



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
October 16, 2012
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. **October 2, 2012 Regular City Council Meeting**
 - b. **September 18, 2012 Special City Council /Crystal Lake Library Board Meeting**
 - c. **July 28, 2012 Special 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. **4812, 4816, 4818, 4904, 4906 and 4912 State Street Annexation Agreement Public Hearings Continuation.**
 - b. **Festival of Lights Parade and Parking Restrictions request.**
10. **4914 State Street – Annexation Agreement Public Hearing, ordinance approving the annexation of 0.18 acres located at 4914 State Street, and ordinance authorizing execution of an annexation agreement and approving the annexation agreement as presented.**
11. **County Zoning request to allow a sign that is greater than 150 square feet in area to be set back 65 feet from the residential zoning to the east.**
12. **American Auto Sales, 189 S. Main Street – Sign Variation to allow additional promotional signage.**
13. **New Retailer Job Creation and Investment Matching Grant application request - Crystal Lake Furniture & Mattress, 18E Crystal Lake Plaza.**
14. **235 Crystal Ridge Drive – Special Use Permit for a detached accessory structure greater than 600 square feet, to allow a pool and deck totaling 1,161 square feet.**
15. **Sea Level Diving, 296 Liberty Drive – Simplified Residential Variations to allow a deferral to install sidewalk until an area-wide program is established; from the requirement to install curb around the perimeter of the parking lot and landscape island; and from the requirement to have a landscape island at the end of the parking row and every ten spaces.**

16. **141 Ellsworth Street – Simplified Residential Variation to allow a covered front porch to encroach 10.8 feet into the required 25.5 foot average front yard setback.**
17. **215 Union Street – Simplified Residential Variation to allow an addition to the residence to encroach into the required front setback and be as close as 10 feet from the front property line.**
18. **73 Lincoln Parkway – Special Use Permit to allow an accessory structure over 600 square feet.**
19. **East Crystal Lake Avenue, East Street, and Prairie Street Traffic Control Options – Discussion Only.**
20. **Bid award and resolution authorizing execution of a purchase agreement for the Fall Parkway Tree Planting Program.**
21. **Bid award and resolution authorizing execution of an agreement for Polymer for Solids Handling.**
22. **Bid award and resolution authorizing execution of an agreement for the purchase of Liquid Aluminum Sulfate.**
23. **Bid award and resolution authorizing execution of a purchase agreement for the provision of Liquid Anti-Icing & De-Icing Chemicals.**
24. **Bid award and resolution authorizing execution of a contract for snow removal and salting services for the 2012/2013 snow season.**
25. **Proposal award and resolution authorizing execution of a service agreement for repair work on Well #6 at Water Treatment Plant #2 with a 10% contingency for unforeseen expenses.**
26. **Proposal award and resolution authorizing execution of a service agreement for the painting of Wastewater Treatment Plant #3 Clarifier Domes with a contingency of up to 10% of the contract price for unforeseen changes to the scope.**
27. **Resolution authorizing execution of Change Order #1 for the Water Treatment Plant #3 Water Storage Tank contract.**
28. **Resolution authorizing execution of Contract Amendment #2 for Water Softener Replacement & Modification Design and Construction Engineering for Water Treatment Plants # 1 and #4 start-up.**
29. **Ordinance to implement stop control for westbound traffic on Crystal Lake Avenue at Green Oaks Drive.**
30. **Resolution authorizing execution of an agreement with the Illinois Public Works Mutual Aid Network.**
31. **Council Inquiries and Requests**
32. **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.**
33. **Reconvene to Regular Session.**
34. **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:

October 16, 2012

Item:

State Street lots (various) Annexation Agreement Public Hearings Continuation

4812, 4816, 4818, 4904, 4906 & 4912 State Street

Recommendation:

Motion to continue public hearings on the annexation agreements to the November 20, 2012, City Council meeting for various Annexation Petitions.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The annexation of these lots needs additional time to obtain all the required forms and paperwork for annexation. The staff continues to meet with and discuss annexation with these property owners. The continuation would be beneficial to allow additional time to answer questions and obtain the outstanding paperwork.

It is requested that this matter be continued to the November 20, 2012, City Council meeting for the respective Annexation Agreement Public Hearings.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

October 16, 2012

Item:

Festival of Lights Parade and Parking Restrictions Request

Staff Recommendation:

Motion to approve a variation to Section 379-4 of the Crystal Lake City Code to allow the Festival of Lights Parade to be held at night, and to approve parking restrictions on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue on Friday, November 23, 2012, beginning at 5:30 p.m. until the end of the parade.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

Downtown Crystal Lake will host its annual Festival of Lights Parade on Friday, November 23, 2012 at 7:00 p.m. in Downtown Crystal Lake. The parade participants and vehicles will line-up at City Hall and utilize the far-east entrance/exit off of Woodstock Street into City Hall. Parade participants will be asked to utilize the Alexander Commuter Lot to park their personal vehicles during the parade. During the parade, the Fire Rescue, Police and Public Works Departments will utilize the west entrance/exit to City Hall. The parade route will be as follows: exit City Hall turning right on Woodstock Street, turn left (south) on Caroline Street, turn left (east) on Crystal Lake Avenue, turn left (northeast) on Grant Street, turn right (east) on Woodstock Street, and turn right (south) on Williams Street. The parade will officially end at the corner of Williams Street and Crystal Lake Avenue, where Santa will light the Downtown Tree. At this

point, parade vehicles will be required to follow the return route by continuing straight on South Williams Street, turning right (west) on Paddock Street, and then right (north) on Caroline Street back to City Hall.

The Downtown Crystal Lake organization is requesting a variation to Section 379-4 of the Crystal Lake City Code to allow the Festival of Lights Parade to be held on Friday, November 23, 2012 at 7:00 p.m. Section 379-4 of the Crystal Lake City Code does not contain provisions for parades to be held at night.

In addition, the Downtown Crystal Lake organization is requesting "no parking" restrictions on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue from 5:30 p.m. until the end of the parade (at approximately 8:30 p.m.). The Crystal Lake Police Department will place "no parking" signs along Caroline Street and Paddock Street and the Downtown Crystal Lake organization will place City-owned barricades and parking cones to restrict parking along Williams Street, Woodstock Street, and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue for the parade.

It should be noted that this is the same staging location and parade route used for the Festival of Lights Parade the past three years. The Downtown Crystal Lake organization has contacted impacted businesses in the downtown area regarding the parking restrictions request. Signage and advertising will be posted to promote other parking areas such as Z-lots, commuter lots, bank lots, etc. Also, the Crystal Lake Police Department will post signs in the Alexander Commuter Lot prior to the parade date to notify commuters of the closed portion in the Alexander Commuter Lot and barricades will be used on the date of the parade to close the portion of the lot that will be used for the parade participants to park their personal vehicles. The Downtown Crystal Lake organization has notified both Metra and Union Pacific of this route and proposed use of the west end of the Alexander Commuter parking lot for participant parking.

City staff has reviewed the petitioner's request, and does not have concerns regarding the parade and the parking restrictions, providing the following conditions are met:

- 1) The Downtown Crystal Lake organization shall coordinate with the Crystal Lake Police Department and the Crystal Lake Public Works Department regarding staffing, signage, and other needs for the parade.
- 2) Signs shall be posted restricting parking on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and the first two parking spaces on the east side of Grant Street just north of

Crystal Lake Avenue. The signs shall be removed after the parade has concluded.

- 3) City-owned barricades and parking cones will be used by the Petitioner to block parking on the south side of Woodstock Street, both sides of Williams Street and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue. The petitioner must complete and submit a Barricade Borrowing Application.
- 4) 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.
- 5) Any vendor present at this event, or present within the immediate area during the event, must have permission and approval from the Downtown Crystal Lake / Main Street organization, along with the appropriate proof of insurance and a vendor license.
- 6) All debris created by the event shall be cleaned up during and after the event. In addition, MDC Environmental Services, Inc., the City's refuse contractor, will conduct a special collection following the parade.
- 7) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 8) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 9) 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.
- 10) The Petitioner must meet any requirements by the Fire Rescue Department and the Building Division.
- 11) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The letter from the Downtown Crystal Lake organization requesting approval of a variation to Section 379-4 of the Crystal Lake City Code and the parking restrictions, and a map of the parade route are attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

October 16, 2012

Item:

ANNEXATION AGREEMENT PUBLIC HEARING
Annexation of 4914 State Street (Geron)

Recommendation:

- 1) Motion to adopt an ordinance approving the annexation of 0.18 acres located at 4914 State Street.
- 2) Motion to approve the ordinance authorizing the execution of an annexation agreement and approving the annexation agreement as presented.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: As is permissible via Illinois State Statute (65 ILCS 5/7-1-8), any municipality by ordinance may annex any territory contiguous to it when the owners of the territory petition for annexation.

The property in question is located at 4914 State Street, contains approximately 0.18 acres, and is improved with a single family residence. The property owners have voluntarily petitioned to annex this property to the City.

The proposed annexation agreement provides stipulations to accommodate the annexation of parcels along State Street.

Votes Required to Pass:

A super majority vote (5 votes) is required to approve the annexation agreement.

DRAFTORDINANCE NO. _____
FILE NO. _____**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO
THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS**

WHEREAS, a written Petition, signed by the legal owners of all land within the territory hereinafter described, has been filed with the City Clerk of the City of Crystal Lake, McHenry County, Illinois, requesting that said territory be annexed to the City of Crystal Lake; and

WHEREAS, the said territory is not within the corporate limits of any municipality but is contiguous to the City of Crystal Lake; and

WHEREAS, said territory is not part of any public library district; and

WHEREAS, legal notices regarding the intention of the City to annex said territory have been sent to all public bodies required to receive such notice by State statute; and

WHEREAS, all Petitions, documents and other necessary legal requirements are in full compliance with the requirements of the Statutes of the State of Illinois, specifically 65 ILCS 5/7-1-8; and

WHEREAS, annexation of the territory by the City is also authorized under, and is in compliance with the requirements of, Section 7-1-10 of the Illinois Municipal Code, 65 ILCS 5/7-1-10; and

WHEREAS, it is in the best interests of the City of Crystal Lake that said territory be annexed thereto.

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

DRAFT

SECTION I: The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION II: That the territory legally described in Exhibit "A" attached hereto and made a part hereof, be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION III: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed territory is situated, a certified copy of this Ordinance together with an accurate map of the territory hereby annexed, said map being attached hereto and made a part hereof and labeled Exhibit "B". Additionally, the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with an accurate map to be filed in the Office of the County Clerk of McHenry County, Illinois

SECTION IV: That this Ordinance shall be in full force and effect from the after its passage and approval.

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 2012

APPROVED by me this ____ day of _____, 2012

MAYOR

ATTEST:

CITY CLERK

DRAFT

EXHIBIT A

LEGAL DESCRIPTION OF ANNEXED TERRITORY

The territory to be annexed (4914 State Street) is legally described as follows:

LOT 9 IN BLOCK 1 IN PLATT DEMARCE SUBDIVISION UNIT NO. 2, A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 21, 1954 AS DOCUMENT NO. 279705 IN BOOK 11 OF PLATS, PAGE 114, AS AMENDED BY CERTIFICATE RECORDED JULY 22, 1954 AS DOCUMENT NO. 280898 AND CERTIFICATE RECORDED MARCH 11, 1955 AS DOCUMENT NO. 289813, IN McHENRY COUNTY, ILLINOIS.

Said transfer containing 0.18 acres, more or less, all situated in McHenry County, Illinois.

DRAFT

4914 State Street

ORDINANCE NO. _____

FILE NO. _____

**AN ORDINANCE AUTHORIZING THE EXECUTION
OF AN ANNEXATION AGREEMENT**

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

WHEREAS, GUADALUPE AND TERESA GERON, 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 Annexation Agreement have been fully complied with.

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, 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.

AYES:

DRAFT

4914 State Street

NAYS:

ABSENT:

PASSED this ____ day of _____, 20__.

APPROVED by me this ____ day of _____, 20__.

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

October 16, 2012

Item:

COUNTY ZONING REQUEST

David Hinz, Owner, and Mixed Media, LLC, Tenant
10216 Route 31, Algonquin, IL (unincorporated)

Recommendation:

City Council's discretion.

- a) Motion to object to the proposed variation, directing staff to proceed with an objection at the County zoning hearing.
- b) No action.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

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

The property in question consists of approximately 0.48 acres and is zoned "B-1V" Neighborhood Business district with "B-1" zoning to the north and south, "R-1" zoning to the east and Village of Algonquin manufacturing zoning to the west.

The petitioners are requesting a variation to allow a sign that is greater than 150 square feet in area to be setback 65 feet from the residential zoning to the east, instead of the County's required 100-foot setback from residential zoning.

The hearing on this matter is to be held on October 18, 2012 at 9am.

Based on the City Council's past position regarding billboards, it is recommended that the Council file an objection to the proposed variation at the County zoning hearing.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: Sign Variation to allow additional promotional signage for American Auto Sales at 189 S. Main Street.

Staff Recommendation: City Council Discretion:
A. Motion to approve an ordinance with the recommended conditions for the variation as requested.
B. Motion to deny the variation request.

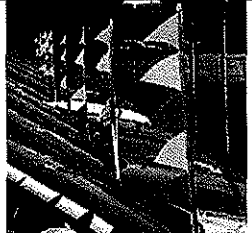



Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

Background:

- American Auto Sales was granted a Use Variation and a Special Use Permit for used car sales earlier this year at 189 S. Main Street.
- The petitioner is requesting the use of antenna pennants, window slogans, window flags, balloons, car toppers and windshield banners.
- This additional signage/promotional devices are proposed to be used intermittently through the year, though a fixed schedule is not in place.

Analysis:

- The petitioner is requesting a variation from Section 4-1000 F Commercial Signs in the UDO.
- In addition to American Auto Sales, there are nine other used car dealerships in the City located on Route 176 (Auto Save, Black Forest, Unlimited Wholesale and Wheels and Deals), McHenry Avenue (Coventry Motors), Virginia Road (Douglas Automotive), Commercial Road (Foxy Motor Sports), and Northwest Highway (Schults Auto Sales).
- The following table illustrates the proposed sign versus the ordinance requirement:

Item	UDO Requirement	Proposed Signage	Variation Required	
Antenna pennants	Not permitted	Proposed for all vehicles on the lot	Yes	
Flags	One Flag permitted 20 square feet 25 feet in height	Proposed for all vehicles on the lot	Yes - for number of flags	
Window Slogans	Not permitted	Proposed for 4-5 vehicles on the lot	Yes	
Balloons	Not permitted	Proposed for all vehicles on the lot	Yes	
Under-hood 'Sale' Signs	Not permitted	Proposed for 4-5 vehicles on the lot	Yes	
Car toppers	Not permitted	Proposed for all vehicles on the lot	Yes	

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

1. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
2. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by

itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of the property.

3. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Recommended Conditions:

1. Approved plans, reflecting staff recommendations, as approved by the City Council:
 - A. Application (Gammoh, received 10/1/12)
2. Antenna pennants, flags, window slogans, balloons, under-hood 'Sale' signs and car toppers are approved through this request.
3. Any approved signage shall be permitted for a period of one year, at the end of which the petitioner shall seek a renewal from City Council.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SIGN VARIATION FOR
AMERICAN AUTO SALES, 189 S. MAIN STREET

WHEREAS, pursuant to the terms of the request (File #2012-05-J) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow promotional signage for American Auto Sales; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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

SECTION I: That a sign variation be granted to allow antenna pennants, window slogans, window flags, balloons, car toppers and windshield banners for American Auto Sales located at 189 S. Main Street, Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff recommendations, as approved by the City Council:
 - A. Application (Gammoh, received 10/1/12)
2. Antenna pennants, flags, window slogans, balloons, under hood 'Sale' signs and car toppers are approved through this request.
3. Any approved signage shall be permitted for a period of one year, at the end of which the petitioner shall seek a renewal from City Council.

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

DRAFT

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

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: New Retailer Job Creation and Investment Matching Grant application request #2012-44-07 for Crystal Lake Furniture & Mattress, at 18E Crystal Lake Plaza, to request \$10,000 in matching grant funds.

Kimberly Welz, Crystal Lake Furniture & Mattress

Recommendations: City Council's discretion:

1. Motion to approve the Grant Agreement with Kimberly Welz, and to award \$10,000 in grant funding for furniture, fixtures and equipment at 18E Crystal Lake Plaza, for Crystal Lake Furniture & Mattress;
2. Motion to deny the grant application request.

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

Background: On November 1, 2011, the City Council approved the Retailer and Manufacturer Job Creation and Investment Programs, which provide grant funding to new and existing retailers who occupy vacant space and hire new full-time employees and/or install eligible furniture, fixtures, and equipment.

CRYSTAL LAKE FURNITURE & MATTRESS (18E Crystal Lake Plaza)
Kimberly Welz is the owner of a furniture and mattress store in Prairie Grove and is looking to expand their business by opening Crystal Lake Furniture & Mattress here in Crystal Lake. **As a new business to Crystal Lake, Crystal Lake Furniture & Mattress is eligible for up to a \$10,000 matching grant.** Crystal Lake Furniture & Mattress will take 12,000 square feet in the Crystal Lake Plaza, in space formerly occupied by Thomasville Furniture. The store will offer product lines from *Lane* and *Ashley*, and many others. They will be hiring 4 full-time and 2 part-time employees for their new store.

Crystal Lake Furniture & Mattress will spend approximately \$10,000 on eligible furniture, fixtures, and equipment, including office computer equipment, televisions and point of sale systems.

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

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to overall appearance	Minor improvements to the appearance of the subject property would be provided
Aesthetic impact to surrounding areas	Improvements would provide a minor aesthetic impact to the area
Number of employees and wages	6 new employees will be added by Crystal Lake Furniture & Mattress*
Value of new FFE	Furniture, fixtures, and equipment in excess of \$10,000*
Use of the property as a result of a new business	Promotes the intended use of the space for retail sales*
Contribution to economic vitality	Promotes occupancy of vacant retail space; potential of \$800k in annual taxable sales*
Compatibility with nearby uses	Compatible with adjacent uses*

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

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the pending grant funding requests. The City has budgeted \$80,000 for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source (\$80,000).

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2012-44-01	Potbelly Sandwich Works	6000 Nw Hwy	\$10,000.00			\$10,000.00	\$10,000.00
2012-44-02	CalCo Controls Inc	439 S. Dartmoor			\$10,000.00	\$10,000.00	\$10,000.00
2012-44-03	Kumi Sushi	1145 S Rt 31	\$10,000.00			\$10,000.00	\$10,000.00
2012-44-04	Harbor Freight Tools	6324 Nw Hwy	\$10,000.00			\$10,000.00	\$10,000.00
2012-44-05	Sea Level Diving	269 Liberty		\$5,000.00		\$5,000.00	\$5,000.00
2012-44-06	New Peking Restaurant	40W Terra Cotta		\$5,000.00		\$5,000.00	\$5,000.00
2012-44-07	Crystal Lake Furniture & Mattress	18E Crystal Lake Plaza	\$10,000.00			\$10,000.00	
	Totals		\$40,000.00	\$10,000.00	\$10,000.00	\$60,000.00	\$50,000.00

Votes Required to Pass: A simple majority vote.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Kimberly Welz, of Crystal Lake Furniture & Mattress, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$10,000.

DATED this 16th day of October, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: October 16, 2012
APPROVED: October 16, 2012



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-98 Tittle Special Use Permit

Special Use Permit for a detached accessory structure greater than 600 square feet, to allow a pool and deck totaling 1,161 square feet.

Herbert Tittle, 235 Crystal Ridge Drive

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a special use permit for a pool and deck at 235 Crystal Ridge Drive

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

Background:

- **Lot Details:** Conforming lot in the "R-1" district. Platted in 1999.
- **Existing Improvements:** Two-story residence with an attached garage. A 15' x 30' above-ground pool was installed earlier in 2012.
- **Request:** Special Use Permit to allow a detached accessory structure greater than 600 square feet.
- **Details:** The proposed deck would be 43' x 27' around the above-ground pool. The deck would meet the required 5-foot side yard setback for detached accessory structures. The deck and pool together would be approximately 1,161 square feet.

Key Factors

- **Ordinance Requirements:** Upon adoption of the UDO, detached accessory structures greater than 600 square feet require a Special Use Permit. The Special Use Permit process is designed to ensure there is no adverse impact to the surrounding property owners due to large accessory structures that could potentially be located as close as 5 feet from the property line.
- **Site specific conditions:** The property at 225 Crystal Ridge Drive (immediately to the east) also has an above-ground pool and deck in the rear yard that will be adjacent to the proposed pool and deck.

PZC Highlights

- The Planning and Zoning Commission had no concerns with the proposed request and recommended approval (9-0) of the request.

If the City Council recommends approval of the petitioner's request, the following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Tittle, received 9/12/12)
 - B. Plat of Survey/Site Plan (Henderson and Bodwell, received 9/12/12)
2. No structure or attachment shall be constructed between the deck or pool and the principal residence. The pool and deck must remain at least 6 feet from the principal structure.
3. The petitioner shall comply with all of the requirements of the Engineering and Building, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____

FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 235 CRYSTAL RIDGE DRIVE

WHEREAS, pursuant to the terms of a Petition (File #2012-98) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a detached accessory structure greater than 600 square feet, to allow a pool and deck totaling 1,161 square feet for the property located at 235 Crystal Ridge Drive; 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 detached accessory structure greater than 600 square feet, to allow a pool and deck totaling 1,161 square feet for the property commonly known as 235 Crystal Ridge Drive, 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 (Tittle, received 9/12/12)
 - B. Plat of Survey/Site Plan (Henderson and Bodwell, received 9/12/12)
2. No structure or attachment shall be constructed between the deck or pool and the principal residence. The pool and deck must remain at least 6 feet from the principal structure.
3. The petitioner shall comply with all of the requirements of the Engineering and Building, and Planning and Economic Development Departments.

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

October 16, 2012

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2012-99 Sea Level Diving Variations

Request:

- 1) Variation to allow a deferral to install sidewalk until an area-wide program is established.
- 2) Variation from the requirement to install curb around the perimeter of the parking lot and landscape island.
- 3) Variation from the requirement to have a landscape island at the end of the parking row and every ten spaces.

Petitioner:

Arthur Koch
296 Liberty Drive

PZC Recommendation:

To deny the petitioner's sidewalk deferral request and a motion to approve the petitioner's other two requests and adopt an ordinance granting the variation from the curbing and the landscape islands at 296 Liberty Drive for Sea Level Diving.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: Vacant lot
- History: Sea Level Diving currently operates from 93 Berkshire Drive.

Key Factors:

- Request: The petitioner is requesting three variations.
 - The first is to defer the sidewalk installation until an area-wide program is established.
 - The second is from the requirement to install curbing around the parking lot.
 - The third is from the requirement to have a landscape island at the end of the parking row on the south side and from the requirement to have a landscape island every 10 spaces; the elimination of two landscape islands.
- Hardship: The petitioner has noted that sidewalk does not exist on either side of this lot. This would be the installation of a sidewalk to nowhere. In addition, although not

developing a true conservation development, the petitioner has cited a section of the UDO which allows the removal of curbing to install a vegetated swale for water conveyance. The petitioner has stated that this will better treat the water, reduce erosion and look nicer. Finally, the petitioner feels the landscape islands are not needed for an 11-space parking lot. The necessary islands are at the far south end of the lot and would not be highly visible to passersby. He also stated it would be difficult for snow plows and trucks utilizing the loading area.

- Sidewalk Program: There currently is not a dedicated funding source to install new segments of sidewalk, only for the annual repair program to address tripping hazards. If a new area-wide program for Liberty Drive is desired, it would need to be budgeted in a future fiscal year with Council direction or funded by the adjacent property owners.

PZC Highlights:

The Planning and Zoning Commission had several items they discussed:

- Referencing the letter from Dr. Antolak, a neighboring property owner, the PZC felt that sidewalks were needed in this area. They denied the variation and asked the Council to look into initiating an area-wide program for this side of the street.
- The Commission believed it was better to remove the curbing requirement and have the stormwater filter through additional landscaping.
- Since the parking lot is only 11 spaces, they could see the hardship and thereby, recommend not requiring the two landscape islands.

The PZC recommended **denial (9-0)** of the petitioner's request for the deferral of the sidewalk. They also made a motion to institute an area-wide program to install sidewalk on the adjacent properties to the west of 296 Liberty Drive.

The PZC recommended **approval (9-0)** of the petitioner's requests for a variation to the curbing requirement and the landscape islands with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (CSC Commercial, Inc, received 09/18/12)
 - B. Geometry Plan (CSC Commercial, undated, received 09/18/12)
2. The following variations are granted:
 - A. ~~A variation to install the sidewalk, deferring the installation until an area wide program is established or within 5 years whichever is sooner. (Removed by PZC)~~
 - B. A variation from the requirement to install curbing around the perimeter of the parking lot and the landscape island.
 - C. A variation from the requirement to have a landscape island at the end of the row as well as every ten spaces.
3. Add additional landscape materials in the end landscape island on the north side of the parking lot to screen the parked cars.
4. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Public Works and Planning and Economic Development Departments.

Votes Required to Pass: A super majority vote (5 votes) to overturn the PZC's negative recommendation on the sidewalk deferral. A simple majority vote for the curbing and landscape variations.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING VARIATIONS
AT 296 LIBERTY DRIVE

WHEREAS, pursuant to the terms of a Petition (File #2012-99) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of Variations from: A. Article 4 Section 4-100 D 2.g from the requirement to install sidewalk to defer the sidewalk until an area wide program is established; B. Article 4 Section 4-200 C 8 from the requirement to install curb around the perimeter of the parking lot and landscape island; and C. Article 4 Section 4-400 F from the requirement to have a landscape island at the end of the parking row and every ten spaces, a variation of two landscape islands; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variations 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 the Variations be granted for: A. Article 4 Section 4-200 C 8 from the requirement to install curb around the perimeter of the parking lot and landscape island; and B. Article 4 Section 4-400 F from the requirement to have a landscape island at the end of the parking row and every ten spaces, a variation of two landscape islands

at the property commonly known as 296 Liberty Drive, City of Crystal Lake.

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

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (CSC Commercial, Inc, received 09/18/12)
 - B. Geometry Plan (CSC Commercial, undated, received 09/18/12)
2. The following variations are granted:
 - A. A variation from the requirement to install curbing around the perimeter of the parking lot and the landscape island.
 - B. A variation from the requirement to have a landscape island at the end of the row as well as every ten spaces.
3. Add additional landscape materials in the end landscape island on the north side of the parking lot to screen the parked cars.

DRAFT

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

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

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

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

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**

<u>Meeting Date:</u>	October 16, 2012
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2012-95 Wickenkamp Simplified Residential Variation
<u>Request:</u>	Variation to allow a covered front porch to encroach 10.8 feet into the required 25.5-foot average front yard setback. Steven Wickenkamp 141 Ellsworth Street
<u>PZC Recommendation:</u>	To deny the petitioner's request.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: Single-family residence built 21.6 feet from the front property line. The house, when constructed, met the front yard setback.

Key Factors:

- Request: Construction of a front porch, extending approximately 7 feet from the front of the house. This would make the principal structure encroach 10.8 feet into the required front yard setback.
- UDO Standard: In the case of varying setbacks for existing residential areas, the average of the two closest dwellings is taken. The houses on either side of this property are set farther back. The average front yard setback is 25.5 feet.

PZC Highlights:

- The Planning and Zoning Commission discussed the fact that the front porch would look nice and add a much needed improvement to the house, but could not support this request since they found no case for a hardship.

The Planning and Zoning Commission recommended **denial (4-2)** of the petitioner's request.

If a motion to approve the petitioner's request is made, the following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Wickenkamp, received 09/13/12)
 - B. Plat of Survey/Site Plan (Luco Constuction, dated 06/07/05, received 08/31/12)
 - C. Porch construction details (Peytrone, undated, received 08/31/12)
2. A variation to allow encroachment into the required front yard setback by 10.88 feet for a covered front porch.
3. The petitioner shall comply with all of the requirements of the Engineering and Building, and Planning and Economic Development Departments.

Votes Required to Pass: A super majority vote (5 votes) to overturn the PZC's negative recommendation and approve the project.



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-97 Nagel Simplified Residential Variation

Variation to allow an addition to the residence to encroach into the required front setback and be as close as 10 feet from the front property line instead of the required 35.5 feet.

Daniel Nagel, 215 Union Street

PZC Recommendation: To deny the petitioner's request.

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

Background:

- Lot Information: Platted in 1930. The lot is considered an existing nonconforming lot, which does not meet the minimum lot width for a property in the "R-2" district.
- Existing Improvements: Brick residence with one-car detached garage

Key Factors

- Details: The request is to allow expansion of the existing residence along the front to add a two-story addition including an attached two-car garage. The existing one-car detached garage would be demolished. The proposed attached garage would be side-loaded and the portion of the driveway leading to the detached garage would be removed.
- Dimensional Standards: The property is considered an existing non-conforming property as it does not meet the minimum required 70-foot lot width for a property in the "R-2" district. The required front setback is the average existing setback of the dwellings on the two closest lots. For this property, it is calculated to be 35.5 feet. The proposed addition would be as close as 10 feet to the front property line.

Standard	UDO requirement	Existing/Proposed
Lot width	70 feet	64 feet (existing nonconforming)
Required front setback	35.5 feet	10 feet (proposed)
Minimum side setback	4.9 feet (minimum); 12.6 feet (combined)	10 feet (existing and proposed) on the east side; 21.74 combined (existing and proposed)

- Hardship: The petitioner has indicated that lot layout does lend itself for another location on the property to add an attached garage.

PZC Highlights

- At the Planning and Zoning Commission meeting, the petitioner indicated that because the lot was of a non-conforming width, there was no other suitable location on the lot for an addition. Adding to the front of the residence would allow the removal of a large portion of the driveway, reducing the impervious coverage.
- Several neighbors were present at the public hearing. One of the neighbors felt that the proposed addition would increase the property values in the area. Two of the neighbors felt that it would adversely affect the neighborhood.
- The Commissioners felt that the proposed addition was too close to the right-of-way and that it would change the character of the neighborhood. The Commission felt that this request did not meet all the findings of fact for a variation.
- The PZC recommended **denial (6-0)** of the request.

If the City Council recommends approval of the petitioner's request, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, received 8-31-2012
 - B. Plat of Survey, Site Plan, Sketches, received 8-31-12
2. A variation from the required front yard setback of 35.5 feet to allow the proposed addition to be 10 feet is hereby granted.
3. The existing detached garage and the portion of the driveway leading to it will be removed within six months of receiving approval of the final inspection.
4. The proposed addition will be architecturally compatible with the existing residence.
5. A grading plan consisting of existing and proposed grades is required. Existing grading and drainage patterns must be maintained.
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) to overturn the PZC's negative recommendation and approve the petitioner's request.



Agenda Item No: 18

**City Council
Agenda Supplement**

- Meeting Date:** October 16, 2012
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2012-91 Harkins Special Use Permit
- Request:** Special Use Permit to allow an accessory structure over 600 square feet.

Redmond Harkins
73 Lincoln Parkway
- PZC Recommendation:** To deny the petitioner's request.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background:

- Existing Use: Single-family residence with a 24' x 30' (720 SF) detached garage.
- History: The petitioner agreed to the condition to split the two dormers, eliminating this variation request.
- History: Since the PZC meeting, the petitioner has agreed to eliminate the variation request, thereby meeting the minimum 5-foot setback requirement.

Key Factors:

- Request: To construct a new 24' x 40' (960 SF) garage with a full basement and second floor attic space.
- UDO Standard: Since the garage has usable space on all three floors, the square footage of all three floors is calculated. The accessory structure size would be 2,880 square feet.
- UDO Standard: Accessory structures over 600 square feet require a Special Use Permit.
- Elevation: The new garage would have a double-bay overhead garage door in the front facing Lincoln Parkway and a single-bay overhead door in the rear.

PZC Highlights:

The Planning and Zoning Commission had several items they discussed:

- Some of the Commission members felt that the garage was too large and that it was out of character for the neighborhood. A comment was made that accessory structures should not have basements or plumbing.
- There was also concern over the request for the side yard variation. Since this was a completely new structure, the garage should be able to meet the required setbacks. Since the PZC meeting, the petitioner has withdrawn the side yard variation request.

The Planning and Zoning Commission recommended **denial (7-2)** of the petitioner's request.

If the City Council chooses to approve the request, the following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Harkins, received 08/13/12)
 - B. Architectural Plan Set (Unnamed, dated 08/09/12, received 08/13/12)
2. The garage shall not be utilized for living quarters.
3. Expansion of the garage in size and or volume shall require an amendment to the Special Use Permit.
4. The dormer should be split into two dormers, not exceeding 8 feet each in length, for a total of 16 feet of dormer area.
5. The garage shall not be located within any Public Utility Easement, Municipal Utility Easement or Public or Private Drainage Easement.
6. The north wall of the garage shall be 1-hour fire rated. New ventilation for the second floor is required as eave vents are not permitted. *(If the petitioner meets the minimum 5-foot setback, the wall does not need to be fire rated.)*
7. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Public Works and Planning and Economic Development Departments.

Update:

- Through discussions with the petitioner and the Building Division, the floor will be pre-cast concrete with a membrane on top with an additional layer of 2 inches of concrete on the membrane.
- The petitioner also plans to install a floor drain to trap any oil, gas, water, etc. that can leak onto the floor.

Votes Required to Pass: A super majority vote (5 votes) to overturn the PZC's negative recommendation and approve the project.



Agenda Item No: 19

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 16, 2012
<u>Item:</u>	East Crystal Lake Avenue, East Street, and Prairie Street Traffic Control Options
<u>Staff Recommendation:</u>	Discussion Only
<u>Staff Contact:</u>	Traffic Safety Committee Abigail Wilgreen, Assistant City Engineer

Background:

With the construction of the East Crystal Lake Avenue improvement between Erick Street and the Union Pacific Railroad tracks, staff has been investigating additional measures to address concerns related to the median that was required at the East Street intersection near the tracks. Due to East Street's 50-foot proximity to the tracks, an engineered solution was required to keep vehicles turning left from East Crystal Lake Avenue from stopping or storing on the tracks. State standards required an engineered solution, such as a barrier median, for intersections within 200 feet of a railroad crossing to address this safety issue.

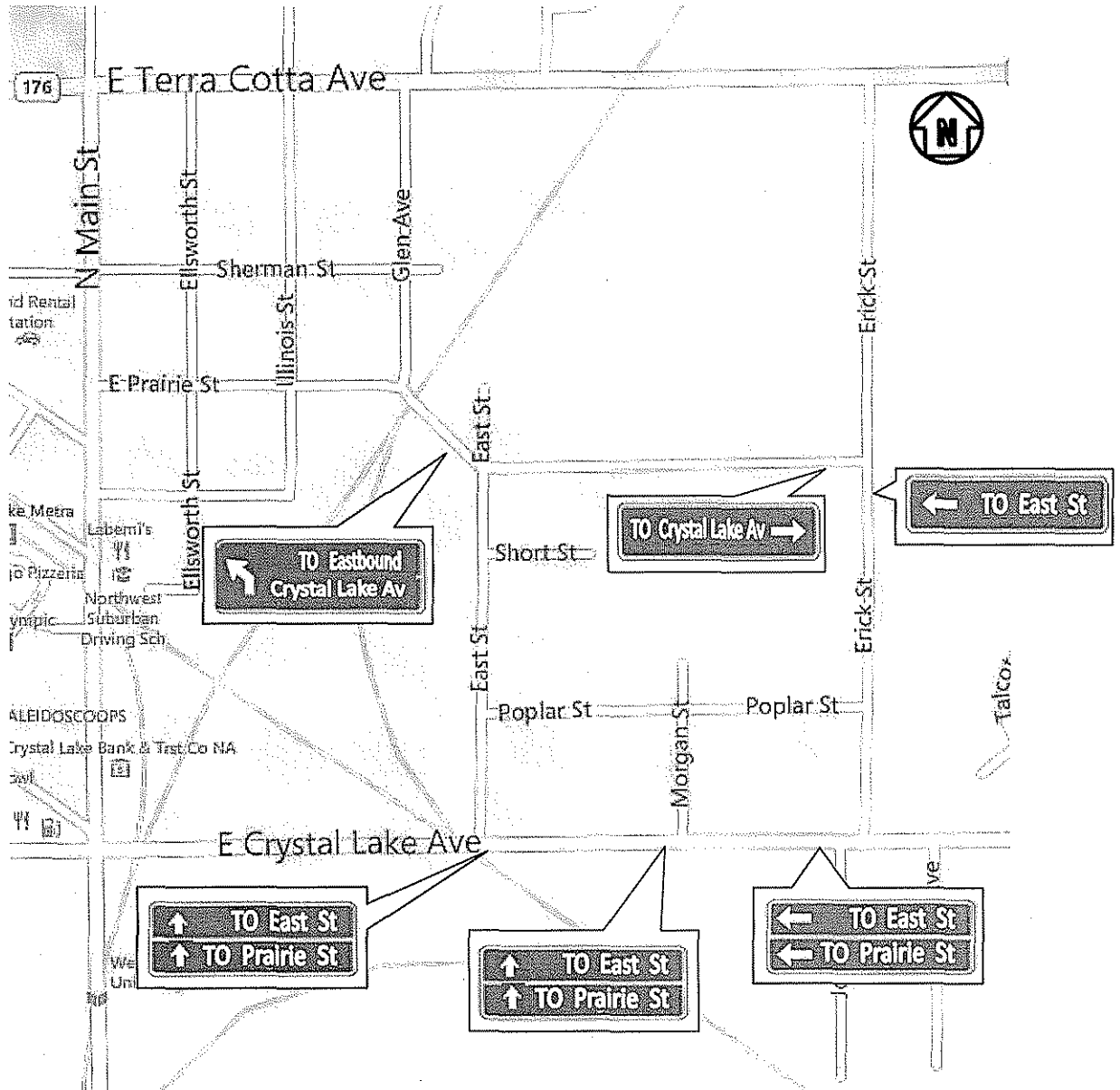
Staff conducted visits to the businesses along East Street and Prairie Street to explain the safety concerns that are being addressed with this road improvement. During these meetings, nearly all of the business owners expressed support of the safety improvement and acknowledged the need to prevent vehicles from queuing across the tracks.

Recommended Enhancements:

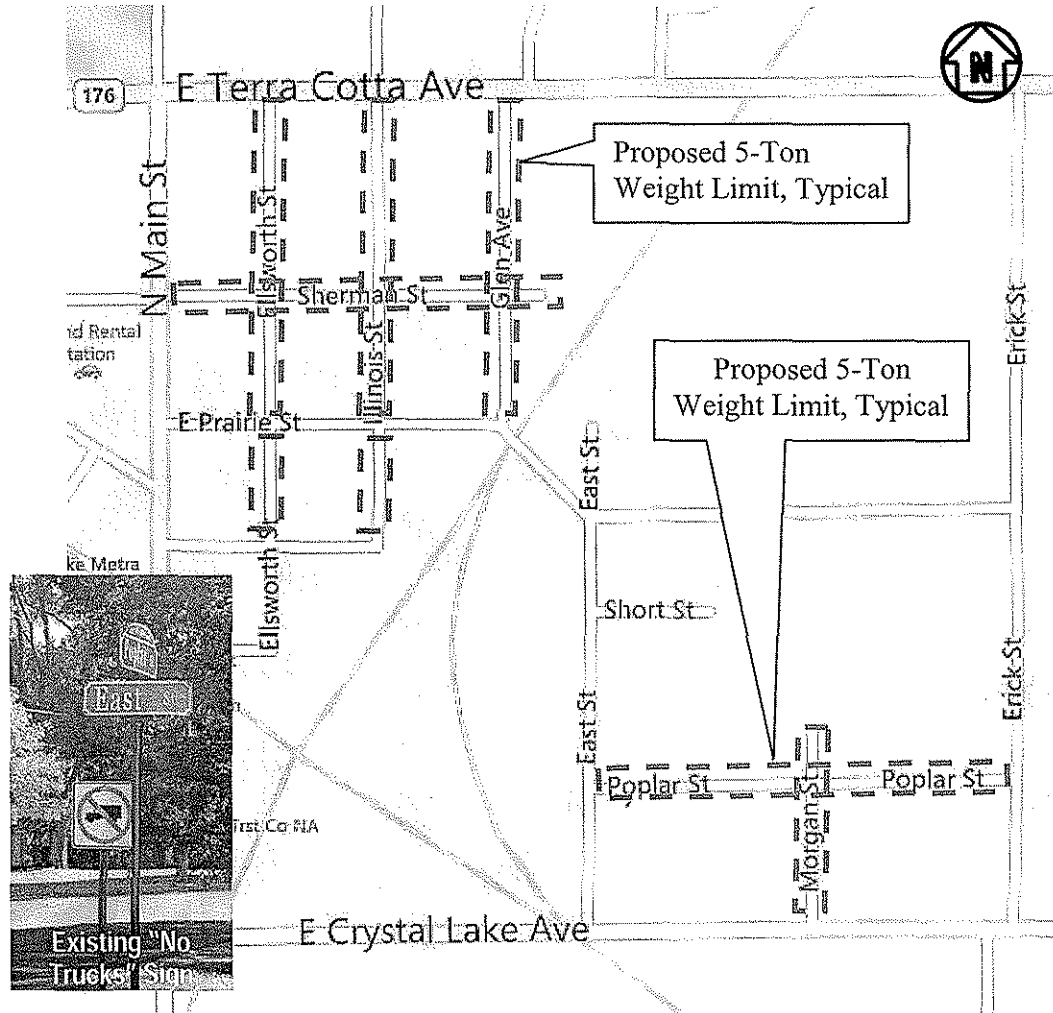
At the next City Council meeting, staff will present ordinances for the Council's consideration that are intended to enhance the safety and mobility of traffic in and around East Street and Prairie Street after the completion of the East Crystal Lake Avenue improvement this fall. Before these recommendations are finalized, staff has sent letters to local businesses and residents who are east of Main Street, south of IL Route 176, west of Erick Street, and north of East Crystal Lake Avenue. The businesses and residents have been informed of the City Council discussion

being held on October 16, 2012. Staff is also requesting input from the City Council. The enhancements under consideration by staff include:

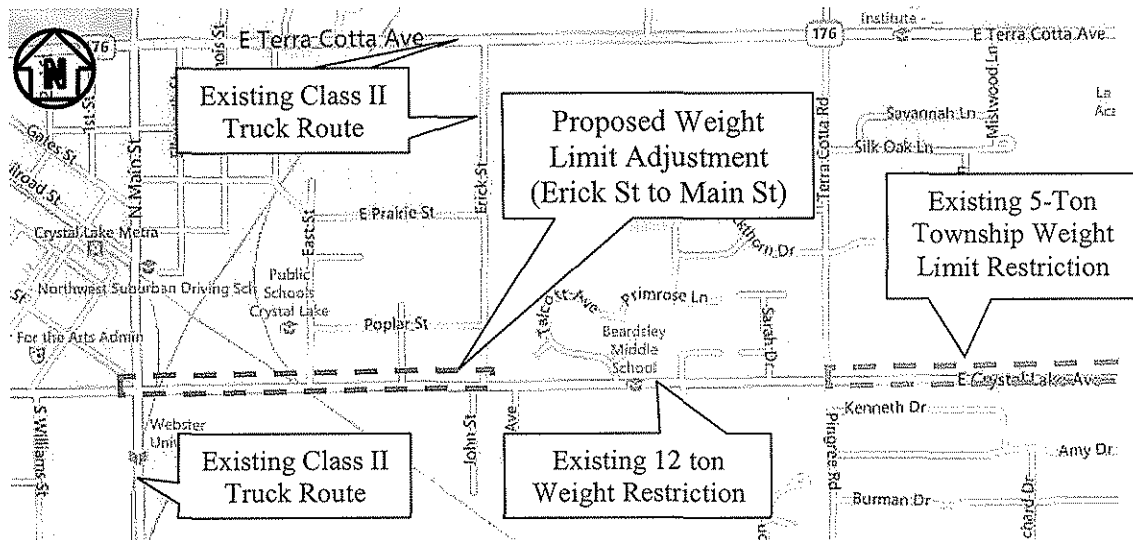
- Additional Wayfinding Signage for East Street & Prairie Street: Staff recommends the addition of MUTCD-compliant wayfinding signage along East Crystal Lake Avenue, Erick Street, and Prairie Street to highlight the alternative route for the eastbound-to-northbound maneuver onto East Street and the southbound-to-eastbound maneuver onto East Crystal Lake Avenue. Adequate pavement width for larger trucks is available along this alternate route.



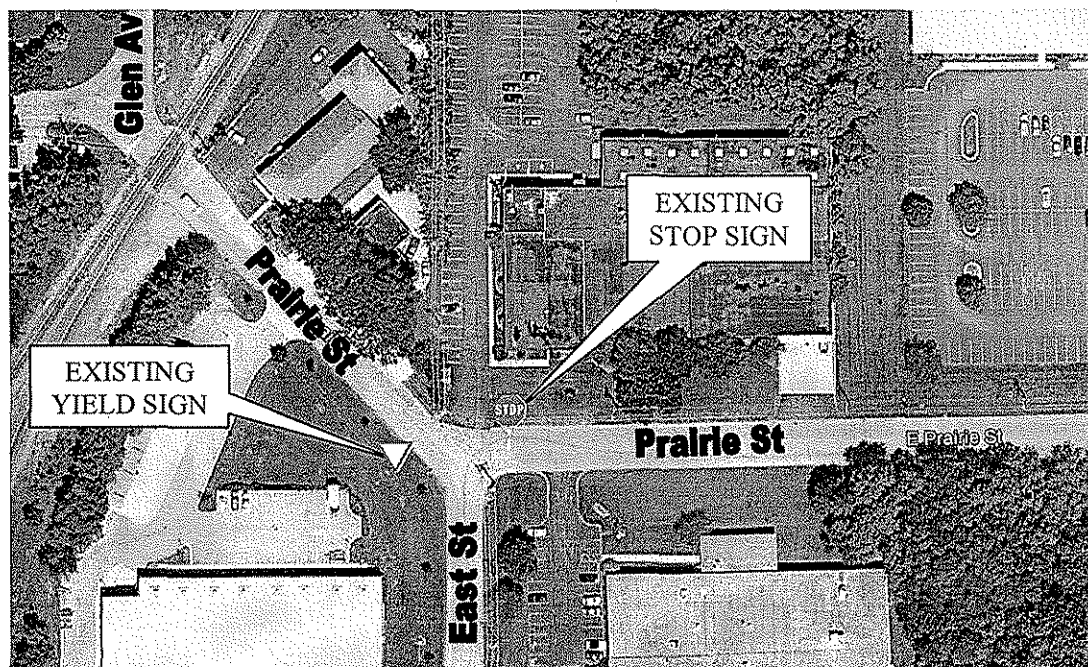
- Enact 5-ton Weight Limit for Nearby Residential Streets: A potential change in the weight restrictions for certain streets in this neighborhood would provide additional enforcement capabilities to address concerns by the City Council that truck traffic would divert to residential roads such as Poplar Street. The residential streets in this neighborhood are currently posted with “No Trucks” signage and a potential change to restrict these residential streets to vehicles under 5 tons is an option.



- Adjust Weight Limit for E. Crystal Lake Avenue: A potential change in the current weight restriction for E. Crystal Lake Avenue, between Main Street and Erick Street, is another option that is available for consideration given the current and recent roadway improvements to this section of pavement. This segment would also offer more flexibility for heavier trucks wishing to head south towards US Route 14 via Erick Street and South Main Street. The current posted weight limit is 12 tons for all of Crystal Lake Avenue.



- Adjust Traffic Control at East Street/Prairie Street Intersection: One of the local business owners suggested a review of the current traffic control at the East Street and Prairie Street intersection, noting that it is confusing due to the unusual angle of the streets and that there is only a stop sign on the eastern approach. Staff reviewed the existing field conditions related to the intersection of East Street and Prairie Street:
 - *Eastern Approach / Prairie Street:* Stop-controlled for westbound Prairie Street.
 - *Western Approach / Prairie Street:* Skewed approach, angled to the northwest towards the railroad tracks; yield-controlled for eastbound Prairie Street.
 - *Southern Approach / East Street:* No traffic control present for northbound East Street.
 - *Northern Approach / Private Driveway:* No traffic control present for outbound parking lot traffic.



Note that the current federal guidelines do not permit the use of both stop control and yield control together at the same unsignalized intersection on approaches that oppose each other, as is the case at this location. Options for this intersection include:

- All-way stop control;
- Stop control on all approaches except western Prairie Street approach;
- Stop control on southern East Street approach and northern private driveway only;
- No Change (stop control on eastern Prairie Street approach only)

Once the new median is in place along East Crystal Lake Avenue, staff will observe the new traffic patterns at this intersection and bring forward a suggested change in traffic control to City Council for consideration.

Votes Required to Pass:

Discussion Only



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: Fall Parkway Tree Planting Program Bid

Staff Recommendation: Motion to award the bid for the Fall Parkway Tree Planting Program to the lowest responsive & responsible bidder, Wilson Nurseries, and to adopt a resolution authorizing the City Manager to execute a purchase agreement with Wilson Nurseries, for the Fall Parkway Tree Planting Program in an amount not to exceed \$11,143.50.

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

Background:

On Tuesday, October 9, 2012, the City of Crystal Lake publicly opened and read aloud the bids received for the 2012 Fall Tree Planting Program. The successful bidder will supply 167 trees of various species that are 2 ½" in diameter. Trees listed in the specifications include: Emerald Luster Maple, Red Sunset Maple, Norwegian Sunset Maple, Green Spire Little Leaf Linden, Honey Locust, Hackberry, and Trident Maple, or equivalents thereof. The fall planting program has been expanded this year to replace many trees that were removed due to disease and the Emerald Ash Borer. Following is a breakdown of the bids received:

Vendor	Price for Trees	Optional Price for Delivery to Municipal Complex	Total Price for 167 Trees Delivered to the Municipal Complex
√ Wilson Nurseries, Hampshire, IL	\$10,225.00	\$918.50	\$ 11,143.50
Cedar Path Nurseries, Barrington, IL	\$11,583.00	No Charge	\$ 11,583.00
Goodmark Nurseries, Wonder Lake, IL	\$ 11,435.00	\$835.00	\$ 12,270.00
Schichtels Nursery, Springville, NY	\$ 12,620.00	?	\$ 12,620.00
Arthur Weiler, Zion, IL	\$ 15,065.00	\$ 1,169.00	\$ 16,234.00
Lawncare by Walter, Cherry Valley, IL	\$ 15,054.00	\$ 1,336.00	\$ 16,390.00

St. Aubin Nursery, Kirkland, IL	\$ 17,274.00	\$ 1,670.00	\$ 18,944.00
Countryside, Crystal Lake, IL	\$ 16,730.00	\$ 2,505.00	\$ 19,235.00

√ Indicates the lowest responsive & responsible bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The City has purchased trees from Wilson Nurseries in the past with excellent results, and has visited their site to review their current stock. It is staff's recommendation to award the bid for the purchase of trees for the 2012 Fall Tree Planting Program to the lowest responsive and responsible bidder, Wilson Nurseries in the amount of \$11,143.50.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Wilson Nurseries for the Fall Parkway Tree Planting 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: 21

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: Polymer for Solids Handling

Staff Recommendation: Motion to award the bid for Polymer for Solids Handling to the lowest responsible and responsive bidder, Polydyne Inc., in the base amount of \$0.98 per lb. for Cationic Polymer and \$0.90 per lb. for Anionic Polymer, and adopt a resolution authorizing the City Manager to execute a one-year agreement with Polydyne Inc. with the option for up to two additional one-year extensions to the contract.

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

Background:

On October 2, 2012, the City of Crystal Lake publicly opened and read aloud bids received for polymer for solids handling within the Wastewater Division of the Public Works Department. Cationic polymer is used at Wastewater Treatment Plant #2 (WWTP#2) as a dewatering aid during the final phase of solids processing. Similarly, anionic polymer is utilized at Wastewater Treatment Plant #3 (WWTP#3) as a coagulant aid for the removal of barium and phosphorus.

The chart below depicts the breakdown of bids received for cationic and anionic polymer.

	2013		2014		2015	
	Cationic	Anionic	Cationic	Anionic	Cationic	Anionic
√Polydyne, Inc. Riceboro, GA	\$ 0.98/lb	\$ 0.90/lb	\$ 1.029/lb	\$ 0.945/lb	\$ 1.080/lb	\$0.992/lb
Hercules Inc. Wilmington, DE	\$ 1.25/lb	\$ 0.99/lb	\$ 1.31/lb	\$ 1.04/lb	\$ 1.38/lb	\$ 1.09/lb
Nalco Company Naperville, IL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

√ Indicates recommended lowest responsible and responsive bidder.

In the last year, the City utilized 77,000 lbs. (32 totes) of cationic polymer at WWTP#2, and 4,816 lbs. (10 barrels) of anionic polymer at WWTP#3.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. For the past four years, the Public Works Department has utilized Polydyne, Inc., and is satisfied with this manufacturer's product. Our current cost for these products is \$0.97/lb. for Cationic and \$0.83/lb. for Anionic polymer. It is staff's recommendation to award the contract to the lowest responsible and responsive bidder, Polydyne, Inc. for the 2013 contract period with two optional one-year extensions.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Polydyne, Inc. for the provision of Polymer for solids handling with the option for up to two additional one-year extensions to the contract.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: Liquid Aluminum Sulfate (ALUM)

Staff Recommendation: Motion to award the bid for the purchase of Liquid Aluminum Sulfate to the lowest responsive, responsible bidder, USALCO Michigan Plant, LLC, and to adopt a resolution authorizing the City Manager to execute a purchase agreement with USALCO Michigan Plant, LLC in the amount of \$459.90 per dry ton of Liquid Aluminum Sulfate.

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

Background:

On October 2, 2012, the City of Crystal Lake publicly opened and read aloud the bids received for the purchase of Liquid Aluminum Sulfate (ALUM) for the Public Works Department. Liquid Aluminum Sulfate (ALUM) is used at the City's two wastewater treatment plants for the purpose of phosphorous and barium removal as required in the facilities' NPDES permits. In the last year, WWTP#2 and WWTP#3 have combined to use 450 dry tons of ALUM. The City's current contract is with USALCO Michigan Plant, LLC for \$445.00 per dry ton. The following is a breakdown of the bids received:

√ USALCO Michigan Plant, LLC Baltimore, MD	\$459.90 per dry ton
General Chemical Performance Products, LLC Parsippany, NJ	\$521.00 per dry ton
Kemira Water Solutions, Inc. East Chicago, IN	No Bid
Thatcher Company of Montana Missoula, MT	No Bid
Key Chemical Waxhaw, NC	No Bid
C&S Chemical, Inc Marietta, GA	No Bid

√ Indicates recommended lowest responsible, responsive bidder.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid documents. Additionally, the Public Works Department has utilized USALCO Michigan Plant, LLC, in the past and has received satisfactory service. It is the recommendation of staff to award the contract for the provision of ALUM to the lowest responsible, responsive bidder, USALCO Michigan Plant, LLC, in the amount of \$459.90 per dry ton.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and USALCO Michigan Plant, LLC for the provision of Liquid Aluminum Sulfate.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

October 16, 2012

Item:

Liquid Anti-Icing & De-Icing Chemicals for Snow Removal Operations

Staff recommendation:

Motion to award the bid for the provision of Liquid Anti-Icing & De-Icing Chemicals to the lowest responsible, responsive bidder, Industrial Systems Ltd., and adopt a resolution authorizing the City Manager to execute a one-year purchase agreement with Industrial Systems Ltd. in the submitted bid amount.

Staff Contact:

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

Background:

On September 28, 2012 the City of Crystal Lake publicly opened and read aloud bids received for a one-year provision of liquid anti-icing and de-icing chemicals to be used in the City's snow-fighting efforts. The City uses Calcium Chloride in conjunction with rock salt to de-ice roads during or after major snow/ice events. In addition, an organic chemical is used as an anti-icing agent that is spread on City streets prior to a snow/ice event to prevent ice from forming. The Public Works Department estimates it will utilize 15,000 gallons of the organic anti-icing chemical and 10,000 gallons of Calcium Chloride for its snow and ice control operations this winter.

The following is a breakdown of the bids received:

Vendor	Organic Chemical Price per gallon	Organic Chemical Specified	Calcium Chloride Price per gallon	Total Price Based on Expected Use
√ Industrial Systems Ltd Lakemoor, IL	\$0.99	Thermapoint C Organic	\$0.56	\$20,450.00
SNI Solutions Inc. Geneseo, IL	\$1.15	Biomelt AG 64	\$0.60	\$23,250.00

√ Indicates the lowest responsible and responsive bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The references for Industrial Systems Ltd have been verified with favorable responses. It is staff's recommendation to award the bid to the lowest responsible, responsive bidder, Industrial Systems Ltd, to supply the City with anti-icing and de-icing chemicals for the coming winter season.

Votes Required to Pass:

Simple majority.

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and Industrial Systems Ltd for the provision of Liquid Anti-Icing & De-Icing Chemicals in the submitted bid amount.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: Parking Lot Snowplowing and Salting Services

Staff Recommendation: Motion to award the bid for parking lot snow removal and salting services to the lowest responsible, responsive bidder, KCG Management, and adopt a resolution authorizing the City Manager to execute a contract for the 2012/13 snow season with KCG Management with the option to extend the contract for up to two (2) additional years in the submitted bid amounts.

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

Background:

On October 3, 2012, the City of Crystal Lake publicly opened and read aloud the bids received for parking lot snowplowing services for the 2012/13 snow season. The award of this contract will provide for outsourced services for this time-critical and resource-intensive task. Bidders were asked to provide cost proposals for each of 23 parking areas, including parking lots and on-street parking for snow falls of 1"-3"; 3.1"-5"; 5.1"-9"; 9.1"-12"; and over 12". The breakdown of the bids received can be found below.

	<i>Parking Lot Price per Push</i>					
	1"-3"	3.1" – 5"	5.1" – 9"	9.1" – 12"	Over 12"	Average
√ KCG Management Belvidere, IL	\$1,850.00	\$1,930.00	\$1,930.00	\$2,130.00	\$2,030.00	\$1,974.00
S&P Snow Service Crystal Lake, IL	\$2,145.00	\$2,788.00	\$3,625.00	\$4,711.00	T&M	\$3,317.25
Acres Group Wauconda, IL	\$2,319.00	\$2,635.00	\$2,979.00	\$3,702.00	\$5,547.00	\$3,436.40
Greve Construction Inc. Huntley, IL	\$2,700.00	\$3,700.00	\$4,700.00	\$6,200.00	\$7,700.00	\$5,000.00

√ Indicates the lowest responsible and responsive bidder

The City asked that bidders submit prices for sidewalk snow removal around public property and the downtown train depot, as well as pricing for the removal of snow from cul-de-sacs, and a

supplemental price for plowing City streets. Parking lots and cul-de-sacs are normally parcels that are plowed as part of the secondary response effort, once the snow has subsided and the main roads are safe for motorists to travel.

Recommendation:

The outsourcing of these snowplowing services is a significant factor in the Public Works Department's snow-fighting plan. Many of the parking lots to be plowed are commuter lots and the window of opportunity for plowing these lots, when no cars are present, is between 1:30 am and 4:30 am. By outsourcing this service, uninterrupted plowing and salting of all nineteen (19) roadway routes can remain the Public Works Department's top priority, while still clearing snow from commuter and other City-owned parking lots and parking areas. The Streets Division Superintendent will make all determinations as to when City crews will provide snow removal/salting services and when the contractor will be called in, based upon the timing and intensity of each storm and any special circumstances needed to successfully fight the storm.

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The City has utilized KCG Management for the past two snow seasons with favorable results. It is staff's recommendation to award the 2012/13 season parking lot snowplowing bid to the lowest responsible, responsive bidder, KCG Management, in the amounts of the bid, with the option to extend the contract for up to two additional years.

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 Services Agreement between the CITY OF CRYSTAL LAKE and KCG Management for snowplowing and salting services for the 2012/2013 snow season with the option to extend the contract for up to two (2) additional snow seasons in the submitted bid amounts.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: Well #6 Preventative Maintenance and Rehabilitation

Staff Recommendation: Motion to award the proposal for repair work on Well #6 at Water Treatment Plant #2 to the lowest responsible and responsive proposer, Water Well Solutions, and adopt a Resolution authorizing the City Manager to execute a service agreement with Water Well Solutions to complete repair work based on the proposal submitted with a 10% contingency for unforeseen expenses.

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

Background:

On October 1, 2012, the City of Crystal Lake publicly opened and read aloud the bids received to perform preventative maintenance and repair work to Well #6. Well #6 is located at Water Treatment Plant #2 and was last serviced three years ago. The well has recently shown a 40% decline in production.

When performing maintenance on a submersible well pump, predicting the required maintenance cost is impossible to calculate until the pump has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit bids that indicate hourly labor rates, material pricing, and equipment cost for possible repairs and services that may be needed. The following table includes pricing for all of the work that staff anticipates for this project:

Proposer	Base Price	Alternate Price (Projected Work)	Total Bid With projected options exercised
√ Water Well Solutions Elburn, IL	\$ 99,904.50	\$ 46,960.00	\$ 146,864.50
Municipal Well & Pump Waupun, WI	\$ 109,944.00	\$ 38,018.00	\$ 147,962.00
Layne-Western Aurora, IL	\$ 165,350.00	\$ 30,952.00	\$ 196,302.00

√ Indicates the lowest responsive and responsible proposer

The base proposal includes general maintenance and repairs that are necessary for the well. This includes costs for pulling the pump and motor, inspection and maintenance of the motor, as well as blasting and painting the column pipe, rebuilding the pump and well rehabilitation work to increase water production. The alternate pricing provided is for services typically necessary during deep well maintenance projects, but that cannot be known until the well is pulled. Such expenses include installing a new bowl assembly and new electric cable.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Water Well Solutions has submitted the lowest qualified bid per the specifications stated in the bid document and based on a typical scenario and anticipated repairs needed. The Public Works Department staff has verified references and has received positive recommendations. It is staff's recommendation to award the bid to the lowest responsive, responsible proposer, Water Well Solutions, to perform the work on Well #6 in accordance with the terms and conditions of the contract.

There are sufficient funds in the FY 2012/13 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 is authorized to execute a service agreement with Water Well Solutions for repair work on Well #6 at Water Treatment Plant #2.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date: October 16, 2012

Item: Services for Painting of Wastewater Treatment Plant #3 Clarifier domes

Staff Recommendation: Motion to award the proposal for the Painting of Wastewater Treatment Plant #3 Clarifier Domes to the lowest responsive and responsible proposer, International Decorating Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with International Decorating Inc., in the amount of \$20,166.00, with a contingency of up to 10% of the contract price for unforeseen changes to the scope.

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

Background:

On October 1, 2012, the City of Crystal Lake publicly opened and read aloud proposals for the painting of two clarifier domes at Wastewater Treatment Plant #3. The following is a breakdown of the proposals received:

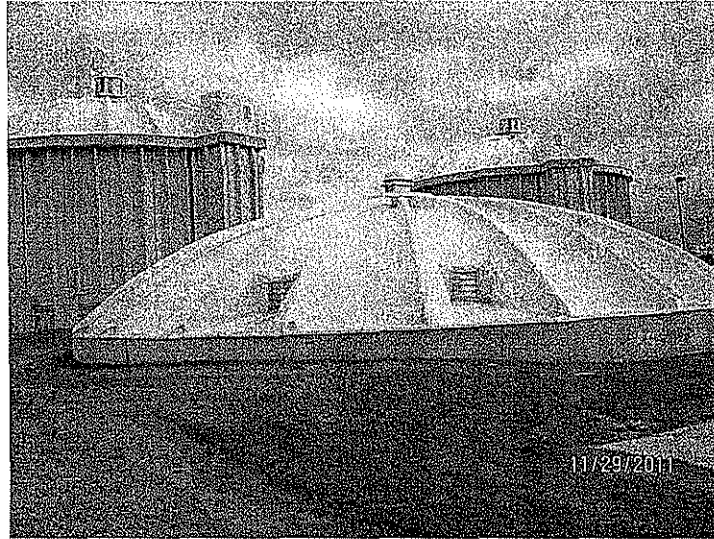
Company	Price Submitted
√ International Decorating Inc. Barrington, IL	\$ 20,166.00
G.P. Maintenance Palos Hills, IL	\$ 39,100.00
TECORP Joliet, IL	\$ 44,000.00
TMI Coatings, Inc. St. Paul, MN	\$ 103,700.00
Inspect Coatings Campbell, OH	\$ 108,000.00
ZM Group Chicago, IL	\$ 144,900.00
Continental Construction Evanston, IL	\$ 185,000.00

√ Indicates the lowest responsive and responsible proposer.

The City of Crystal Lake's Wastewater system has five fiberglass domes at each of its two wastewater treatment plants to cover various tanks. Fiberglass domes are standard in the industry for two primary purposes:

1. To prevent freezing during the winter months, and
2. To provide odor control.

In order to protect the fiberglass from UV radiation and to prolong the life of the domes, painting is required every 10 to 15 years. Four of the domes were painted at Wastewater Treatment Plant #2 in 2006. This project focuses on the two domes at Wastewater Treatment Plant #3 (WWTP#3) (Knaack Blvd) that cover the secondary clarifiers. These have not been painted since first being installed in 1994.



The project will be monitored by staff to ensure the reliability of the containment and quality of the power washing, verify proper coating applications and to ensure all work is performed in accordance with the plans and specifications as set forth in the contract.

Recommendation:

It is the recommendation of staff to award the contract for the painting services of the WWTP#3 secondary clarifier domes to the lowest responsive and responsible proposer, International Decorating Inc., in the amount of \$20,166.00, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of this project.

Votes Required to Pass:

Simple majority vote is needed to approve the authorizing resolution.

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with International Decorating Inc. for the Wastewater Treatment Plant #3 Clarifier Domes Painting.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 27

**City Council
Agenda Supplement**

Meeting Date:

October 16, 2012

Item:

Change Order #1 to Painting & Maintenance of WTP#3
Water Storage Tank contract

Staff Recommendation:

Motion to approve Change Order #1 for the Water Treatment Plant #3 Water Storage Tank contract which includes removal and replacement of existing purlins and angle supports, and adopt a resolution authorizing the City Manager to execute Change Order #1 with Tecorp Inc. in the submitted additional amount.

Staff Contact:

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

Background:

The WTP#3 Water Storage Tank (located adjacent to Fire Station #3 on Virginia Rd.) is a 2.5 million-gallon steel water storage tank that was constructed in 1974. This tank has not been repainted since it was originally installed.

In June 2012, Tecorp Inc. was awarded the low bid in the amount of \$684,200.00 to complete the tank maintenance and painting work as specified in the bid documents. The scope of work required the tank to be sandblasted and painted. In addition, numerous known repairs/improvements were identified to be completed as part of the contract.

Tecorp Inc. began working on the tank in September 2012. During the interior sandblasting of the storage tank, every steel purlin and angle support (96 of each) was found to be completely deteriorated. The purlins are structural components to keep the roof support beams from twisting and the C-channel angle supports shim the roof beams to ensure they are tight and in proper alignment to support the roof steel plates. Dixon Engineering, the City's consultant, recommended that all purlins and angle supports be replaced to preserve the integrity of the structure.

Twelve purlins were identified in the original tank evaluation to be deteriorated and were scheduled for removal and replacement as part of the original bid. This work was bid at \$600.00

per purlin for a total cost of \$7,200.00. During the original tank inspection, the other purlins appeared to have only a surface rust that when sandblasted would have retained their structural integrity. The angle supports were difficult to access and test and also appeared to exhibit only surface rust but when sandblasted also became less than substantial.

Tank lettering was initially included as a line-item within this contract. However, it was determined after the bid process that the lettering could not be installed due to the fact that the columns on the exterior of the tank would interfere with the placement of lettering and subsequent sightlines.

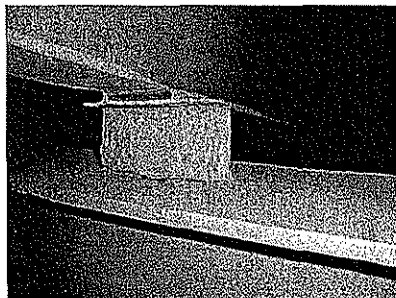
Discussion:

On October 2, 2012, the City received a price quote from Tecorp Inc. to remove and replace 96 purlins at \$497.00 each, and remove and replace 96 angle supports at \$521.00 each. The total cost of this work is \$97,728.00. Change Order #1 also includes deductions of \$4,000.00 for the exterior lettering, and \$7,200 for the twelve purlins originally scoped in the contract that are included in the 96 to be changed at the new rate.

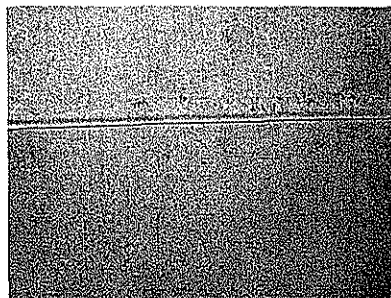
Item	Quantity	Unit Price	Total Price
Replace Purlins	96	\$ 497.00	\$ 47,712.00
Replace Angle Supports	96	\$ 521.00	\$ 50,016.00
Credit Lettering	1	\$ 4,000.00	\$ (4,000.00)
Credit Purlins	12	\$600.00	\$ (7,200.00)
TOTAL CHANGE ORDER			\$ 86,528.00

Recommendation:

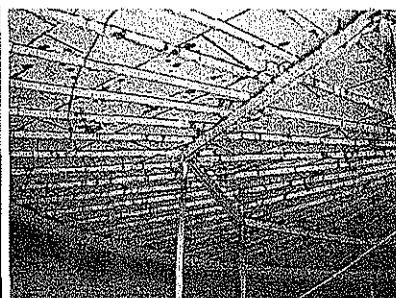
It is the recommendation of staff to approve Change Order #1 for the removal and replacement of 96 purlins and 96 angle supports, and for the deduction of the tank lettering and original purlin replacement at a total adjusted cost of \$86,528.00.



Angle support



Purlin



Full view of tank interior

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute Change Order #1 to the Painting & Maintenance of WTP#3 Water Storage Tank contract with Tecorp Inc..

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**

Meeting Date:

October 16, 2012

Item:

Engineering consultant services contract extension for Water Treatment Plant #1 and #4.

Staff Recommendation:

Motion to approve Amendment #2 to the contract for Water Softener Replacement & Modification Design and Construction Engineering with Trotter and Associates, Inc., and adopt a resolution authorizing the City Manager to execute Contract Amendment #2 in the not-to-exceed amount of \$59,237.

Staff Contact:

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

Background:

At the November 17, 2009 City Council meeting, following a competitive request for proposals process, the City Council approved a contract with the lowest responsible and responsive proposer, Trotter and Associates, Inc. (TAI), to perform design and construction engineering work at Water Treatment Plants (WTP) #1 and #4.

Subsequently, at the October 19, 2010 City Council meeting, the City Council approved Amendment #1 with Trotter and Associates, Inc. in order to include design and construction engineering of Trichloroethylene (TCE) remediation structures at Water Treatment Plant #4.

Included as part of this agenda is Amendment #2 to the contract with Trotter and Associates, Inc. Amendment #2 which will provide the following:

- 1.) Pay for the TAI services rendered after the construction contract was completed and WTP #1 was placed in service and for continued involvement when WTP #1 had to be shut down in September, 2011, when the treated water from WTP #1 exceeded the barium level limit provided in the construction contract. These TAI services were for the complicated analysis needed to determine what element of the WTP #1 water treatment process failed and why, and how to bring WTP #1 back into successful operation. This engineering work, which included extensive discussions with the contractor and the equipment supplier, were carried out over the course of almost nine months. This process

also was undertaken per legal direction as the best course of action in case the City came into a dispute with the contractor.

Additionally, the City experienced some variable-frequency drive failures at WTP #4 several months after start-up. In order to re-start this plant while avoiding a recurrence of the problem, a determination was made to install an electrical "high-resistance ground" (HRG) system at the transformer. TAI performed the forensic electrical analysis and the subsequent design of the HRG system. The amount to provide these services at WTP #1 and WTP #4 is \$39,237.00

- 2.) Allow for additional engineering services at WTP #1 should they be required during the current operational period because of a failure or other operational problem. That TAI work would be undertaken on a T&M basis at the direction of the Director of Public Works and would not exceed a total of \$20,000. It is difficult to predict what level of ongoing involvement may be needed at WTP #1 because we are still evaluating the integrity of the operation.

TAI has been responsive to the needs of the City despite the changing scope of work and the complexity of the issues related to the WTP #1 original operation problems. TAI's principals have made themselves available to meet with City staff and contractors to bring a timely resolution to this issue. The resolution and re-start up of WTP #1 could have resulted in significant additional costs if TAI had not been involved in the process.

Recommendation:

Based on the change in scope from the original contract and the work already completed, it is the recommendation of the Director of Public Works to approve Amendment #2 to the contract for Water Softener Replacement & Modification Design and Construction Engineering with Trotter and Associates, Inc. to include startup and ongoing analysis, and provide for additional involvement as necessary on a time and material basis.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to approve Amendment #2 between the CITY OF CRYSTAL LAKE and Trotter and Associates, Inc. in the not-to-exceed amount of \$59,237.

DATED this 16th day of October, 2012

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 29

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 16, 2012
<u>Item:</u>	Crystal Lake Avenue at Green Oaks Stop Control Ordinance
<u>Staff Recommendation:</u>	Motion to adopt an ordinance to implement stop control for westbound traffic on Crystal Lake Avenue at Green Oaks Drive.
<u>Staff Contact:</u>	Traffic Safety Committee Abigail Wilgreen, Assistant City Engineer

Background:

The City's Traffic Safety Committee (TSC) has received a complaint concerning the intersection of Green Oaks Drive at Crystal Lake Avenue. When there are parked cars on Crystal Lake Avenue, residents report that westbound traffic sometimes swings wide turning onto Green Oaks Drive, as there is no stop sign for that leg of the intersection. There was also a concern that cars driving westbound on Crystal Lake Avenue might not see pedestrians as they turn onto Green Oaks Drive.

The TSC reviewed the matter and concluded that the best way to resolve the issue is to install a stop sign on Crystal Lake Avenue for the westbound traffic. It is standard engineering practice to stop control one of the three approaches of a T-intersection, and this location is currently uncontrolled.

The Committee is recommending adoption of an ordinance to place a stop sign at the intersection of Crystal Lake Avenue and Green Oaks Drive. All traffic proceeding in a westerly direction on Crystal Lake Avenue shall stop at the intersection before continuing.



Votes Required to Pass:

Simple majority of City Council present.

DRAFT



The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: All traffic proceeding in a westerly direction on Crystal Lake Avenue shall stop at the intersection of Crystal Lake Avenue and Green Oaks Drive before continuing.

SECTION II: That suitable signs and markers shall be erected.

SECTION III: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

SECTION V: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DRAFT

DATED at Crystal Lake, Illinois, this sixteenth day of October, 2012.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

City Clerk

PASSED: October 16, 2012

APPROVED: October 16, 2012

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



Agenda Item No: 30

City Council Agenda Supplement

Meeting Date:

October 16, 2012

Item:

Participation in the Illinois Public Works Mutual Aid Network (IPWMAN)

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with the Illinois Public Works Mutual Aid Network.

Staff Contact:

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

Background:

The Illinois Public Works Mutual Aid Network (IPWMAN) is a voluntary membership program that was formed in 2007. IPWMAN provides a formalized system for government agencies to enter into a written mutual aid agreement to provide and receive emergency assistance in the event of natural or man-made disasters, or other situations that require action or attention beyond the normal capabilities of an agency.

To date, there are over 150 units of local government who have opted to participate in the IPWMAN program throughout the state. McHenry County jurisdictions that have recently joined include:

- Algonquin Township Road District
- Village of Algonquin
- Chemung Township Road District
- Coral Township Road District
- Dunham Township Road District
- Grafton Township Road District
- Greenwood Township Road District
- City of Harvard
- Village of Island Lake
- Village of Lake In The Hills
- City of McHenry
- McHenry County
- McHenry Township Road District
- Marengo Township Road District
- City of Marengo
- Village of Prairie Grove
- Richmond Township Road District
- Riley Township Road District
- Seneca Township Road District
- Village of Spring Grove
- Village of Union
- Village of Wonder Lake
- City of Woodstock

IPWMAN was formed using other public safety mutual aid programs such as MABAS and ILEAS as a template. The network is divided into 8 geographic regions, allowing multiple regions to be called out for mutual assistance depending on the scope of the incident. SEECOM is the dispatching hub for the entire IPWMAN network throughout the state. While there are no direct personnel costs associated with the program, there is an annual \$250 administrative fee required to participate.

IPWMAN is the most comprehensive public works mutual aid program in Illinois and is in the forefront of disaster preparedness for public works agencies nationwide. The City currently participates in the McHenry County Council of Governments and the Northwest Municipal Conference's public works mutual aid programs. However, if a large event were to take place, there is a strong likelihood that our geographic neighbors, which also belong to the above groups, would require assistance as well. IPWMAN offers mutual aid throughout a wider geographic scope, which allows agencies from across the state to assist other communities in need.

The City's risk management pool has reviewed the agreement.

Votes Required to Pass:

Simple Majority of City Council Present

DRAFT



A Resolution Authorizing Membership in the Illinois Public Works Mutual Aid Network

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and,

WHEREAS, the "Intergovernmental Cooperation Act", 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and,

WHEREAS, Section 5 of the "Intergovernmental Cooperation Act", 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and,

WHEREAS, the Mayor and the City Council of the City of Crystal Lake have determined that it is in the best interests of the City and its residents to enter into an intergovernmental agreement to secure to each the benefits of mutual aid in public works and the protection of life and property from an emergency or disaster and to provide for public works assistance, training and other necessary functions to further the response and recovery from said emergency or disaster. The principal objective of the public works mutual aid assistance being the response to and recovery from any emergency or disaster and the return of the community to as near normal as quickly as possible.

THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, an Agreement for participation in the Illinois Public Works Mutual Aid Network (IPWMAN), a copy of said Agreement being attached hereto and being made a part hereof.

Dated this 16th day of October, 2012.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
MAYOR

DRAFT

SEAL

ATTEST:

CITY CLERK

PASSED: October 16, 2012
APPROVED: October 16, 2012