



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
June 19, 2012
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – June 5, 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. **Adoption of the June 2012 Prevailing Wage Resolution.**
10. **R. Bernotas Middle School PTO, 170 N. Oak Street – Use Variation to allow a Special Use Permit for an electronic message center sign within the “R-1” Single-Family Residential district.**
11. **Brilliance Honda, 680 W. Terra Cotta Avenue – Annexation Agreement Amendment Public Hearing; Final Planned Unit Development Amendment for exterior building, site changes and signage for this watershed Planned Unit Development; Final Plat of Subdivision to create two lots; and Special Use Permit for an electronic message center sign.**
12. **Request to use City property adjacent to the City’s pumping/lift station along the path between the end of Crystal Lake Avenue and the start of the Crystal Lake Park District Lippold Park property on July 14, 2012.**
13. **St. Thomas the Apostle Church request to close Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property on July 20, 2012.**
14. **2 N. Williams Street - Special Use Permit for an Antique Market.**
15. **Straight Shooter Gallery, 560 Beechcraft Lane – Special Use Permit Amendment to amend the conditions of Ordinance No. 6618 granting a Special Use Permit to allow a commercial recreation use for a shooting range located at the subject property and a variation from the requirement to screen rooftop appurtenances from view.**
16. **207 Main Street – Variation to allow alteration of the roof from a flat roof to a pitched roof, enlarging the existing nonconformity and allowing a height variation of 4 inches.**
17. **Springs of Crystal Lake, 1000 E. Brighton Lane – Final Planned Unit Development Amendment and Special Use Permit for the Phase I addition to Springs of Crystal Lake.**

18. **PEDCOR Housing Development, southeast corner of Congress Parkway and Commonwealth Drive – Preliminary Planned Unit Development and Land Use Variation for a multi-family apartment development.**
19. **Bid award and resolution authorizing execution of an agreement for vehicle equipment installation/changeover services and parts for seven Police Department emergency response vehicles.**
20. **Bid award and resolution authorizing execution of an agreement for the remodeling of Fire Station #3 with a contingency of not more than 10% for justifiable modifications, and execution of Change Order #1 decreasing the contract amount.**
21. **Resolution authorizing the purchase of one 2013 Ford Taurus through the Northwest Municipal Conference Suburban Purchasing Cooperative.**
22. **Resolution authorizing execution of an agreement for the Crystal Lake Watershed Inspection Services.**
23. **Resolution authorizing execution of a contractual agreement with the Illinois Department of Revenue enabling the Crystal Lake Police Department to participate in the FY 2013 Tobacco Enforcement Program.**
24. **Proposal award and resolution authorizing execution of a maintenance agreement for the City's telephone and voicemail system.**
25. **Council Inquiries and Requests**
26. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
27. **Reconvene to Regular Session.**
28. **Board and Commission Reappointments**
29. **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: June 19, 2012

Item: Prevailing Wage Resolution

Staff Recommendation: Motion to adopt the June 2012 Prevailing Wage Resolution.

Staff Contact: Ann Everhart, Director of Human Resources

Background:

Each year during the month of June, the City must obtain a copy of the prevailing wages from the Illinois Department of Labor and adopt a resolution requiring that the prevailing rates be paid. Attached is a copy of the Resolution, and the McHenry County Prevailing Wages for June 2012.

Votes Required to Pass:

Simple majority vote of the City Council.

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The City of Crystal Lake Illinois

A RESOLUTION ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS, AND OTHER WORKERS ENGAGED IN THE CONSTRUCTION OF PUBLIC WORKS UNDER THE JURISDICTION OF THE CITY OF CRYSTAL LAKE.

WHEREAS, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works." Approved June 26, 1941, codified as amended, 820 ILCS 130/1. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid ACT requires that the CITY OF CRYSTAL LAKE, McHenry County, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of McHenry County employed in performing the construction of public works for said CITY OF CRYSTAL LAKE.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE:

SECTION 1: To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the CITY OF CRYSTAL LAKE is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as determined by the Department of Labor of the State of Illinois as of June 2012, a copy of that determination being attached hereto and incorporated herein by reference. As required by said ACT, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the CITY OF CRYSTAL LAKE. The definition of any terms appearing in this Resolution which are also used in the aforesaid ACT shall be the same as in said ACT.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the CITY OF CRYSTAL LAKE to the extent required by the aforesaid ACT.

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SECTION 3: The CITY OF CRYSTAL LAKE City Clerk shall publicly post or keep available for inspection by any interested party in the main office of the CITY OF CRYSTAL LAKE this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The CITY OF CRYSTAL LAKE City Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The CITY OF CRYSTAL LAKE City Clerk shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The CITY OF CRYSTAL LAKE City Clerk shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 19th day of June 2012.

APPROVED:

MAYOR

(SEAL)

ATTEST:

CITY CLERK

PASSED:

APPROVED:



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-27 R. Bernotas Middle School PTO

Use Variation to allow a Special Use Permit, from Article 2, Land Use of the UDO to allow an electronic message center sign within the "R-1" Single-Family Residential district at the R. Bernotas Middle School.

Lori Stroh, PTO President, 170 N. Oak Street

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

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

Background:

- Location: 170 N. Oak Street
- Zoning: "R-1" Single-Family Residential
- Land Use: R. Bernotas Middle School
- Request: Use Variation to allow a Special Use Permit for an electronic message center sign. The petitioner requested a continuance at the May 15th City Council meeting.

Key Factors

- Request: The R. Bernotas PTO is requesting a use variation to allow a Special Use Permit for an electronic message center (EMC) sign within the "R-1" Single-Family Residential district at the R. Bernotas Middle School. The sign is proposed to be located between the two driveways along Oak Street.
- Existing Conditions: The existing free-standing sign identifying the R. Bernotas Middle School is located along Oak Street, but is set back from the right-of-way and partially concealed by existing foliage. The sign does not include a changeable copy portion.
- Sign Details: The proposed sign is 6'3" in height and approximately 29 square feet in area. The EMC component of the sign is 9.7 square feet. The sign will be set back 18 feet from

the property line along Oak Street and is proposed to be aligned perpendicular to Oak Street.

- Ordinance provisions: Per the UDO, EMC signs are permitted as a Special Use only in the “B-2” district. Educational facilities are considered civic uses and are permitted to have free-standing signs that are up to 32 square feet in area and 8 feet in height. The proposed sign meets the area and height requirements, but requires a use variation and special use permit to allow the EMC component.

PZC Highlights

- The Planning and Zoning Commission expressed concerns about setting a precedent by allowing an EMC in a residential district. They felt that they would be inundated with requests from other schools as well as other uses such as churches.
- They had no concerns about a changeable copy sign, but felt that the request did not meet the findings of fact for a use variation and a special use permit.
- A sign survey for all the schools is attached.

If a motion is made to recommend approval of the petitioner’s request, the following conditions are suggested:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Development Application, received 4-5-12
 - B. Sign Details, received 4-5-12
2. A use variation is hereby granted to allow a Special Use Permit, from Article 2, Land Use of the UDO to allow an electronic message center sign within the “R-1” Single-Family Residential district at the R. Bernotas Middle School.
3. The internal illumination for the sign must:
 - A. Shine fully only through the letter and graphic elements of the sign.
 - B. Only illuminated between the hours of 7 am and 11 pm. At all other times, the internal illumination must be extinguished.
4. The following conditions will be applicable to the EMC:
 - A. The EMC will be operated only between the hours of 7 am and 11 pm. At all other times, the EMC must be turned off.
 - B. The EMC unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day.
 - C. The EMC unit must have the “flash” feature disabled and messages shall have a 5-minute “hold” time.
 - D. The messages displayed on the EMC must transition from one message to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects between messages.
 - E. All messages displayed on the EMC must be static and must not reflect movement, flashing, scrolling or changes in shape or size of messages or portions of messages. Streaming and/or live-time video cannot be displayed and this function of the EMC must be disabled.

- F. The EMC unit must be equipped to override messages to allow emergency messages such as an “Amber Alert” or other such acute public emergencies. The District is requested to cooperate with the City of Crystal Lake in order to allow the City to exercise its override authority.
- G. The EMC sign must be set in a manner that the display will turn dark in case of a malfunction.
- 5. Landscaping is required to be located in an area radiating from the base of the sign. One square foot of landscape area is required per one square foot of sign area.
- 6. The petitioner shall ensure that there are no utility conflicts with the sign location.
- 7. 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 is required to deny the petitioner’s request. A super-majority vote is required to overturn the Planning and Zoning Commission’s recommendation and approve the petitioner’s request.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-37 Brilliance Honda

**ANNEXATION AGREEMENT AMENDMENT PUBLIC
HEARING**

ZONING REQUEST

- 1) Final PUD Amendment for exterior building, site changes and signage for this watershed PUD.
- 2) Final Plat of Subdivision to create two lots.
- 3) Special Use Permit for an electronic message center sign.

Kevin Keefe, owner
680 W. Terra Cotta Ave.

PZC Recommendation: 1) Motion to adopt an ordinance authorizing the annexation agreement amendment for the property totaling 26.3 acres.
2) Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment, Final Plat of Subdivision and Special Use Permit to allow exterior building, site and signage changes at 680 W. Terra Cotta Avenue.

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

Background:

- This property was annexed and zoned in 2002, granted "W" watershed zoning with all the principal permitted uses in the "B-2" Highway Service district.
- The property is partially improved with an automobile dealership and service operation and the remaining land is vacant.
- Brilliance Honda is planning to relocate to this location, making improvements to the building and the site. A second vacant lot would be created that would be located to the north.

Key Factors

- Site changes: Brilliance Honda will be improving the façade of the existing building and the site layout would basically stay the same. The existing building would be refaced with a new facade on the south elevation and two small additions would be added to the northeast and southwest sides of the building. The front customer parking spaces and vehicle storage areas would basically remain the same. The gravel area in back of the building used for inventory storage would be improved with an approved surface and extended to the north. The petitioner’s engineers have worked closely with the City to meet the requirements of the City’s stormwater and watershed ordinances.

- Signage:

Wall signs - three main identification signs are shown:

“Brilliance” 82.74 sf

“Honda” 56 sf

“H” emblem 79 sf and directional wall signage to assist customers.

Given the UDO ratios for buildings with certain lineal frontage, distance from the ROW and sign name length, the wall signage meets the UDO requirements.

Freestanding signs - The UDO permits one freestanding sign that is 80 sf in area and 9 feet tall. The other car dealerships within Crystal Lake have more than one and taller freestanding signs than is permitted by the UDO. A summary chart is attached.

Multiple freestanding wayfinding signs are permitted per the UDO that are 4 sf in area and 3 feet in height. The proposed wayfinding signs are 10.64 sf in area and 4’9” in area. Two are shown, one at each entrance to the car dealership property.

EMC sign: The proposed EMC sign does not meet the following criteria from the UDO:

- 1 EMC sign lot must be located on Routes 14 or 31
- 2 EMC cannot exceed 32 square feet or 40% of the sign’s total area
- 3 The proposed 20-foot height exceeds the UDO’s requirement of 9 feet
- 4 It is assumed that the other provisions regarding timing, illumination, duration, and other safety requirements are met with the proposed EMC sign.

The petitioner has modified their EMC sign request since the PZC meeting. The proposed sign is 20 feet tall and 74 square feet in area. They agree not to have a video sign and meet the City's requirements for only amber lighting.

- Watershed: The property is located within the Crystal Lake Watershed and the petitioner’s engineer has provided the City with preliminary engineering plans that meet the requirements of the City’s watershed regulations. In addition, based upon the Crystal Lake Watershed Manual, Brilliance Honda will be required to have completed annual inspections and routine maintenance of their planned watershed best management practices (BMPs). The estimated annual fee is approximately \$2,000 per year. As the stormwater improvements will be newly created with this project, the petitioner is requesting that there be a 5-year wait until the \$2,000/year fee is activated for this property.

PZC Highlights

- The PZC welcomed the use and the improvements to the building and site.

- The main discussion at the PZC meeting was about the proposed EMC sign. The petitioner requested and the PZC provided their input on what they felt was an appropriate EMC sign for this site, which is reflected in their motion for approval.

The PZC recommended **approval (7-0)** of the request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

- A. Application, Brilliance Land Management, received 5-21-2012
- B. Plat of Subdivision, Trotter, dated 5-22-12
- C. Site plan, DLA, dated 5-22-2012
- D. Architectural plans, DLA, dated 5-18-2012
- E. Sign information, Lawrence Signs, dated 5-11-12

2. Site Plan and Landscape Plan

- A. Indicate if the directional sign is to be located only at the entrances or by the building, too.
- B. Work with staff to provide some additional landscape for the residential to the west, once the final inventory storage plan is determined.

~~3. Signage~~

- ~~A. The EMC should be lowered into a 9-foot tall sign that matches the other proposed signs or incorporated into the proposed main ID freestanding sign that should be lowered to more closely match the heights of the other auto dealerships in town. (Deleted by PZC)~~

4. Minor revisions are needed on the plat of subdivision document. Work with staff to finalize these changes.

5. To provide for the orderly improvement of this area, the installation of street trees and sidewalks and the burial of aerial utility lines are deferred until the surrounding properties are required to provide these improvements.

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.

7. PZC recommends that the message center sign be of a monument style, no taller than 16 feet, and the electronic message center portion area no more than 40 square feet per side. (Added by PZC)

The attached draft annexation agreement has been reviewed by an attorney and staff and it is an acceptable format.

Votes Required to Pass: Per State Statute, a super majority of 5 votes is needed to approve the annexation agreement amendment.

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ORDINANCE NO. _____

FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD, FINAL PLAT OF SUBDIVISION, AND SPECIAL USE PERMIT
FOR BRILLIANCE HONDA
AT 680 W. TERRA COTTA AVENUE

WHEREAS, pursuant to the terms of the Petition (File #2012-37) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for exterior building, site changes and signage for this watershed PUD; Final Plat of Subdivision to create two lots; and Special Use Permit for an electronic message center sign ; and

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

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development, Final Plat of Subdivision, and Special Use Permit 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 an Amendment to the Final Planned Unit Development for exterior building, site changes and signage for this watershed PUD; Final Plat of Subdivision to create two lots; and Special Use Permit for an electronic message center sign be granted for the property located at 680 W. Terra Cotta Avenue, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment, Final Plat of Subdivision, and Special Use Permit are granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Brilliance Land Management, received 5-21-2012
 - B. Plat of Subdivision, Trotter, dated 5-22-12
 - C. Site plan, DLA, dated 5-22-2012
 - D. Architectural plans, DLA, dated 5-18-2012
 - E. Sign information, Lawrence Signs, dated 5-11-12
2. Site Plan and Landscape Plan
 - A. Indicate if the directional sign is to be located only at the entrances or by the building, too.

B. Work with staff to provide some additional landscape for the residential to the west, once the final inventory storage plan is determined.

3. Minor revisions are needed on the plat of subdivision document. Work with staff to finalize these changes.

4. To provide for the orderly improvement of this area, the installation of street trees and sidewalks and the burial of aerial utility lines are deferred until the surrounding properties are required to provide these improvements.

5. 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.

6. PZC recommends that the message center sign be of a monument style, no taller than 16 feet, and the electronic message center portion area no more than 40 square feet per side.

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

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

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

MAYOR

ATTEST:

CITY CLERK

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

DRAFT

ORDINANCE NO. _____
FILE NO. _____

**AN ORDINANCE AUTHORIZING THE AMENDMENT
TO AN ANNEXATION AGREEMENT**

WHEREAS, it is in the best interests of the City of Crystal Lake, McHenry County, Illinois, that a certain Annexation Agreement Amendment, a copy of which is attached hereto and incorporated herein, be entered into; and

WHEREAS, Brilliance Motor Sales Inc., an Illinois corporation doing business as Brilliance Honda, Brilliance Land Management, LLC, a Minnesota Limited Liability Company, Kevin Keefe, an individual, Stephen J. McDaniels, an individual, Chris Preziosi, an individual, and Albert Preziosi, an individual, Owners, are ready, willing and able to enter into said Agreement and to perform the obligations as required thereunder; and

WHEREAS, the statutory procedures provided in Division 15.1 of Article 11 of the Illinois Municipal Code, as amended, for the execution of said Agreement have been fully complied with; and

NOW, THEREFORE, 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 be and he is hereby authorized and directed to execute, and the City Clerk is directed to attest, the Annexation Agreement Amendment, a copy of which is attached hereto and made a part hereof.

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

DRAFT

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 200__.

APPROVED by me this ____ day of _____, 200__.

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: Request to use City property adjacent to the City's pumping/lift station along the path between the end of Crystal Lake Avenue and the start of the Crystal Lake Park District's Lippold Park property

Staff Recommendation: Motion to approve the request to use City property adjacent to the City's pumping/lift station along the path between the end of Crystal Lake Avenue and the start of the Crystal Lake Park District's Lippold Park property on Saturday, July 14, 2012 for the Rundezvous Race event.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from Fred Kaiser of Lundahl Middle School in Crystal Lake and Brian Schweitzer of McHenry Middle School in McHenry for the use of City property adjacent to the City's pumping/lift station along the path between the end of Crystal Lake Avenue and the start of the Crystal Lake Park District's Lippold Park property on Saturday, July 14, 2012 for their Rundezvous Race event. The Rundezvous Race is to promote the gathering of people with energy, enthusiasm, and the willingness to try something different. The race is designed to reflect some of the experiences, knowledge, and/or skills that someone would have had if they lived in the frontier or wilderness during the westward expansion of the 1800's. The race is 5 to 6 miles with 14 stations that participants will compete in. The stations that will be hosted on the City's property will be Memory and Lassoing, both of which are very low impact. The Memory station is just a check-in station. The Lassoing station will be located in the existing cleared area to the southwest of the pumping/lift station. At the Lassoing station, up to 6 posts will be in the ground using ½" conduit as the anchor post. The petitioner will clean up the site and dispose of trash from the activities. Also, the Crystal Lake Park District has approved this event.

City staff has reviewed the petitioner's request and does not have concerns regarding the use of City property adjacent to the City's pumping/lift station along the path between the end of Crystal Lake Avenue and the start of the Crystal Lake Park District's Lippold Park property, providing the following conditions are met:

- 1) The use shall be valid on Saturday, July 14, 2012 only.
- 2) 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.
- 3) All debris created by the event shall be cleaned up during and after the event.
- 4) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 5) Emergency access to the City property being used must be maintained throughout the event.
- 6) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 7) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. Attached for your information is the request and map for the use of City property adjacent to the City's pumping/lift station along the path between the end of Crystal Lake Avenue and the start of the Crystal Lake Park District's Lippold Park property.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

June 19, 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 western portion of the St. Thomas the Apostle Church property on Friday, July 20, 2012, from 6:00 p.m. to 9:30 p.m. during the Parish Concert.

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 western portion of the St. Thomas the Apostle Church property on Friday, July 20, 2012, from 6:00 p.m. until 9:30 p.m. for the safety of those attending the Parish Concert. The Parish Concert will take place from 6:30 p.m. to 9:30 p.m. on the Church grounds only. The band will begin set-up around 4:00 p.m. Approximately 250 people are expected to watch this performance. St. Thomas the Apostle Church will send letters to all affected property owners along Lake Street regarding the closure.

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) 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.
- 4) Emergency access to the Church must be maintained throughout the event. The petitioner must provide a plan of the Parish Concert layout on the Church grounds for the event.
- 5) 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.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) 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.
- 8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 9) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 10) 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: 14

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	June 19, 2012
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2012-38 Antique Market
<u>Request:</u>	Special Use Permit for a used merchandise store as an Antique Market Thelma Flagg, Petitioner 2 N. Williams Street
<u>PZC Recommendation:</u>	Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting the Special Use Permit for an Antique Market at 2 N. Williams Street.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Planning and Economic Development

Background:

- The first floor retail/office space is currently vacant after the previous tenant Horizons for the Blind moved to a new location.
- There are rental apartments on the second floor, one of which is occupied by the petitioner.
- Used Merchandise stores can be approved as a Limited Use Permit, provided they meet the established criteria. There are other used merchandise stores in the area, including The Carriage House and Twice Told Tales, which are within 1,000 feet requiring this use to request a Special Use Permit.
- The petitioner will rent booth areas to individual antique sellers. The booth areas will start in a few locations on the first floor and can be expanded to additional floor area as demand for space increases.
- The other floor space can be used for additional uses; one is shown as a massage parlor.

PZC Highlights:

- The Commission thought this was a good use for this location.
- One Commissioner asked if it is a positive or a negative to have several used merchandise stores in an area. The petitioner replied that having multiple different stores is a draw to people who antique shop as they can go to multiple locations to find unique items.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request for a Special Use Permit Amendment with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Flagg, received 5/14/12)
 - B. Floor Plan (Flagg, received 5/14/12)
 - C. Site Plan (Flagg, received 5/14/12)
2. The parking lot shall be restriped within 5 years or upon full occupancy, whichever occurs first.
3. The petitioner shall address all of the review comments of the Engineering and Building, Fire Rescue, Planning and Economic Development, and Public Works Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 2 N. WILLIAMS STREET

WHEREAS, pursuant to the terms of a Petition (File #2012-38) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a Used Merchandise Store for the property located at 2 N. Williams Street; 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 a Used Merchandise Store for the property commonly known as 2 N. Williams Street, Crystal Lake, Illinois.

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

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Flagg, received 5/14/12)
 - B. Floor Plan (Flagg, received 5/14/12)
 - C. Site Plan (Flagg, received 5/14/12)
2. The parking lot shall be restriped within 5 years or upon full occupancy, whichever occurs first.
3. The petitioner shall address all of the review comments of Engineering and Building, Fire Rescue, Planning and Economic Development, and Public Works Department as well as the City's Watershed Consultant.

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

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

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

DRAFT

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-39 Straight Shooter Gallery LLC, 560 Beechcraft Lane

Special Use Permit Amendment to amend the conditions of Ordinance No. 6618 granting a SUP to allow a commercial recreation use for a shooting range located at the subject property and a variation from Article 4-700 C 7, Rooftop Appurtenances, of the UDO from the requirement that all non-residential uses are required to screen rooftop appurtenances from view.

Bo Strom, Straight Shooter Gallery LLC, 560 Beechcraft Lane

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Special Use Permit Amendment and variation at 560 Beechcraft Lane.

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

Background:

- Location: 560 Beechcraft Lane
- Zoning: "M" Manufacturing
- Development: Terra Cotta Tech Subdivision Unit 2, platted 2007
- Request: Special Use Permit Amendment from the conditions of Ordinance #6618 and Variation from the requirement that rooftop appurtenances be screened from view

Key Factors

- History: In 2010, a Special Use Permit to allow a commercial recreation use for a shooting range was approved for this property. A temporary occupancy for this facility was granted in May 2012. One of the conditions of the SUP approval was that 'All mechanical equipment whether on the ground or on the roof, must be screened per the UDO'.
- UDO requirements: Per the requirements of the UDO, rooftop appurtenances (such as cooling towers, elevator or mechanical equipment, vents, intakes or stacks or other rooftop structures) for non-residential uses must be screened from view either by locating the rooftop appurtenances in the center of the building or painting them the same color as the

roof so that no more than 50% of the rooftop appurtenances are not visible or by screening by parapet wall, solid metal sight screening or similar systems if the other methods do not work.

- Site Conditions: The nature of this use dictates the location of the mechanical equipment for this building. Therefore, the units cannot be located in the center of the building or as far from the street side façade as possible. The petitioner had previously proposed screening for the unit along Beechcraft Lane (south side) using TREX decking material. At this time, the framing for this screening is in place, but the petitioner has requested that a SUP amendment and variation be granted to not install the screening. The north side (far end) mechanical equipment must be painted to match the color of the building. The mechanical equipment on the second floor of this building meets the UDO requirements for screening. The building is not visible from Nunda Trail located north of the ComEd right-of-way.
- Other Issues: It has been brought to staff's attention that several types of screening systems, if not installed simultaneously with the installation of the roof, void the roof warranty. Previously, petitioners have installed screening that is attached to the mechanical equipment to avoid the roof warranty issues. However, lately it has been pointed out that this method voids the warranty for the mechanical equipment. It should be noted that this property backs up to the ComEd right-of-way and is located within an industrial park and is not visible from Route 176.

PZC Highlights

- The Planning and Zoning Commission felt that based on the location of this building, they had no concerns about not screening the rooftop appurtenances.
- The PZC recommended **approval (7-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, received 5-16-12
2. A Special Use Amendment and variation are hereby granted for the shooting range at 560 Beechcraft Lane, allowing the petitioner not to screen the existing rooftop appurtenances from view.
3. The mechanical equipment on the first floor roof, on all sides shall be painted white to match the building.
4. Any additional rooftop appurtenances that are added, either by this tenant or other future tenants at this location, will be required to be screened per the provisions of the UDO.
5. The petitioner shall address any comments and requirements from the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE PERMIT
AT 560 BEECHCRAFT LANE

WHEREAS, pursuant to the terms of a Petition (File #2012-39) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Special Use Permit Amendment to amend the conditions of Ordinance No. 6618 granting a SUP to allow a commercial recreation use for a shooting range located at the subject property and a variation from Article 4-700 C 7, Rooftop Appurtenances, of the UDO from the requirement that all non-residential uses are required to screen rooftop appurtenances from view; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Amendment to the Special Use Permit 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 an Amendment to the Special Use Permit be granted for the conditions of Ordinance No. 6618 granting a SUP to allow a commercial recreation use for a shooting range located at the subject property and a variation from Article 4-700 C 7, Rooftop Appurtenances, of the UDO from the requirement that all non-residential uses are required to screen rooftop appurtenances from view

at the property commonly known as 560 Beechcraft Lane, City of Crystal Lake,.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

A. Application, received 5-16-12

2. A Special Use Amendment and variation are hereby granted for the shooting range at 560 Beechcraft Lane, allowing the petitioner not to screen the existing rooftop appurtenances from view.

3. The mechanical equipment on the first floor roof, on all sides shall be painted white to match the building.

4. Any additional rooftop appurtenances that are added, either by this tenant or other future tenants at this location, will be required to be screened per the provisions of the UDO.

DRAFT

5. The petitioner shall address any comments and requirements from 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 granting of a Special Use Permit Amendment in accordance with the provisions of this Ordinance, as provided by law.

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

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

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-36 Becker 207 Main Street

Variation from Article 3, Density and Dimensional Standards and Article 7, Nonconformities of the UDO, to allow alteration of the roof from a flat roof to a pitched roof, enlarging the existing nonconformity and allowing a height variation of 4 inches.

James Becker, 207 Main Street

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and to adopt an ordinance granting a variation for the property at 207 Main Street.

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

Background:

- Location: 207 N. Main Street, located at the northeast corner of Main and Sherman Streets
- Zoning: "R-3B" Multi-Family Residential
- Existing improvements: 12-flat (4-story) apartment building
- Request: Variation to allow alteration of the flat roof to a pitched roof, allowing the nonconformity to enlarge and allow a height variation of 4 inches.

Key Factors

- Permitted Uses: The property is zoned "R-3B" Multi-Family residential and multi-family dwellings are a permitted use in the district.
- Density and Dimensional Standards: The lot is considered a non-conforming lot as it does not meet the lot area requirements for the number of units. The structure is also a non-conforming structure as it does not meet the required front and side abutting setbacks of 30 feet.
- Details: The petitioner is requesting a variation to allow an alteration from the existing flat roof to a pitched roof to address leakage issues. The alteration would increase the height of the structure to 36'-4". Article 7, Nonconformities of the UDO, enlargement or structural alterations of an existing nonconforming building or structure is permitted only if the enlargement or alteration does not increase the nonconformity. In light of the fact that the building is located within the required setback, the increased height of the roof

adds volume to the nonconformity as well as exceeds the allowable height by 4 inches, therefore requiring a variation.

PZC Highlights

- At the PZC meeting, the Commissioners had no concerns with the request as presented.
- The PZC recommended **approval (7-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application received 5-7-12
 - B. Site Plan /Plat of Survey - received 5-7-12
 - C. Alteration Details/Elevations - received 5-17-12
2. A variation is hereby granted to allow alteration of the roof, from a flat roof to a pitched roof, enlarging the existing nonconformity and allowing a height variation of 4 inches.
3. The pitched roof will increase the building height to require aerial apparatus access, per the International Fire Code. The Main Street frontage is designated to provide aerial apparatus access and, therefore, no new obstructions, such as, but not limited to trees and utility poles, shall be installed.
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.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 207 N. MAIN STREET

WHEREAS, pursuant to the terms of the Application (File #2012-36) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 7, Nonconformities of the UDO, to allow alteration of the roof from a flat to a pitched roof, enlarging the existing nonconformity; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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 Crystal Lake Unified Development Ordinance from Article 7, Nonconformities of the UDO, to allow alteration of the roof from a flat to a pitched roof, enlarging the existing nonconformity

at the property at 207 N. Main Street, Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application received 5-7-12
 - B. Site Plan /Plat of Survey - received 5-7-12
 - C. Alteration Details/Elevations - received 5-17-12
2. A variation is hereby granted to allow alteration of the roof, from a flat to a pitched roof, enlarging the existing nonconformity and allowing a height variation of 4 inches.
3. The pitched roof will increase the building height to require aerial apparatus access, per the International Fire Code. The Main Street frontage is designated to provide aerial apparatus access and therefore, no new obstructions, such as, but not limited to trees and utility poles, shall be installed.
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.

DRAFT

SECTION III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of a Simplified Residential 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: 17

**City Council
Agenda Supplement**

Meeting Date:

June 19, 2012

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2012-23 Springs of Crystal Lake

Request:

Final Planned Unit Development Amendment and Special Use Permit for the Phase I addition to The Springs.

Larry Bangs, Petitioner
Lisa Waggoner, Attorney
1000 E. Brighton Lane

PZC Recommendation:

Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting the Final PUD Amendment and Special Use Permit for an addition to The Springs at 1000 E. Brighton Lane.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

- The Fountains development was originally approved in 1986 and was originally called Canterbury. The original PUD contemplated 4 nursing home buildings connected by a central entrance.
- The first building was constructed on lot 4. The new addition would span lot 4 and lot 5.
- Currently, the driveway is centered between the two lots, providing access to the existing building. This driveway would be removed and replaced with a circular parking lot. A new driveway would be constructed on the west side, which will also provide access to the vacant lots to the north.
- The first phase would include a new entrance building which would connect the existing and proposed nursing care rooms. The second phase would be additional nursing care rooms.
- The request is for the Special Use Permit to allow the nursing care building, which includes the concept second building as well as the additional offices, room and services in the entrance portion of the building.

- A future Final Planned Unit Development Amendment would need to be requested when the second building is needed.
- The petitioner is asking for a variation in conjunction with their PUD request. A storage shed is planned for a van. The shed would be 20' x 40' totaling 800 square feet. The shed would be 16' 6" in height with a total top of roof height of 19'. The 16'6" height exceeds the allowable 15-foot height limitation for accessory structures.

PZC Highlights:

- The petitioner explained the new addition would allow for some semi-private/shared rooms to become private rooms. In addition, an area for physical therapy would be added.
- The commission thought the site and building design looked nice. Also, that this was a needed service in the community.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request for a Final Planned Unit Development Amendment and Special Use Permit Amendment with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Greenberg Farrow, received 4/24/12)
 - B. Site and Engineering Plans (Spaceco Inc., dated 2/13/12, revised 4/20/12, received 5/1/12)
 - C. Architectural Plans (SAS Architects, dated 4/26/12, received 5/1/12)
 - D. Landscape Plans (SAS Architects, dated 4/25/12, received 5/1/12)
2. Provide parking data relevant to the need and demand of parking for this use to justify a parking ratio.
3. Additional landscape materials shall be added on the north side of the circular parking area to provide screening for patient rooms.
4. The petitioner shall address all of the review comments of the Engineering and Building, Fire Rescue, Planning and Economic Development, and Public Works Departments as well as the City's Watershed Consultant.

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD AND SPECIAL USE PERMIT
FOR THE SPRINGS OF CRYSTAL LAKE

WHEREAS, pursuant to the terms of the Petition (File #2012-23) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development and Special Use Permit for a nursing care facility; and

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

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development and Special use Permit 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 an Amendment to the Final Planned Unit Development and Special Use Permit for a nursing care facility be granted to permit for the property located at 1000 Brighton Circle, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment and Special Use Permit be granted with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Greenberg Farrow, received 4/24/12)
 - B. Site and Engineering Plans (Spaceco Inc., dated 2/13/12, revised 4/20/12, received 5/1/12)
 - C. Architectural Plans (SAS Architects, dated 4/26/12, received 5/1/12)
 - D. Landscape Plans (SAS Architects, dated 4/25/12, received 5/1/12)
2. Provide parking data relevant to the need and demand of parking for this use to justify a parking ratio.
3. Additional landscape materials shall be added on the north side of the circular parking area to provide screening for patient rooms.
4. The petitioner shall address all of the review comments of Engineering and Building, Fire Rescue, Planning and Economic Development, and Public Works Department as well as the City's Watershed Consultant.

DRAFT

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

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

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

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 18

**City Council
Agenda Supplement**

- Meeting Date:** June 19, 2012
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2012-28 PEDCOR Housing Development
- Request:** Preliminary PUD and Land Use Variation for a multi-family apartment development.

Mike Smith, PEDCOR, Petitioner
SEC Congress and Commonwealth
- PZC Recommendation:** Motion to deny the petitioner's request.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background:

- This is a workforce housing project providing 70 rental units in seven "Big House" style buildings.
- The "Big House" style architecture has been used in 200 locations and has won awards. The buildings would look like large single-family homes with enclosed garages for each unit.
- The petitioners presented the Conceptual Plan before the Planning and Zoning Commission on March 21, 2012 and presented the Preliminary PUD at the April 18th and May 2nd meetings.
- This project will help to meet several identified Supporting Actions in the 2030 Comprehensive Land Use Plan:
 - Encourage the construction of affordable housing throughout the City. (Chapter 5 Housing)
 - Support a variety of affordable housing projects that provide housing options for seniors, young couples and people making 80% or less of the area median income. (Chapter 5 Housing)
 - Land Use decisions that allow for density of residential and commercial development in the vicinity of the railroad station locations that foster new smart growth. (Chapter 4 Economic Development)

Site Analysis:

- This site received previous approvals for CL Senior Housing, 100 units and Camelot School and Dormitory.
- This site meets several of the IHDA scoring criteria, giving it an excellent chance to obtain tax credits.
- Residents of this development would have convenient access to the services that they need and want including: salons, daycare, medical offices, post office, banking and retail shopping.
- A clubhouse, playground, pool and open space is provided for kids to play and residents to enjoy.
- The development would provide an increase in the daytime population which is a key factor for restaurants and other retailers.
- The concept behind workforce development projects is to provide employers with a better workforce. Employees that live near their place of employment tend to stay longer (less turnover – reducing training costs), have a more consistent attendance rate and can easily attend training, education and certification programs outside of work hours.
- McHenry County College offers Corporate Training and the Illinois Small Business Development Center provides job training skills to employees.

PZC Highlights:

- No members of the audience and no property owners from the business park attended the meeting to object to the petition.
- Pam Cumpata, President of the McHenry County Economic Development Committee spoke on behalf of the project, stating it was something the employers in the area want and need.
- She also provided an Economic Impact Analysis report, generated by the McEDC which estimated that this project will put over \$48 million into the local economy over 10 years.
- The Commission members stated that this was a good project with a good product and that the architecture was top notch, but the land use called for a commercial use.

The Planning and Zoning Commission recommended **denial (6-2)** of the petitioner's requests for a Preliminary Planned Unit Development and Land Use Variation.

If the City Council decides to approve the requests, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Pedcor, received 04/12/12)
 - B. Architectural Plan Set (Humphreys & Partners Architects, dated 04/09/12, received 04/11/12)
 - C. Engineering Plan Set (Cemcon Engineering, dated 04/09/12, received 04/11/12)
2. Site and Landscape Plan
 - A. Provide a cross-access agreement with the property to the south and to the west.

- B. Tree removal requires 99.3 replacement inches or 40 (2 ½") trees. Provide a tree protection plan for any trees to be saved.
 - C. The landscape plan shall illustrate the required replacement trees, parking lot landscape islands, the foundation base landscape and all additional onsite plantings. The plans shall meet Article 4-300 of the UDO.
 - D. Parking lot landscape islands shall be located 1 every 10 parking spaces, relocate the island in the northern most parking row and add an island in the eastern parking row adjacent to the community area.
 - E. Work with staff to resolve the utility/landscaping conflicts.
 - F. A fire hydrant shall be available within 100 feet from the Fire Rescue Department connection and not closer than 1.5 times the height of the building.
 - G. Provide a list of proposed street names to determine address assignments of the buildings.
3. Elevations
 - A. A variety of architectural details shall be added to the elevations, which may include masonry front elevations with 1-foot wrap around, architectural roof shingles, and shutters, keystones or other accents around the windows and doors.
 - B. A sample color and material board shall be presented with the Final PUD application.
 - C. Provide elevation details to include the height of the buildings to determine aerial apparatus access requirements.
 4. Provide building floor plans for review.
 5. With the Final PUD submittal provide:
 - A. Revised Final Plat of Subdivision showing the new lot configuration.
 - B. Revised final engineering plan and calculations for the on-site detention as well as outlot A detention.
 - C. Provide draft CC&R's and any deed restrictions or owner acknowledgement statements.
 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 super majority vote (5 votes) is needed to overturn the

PZC recommendation.



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: Emergency Vehicle Equipment Installation / Changeover

Staff Recommendation: A motion to award the bid for the vehicle equipment installation/changeover services and parts for seven (7) Police Department emergency response vehicles to the lowest responsive, responsible bidder, Ultra Strobe Communications, Inc., and adopt a resolution authorizing the City Manager to execute a one-year agreement for the equipment installation/changeovers with Ultra Strobe Communications Inc. in the amount of \$10,885.00, with option of two, one-year extensions.

Staff Contact: David Linder, Chief of Police
AJ Reineking, Assistant to the Public Works Director

Background:

On Tuesday, May 29, 2012, the City of Crystal Lake publicly opened and read aloud one bid received for the vehicle equipment installation/changeover services for Police Department Emergency Vehicles.

The services included with this current bid include all wiring and mounting of computer systems, emergency lighting, radios, video cameras, flashlight chargers, and other electronic equipment, as well as transferring prisoner transport equipment and gun racks from existing units. The following is a breakdown of the current bid received:

Bidder - 2012	Base Bid 2012 Price (Total for 7 Vehicles)	Optional 2013 Price (Base Total)	Optional 2014 Price (Base Total)	3-Year Total
✓ Ultra Strobe Communications, Inc.	\$10,885.00	\$6,425.00	\$6,525.00	\$23,835.00

✓ Indicates the lowest responsive, responsible bidder

Historically, the award has been given to Ultra Strobe Communications based on lowest bid. While in past years other vendors have placed bids, this year no other vendor placed such a bid. The City strongly prefers to have multiple bids; however, due to Ultra Strobe Communication's consistent low bid proposals, other vendors have chosen not to participate. The charts below represent all bids received in 2008 & 2011.

Bidder - 2008	2009 Crown Victoria	2008 Ford Explorer
√ Ultrastrobe, Crystal Lake, IL	\$1,195.00	\$1,195.00
Chicago Communications, Elmhurst, IL	\$2,095.56	\$2,822.83

Bidder - 2011	Up Fitting of Six (6) Marked Cars	Up Fitting of One (1) Unmarked Car	Total for All Cars
√Ultra Strobe Communications Inc. Crystal Lake, IL	\$ 1,500.00	\$ 1,500.00	\$ 10,500.00
Auto Truck Bartlett, IL	\$ 3,480.00	\$ 2,760.00	\$ 23,640.00
Lund Industries Wheeling, IL	No Bid	No Bid	N/A
*Havey Communications Lake Bluff, IL (bid rescinded by bidder)	\$ 1,450.00	\$ 1,450.00	\$ 10,150.00

Starting this year, the Police Department will no longer purchase the Ford Crown Victoria as the Police Interceptor Sedan; rather, the City will purchase a different Ford Sedan model. As a result, new equipment and/or equipment from previous fleet vehicles will need to be retrofitted with the new sedan models. The bid announcement required vendors to breakdown equipment costs for these changeovers. The following are costs provided by Ultra Strobe Communications, Inc.:

Description	Unit Cost
Federal Signal Legend Light Bar Gutter Mounts	\$28.00
Trunk Storage Organizer Sedan	\$210.00
Rear Storage Organizer	\$375.00
Push Bumper Setina #PB400	\$254.90 (Sedan) \$279.00 (Utility)
Center Console	\$294.00
Prisoner Partition Sedan/Utility Patriot Space Saver by Jotto-Desk with Bump Out Model #475-0290	\$525.00
Rear Seat ABS Cover Sedan Patriot Series by Jotto-Desk Model #475-0320	\$391.00

Rear Seat ABS Cover Utility Patriot Series by Jotto-Desk with Bump Out and Integrated Cargo Cage	\$920.00
Canine Containment Cage with Platform	\$1,816.00
Federal Signal ILS front and rear interior light bar system with front takedown and rear 4-position arrow stick	\$1,325.00
Whelen Vertex Clear LED	\$59.00
CODE 3 red/blue LED #XT4RB	\$49.00

Recommendation:

It is the recommendation of the Public Works Fleet and Facility Services Division, Police Department, and City Manager's Office to award the bid to Ultra Strobe Communications, Inc., who has submitted the lowest responsive, responsible bid for the vehicle equipment installation/changeover services for seven (7) Police Department emergency response vehicles in accordance with the terms and conditions of the contract. Ultra Strobe has previously performed this work for the City.

There are sufficient funds in the FY 2012/2013 Budget for this expense.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a purchase agreement between the City of Crystal Lake and Ultra Strobe Communications, Inc. for Police Department Emergency Vehicle Equipment Installation / Changeover pricing for one year at \$10,885.00, beginning June 2012, with the option of two, one-year extensions for upcoming years.

DATED this 19th day of June 2012.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: June 19, 2012
APPROVED: June 19, 2012



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

June 19, 2012

Item:

Bid Approval for Remodeling of Fire Station #3 – 844 Virginia Road

Staff Recommendation:

Motion to:

1. Award the bid for the remodeling of Fire Station #3, 844 Virginia Road, to the lowest responsive, responsible bidder, Prinmar Corporation, and to adopt a resolution for the Fire Station #3 remodeling project authorizing the City Manager to execute an agreement with Prinmar Corporation for the remodeling of Fire Station #3 in the bid amount of \$925,367, with a contingency of not more than 10% for justifiable modifications.
2. Approve Change Order #1, decreasing the contract amount by \$11,668, and adopt a resolution authorizing the City Manager to execute Change Order #1 with Prinmar Corporation.

Staff Contact:

James Moore, Fire Rescue Chief
George Koczwar, Deputy City Manager

Background:

The 2012/2013 Fire Rescue Budget includes funds for the remodeling of Fire Station #3. Fire Station #3, located at 844 Virginia Road, Crystal Lake, IL, was built in the late 1970's and is an active fire rescue station. The scope of the remodeling will include selected interior, exterior, and site improvements. All of the exterior doors and windows will be replaced and the roofing and insulation systems will be updated. A small addition is part of the project. The addition houses new offices, an updated kitchen and dining room, and the expansion of the sleeping quarters.

In order to proceed with the project, a Request for Proposals was previously issued for architectural, engineering and project management services. Previously, the City Council awarded the proposal for architectural, engineering and project management services for the remodeling of Fire Station #3 to Larson & Darby Group.

With the assistance of Larson & Darby Group, on April 10, 2012, the City received bids from eight contractors.

CRYSTAL LAKE F.S. #3 BID TABULATION

Contractor	Base Bid	Alternate A - Add Traffic Bollards	Alternate C - Add Fire Station Asphalt Repair	Alternate D - Add Water Department Asphalt Repair	Alternate E - Add Monument Sign	Total with Selected Alternates
Foxfield Construction	\$1,040,000.00	\$24,150.00	\$53,000.00	\$44,000.00	\$18,000.00	\$1,179,150.00
Henry Bros. Co.	\$1,002,999.00	\$14,000.00	\$41,000.00	\$21,500.00	\$8,400.00	\$1,087,899.00
Schramm Construction	\$988,375.00	\$16,380.00	\$39,872.00	\$25,760.00	\$15,874.00	\$1,086,261.00
Construction Solutions	\$962,723.00	\$10,900.00	\$43,400.00	\$22,500.00	\$13,640.00	\$1,053,163.00
Doherty Construction	\$909,000.00	\$27,000.00	\$46,000.00	\$31,000.00	\$17,000.00	\$1,030,000.00
Boller Construction	\$913,125.00	\$13,800.00	\$44,800.00	\$23,300.00	\$8,700.00	\$1,003,725.00
Wm. Tonyan & Sons	\$849,700.00	\$16,450.00	\$39,800.00	\$25,700.00	\$16,300.00	\$947,950.00
Prinmar Corporation ✓	\$842,842.00	\$9,200.00	\$39,900.00	\$19,950.00	\$13,475.00	\$925,367.00

✓ Indicates Lowest Responsive, Responsible Bidder

Recommendation:

The City Manager's Office, Fire Rescue Department and Larson and Darby Group have reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Larson and Darby Group has verified references and has received positive recommendations.

It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Prinmar Corporation, for the remodeling of Fire Station #3 in the bid amount of \$925,367 with a contingency of not more than 10% for justifiable modifications.

Since opening the bids, City staff, along with Larson and Darby Group, reviewed options to reduce the cost of the base bid price. Change Order #1 reduces the base bid amount by \$11,668.00, mainly by replacing the proposed new rooftop HVAC system with an in-building HVAC system.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with Prinmar Corporation for the remodeling of Fire Station #3 in the bid amount of \$925,367, with a contingency of not more than 10% for justifiable modifications.

BE IT ALSO RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized to execute Change Order #1 decreasing the contract amount by \$11,668 with Prinmar Corporation.

BE IT ALSO RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to amend the 2012-2013 City Budget and authorize payment for the remodeling of Fire Station #3 and associated professional service costs from the Fire Rescue Fund Reserves for any amount not already budgeted.

DATED this 19th day of June, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: June 19, 2012
APPROVED: June 19, 2012



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: Suburban Purchasing Cooperative Vehicle Purchase

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to purchase one (1) 2013 Ford Taurus from Bredemann Ford in the amount of \$21,381 through the Northwest Municipal Conference Suburban Purchasing Cooperative.

Staff Contact: David R. Linder, Chief of Police
AJ Reineking, Assistant to the Public Works Director

Background:

The Police Department received approval for replacement of the fleet vehicles as part of the 2012-2013 Budget. This request will replace one detective vehicle. As members of the Northwest Municipal Conference (NWMC), the City is able to take advantage of the Joint Purchase Program offered by the Conference. This program allows NWMC members to combine purchasing power, which enables significant cost reductions on a number of items. Periodically, the City would purchase these types of vehicle through the State of Illinois Joint Purchasing Program which is a similar to the NWMC's program. This time, the NWMC results were more favorable.

All items that are bid through the NWMC follow the same State public procurements statutes that the City follows for a competitive, sealed bidding process. Once the sealed bids were opened, the NWMC Purchasing Advisory Committee, made up of municipal purchasing agents, reviewed all bids received for completeness and accuracy in accordance with the bid document.

Recommendation:

After careful examination, it is the recommendation of the Public Works Fleet and Facility Services Division, Police Department, and City Manager's Office to purchase one Ford Taurus for the Police Department in the amount of \$21,381 from Bredemann Ford in Glenview, IL through the NWMC Suburban Purchasing Cooperative. Funds have been budgeted for this purchase.

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 is authorized to participate in the NWMC Suburban Purchasing Cooperative and the City Manager be and he is hereby authorized to purchase one Ford Taurus from Bredemann Ford in Glenview, Illinois in the amount of \$21,381 for the Police Department.

DATED this 19th day of June 2012.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: June 19, 2012
APPROVED: June 19, 2012



Agenda Item No: 22

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	June 19, 2012
<u>Item:</u>	Crystal Lake Watershed Inspection Services Contractor Selection Approval
<u>Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute an agreement with Hey and Associates, Inc. for the Crystal Lake Watershed Inspection Services
<u>Staff Contact:</u>	Erik Morimoto, Director of Engineering and Building Abigail Wilgreen, Assistant City Engineer

Background:

The Crystal Lake Watershed Stormwater Management Plan was implemented by the City to protect the waters of Crystal Lake by regulating the stormwater management practices of properties, which develop in its watershed. A companion document, the Crystal Lake Watershed Stormwater Implementation Plan, adopted by the City Council on November 6, 2007, provides more detail on how the watershed regulations would be executed by the City and outlines the roles and responsibilities of the parties that implement and sustain the stormwater management facilities on the various properties throughout the Crystal Lake Watershed ("Watershed"). Since adoption of the Implementation Plan, no developments or expansions of properties within the Watershed have occurred until recently.

As properties develop or expand within the Watershed, varying types of stormwater management facilities will be constructed as required in the Crystal Lake Watershed Stormwater Management Design Manual ("Watershed Design Manual"). Stormwater management facilities such as infiltration basins, wetland pre-treatment basins, bio-infiltration areas, and native vegetation will require perpetual inspection and routine maintenance to ensure they continually operate as designed. The Implementation Plan outlines that a City-hired contractor will perform the various types of inspections and routine maintenance, with the fee being paid by the property owner under a maintenance agreement between the City and the property owner.

Inspection: Frequent and thorough inspections are needed in perpetuity. The frequency of the various inspections will be performed per the Watershed Design Manual.

Routine Maintenance: These tasks include items such as debris removal, vegetation management, erosion control, animal control, and minor structural repairs.

Consultant Selection

On June 5, 2012, the City opened and publicly read the bids received for the Crystal Lake Watershed Inspection Services. Specifications were mailed to various contractors with backgrounds in this area of expertise, and standard bid advertisement procedures were followed. A summation of every potential inspection and routine maintenance task for the entire fee schedule was provided by each contractor, for bid comparison purposes only. The actual fee passed through to the property owner will be on a per visit basis based upon the stormwater management facilities actually present on that property. The results of the annual fee per inspection item are tabulated below:

Inspection Items	Hey & Associates ¹			Christopher B. Burke			Hampton, Lenzini, Renwick		
	< 5 ac	5-10 ac	> 10 ac	< 5 ac	5-10 ac	> 10 ac	< 5 ac	5-10 ac	> 10 ac
Wet/Wetland Pond	\$760	\$950	\$1,425	\$4,500	\$5,650	\$6,800	\$9,950	\$12,800	\$16,045
Vault	\$40	\$50	\$75	\$600	\$800	\$1,000	\$450	\$450	\$450
Manholes/Catch Basins	\$40	\$50	\$75	\$600	\$800	\$1,000	\$525	\$650	\$900
Control Structure	\$40	\$50	\$75	\$600	\$800	\$1,000	\$450	\$500	\$550
Bio-Retention/Infiltration	\$760	\$950	\$1,425	\$4,500	\$5,650	\$6,800	\$9,900	\$12,700	\$15,870
Field Tile	\$200	\$250	\$375	\$1,900	\$2,400	\$2,900	\$2,400	\$3,100	\$3,900

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

Utilizing Hey and Associates' proposed fee schedule, an example of the yearly routine maintenance and inspection fees incurred by a property owner for different scales of typical development in the Watershed is as follows:

Type of Development (Typical)	Typical Estimated Annual Fee		
	< 5 acres Easement or Ownership Area	5 - 10 acres Easement or Ownership Area	> 10 acres Easement or Ownership Area
MINOR: Small-scale development or redevelopment in urbanized areas of the Watershed	\$1,000	\$1,200	\$1,600
MAJOR: Large-scale development such as a new residential subdivision or commercial property	\$2,000	\$2,500	\$3,000

Hey & Associates, Inc. is the lowest responsible, responsive bidder for this one-year contract (City option for additional one-year renewal) and is recommended by staff for approval. Hey & Associates was also the City's consultant that assisted in the development of the Watershed

Design Manual, and possesses an understanding of the requirements for the facilities maintained under this contract.

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 Hey and Associates, Inc., for the Crystal Lake Watershed Inspection Services.

DATED this nineteenth day of June, 2012.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: June 19, 2012

APPROVED: June 19, 2012

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



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

June 19, 2012

Item:

Intergovernmental Agreement between the Crystal Lake Police Department and the Illinois Department of Revenue.

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute a Contractual Agreement with the Illinois Department of Revenue enabling the Crystal Lake Police Department to participate in the FY 2013 Tobacco Enforcement Program.

Staff Contact:

David Linder, Chief of Police

Background:

The Illinois Department of Revenue administers the Illinois Liquor Control Commission. This Commission is responsible for liquor and tobacco compliance and oversees the following activities: State-wide liquor inspections, reviewing and renewing liquor applications, legal interpretations for related liquor matters, liquor industry education, the Under 21 program, and the BASSET Program, which trains liquor servers how to serve responsibly. In addition, the Illinois Liquor Control Commission oversees the State's tobacco enforcement activities.

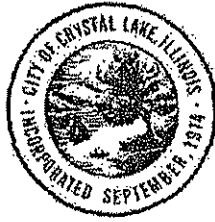
During the past several years, the Police Department has partnered with the Illinois Liquor Control Commission to coordinate tobacco enforcement activities. The Commission provides grant appropriations for the education of tobacco retailers, as well as for enforcement programs. One such program is the "Kids Can't Buy 'Em Here" Campaign. Through this Campaign, the Police Department is able to assist retailers with conformity strategies and initiate activities that promote awareness of compliance with minimum-age tobacco laws. This grant also provides our community with educational retail kits. The Police Department distributes these kits, which include information on State tobacco laws, required signage, training guides for retail staff, and educational posters. Finally, the grant requires the Police Department's participation in three compliance checks during the current fiscal year.

The Police Department is seeking to continue this partnership with the Department of Revenue as well as resume our tobacco education and enforcement activities in the community. These appropriations provide the Police Department with the appropriate resources to ensure tobacco compliance at retail stores.

The City Attorney and the City's risk pool have reviewed the agreement.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an Intergovernmental Agreement with the Illinois Department of Revenue for participation in the FY 2013 Tobacco Enforcement Program.

DATED this 19th day of June, 2012

CITY OF CRYSTAL LAKE, an
Illinois Municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 19, 2012

APPROVED: June 19, 2012



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: June 19, 2012

Item: Telephone and Voicemail System Maintenance

Staff Recommendation: Motion to award the proposal for a 4-year maintenance agreement to the lowest responsible and responsive bidder, Black Box Network Services, in the base amount of \$79,129.00, and adopt a resolution authorizing the City Manager to execute a 4-year maintenance agreement with Black Box Network Services.

Staff Contact: George J. Koczwarra, Deputy City Manager
Bradley S. Mitchell, Assistant to the City Manager

Background:

On June 13, 2012, the City of Crystal Lake publicly opened and read aloud the proposals received for a 4-year maintenance agreement to provide necessary ongoing support for the City's telephone and voicemail system. The chart below indicates the breakdown of the proposals received.

Contractor	Maintenance Price	Remote Move-Add-Change Work*	Total
Black Box Network Services Elk Grove Village, IL	\$79,129.00	No Charge	\$79,129.00
AT&T Hoffman Estates, IL	\$70,945.72×	\$10,920.00	\$81,865.72

√ Indicates recommended lowest responsible and responsive proposer.

* Based on 52 hours of Remote Move, Add, Changes per year.

× Price only guaranteed for a 3-year term instead of 4-year term required by Request for Proposals.

Discussion:

In order to maximize the current Nortel Meridian One Systems telephone equipment, prospective responders were required to be Nortel authorized distributors and a Avaya Platinum Partner.

The maintenance portion of the contract provides for repair and maintenance services for the telephone and voicemail system at the Municipal Complex and offsite City buildings, including the VOIP system at the Three Oaks Recreation Area.

The contract also provides for remote-add-change services per year, which is based on 52 hours, which is equivalent to one (1) hour of move-add-change work per week. Black Box Network Services does not charge for remote move-add-change work. AT&T did not submit pricing for move-add-change work because it is not included in maintenance pricing, and both parts and labor are billable at AT&T prevailing rates. The AT&T billable rate for move-add-change work is \$105.00 per hour (with a 2-hour minimum) Monday through Friday, 8:00 a.m. to 4:30 p.m. Based on the 52 hours of move-add-change work, the estimated cost for move-add-change work by AT&T would be \$10,920.00, which is in addition to their maintenance pricing. Also, please note that AT&T's billable rates are higher for remote-add-change work done after-hours and on weekends.

Recommendation:

The City Manager's Office has reviewed all proposals received for completeness and accuracy in accordance with the Request for Proposals document. It is staff's recommendation to award the contract to Black Box Network Services for a 4-year maintenance agreement in the amount of \$79,129.00. Funds have been budgeted and are available for the telephone system maintenance.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

NOW, THEREFORE, 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 a contract between the City of Crystal Lake and Black Box Network Services for a 4-year maintenance agreement in the amount of \$79,129.00.

BE IT ALSO RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to amend the 2012-2013 City Budget and authorize payment for any amount not already budgeted.

DATED this 19th day of June, 2012

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 19, 2012
APPROVED: June 19, 2012



Agenda Item No: 28

**City Council
Agenda Supplement**

Meeting Date:

June 19, 2012

Item:

Board and Commission Reappointments

Mayor's Recommendation:

Motion to reappoint members to the Library Board and Fire and Police Commission as indicated below.

Contact:

Aaron T. Shepley, Mayor

Background:

On June 30, 2012, terms on the Library Board for Chuck Ebann, Carol Heisler and Terri Reece will expire. Mr. Ebann, Ms. Heisler and Ms. Reece have all expressed interest in reappointment to 3-year terms on the Library Board.

Also, on June 30, 2012, Lori Parrish's term on the Fire and Police Commission will expire. Ms. Parrish has expressed interest in reappointment to a 3-year term on the Fire and Police Commission.

Library Board and Fire and Police Commission appointments are made by the Mayor with City Council confirmation.

Should the Council have any questions, please contact Mayor Shepley.

Votes Required to Pass: Simple majority