



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 5, 2013
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamations**
 - a. **Affrunti Design**
 - b. **Barn Nursery and Landscape Center**
 - c. **Big Beam**
 - d. **Cardinal Wines and Spirits**
 - e. **Exceed Flooring**
 - f. **Judith Svalander School of Dance**
 - g. **Nelson's Jewelry**
5. **Approval of Minutes**
January 15, 2013 Regular City Council Meeting
January 8, 2013 Hotel/Motel Tax Funding Workshop Meeting
6. **Accounts Payable**
7. **Public Presentation**

The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
 - a. **15th Annual Woods Creek Feet Meet street closure request.**
 - b. **Crystal Lake Rowing Club waiver of boat sticker requirements and street closure request.**
 - c. **Choctaw Girl Scout Service Unit request for a Special Event at the Three Oaks Recreation Area.**
 - d. **First Congregational Church Class 16 Temporary Liquor License request.**
 - e. **Crystal Lake Jaycees Class 19 Temporary Liquor License request.**
 - f. **Resolution authorizing execution of an agreement providing for health insurance coverage related to the Public Safety Employee Benefits Act.**
11. **Allocation of 2013-2014 Fiscal Year Hotel/Motel Tax Funding and allocation of 2014-2015 Fiscal Year Hotel/Motel Tax Funding.**
12. **Encompass of Crystal Lake, 1050 Nimco Drive – Sign Variation to allow a 73 sq. ft. freestanding sign.**
13. **Citgo Gas, 471 West Virginia Street – Sign Variation to allow a total of 804 sq. ft. of wall signage.**

14. **16 E. Franklin Avenue – Special Use Permit to allow an accessory structure over 600 sq. ft. to allow the garage to be 920 sq. ft.**
15. **Bid award and resolution authorizing execution of a purchase agreement for the provision of solar salt for water plant softening.**
16. **Proposal award and resolution authorizing execution of an agreement for Vehicle License Program Services.**
17. **Proposal award and resolution authorizing execution of an agreement for replacement siding for Fire Station Four.**
18. **Ordinance implementing two-way traffic flow on Grant Street between Woodstock Street and Brink Street.**
19. **Resolution authorizing execution of the Local Agency Agreement for Federal Participation with IDOT for construction and Phase III Construction Engineering of the McHenry Avenue Improvement.**
20. **Resolution appropriating MFT funds for the McHenry Avenue Improvement.**
21. **Proposal award and resolution authorizing execution of an agreement for Phase III Construction Engineering for the McHenry Avenue Improvement and approval of changes in scope by 10 percent of the original price.**
22. **Resolution authorizing execution of an Illinois Internet Child Exploitation Task Force Agreement with the Illinois Attorney General’s Office.**
23. **Resolution authorizing execution of a McHenry County Gang Task Force Agreement with the McHenry County Sheriff’s Office.**
24. **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.**
25. **Reconvene to Regular Session.**
26. **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. 4a

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Proclamation – Affrunti Design

Staff Contact:

Anne O’Kelley, Executive Assistant

Background:

The City’s Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 25th anniversary of Affrunti Design. Representatives of Affrunti Design will be present at the meeting to accept the proclamation.



Agenda Item No. 4b

**City Council
Agenda Supplement**

Meeting Date: February 5, 2013

Item: Proclamation – Barn Nursery and Landscape Center

Staff Contact: Anne O’Kelley, Executive Assistant

Background:

The City’s Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 25th anniversary of Barn Nursery and Landscape Center. Representatives of Barn Nursery and Landscape Center will be present at the meeting to accept the proclamation.



Agenda Item No. 4c

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Proclamation – Big Beam

Staff Contact:

Anne O’Kelley, Executive Assistant

Background:

The City’s Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 50th anniversary of Big Beam. Representatives of Big Beam will be present at the meeting to accept the proclamation.



Agenda Item No. 4d

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Proclamation – Cardinal Wines and Spirits

Staff Contact:

Anne O’Kelley, Executive Assistant

Background:

The City’s Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 40th anniversary of Cardinal Wines and Spirits. Representatives of Cardinal Wines and Spirits will be present at the meeting to accept the proclamation.



Agenda Item No. 4e

**City Council
Agenda Supplement**

Meeting Date: February 5, 2013

Item: Proclamation – Exceed Flooring

Staff Contact: Anne O’Kelley, Executive Assistant

Background:

The City’s Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 25th anniversary of Exceed Flooring. Representatives of Exceed Flooring will be present at the meeting to accept the proclamation.



Agenda Item No. 4f

**City Council
Agenda Supplement**

Meeting Date: February 5, 2013

Item: Proclamation – Judith Svalander School of Dance

Staff Contact: Anne O’Kelley, Executive Assistant

Background:

The City’s Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 40th anniversary of Judith Svalander School of Dance. Representatives of Judith Svalander School of Dance will be present at the meeting to accept the proclamation.



Agenda Item No. 4g

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Proclamation – Nelson’s Jewelry

Staff Contact:

Anne O’Kelley, Executive Assistant

Background:

The City’s Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 50th anniversary of Nelson’s Jewelry. Representatives of Nelson’s Jewelry will be present at the meeting to accept the proclamation.



Agenda Item No: 10a

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 5, 2013
<u>Item:</u>	Woods Creek Feet Meet
<u>Staff Recommendation:</u>	Motion authorizing the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane for the start of the 15 th Annual Woods Creek Feet Meet.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

The Woods Creek Feet Meet Committee is requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane for the start of the 15th Annual Woods Creek Feet Meet 1M/5K Event to be held on Sunday, April 28, 2013. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council approved a similar request in 2012.

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

- 1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 2) The Woods Creek Feet Meet Committee shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
- 4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
- 5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard.
- 6) 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.

- 7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 8) All debris created by the event shall be cleaned up during and after the event.
- 9) 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.
- 10) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 11) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 12) In the case of inclement weather, an alternate date can be approved by the City Manager.

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

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Alexandra Boulevard, information regarding the courses and safety precautions, maps of both courses, and a map indicating the portion of the street to be closed, have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10b

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Crystal Lake Rowing Club Waiver of Boat Sticker Requirements and Street Closure Request

Staff Recommendation:

City Council Discretion

1. Motion to waive boat sticker requirements for rowing shells and regatta motorboats for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 4, 2013 and other scrimmages/races on dates approved by the Park District.
2. Motion to approve the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 4, 2013.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

The Crystal Lake Rowing Club is requesting a waiver of boat sticker requirements for rowing shells and regatta motorboats used by visiting rowing clubs during the Greater Chicago Juniors Rowing Championship Regatta to be held on Saturday, May 4, 2013, as well as other scrimmages/races on dates approved by the Park District. The City Council approved a similar request last year.

Additionally, the Crystal Lake Rowing Club must receive approval from the Crystal Lake Park District and Village of Lakewood for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta. The Crystal Lake Rowing Club will provide letters to the City confirming these approvals.

The Crystal Lake Rowing Club is not requesting a change to wake/no-wake restrictions, as the event is scheduled prior to when such restrictions are in effect (Memorial Day weekend through Labor Day weekend).

In addition, the Crystal Lake Rowing Club is requesting the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 4, 2013. This will allow clubs to leave their trailers near the beach to unload and load boats as necessary during the event. The request is being made based on past years when this portion of Lake Shore Drive was used to unload and load boat trailers, as it was too wet to bring the boat trailers into Main Beach. The City Council approved a similar request last year.

Also, the Crystal Lake Rowing Club has asked that an ambulance from the Crystal Lake Fire Rescue Department be on standby for the Greater Chicago Area Junior Rowing Championships Regatta on Saturday, May 4, 2013. The ambulance will not be dedicated to the event. The ambulance will be responsible for answering other emergency calls. The Crystal Lake Fire Rescue Department has approved the request. This request was approved for last year's regatta.

City staff has reviewed the petitioner's request and does not have concerns regarding the waiver of the boat sticker requirements, providing the following conditions are met:

- 1) The Crystal Lake Rowing Club shall provide the City with letters from the Crystal Lake Park District and the Village of Lakewood indicating their approval.
- 2) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
- 3) The petitioner must send a notice to all affected property owners along Lake Shore Drive.
- 4) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 5) Local traffic access to Lake Shore Drive must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 8) The Crystal Lake Rowing Club will coordinate with the Crystal Lake Fire Rescue Department regarding the standby ambulance request at the Greater Chicago Area Junior Rowing Championships Regatta.

- 9) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 10) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 11) Access for fire apparatus to launch rescue boats at the Main Beach boat launch must be maintained in the event of an emergency.
- 12) The Crystal Lake Rowing Club will provide two safety boats.
- 13) Access to the overflow parking area should be made from Country Club Road, not Lakeshore Drive.
- 14) In the case of inclement weather, an alternate date can be approved by the City Manager.

Attached for your information is the letter from the Crystal Lake Rowing Club requesting the waiver of the boat sticker requirements for the Greater Chicago Junior Rowing Championships Regatta, as well as other scrimmages/races on dates approved by the Park District, and the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 4, 2013.

The applicant has been made aware of these recommended conditions and advised to attend the February 5, 2013 City Council meeting.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10c

City Council Agenda Supplement

Meeting Date:

February 5, 2013

Item:

Girl Scout Request for Special Event at the Three Oaks Recreation Area

Staff Recommendation:

Motion to approve the Choctaw Girl Scout Service Unit request for a day camp, including overnight camping, at the Three Oaks Recreation Area from Monday, June 17, 2013 through Thursday, June 20, 2013.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Choctaw Girl Scout Service Unit for the use of the Three Oaks Recreation Area for a day camp and overnight camping from Monday, June 17, 2013 through Thursday, June 20, 2013. The overnight camping would only occur on the night of Wednesday, June 19th in the picnic grove and volleyball court area. The Choctaw Girl Scout Service Unit is composed of girls that attend Crystal Lake Schools and live in the Crystal Lake area. Approximately 100 – 120 girls will participate each day. The ratio of campers to adult chaperons will be 6:1 throughout the week. The Girl Scouts consider this a “twilight camp” since the activities will take place from 2:00 PM – 9:00 PM. The Girl Scouts will offer the following events and activities at the park:

- Canoeing
- Paddleboating
- Paddleboarding
- Swimming
- Crafts and cooking
- Hiking

In addition to the above activities, the Scouts will organize an archery event for two hours each day. City Staff will work with the Girl Scouts to ensure that the archery event is conducted safely. The archery activities will utilize the sled hill as a “backdrop” and the area will be roped off. Utilizing the sled hill area ensures that this activity is separated from the areas of the park that are visited by

the general public. The Scouts will shoot into hay bales and at least three adult leaders, certified in archery, will supervise this activity.

During the entire event, the scouts will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

Overnight Camping

As part of the day camp, from Wednesday, June 19th through Thursday, June 20th, the Girl Scouts would like to overnight camp in the picnic grove. Approximately 20 tents will be set up in the picnic grove. This is the same area that has been utilized by two other camping events previously approved by the City Council (Illinois Bicyclist Event and Boy Scout Camp out). Per Chapter 238 of the City Code, overnight camping at Three Oaks may be allowed when approved by the Mayor and City Council.

238-1 General Rules and Admission

A. Three Oaks Recreation Area General Rules

- 8. Camping and open fires within the recreational area are prohibited except as authorized by the Mayor and City Council.

In addition, the petitioner is requesting the exclusive use of the pavilion and picnic grove during this time. The petitioner will clean up the site and dispose of trash from the activities. Since the petitioner is requesting the overnight use of the facility, City Staff recommends that a City Security Staff member monitor the facility during the time when no other Three Oaks staff is present. The additional Security Staff time would be 4.5 hours from 2:00 AM – 6:30 AM.

Attached, for your information, is a copy of the request letter. The petitioner has agreed to pay the refundable damage security deposit of \$550. The petitioner is requesting a waiver of the following fees:

Special Event Application Fee:	\$50
Pavilion Rental Fee (four days):	\$200
Additional Site Security Staff:	\$54 (4.5 hours x \$12 per hour)
Total:	\$304

For reference, in 2011, the City Council approved overnight camping for Crystal Lake Boy Scout Pack 168. In addition, the City Council waived the application fee, pavilion rental fees, and additional security staff fees for the boy scout's overnight camping event.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 10d

**City Council
Agenda Supplement**

Meeting Date: February 5, 2013

Item: Temporary Liquor License – First Congregational Church

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to First Congregational Church

Staff Contact: George Koczwara, Deputy City Manager

Background:

The City has received a request from First Congregational Church for the issuance of a Class “16” Temporary Liquor License in order to sell beer at their Irish Dinner being held at First Congregational Church, located at 461 Pierson Street, on March 16, 2013 and March 17, 2013 from 4:00 p.m. to 8:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 10e

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 5, 2013
<u>Item:</u>	Temporary Liquor License – Crystal Lake Jaycees
<u>Staff Recommendation:</u>	Motion to approve issuance of a Class “19” Temporary Liquor License to the Crystal Lake Jaycees
<u>Staff Contact:</u>	George Koczwara, Deputy City Manager

Background:

The City has received a request from the Crystal Lake Jaycees for the issuance of a Class “19” Temporary Liquor License in order to sell beer, wine and alcoholic liquor drinks at their “Girls Night Out” and Bachelor Auction fundraising event to benefit Home of the Sparrow. The event will be held on April 6, 2013 from 6:00 p.m. to 11:00 p.m. at the Dole Mansion/Lakeside Legacy Arts Park, located at 401 Country Club Road. Although the alcoholic beverages being served at this event will be labeled as a “free beverage” at the cash bar, there is an admission fee to attend the event and, in the opinion of the City Attorney, this fee can be construed as payment for the alcoholic beverage. The City is, therefore, requiring that the Crystal Lake Jaycees apply for a Temporary Liquor License for this event.

Section 329-5-S of the City Code permits the issuance of a Class “19” Temporary Liquor License for the retail sale of beer, wine and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 10f

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Adopt a Resolution Authorizing the City Manager to Execute an Agreement Providing for Health Insurance Coverage related to the Public Safety Employee Benefits Act

Staff Contact:

Ann Everhart, Director of Human Resources

Background:

The Illinois Public Safety Employee Benefits Act (820 ILCS 320/1 et seq.), commonly called "PSEBA," provides for long-term health insurance coverage under certain circumstances for a police officer or firefighter and certain dependents when that employee is injured or killed. The health insurance coverage is available when the covered employee "suffers a catastrophic injury or is killed in the line of duty" and if the injury or death "occurred as the result of the officer's response to fresh pursuit, the officer or firefighter's response to what is reasonably believed to be an emergency, an unlawful act perpetrated by another, or during the investigation of a criminal act."

One of the City's firefighters made a claim for health insurance coverage under PSEBA. The City has determined that it is in the best interests of the City and the firefighter to provide that health insurance coverage under an agreement with the firefighter.

Pursuant to the provisions of PSEBA, the City Manager is authorized and directed to execute an agreement regarding health insurance coverage between the City and the firefighter.

Votes Required to Pass:

Simple Majority

DRAFT



The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement on behalf of the City of Crystal Lake with Mr. Robert Olszewski for individual health insurance benefits relative to the Public Safety Employees Benefits Act.

Dated this 5th day of February, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 5, 2013
Approved: February 5, 2013



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 5, 2013
<u>Item:</u>	Hotel/Motel Tax Funding Allocations
<u>Staff Recommendation:</u>	City Council Discretion
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

The City received ten (10) applications from local organizations for the 2013-2014 fiscal year Hotel/Motel Tax funding. Requests for funding total \$339,100. The City's hotel/motel tax rate is currently at 5.0%. Based on preliminary estimates, the City is projected to collect approximately \$290,000 in hotel/motel tax receipts during the 2013-2014 Fiscal Year, an amount equal to that which is currently being realized, as compared to \$285,000 budgeted in 2012-2013.

A Hotel/Motel Tax Funding workshop was held on January 8, 2013. At this workshop, applicants were provided the opportunity to present requests to the City Council for consideration and answer questions.

Applicants have been notified that the allocation of funding is to be considered at the February 5, 2013 City Council meeting.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: February 5, 2013

Item: Sign Variation to allow a freestanding sign at approximately 73 square feet, exceeding the allowable total of 32 square feet, for Encompass of Crystal Lake (former Rockford Industrial Welding Supply, Inc.) at 1050 Nimco Dr.

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

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

Background:

- In 2012, Rockford Industrial Welding Supply located at 1050 Nimco Dr. was re-named Encompass Gas Group, Inc.
- The business would like to install a freestanding sign that reflects this name change.
- The new sign is proposed to replace the existing sign located at the northwest corner of Nimco Dr. and Rakow Road.

Analysis

- The property at 1050 Nimco Dr. is zoned "M" Manufacturing. Per the UDO, properties in the "M" district are permitted a freestanding sign 32 square feet in area and up to 6 feet in height.
- The existing internally illuminated sign is 75 square feet in area and 3 feet 8 inches in height. The proposed internally illuminated sign is 73 square feet and 5 feet 4 inches in height.
- Prior to the adoption of the UDO, a freestanding sign up to 80 square feet in area and 9 feet in height was permitted for all non-residentially zoned property on Rakow Road.
- The petitioner is requesting a variation from Section 4-1000 H Industrial Signs in the UDO. The following table illustrates the Ordinance requirements and whether the proposed sign meets requirements:

Item	UDO Requirement	Proposed Signage	Variation
Quantity	1	1	No
Size	32 square feet	73 square feet	Yes
Height	6 feet	5 feet 4 inches	No

- An application and details of the proposed signage are included.

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:

- A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
- B. 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 a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
- C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

State Permits Inc. has made the request on behalf of Encompass, and will be in attendance at the meeting to discuss this request with the City Council.

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, State Permits Inc., received 1-23-2013
 - B. Sign Details, received 1-23-2013
2. The proposed signs shall meet all of the other requirements in the UDO, as applicable.

Votes Required to Pass: Simple majority vote

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SIGN VARIATION FOR
ENCOMPASS, 1050 NIMCO DRIVE

WHEREAS, pursuant to the terms of the request (File #2013-04-A) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow a 73 square foot, 5-foot 4-inch tall free standing sign for Encompass; 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 a 73 square foot, 5-foot 4-inch tall free standing sign for Encompass located at 1050 NIMCO Drive, Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, State Permits Inc., received 1-23-2013
 - B. Sign Details, received 1-23-2013
2. The proposed signs shall meet all of the other requirements in the UDO, as applicable.

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.

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: 13

City Council Agenda Supplement

Meeting Date: February 5, 2013

Item: Sign Variation to allow total wall signage at 804 square feet, exceeding the allowable total of 150 square feet, for CITGO Gas at 471 West Virginia 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:

- Existing Use: The site is currently a CITGO gas station with a convenience store.
- Previous Approvals:
 - In 1978, the City granted a Special Use Permit for the Shortstop Gas Pantry.
 - Gas Depot received a sign variation, in 2011, to allow 325 square feet of wall signage and to reface the existing pole sign with an EMC. (The Gas Depot wall signage only included the yellow stripe as the green was considered background.)

Key Factors:

- Request: The petitioner is requesting a variation for the total square feet of permitted wall signage, Section 4-1000 F Commercial Signs in the UDO.
- UDO Standard: Single-tenant buildings are permitted 150 square feet of overall signage. For gas stations, this includes the convenience store, the gas canopy and the gas pumps.
- Analysis: The following table illustrates the proposed sign, versus the ordinance requirement:

Sign Type	UDO Requirement	Proposed Sign	Meets Ord. Y/N
Wall Sign Gas Canopies	150 square feet total for all wall signage	521 square feet	No
Wall Sign Convenience Store	150 square feet total for all wall signage	165 square feet	No

Wall Sign Gas Pumps	150 square feet total for all wall signage	118 square feet	No
Total Wall Signs		804 square feet	

Other Approvals:

Recently, several other variations for wall signs have been approved. This chart shows those locations and the amount of signage:

Location	Amount of signage approved	Request type
Gas Depot	325 SF	Sign Variation
Texas Roadhouse	212 SF (including flags)	PUD Amendment
Shell/Circle K 681 W. Terra Cotta 280 N. Route 31 220 W. Virginia Street	(canopy only no c-store or gas pumps included) 232 SF 238 SF 105 SF	SUP Amendment
Raue Center	215 SF (includes existing 120 SF marquee)	Sign Variation
Chase Bank (at Wal-Mart)	172.83 SF	PUD Amendment

Review Criteria:

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 a 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 plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Image FX, received 12/13/12)
 - B. ALTA Survey (United Survey Service LLC, dated 10/08/12, received 12/13/12)
 - C. Sign Plans (Image FX, received 12/13/12)

2. The owner shall review their window signage to make sure it does not exceed the allowable 25% of window or door area.
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 SIGN VARIATION FOR THE
CITGO, 471 W. VIRGINIA STREET

WHEREAS, pursuant to the terms of the request (File #2013-04-B) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow 804 square feet of wall signage for Citgo; 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 804 square footage of wall signage for Citgo located at 471 W. Virginia Street, Crystal Lake, Illinois with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Image FX, received 12/13/12)
 - B. ALTA Survey (United Survey Service LLC, dated 10/08/12, received 12/13/12)
 - C. Sign Plans (Image FX, received 12/13/12)
2. The owner shall review their window signage to make sure it does not exceed the allowable 25% of window or door area.
3. The petitioner shall comply with all of the requirements of the Engineering and Building and Planning and Economic Development Departments.

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: 14

**City Council
Agenda Supplement**

-
- Meeting Date:** February 5, 2013
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2012-122 Hutson Special Use Permit
- Request:** Special Use Permit to allow an accessory structure over 600 square feet to allow the garage to be 920 square feet.

Clay Hutson
16 E. Franklin Avenue
- PZC Recommendation:** Motion to approve the PZC recommendation and adopt an ordinance granting the Special Use Permit for 16 E. Franklin Avenue.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background:

- Existing Use: Single-family residence with a 24' x 25' (600 SF) detached garage.
- History: The petitioner hired a contractor to construct the garage. The contractor failed to do the work adequately and was fired. The petitioner hired a second contractor who corrected the mistakes and finished the job. The 16' x 20' addition was intended to be part of the original contract and the petitioner thought it was part of the original permit. (They were issued a ticket and paid a fine for starting the 16' x 20' addition without a building permit.)

Key Factors:

- Request: To construct a 16' x 20' (120 SF) addition to an existing 600-square-foot garage causing the overall structure to be over 600 square feet, requiring the Special Use Permit.
- UDO Standard: Accessory structures over 600 square feet require a Special Use Permit.

PZC Highlights:

The Planning and Zoning Commission was generally in favor of the request. They discussed:

- The petitioner's lot is deep and the garage size is not noticeable from the street, nor is it adjacent to improvements on the neighbor's lot. They thought the addition makes sense and fits the character of the neighborhood.
- The Commission felt the petition did meet all of the standards for the SUP.

The Planning and Zoning Commission recommended **approval (8-0)** of the petitioner's request with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Hutson, received 12/20/12)
 - B. Architectural Detail Plans (Hutson, received 12/20/12)
 - C. Plat of Survey (Streamline Survey, received 12/20/12)
2. Expansion of the garage in size and/or volume shall require an amendment to the Special Use Permit.
3. Complete required building permit information.
4. 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 16 E. FRANKLIN AVENUE

WHEREAS, pursuant to the terms of a Petition (File #2012-122) 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 garage at 920 square feet for the property located at 16 E. Franklin Avenue; 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 garage at 920 square feet for the property commonly known as 16 E. Franklin Avenue, 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 (Hutson, received 12/20/12)
 - B. Architectural Detail Plans (Hutson, received 12/20/12)
 - C. Plat of Survey (Streamline Survey, received 12/20/12)
2. Expansion of the garage in size and or volume shall require an amendment to the Special Use Permit.
3. Complete required building permit information.
4. 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.

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: 15

**City Council
Agenda Supplement**

Meeting Date: February 5, 2013

Item: Solar Salt Bid

Staff Recommendation: Motion to award the bid for the provision of solar salt for water plant softening to the lowest responsive and responsible bidder, Cargill Inc., and to adopt a resolution authorizing the City Manager to execute a one-year purchase agreement with Cargill Inc. for solar salt in the amount not to exceed \$135.00 per ton.

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

Background:

On December 14, 2012, the City of Crystal Lake publicly opened and read aloud the bid received for a one-year contract for the provision of solar salt. Solar salt will be used daily by the Water Division at Water Treatment Plant #1 during the water softening processes.

The Public Works Department has reviewed the bid received for completeness and accuracy in accordance with the invitation to bid document. The following is a breakdown of the bid received:

Bidder	Solar Salt
√ Cargill Inc. St. Clair, MI	\$135.00 per ton
North American Salt Company Overland Park, KS	No Bid
Morton Salt Chicago, IL	No Bid

√ Indicates recommended responsive and responsible bidder

Discussion:

The 2010 softening system that was installed at the City's Water Treatment Plant #1 is requiring the use of solar salt, which has a lower level of sulfate than the clear southern rock salt used at the other four water treatment plants. The ion exchange softeners installed at WTP #1 are a proprietary system and have been determined by the manufacturer to, after two years of intermittent operation, require solar salt for backwashing of the resin. The lower sulfate content salt will reduce the likelihood of barium buildup in the system.

In addition to being publicly posted, bid requests were sent directly to three area suppliers for commercial salt who regularly bid for the City's clear southern rock salt contract. Cargill was the only supplier that submitted a bid proposal to supply the City with solar salt. North American and Morton Salt did not bid due to concerns that they would not be able to meet delivery requirements because they do not stock this product in the Chicago area. While solar salt is commonly used in the water treatment process in other areas of the country, it is not very prevalent in the midwest due to the higher cost with delivery charges.

Recommendation:

The Public Works Department has reviewed the bid received for completeness and accuracy in accordance with the invitation to bid document. City staff has checked the references of Cargill Inc. and responses indicated they are a responsible company. Therefore, it is staff's recommendation to award the contract for solar salt to the lowest responsive and responsible bidder, Cargill Inc., and to authorize the City Manager to execute a purchase agreement with Cargill Inc. for the purchase and delivery of solar salt for the water treatment process.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and Cargill Inc. for the provision of Solar Salt.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: February 5, 2013

Item: Vehicle License Program Services

Staff Recommendation: Motion awarding the proposal for Vehicle License Program Services and adopting a resolution authorizing the City Manager to execute an agreement, based on the submitted proposal to The Direct Response Resource Inc.

Staff Contact: Mark F. Nannini, Director of Finance

Background:

On Monday, January 7, 2013, three (3) proposals from firms desiring to provide vehicle license program services to the City were received. Each proposal was submitted in response to the City's request for bids from qualified firms to provide the City with vehicle license program services for calendar years 2013, 2014, 2015 and 2016 with the option of providing vehicle license program services for calendar years 2017, 2018, 2019 and 2020 at the request of the City. One of the three proposals was disqualified from the proposal process because it arrived after the time stipulated in the RFP.

In its request for proposals, the City required that each proposer include pricing to supply to the City the necessary systems, programs, processes, etc. to track vehicle information and sales of vehicle licenses, in addition to costs related to the printing and mailing of vehicle license applications and renewal notices to Crystal Lake residents and businesses.

The following is a schedule of proposed fees relative to the performance of vehicle license program services:

	THIRD MILLENNIUM ASSOC INC					THE DIRECT RESPONSE RESOURCE					DATAMAX INC				
	2013	2014	2015	2016	Total	2013	2014	2015	2016	Total	2013	2014	2015	2016	Total
Initial design & set-up fee:	\$2,495	\$2,495	\$2,495	\$2,495	\$9,980	\$300	\$300	\$300	\$300	\$1,200	DISQUALIFIED (due to late Proposal)				
<u>Initial Mailing</u>															
Printing Services (37,000 vehicle records):															
Vehicle License Application	\$9,953	\$9,953	\$9,953	\$9,953	\$39,812	\$767	\$775	\$782	\$790	\$3,114	(a)				
Mailing (Outer) Envelope	Included	Included	Included	Included	\$0	\$1,052	\$1,063	\$1,073	\$1,084	\$4,272	(a)				
Return (Inner) Envelope	Included	Included	Included	Included	\$0	\$1,339	\$1,352	\$1,366	\$1,380	\$5,437	(a)				
Additional Insert - Single Page	Included	Included	Included	Included	\$0	\$354	\$358	\$361	\$365	\$1,437	(a)				
Folding & Insertion Services:	Included	Included	Included	Included	\$0	\$2,285	\$2,285	\$2,285	\$2,285	\$9,140	(a)				
<u>Renewal Notices</u>															
Printing Services (10,000 pieces annually):															
Renewal Notice	\$5,100	\$5,100	\$5,100	\$5,100	\$20,400	\$207	\$209	\$211	\$213	\$841					
Mailing (Outer) Envelope	Included	Included	Included	Included	\$0	\$284	\$287	\$290	\$293	\$1,154					
Return (Inner) Envelope	Included	Included	Included	Included	\$0	\$362	\$366	\$369	\$373	\$1,469					
Folding & Insertion Services:	Included	Included	Included	Included	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000					
<u>Inventory</u>															
Printing Services (3,000 pieces annually)															
Blank Vehicle License Application	Included	Included	Included	Included	\$0	\$62	\$63	\$63	\$64	\$252					
<u>Mailing</u>															
NCOA, CASS, etc.	Included	Included	Included	Included	\$0	Included	Included	Included	Included	\$0					
<u>Fulfillment (Optional Service)</u>															
Processing (22,000 pieces annually)	\$19,580	\$19,580	\$19,580	\$19,580	\$78,320	\$4,250	\$4,250	\$4,250	\$4,250	\$17,000					

	THIRD MILLENNIUM ASSOC INC					THE DIRECT RESPONSE RESOURCE					DATAMAX INC				
	2013	2014	2015	2016	Total	2013	2014	2015	2016	Total	2013	2014	2015	2016	Total
<u>Other Miscellaneous Costs (detail below):</u>															
Software	\$0	\$0	\$0	\$0	\$0	\$3,700	\$0	\$0	\$0	\$3,700					
Merge customer name from utility bill file	Included	Included	Included	Included	\$0	\$700	\$700	\$700	\$700	\$2,800					
Merge vehicle information from state file	Included	Included	Included	Included	\$0	\$700	\$700	\$700	\$700	\$2,800					
Annual Maintenance and Support Fee	\$995	\$995	\$995	\$995	\$3,980	\$1,980	\$1,980	\$1,980	\$1,980	\$7,920					
Programming cost (per hour)	\$150	\$150	\$150	\$150		\$100	\$100	\$100	\$100						
	\$38,123	\$38,123	\$38,123	\$38,123	\$152,492	\$19,842	\$16,187	\$16,231	\$16,276	\$68,537	\$0	\$0	\$0	\$0	\$0

^(a) Direct Response Resource can merge up to six vehicles onto one document. The merge can result in a reduced number of pieces being printed to 20,000 (assuming two vehicles per document) saving \$6,552 over the initial 4-year term.

* Direct Response Resource paper stock prices to rise 1% per year (per D Singleton on 01/07/13).

Each proposal was evaluated based on the following criteria:

- The vendor's qualifications and experience (size of the firm and most recent comparable engagements).
- Specific approach (methodology to be followed to perform services required and time line for initial setup and implementation).
- Security (measures employed to assure that an electronic transfer of data is secure and confidential information is protected).
- Price - The firm chosen is the lowest and most responsive bidder.

Recommendation:

Staff has determined that The Direct Response Resource Inc. is the most responsive and responsible bidder for the City's requirements and, based on ability and fee, appears to be best able to serve the City. The Direct Response Resource Inc. has extensive experience in providing data management solutions to 37 different municipal clients, including the Northfield, Winnetka, Arlington Heights, Bartlett, Elk Grove, Roselle, Schaumburg, Glencoe and the Cook County Department of Revenue.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement between The Direct Response Resource Inc. and the City of Crystal Lake for vehicle license program services for calendar years 2013, 2014, 2015 and 2016 with the option of providing vehicle license program services for calendar years 2017, 2018, 2019 and 2020 at the request of the City.

DATED this 5th day of February, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Replacement Siding for Fire Station Four.

Staff Recommendation:

Motion to award the proposal for replacement siding for Fire Station Four to the lowest responsible and responsive proposer, All American Exterior Solutions, and adopt a resolution authorizing the City Manager to execute an agreement with All American Exterior Solutions.

Staff Contact:

Paul DeRaedt, Deputy Fire Rescue Chief

Background:

On Thursday, January 10, 2013, the City of Crystal Lake publicly opened and read aloud the proposals received for replacement siding for Fire Station Four. The lowest, responsible and responsive proposer will remove the existing siding, furnish premium vinyl siding, soffit, and trim materials, replace any damaged wood trim to be covered, and provide labor to complete a maintenance-free exterior to the facility. Prices were evaluated for compliance and compared against the other proposers.

Station Four was built in 1990. The existing 22-year-old siding is a wood, shake shingle panel that has been sealed and stained over the years, but is in need of replacement as the panels are deteriorating. Replacement of the siding to incorporate a maintenance-free vinyl siding with the same shake shingle appearance will be a cost savings to the City in preventative maintenance costs and damage from water leakage into the facility. This project is part of the overall revitalization of Fire Station Four that was approved in the FY 2012/2013 Fire Rescue Budget.

Discussion:

A mandatory pre-proposal meeting was conducted with all vendors and a follow-up addendum was issued outlining specific requirements for the proposal package that was to be submitted based upon the results of the pre-proposal meeting.

Listed below are the proposed prices that were submitted for this project:

<u>PROPOSER</u>	<u>Original Proposal</u>
All American Exterior Solutions Lake Zurich, IL	\$ 37,240.00 ✓
Residential Exteriors Inc. Bolingbrook, IL	\$ 42,701.00
Charles Copley Roofing, Inc. Crystal Lake, IL	\$ 46,248.00
New Home Exteriors, Inc. Island Lake, IL	\$ 57,385.00
DuPree Construction Co. Joliet, IL	\$ 69,088.28
AMB Roofing and Sheetmetal Johnsburg, IL	\$ 70,500.00
Carmichael Construction, Inc. Marengo, IL	\$ 88,640.00
TORI Construction, LLC Alsip, IL	\$ 92,185.00

✓ Indicates recommended lowest responsible and responsive proposer.

Recommendation:

The City Manager's Office and the Fire Rescue Department reviewed all proposals received for completeness and accuracy in accordance with the invitation to bid document. The Fire Rescue Department staff has verified references from the lowest responsible and responsive proposer and has received positive recommendations.

It is staff's recommendation to award the bid to the lowest responsible and responsive proposer, All American Exterior Solutions.

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

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and All American Exterior Solutions for replacement siding at Fire Station Four.

Dated this 5th day of February, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: February 5, 2013

APPROVED: February 5, 2013



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Request to Convert Grant Street between Woodstock Street and Brink Street to Two-Way Traffic Flow.

Staff Recommendation:

City Council Discretion:

- a) Motion to approve an ordinance to implement two-way traffic flow on Grant Street between Woodstock Street and Brink Street; or
- b) Maintain the existing one-way traffic flow on Grant Street between Woodstock Street and Brink Street.

Staff Contact:

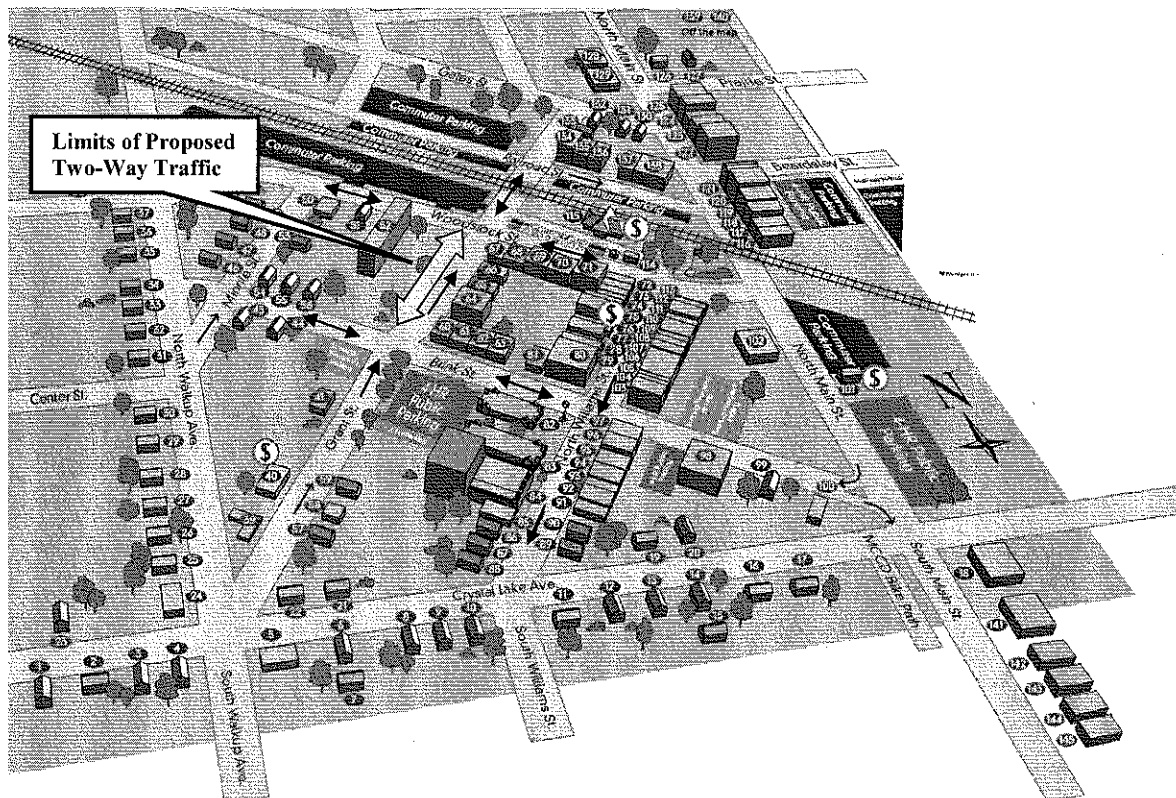
Erik D. Morimoto, Director of Engineering and Building

Background:

As part of the City's public outreach for the 2013 Bikeway Corridor Improvements, staff explored potential options through Downtown to connect the Prairie Trail along Main Street to the new bike path along Walkup Road. One of these options suggested the potential conversion of Grant Street between Woodstock Street and Brink Street to two-way traffic in order to facilitate an on-street bike route. This segment is currently one-way northbound.

While the options to create a bike route through downtown were not selected for implementation, the Downtown Crystal Lake/Main Street Board of Directors (Downtown) and the Economic Development Committee (EDC) have both expressed a desire to change the flow of traffic on this segment of Grant Street to two-way traffic. The letters of support requesting the City Council's consideration of this change are included for reference. Both groups would like the City to consider this change without the bike route due to:

- Enhanced traffic flow to businesses along Grant Street through downtown;
- The ability to increase the number of parallel parking spaces on the west side of the street through re-striping; and
- Reports from business owners that motorists are occasionally seen traveling the wrong direction on Grant Street between Woodstock Street and Brink Street.



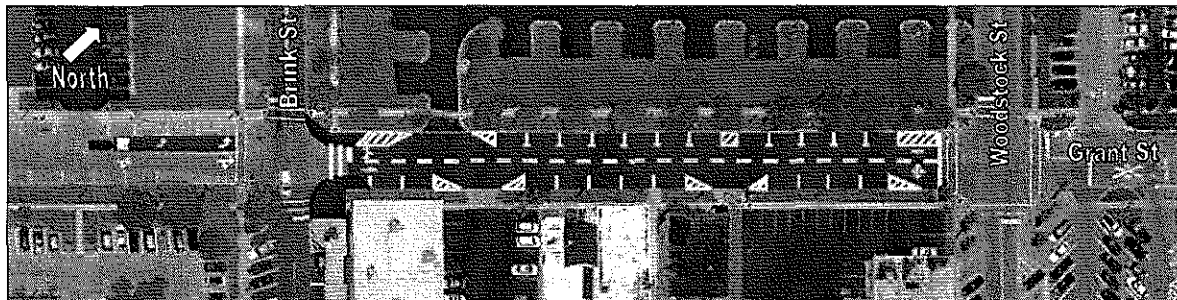
Traffic Safety Committee Review:

The City's Traffic Safety Committee, which is comprised of members from the Police, Fire, Engineering and Building, Public Works, and Administration Departments, also reviewed this request. The Traffic Safety Committee unanimously recommended to support the request to consider the change in traffic flow and offered the following comments and observations:

- Benefits:
 - This change would not likely create additional concerns for traffic conflict, as this was the previous configuration during the 1980s.
 - Would provide motorists another option to reach Main Street from the northwest side of Downtown or the Alexander Commuter Parking Lot.
 - Would help reduce traffic volume on Woodstock Street and Williams Street, which are narrow, frequently-traveled roads with on-street parking on both sides that creates friction with through-traffic.
 - Emergency services response would not be adversely impacted.
 - Potential increase in on-street parking spaces with additional striping reconfiguration.

- Disadvantages:
 - Delivery trucks that currently utilize the eastern through lane for deliveries do not block traffic, as there are two northbound lanes present; the change would require delivery trucks to utilize the rear alley or on-street spaces, if they are unoccupied, to avoid blocking through traffic on Grant Street.
- Other Comments and Conditions:
 - The segment of Grant Street between Brink Street and Crystal Lake Avenue to the south must remain one-way northbound, due to the five-leg intersection at Walkup Avenue.
 - If the on-street parking stalls are reconfigured and the 10-foot buffers are eliminated, recommend additional stall length (21 to 23 feet versus 19 feet) for ease of entry.

Staff also reviewed the striping and signage changes that would be necessary should this change be approved by the City Council. Staff anticipates that the costs for these minor adjustments could be included within the 2013 Thermoplastic Replacement Program, and the Public Works Department could complete the signage adjustments in-house. The primary changes would be to change the centerline striping to a double-yellow line for the new traffic flow, modify the on-street parking to add two to three additional parallel spaces (if this option is desired), and adjust the signage. In addition, new lane-use symbols would be added near the intersections to help remind motorists of the new traffic flow configuration.



Staff Recommendation:

Due to the enhanced traffic distribution in the Downtown area and the ability to access the local businesses on this segment of Grant Street directly from the north, staff recommends the consideration of this request.

Votes Required to Pass:

A simple majority.



Agenda Item No: 19

City Council Agenda Supplement

Meeting Date:

February 5, 2013

Item:

Local Agency Agreement for Federal Participation with IDOT for Construction and Phase III Construction Engineering of the McHenry Avenue improvement.

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute the Local Agency Agreement for Federal Participation with IDOT for construction and Phase III Construction Engineering of the McHenry Avenue improvement.

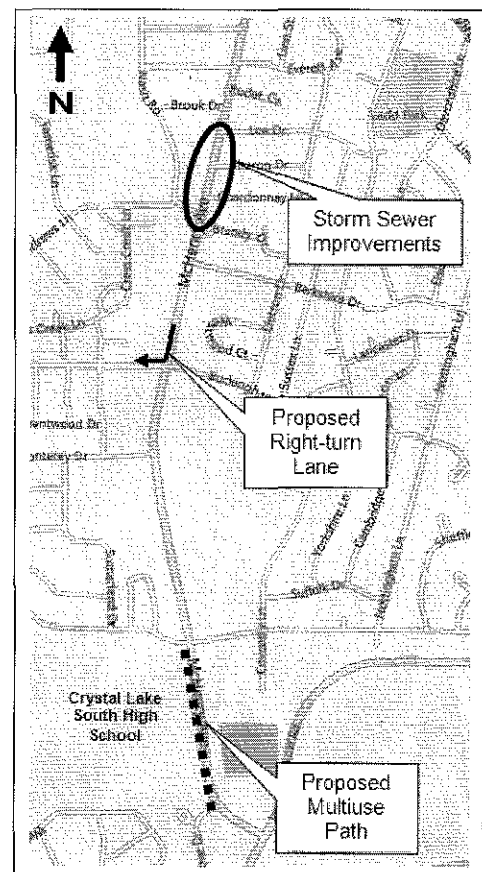
Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

The improvement to McHenry Avenue is a programmed construction project which will resurface McHenry Avenue from north of Rakow Road to Route 14. This improvement also includes a new multi-use path along the frontage of McHenry Avenue from Windham Cove Drive to Dartmoor Drive, striping of a dedicated right-turn lane on southbound McHenry Avenue at the intersection of Barlina Road/Buckingham Drive, and storm sewer improvements from Lee Drive to Sharon Drive and along Nash Road.

This project has received federal Surface Transportation Program (STP) funds for road construction and Phase III Engineering. IDOT administers these funds on behalf of the federal Government. Attached is a Local Agency Agreement for federal Participation between the City and IDOT that defines how the project will be funded using these federal grants. The STP grant will fund the road construction and Phase III Engineering costs up to \$864,000. The City's estimated share for the project is



\$633,773. The City will use Motor Fuel Tax funds for its local share of the roadway improvement. The project is programmed in the proposed FY 2013-2014 City budget.

This agreement is a standard agreement that is used for all projects utilizing federal funds. Once this agreement has been executed and all necessary approvals have been secured, IDOT will be able to let the project. The City is targeting a letting for April 26, 2013. Construction is anticipated to start no earlier than June 5, 2013.

Votes Required to Pass:

A simple majority of the City Council in attendance.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the Local Agency Agreement for Federal Participation for the McHenry Avenue improvement.

DATED this fifth day of February, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: February 5, 2013

APPROVED: February 5, 2013



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

February 5, 2013

Item:

Appropriation of MFT Funds for the McHenry Avenue Improvement.

Staff Recommendation:

Motion to adopt a resolution appropriating MFT funds for the McHenry Avenue Improvement.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

City staff is requesting that the Council allocate \$697,150.00 in Motor Fuel Tax funds for the improvement to McHenry Avenue from Rakow Road to U.S. Route 14. This allocation is for the construction of the project, the Phase III Engineering, and a 10 percent contingency. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the construction.

Votes Required to Pass:

Simple majority



Agenda Item No: 21

City Council Agenda Supplement

Meeting Date:

February 5, 2013

Item:

Consultant Selection Approval for the McHenry Avenue improvement for Phase III Construction Engineering.

Staff Recommendation:

Motion to award the proposal for the McHenry Avenue improvement for Phase III Construction Engineering to the most qualified, responsible, and responsive proposer, Christopher B. Burke Engineering, and adopt a resolution authorizing the City Manager to execute an agreement with Christopher B. Burke in the amount of \$87,314.44 and approve changes in scope by 10 percent of the original price.

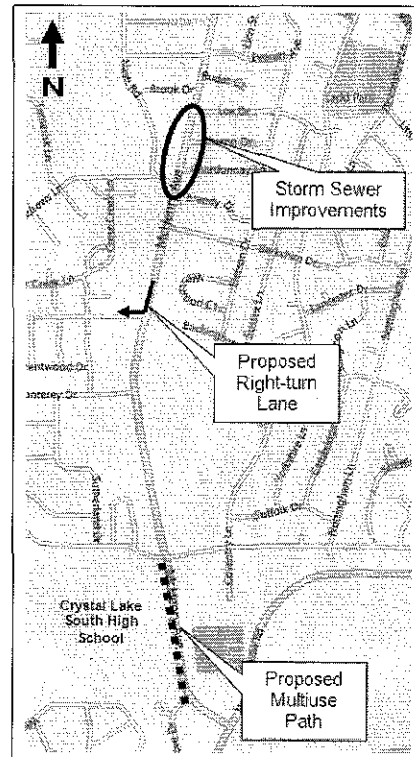
Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

The improvement to McHenry Avenue is a programmed construction project which will resurface McHenry Avenue from north of Rakow Road to Route 14. This improvement also includes a new multi-use path along the frontage of McHenry Avenue from Windham Cove Drive to Dartmoor Drive, striping of a dedicated right-turn lane on southbound McHenry Avenue at the intersection of Barlina Road/Buckingham Drive, and storm sewer improvements from Lee Drive to Sharon Drive and along Nash Road. The City has obtained \$864,000 in federal Surface Transportation Program funding for the construction and Phase III Construction Engineering. The balance will be funded with City Motor Fuel Tax funds.

The Phase II Engineering, performed by Ciorba Group, was completed and submitted to IDOT on February 4, 2013 for approval. Bids for the construction will be opened on April 26, 2013 for this project.



In order to complete the project, the City must select a consultant to perform the Phase III Construction Engineering. To ensure the project is completed per plan and on time, the Engineering and Building Department recommends the use of a knowledgeable and experienced firm to oversee the project construction.

Consultant Selection Process

As federal STP funds are being utilized in the Phase III Construction Engineering, federal laws require that a purely qualification-based selection process be followed to secure the most qualified engineering firm for this project. The City received proposals from eleven qualified firms in response to the request.

Staff reviewed each of the proposals and ranked the firms based solely on their qualifications. The criteria that were considered during the review were:

- Category 1: Experience of Resident Engineer and firm with similar federally-funded projects;
- Category 2: References provided by the firm were contacted;
- Category 3: Scope of services, suggested items which were above and beyond the base scope of services and communication plan provided;
- Category 4: Project examples, provided project examples that were federally-funded and similar in scope; and
- Category 5: Interviews with six highest scoring firms for categories 1 through 4 (top 50 percent of submitted proposals by the 11 qualified firms were interviewed).

A point system was established for each category, with items being weighted differently depending upon the importance of each item. The attached table was provided to each firm prior to their final submittal, and utilized to objectively rate each firm's proposal. The following summarizes the points received by each firm, in order of their final rank:

FIRM	CBBEL	Baxter & Woodman	Ciorba	Hampton, Lenzini & Renwick	TranSystems Corporation	Thomas Engineering
SUBTOTAL Categories 1-4 Max = 260	217	193	192	169	167	173
TOTAL Categories 1-5 Max = 350	299	281	255	249	240	238

FIRM	ESI	CivilTech Engineering	Primera	Patrick Engineering	Stanley Consultants
SUBTOTAL Categories 1-4 Max = 260	139	135	99	82	74
TOTAL Categories 1-5 Max = 350	These qualified firms were not within top 50% of submitted proposals for Category 1-4 (interview not conducted)				

Of the eleven proposals received, Christopher B. Burke Engineering, Ltd (CBBEL) had the highest number of points and was deemed the most qualified and responsible proposer. CBBEL provided a knowledgeable resident engineer to oversee the project during construction with demonstrated experience in meeting the high expectations of the City in both technical and communication matters specific to this project. The documentation for a federally-funded, IDOT-let job is extensive, and CBBEL's proposal demonstrated that the resident engineer has the training and experience to handle the project successfully.

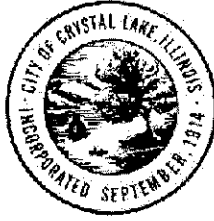
The next step was to review CBBEL's provided cost. Note that federal law prohibits revealing or considering any other proposer's cost. Upon review of CBBEL's cost, the Engineering and Building Department determined that the proposed cost is competitive relative to the scope of services. The provided cost is also approximately \$28,000 less than City Staff's estimate for these Phase III Construction Engineering services. The project is programmed in the proposed FY 2013-2014 City budget.

Recommendation

Based on the qualifications-based selection process required for this project, it is the recommendation of the Engineering and Building Department to select CBBEL to perform the McHenry Avenue Phase III Construction Engineering.

Votes Required to Pass:

Simple majority



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Christopher B. Burke Engineering, Ltd. for the McHenry Avenue improvement for Phase III Construction Engineering in the amount of \$87,314.44. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this fifth day of February, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: February 5, 2013

APPROVED: February 5, 2013



Agenda Item No: 22

City Council Agenda Supplement

<u>Meeting Date:</u>	February 5, 2013
<u>Item:</u>	Illinois Internet Child Exploitation Task Force Agreement
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute an Illinois Internet Child Exploitation Task Force Agreement with the Illinois Attorney General's Office.
<u>Staff Contact:</u>	James R. Black, Chief of Police

Background:

Children might be exposed to inappropriate material and conduct while searching the Internet, through email correspondence, and/or when participating in chat rooms. Chat rooms specifically pose a potential serious threat. For example, in chat rooms, remote users can hold conversations anonymously without revealing their identities. Thus, child predators can take advantage of their anonymity by making first contact with potential victims through chat rooms and instant messages. While the best option to combat these predators might be parental regulation of Internet use, the Crystal Lake Police Department can also make a difference.

The Crystal Lake Police Department is requesting to join the Illinois Internet Child Exploitation Task Force. This Task Force is coordinated through the Illinois Attorney General's Office and includes many participating police departments throughout the State. Once an agency becomes a member, greater resources will be available to investigate, prosecute, and deter the distribution of child pornography and the targeting of children for illegal activities. Departmental staff will receive training annually and will be able to receive assistance from the Task Force Coordinator during investigations. Becoming a member of this proven Task Force will greatly enhance the Police Department's effort to reduce child exploitation in Crystal Lake.

Legal staff has reviewed the agreement.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an Illinois Internet Child Exploitation Task Force Agreement with the Illinois Attorney General's Office.

DATED this 5^h day of February, 2013

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 5, 2013
APPROVED: February 5, 2013



Agenda Item No: 23

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	February 5, 2013
<u>Item:</u>	McHenry County Gang Task Force Agreement
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute a McHenry County Gang Task Force Agreement with the McHenry County Sheriff's Office.
<u>Staff Contact:</u>	James R. Black, Chief of Police

Background:

The Crystal Lake Police Department addresses gang activity through numerous avenues. While Crystal Lake is not fraught with gang activity, the Police Department realizes such criminal activity is very serious. The Department's Targeted Response Unit (TRU) monitors all gang members located in the community and responds to inquiries regarding possible gang presence. Additionally, the Patrol and Investigations Divisions coordinate information with TRU to ensure the appropriate personnel are aware of any gang activity. Although the Department has several strategies to combat gangs, the Administration is continually evaluating methods and techniques to counter such crime.

During the past several years, the Police Department has participated in the McHenry County Gang Task Force Agreement. This Task Force is comprised of local police departments and the McHenry County Sheriff's Office. Specifically, the Task Force will provide services at law enforcement events and operations within unincorporated and incorporated McHenry County. The Department will determine which personnel will contribute to the Task Force. The Sheriff's Office will delegate command of the Task Force to the Chief of Police of the respective location in which the Task Force is called upon to assist. The terms of this Agreement will be in effect for three years with an option to withdraw if necessary.

Legal staff has reviewed the agreement.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute a McHenry County Gang Task Force Agreement with the McHenry County Sheriff's Office.

DATED this 5^h day of February, 2013

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 5, 2013
APPROVED: February 5, 2013