engineering and Building Department reviewed each of the proposals and ranked the firms based on their qualifications and proposed cost. The qualifications criteria considered during the review were:

- Proposal completeness
- Firm's reputation and integrity
- General experience and history of performance on similar projects
- Current or past projects related to the scope of services
- Understanding of the unique project design challenges
- Adherence to the Project Scoping Summary
- Experience of personnel
- Miscellaneous – additional items which made the firm stand out

Based on the firm's ability to meet or exceed the above qualifications criteria and project approach, the top three firms without considering cost are:

ENGINEERING FIRM <i>(Listed Alphabetically)</i>		COST
Finalists	BENESCH & COMPANY	\$274,231.01*
	CIVILTECH ENGINEERING	\$413,944.76*
	HLR	\$275,335.25*

\* Adjusted costs, for comparison  
(includes optional items selected for final scope of services)

Other firms that submitted a proposal included:

ENGINEERING FIRM <i>(Listed Alphabetically)</i>		COST
Other Proposers	CHRISTOPHER B. BURKE ENGINEERING	\$318,350.20
	GEWALT HAMILTON & ASSOCIATES	\$343,378.11
	STANLEY CONSULTANTS*	\$233,751.87*
	THOMAS ENGINEERING	\$386,450.30

\* Proposal omitted several required services

The proposed costs for firms not identified as finalists in the qualifications review were not adjusted for comparison and are listed for information only.

Benesch & Company was identified as the most qualified, responsible, and responsive proposer for this particular project for reasons that include, but are not limited to:

- **Project Schedule:** As federal grant dollars are not being utilized for the engineering design (only construction), there is the opportunity to streamline the project schedule by performing some of the phase I and phase II design tasks simultaneously. Benesch & Company was one of the only firms to stress this approach in their proposal.
- **Railroad Coordination:** Benesch & Company included early and detailed coordination with both the Union Pacific Railroad and Illinois Commerce Commission. These entities have jurisdiction over the modifications to the railroad crossings that would be necessary as part of this improvement and it is the experience of staff that the railroad can significantly delay the project completion if there is not sufficient attention paid to this issue early in the process.

- Prairie Trail & Motor Vehicle Analysis: As the MCCD Prairie Trail passes through this intersection, there is a significant amount of non-motorized traffic that must also be accommodated in the design, unlike most traditional intersections. Benesch & Company is proposing the use of a video-based traffic data collection system that will not only track vehicular traffic movements and volume, but also any bicycles or pedestrians that enter the intersection via the Prairie Trail. Most of the other firms proposed limited peak hour manual traffic counts for vehicles, and not pedestrians or bicycles.
- Required Process for IDOT/FHWA Approval: The RFP document stated that the scope of services must meet the federal requirements for engineering approval. Benesch & Company's proposal identified the required services to ensure that the project development report would be approved by IDOT and the FHWA. Not all of the proposals met this requirement.

Based upon the qualifications review, analysis of each firm's project approach relative to the RFP&Q requirements, and cost, it is staff's recommendation to select Benesch & Company to perform the Phase I preliminary and Phase II design engineering for the Main Street at Crystal Lake Avenue Improvements.

**Votes Required to Pass:**

Simple Majority



**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute an agreement with Alfred Benesch & Company for the Main Street at Crystal Lake Avenue Phase I Preliminary and Phase II Design Engineering for \$274,231.01. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this third day of April, 2012.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
NICK KACHIROUBAS, CITY CLERK

PASSED: April 3, 2012

APPROVED: April 3, 2012

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



**Agenda Item No: 26**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 3, 2012

**Item:**

Appropriation of MFT funds for the Main Street at Crystal Lake Avenue Improvement.

**Staff Recommendation:**

Motion to adopt a resolution appropriating MFT funds for the Main Street at Crystal Lake Avenue Improvement.

**Staff Contact:**

Erik D. Morimoto, Director of Engineering and Building

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**Background:**

City staff is requesting that the Council allocate Motor Fuel Tax funds for the Main Street at Crystal Lake Avenue Improvement. This allocation is for Phase I and Phase II Engineering of the project, and a 10 percent contingency. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the engineering.

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 27**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 3, 2012

**Item:** Consultant Selection Approval for the Country Club Road Area Water Main Improvement Design Engineering

**Staff Recommendation:** Motion to award the proposal for the Country Club Road Area Water Main Improvement Design Engineering to the most responsible and responsive proposer, Hampton, Lenzini and Renwick, Inc. (HLR), and adopt a resolution authorizing the City Manager to execute an agreement with HLR in the amount of \$104,065.60 and approve changes in scope by 10 percent of the original price.

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

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**Background:**

The water mains in the Country Club area were installed in the 1960s and are far beyond the serviceable life. Many challenges exist to replace the water main in this area – two of the existing water mains run through the backyards of residential properties and the creek along the center of Riverside Drive. A water model of the current system was run and compared to the current City Standards to determine the new water main sizes. The project is expected to be broken into five phases due to budgetary constraints and will be completed over the course of five years. Resurfacing of the roadways will occur in conjunction with the water main improvements.

The selected consultant will develop a base map of the existing conditions and create a preliminary layout of the entire area including an estimate of construction cost for each of the five stages. The consultant will also prepare five independent design plans and bidding documents.

The attached map shows the various locations of water main improvements as well as the proposed water main staging.



### *Consultant Selection Process*

The Public Works Department and Engineering and Building Department followed the City's Purchasing Policy to secure a qualified engineering firm to address this project. The City received proposals from 16 firms in response to the request.

Staff from the Public Works Department and Engineering and Building Department reviewed each of the proposals and ranked the firms based on their qualifications and cost. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the unique project design challenges
6. Adherence to the Project Scoping Summary
7. Experience of personnel

Attached are the proposals received.

The Public Works Department and Engineering and Building Department identified HLR as being the most responsive and responsible proposer for reasons including:

- Proposal was detailed and easy to read, which showed an overall understanding of the magnitude and complexities of the project.
- Proposal included coordination and communication elements necessary for the success of the project.
- Proposal provided an adequate amount of hours while providing the City with a feasible schedule.

### **Recommendation:**

Based upon the qualifications and cost review, and analysis of each firm's project approach relative to the RFP&Q requirements, the staff recommendation is to select HLR to perform the Country Club Area Water Main Improvement Design Engineering. This will be a multi-year design project with funds available to begin work immediately and final designs to be completed in Fiscal Year 2012-2013.

### **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 contract with Hampton, Lenzini and Renwick, Inc. (HLR) for the Country Club Road Area Water Main Improvement Design Engineering in the amount of \$104,065.60 with a 10% contingency for unforeseen changes to the scope.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF CRYSTAL LAKE, an Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_



**Agenda Item No: 28**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 3, 2012

**Item:**

Banking Services, Retail Lockbox and Merchant Services

**Staff Recommendation:**

Motion to adopt a resolution approving the selection of First Midwest Bank for daily banking and retail lockbox services, and Associated Bank for merchant services; and authorize the City Manager to execute an agreement with First Midwest Bank for banking and retail lockbox services and Associated Bank for merchant services on a contractual basis for three (3) years with an option to renew for an additional three (3) year period based on the submitted proposals.

**Staff Contact:**

Mark F. Nannini, Director of Finance

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**Background**

On Friday, March 16, 2012, the City publicly opened and read aloud the proposals received for banking services and retail lockbox services. Nine financial institutions participated in the process by submitting detailed proposals for the requested services. The proposal requested the following services: daily banking services, lockbox services, and merchant services (credit card processing).

The proposals for daily banking services include:

- Posting of cash and checks for daily receipts
- Wire transfers
- Automated Clearing House (ACH's) transactions
- Direct Deposits
- Direct Debits
- Returned checks or transfers
- Deposit of coins from parking collections
- Stop Payments
- Internet banking software
- Positive Pay verification
- Monitoring of daily postings on electronic media.

Below is a breakdown of the proposals received for daily banking services:

<b>Daily Banking Service</b>	<b>Annual Billing</b>
<b>First Midwest Bank*</b>	<b>\$7,607.52</b>
Home State Bank	\$9,775.72
Crystal Lake Bank	\$10,610.52
JP Morgan Chase	\$11,858.18
Associated Bank	\$14,393.19
Harris Bank	\$14,968.50
Fifth Third Bank	\$22,045.28
Cole Taylor Bank	Non Responsive
First Merit Bank	Non Responsive

\*Recommended proposal

The second portion of the Request for Proposals included the use of a lockbox system. The lockbox service processes the City's daily receipts through the US Post Office on the day it is received. Lockbox services enhance cash flows as well as returns on daily receipts. In addition the service:

- Provides residents with multiple payment options
- Decreases processing time and increases cash flow since payments are routed directly to the bank.
- Reduces the amount of manual data entry, which increases accuracy.
- Improves internal control by adding an independent third party to the procedures.
- Allows the City to store and transfer data electronically.
- The lockbox service will continue to include direct debit and credit cards for bill payments.

Below is a breakdown of proposals received for lockbox services:

<b>Lockbox Service Fees</b>	<b>Annual Billing</b>
<b>First Midwest Bank*</b>	<b>\$16,628.00</b>
Cole Taylor Bank	\$16,859.50
Fifth Third Bank	\$17,868.00
Crystal Lake Bank	\$19,158.00
Harris Bank	\$20,821.00
JP Morgan Chase	\$25,184.00
Associated Bank	\$35,963.20
First Merit Bank	\$40,213.75
Home State Bank	Non Responsive

\*Recommended Proposal

The third part of the Request for Proposals included merchant services. Merchant services support and process the City's credit card payments at the counter, Three Oaks Recreation Area, the lockbox, over the phone for Train Station parking payments, and reloading parking cards at the Downtown Train Station.

Below is a breakdown of proposals received for merchant services:

<b>Merchant Service Fees</b>	<b>Annual Billing</b>
<b>Associated Bank*</b>	<b>\$13,660.09</b>
Home State Bank	\$14,692.53
Harris Bank	\$14,708.84
Cole Taylor Bank	\$14,968.89
Crystal Lake Bank	\$15,026.89
JP Morgan Chase	\$15,172.53
First Midwest Bank	\$18,819.52
Fifth Third Bank	\$20,455.18
First Merit Bank	Non Responsive

\*Recommended proposal

**Recommendation**

The Finance Department has reviewed all proposals received for completeness and accuracy in accordance with the Request for Proposal documents. It is staff's recommendation to approve a contract with First Midwest Bank for daily banking services and retail lockbox services and Associated Bank for merchant services. The local branch of First Midwest Bank is located at 170 N. Route 31 (South of Brilliance Honda), whereas the local branch of Associated Bank is located at 180 W. Virginia Street (in the Crystal Court Shopping Center).

**Votes Required to Pass:** Simple Majority

DRAFT



**RESOLUTION**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS, that the City Manager is authorized to execute and the City Clerk is authorized to attest an agreement with First Midwest Bank as the depository for daily banking activities and depository for lock box services and Associated Bank for merchant services on a contractual basis for three (3) years with an option to renew for an additional three (3) year period.

DATED this 3rd day of April, 2012

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK