



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
February 19, 2013  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 5, 2013 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**  
*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.*
7. **Mayor's Report**
8. **Council Reports**
9. **Consent Agenda**
  - a. **7624 Route 14 - Annexation Agreement Public Hearing Continuation.**
  - b. **St. Thomas the Apostle Church Street Closure Request.**
  - c. **Ordinance amending Chapters 241 and 515 of the City Code regarding water and sewer extensions.**
  - d. **McHenry County Bicycle Advocates/Land Conservancy of McHenry County request to use the City Hall front parking lot and Three Oaks Recreation Area for the Crystal Lake Night Owl Bike Ride event to be held between August 3, 2013 and August 4, 2013.**
10. **5111 E. Terra Cotta Avenue – Annexation Agreement Public Hearing Continuation.**
11. **Temporary Use Permits for 2013 Car Dealership Special Promotions.**
12. **New Retailer Job Creation and Investment Matching Grant application request – Riverside Chocolate Factory, 2 N. Williams Street.**
13. **Proposal award and resolution authorizing execution of a service agreement for engineering services for the rehabilitation of Bard Water Tower and approval of changes in scope by 10 percent of the original price.**
14. **Proposal award and resolution authorizing execution of a service agreement for repair work on Well #15 and abandonment work on Well #17 with a 10% contingency for unforeseen expenses.**
15. **Proposal award and resolution authorizing execution of a service agreement for the creation and implementation of a Traffic Sign Inventory and Management System with a 10% contingency for unforeseen changes to the scope.**
16. **Proposal award and resolution authorizing execution of an agreement for the purchase and installation of a generator at Water Treatment Plant #5 and Electrical Improvements at Water Treatment Plants #3 and #5.**

17. **Resolution authorizing execution of an Amendment to the Downtown Commuter Parking Lot Lease Agreement between the City of Crystal Lake and the Union Pacific Railroad; and ordinance implementing traffic and parking regulation changes upon completion of the expansion of the Railroad Street Parking Lot.**
18. **Council Inquiries and Requests.**
19. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
20. **Reconvene to Regular Session.**
21. **Adjourn**

*If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Brad Mitchell, Assistant to the City Manager, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.*



**Agenda Item No: 9a**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 19, 2013

**Item:**

2012-116 Spence  
Annexation Agreement Public Hearing Continuation

7624 Route 14

**Recommendation:**

Motion to continue the public hearings on the annexation agreement to the March 5, 2013, City Council meeting for the Spence Management Annexation and Zoning Petition.

**Staff Contact:**

Michelle Rentzsch, Director of Planning & Economic Development

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**Background:** The annexation legal notice was not published the required 15 days prior to the hearing date. The petitioner will publish a new notice for the March 5<sup>th</sup> City Council meeting. All required mailings and the posting of the sign was completed on time.

It is requested that this matter be continued to the March 5, 2013, City Council meeting for the respective Annexation Agreement Public Hearing.

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



**Agenda Item No: 9b**

**City Council  
Agenda Supplement**

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| <b><u>Meeting Date:</u></b>         | February 19, 2013  |
| <b><u>Item:</u></b>                 | St. Thomas the Apostle Church Street Closure Request   |
| <b><u>Staff Recommendation:</u></b> | Motion to approve the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property on Friday, March 29, 2013, from 3:00 p.m. to 7:00 p.m. during the reenactment of the Stations of the Cross. |
| <b><u>Staff Contact:</u></b>        | Brad Mitchell, Assistant to the City Manager   |

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**Background:**

The City has received a request from St. Thomas the Apostle Church for the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property on Friday, March 29, 2013, from 3:00 p.m. until 7:00 p.m. for the safety of those attending the reenactment of the Stations of the Cross on Good Friday. This reenactment will take place from 5:00 p.m. to 7:00 p.m. on the Church grounds only. The performers will begin set-up around 2:00 p.m. Approximately 250 persons are expected to watch this performance. St. Thomas the Apostle Church has sent letters to all affected property owners along Lake Street regarding the closure. The City Council approved a similar request in 2012.

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

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

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

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

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 9c**

City Council  
Agenda Supplement

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Meeting Date: February 19, 2013

Item: Special Service Area Beneficiaries

Staff Recommendation: Motion to adopt an ordinance to amend Chapters 241 and 515 of the City Code

Staff Contact: Mark Nannini, Director of Finance  
Michelle Rentzsch, Director of Planning & Economic Dvlpmnt  
Laura Herrig, Assistant Finance Director

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Background:

The City of Crystal Lake has established or extended public improvements and services, such as water and sewer mains and other incidental improvements through the use of Special Service Areas (SSA). To date, forty-two (42) such SSAs have been created. SSAs, as a means to fund major infrastructure projects within the City, have spurred significant growth, particularly in the early 80s. In all but four (4) recently created SSAs, (#43, #44, #45 and #46)<sup>1</sup>, SSA bonds have been paid in full using taxes levied and collected from owners of real estate located within each respective SSA.

Over time, properties not initially included within a SSA have sought to benefit from the public improvements and services ("New Beneficiaries"). In order to allow these new beneficiaries to utilize improvements in an equitable manner, City staff have charged new beneficiaries (i) amounts equal to their share of the improvement had they been in the SSA initially, plus (ii) interest calculated from the date SSA bonds were first issued to the time of the new beneficiary's connection to the improvement ("Participation Fee"). Participation Fees combined with decades of accumulated interest, however, are hampering economic development on many of the City's currently vacant parcels.

The attached ordinance will have the effect of memorializing the City's longstanding practice of collecting Participation Fees from owners of property who benefit from public improvements, (i.e. extensions of water and sewer mains and other incidental improvements), paid in part by SSA participants. Participation Fees are paid at time of permit and are based on engineers' schedules that set forth the proportionate share of a project's cost to each lot, tract or parcel of real estate that may directly or indirectly benefit from the public improvement.

The attached ordinance will allow the City to collect from benefitting property owners their proportionate share of project costs for connections that occur within 120% of the maximum maturity period for the SSA Bonds. For example, a bond issue that is required to be repaid in ten (10) years would allow the City to collect Participation Fees for a period of twelve (12) years following construction and installation of the public improvement.

The attached ordinance will have the effect of limiting the period over which interest charges can accrue, equating it to the number of years required to pay bonded debt. Thus, with the passage time, accumulated interest will not exceed the amount of the Participation Fee itself, thereby discourage future development.

To the extent Participation Fees are collected while taxes are still being levied against the participants for SSA bonds, the attached ordinance directs Participation Fees to be used to abate tax payments on such bonds. Participation Fees collected after taxes are no longer being levied against participants to retire bonds then shall be held for a period of five (5) years for any ongoing expenses related to the Special Service Area. After the holding period, Participation Fees shall be reallocated to the City's General Fund or such other fund as the City Council determines is in the best interests of the residents.

Additionally, the City's current policy does not address the disposition of Participation Fee receipts. To date, the City is holding \$1,633,380 of Participation Fees, including interest earned on idle funds. \$39,943 has been collected within the past five (5) years. The attached Ordinance authorizes the City Manager to transfer any Participation Fees that have been held for more than five years in escrow. Staff recommends using the proceeds from these receipts to fund infrastructure improvements in the Water & Sewer Fund.

Votes Required to Pass:

Simple majority.

<sup>1</sup>Special Service Area #43 bonds (Crystal Heights subdivision) are scheduled to be repaid on or before December 15, 2019. Special Service Area #44 bonds (Tracy Trail subdivision) are scheduled to be repaid on or before December 1, 2021. Special Service Area #45 (Bryn Mawr Development) bonds are scheduled to be repaid on or before February 1, 2031. Special Service Area #46 (Ryland Homes subdivision) are scheduled to be repaid on or before March 1, 2036.



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ORDINANCE NO. \_\_\_\_

**ORDINANCE AMENDING THE CITY CODE OF THE CITY OF CRYSTAL LAKE  
REGARDING WATER AND SEWER EXTENSIONS**

WHEREAS, the City of Crystal Lake (the "*City*") is an Illinois Home Rule Municipality; and

WHEREAS, the City has from time-to-time established or extended public improvements and services within the City through the use of special service areas ("*SSA*"); and

WHEREAS, to ensure that property owners located outside SSAs pay their fair share for public improvements, the City has established a policy to charge fees for use of such public improvements and services initially funded through SSAs ("*Participation Fees*") as reflected in the City Code of the City of Crystal Lake (the "*City Code*"); and

WHEREAS, as part of this policy, the City has collected accumulated interest along with the Participation Fees, which interest rates have been comparable to the interest rates paid through specific SSAs; and

WHEREAS, with the passage of time, the ongoing accumulation of interest could substantially exceed the amount of the Participation Fees themselves, thereby discouraging additional desired use of public improvements and services; and

WHEREAS, full utilization of the City's facilities and services is in the best interest of the potential users of such facilities and services, the City, and the health, safety, and welfare of its residents; and

WHEREAS, due to a change in development patterns and economic climate, the City has determined that its existing policies should be amended to encourage continued and expanded use of these public improvements and services by limiting the charge of the Participation Fee as provided herein; and

WHEREAS, on June 4, 2012 the Supreme Court of the United States issued its decision in *Armour v. City of Indianapolis, Indiana*, 132 S.Ct. 2073, which decision allowed changes in practices for charging for the use of public improvements when such reasonable modifications are in the best interest in the public health, safety, and welfare; and

WHEREAS, in the City's comprehensive review of its policies and practices regarding water and sewer service extensions, it has determined that a number of sections of the City



Code should be clarified to ensure that current practices are reflected accurately in the language of the City Code; and

WHEREAS, the Mayor and City Council have determined that it is in the best interests of the City and its residents to amend the City Code to limit interest collected along with Participation Fees and otherwise clarify its policies respecting such Participation Fees;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the Mayor and City Council.

Section 2. Amendment of City Code Section 241-14. Section 14, entitled "Sewer Connections," of Chapter 241, entitled "Fees," of Part II, entitled "General Legislation," of the City Code is hereby amended in part by adding a new subsection D, which Subsection shall hereafter be and read as follows:

- D. In addition to the fees established in this §241-14, Participation Fees, as provided by §241-46, may also be due as a prerequisite to the receipt of service.

Section 3. Amendment of City Code Section 241-15. Section 15, entitled "Water Connection," of Chapter 241, entitled "Fees," of Part II, entitled "General Legislation" of the City Code is hereby amended in part by adding a new subsection D, which Subsection shall hereafter be and read as follows:

- D. In addition to the fees established in this §241-15, Participation Fees, as provided by §241-46, may also be due as a prerequisite to the receipt of service.

Section 4. Amendment of City Code Chapter 241. Chapter 241, entitled "Fees," of Part II, entitled "General Legislation" of the City Code is hereby amended in part by adding a new section 46, entitled "Participation Fees," which shall hereafter be and read as follows:

§241-46 Participation Fees.

- A. Purpose. From time to time the City deems it to be in the best interest of the City and its residents to finance certain public improvements or service through a Special Service Area. When such a determination has been made, it is appropriate and desirable to establish a method by which those property owners that (i) are not included within the original Special Service Area but (ii) seek the use or benefit of the facilities or services financed through such Special Service Area, pay an equitable share of the establishment or maintenance of such facilities or services (a "Special Service").

- B. Fees. Any property owner seeking to use or benefit from a Special Service financed through a Special Service Area is required to either be part of such Special Service Area or to pay a Participation Fee as a prerequisite to use of the Special Service. The Participation Fee shall be calculated as follows:

$$\text{Base Fee} + [(\text{Base Fee} \times \text{Interest}) \times \text{Time}] = \text{Participation Fee}$$

Where:

"Base Fee" is Total divided by Participants, unless another appropriate value is determined by the City Council;

"Interest" is the maximum rate of interest that may be charged for any bonds issued for the Special Services or 1.0% whichever is greater;

"Participants" is the total number of original participants in the Special Service Area;

"Term" is 120% of the maximum maturity period for bonds issued in connection with a Special Service Area;

"Time" is the number of years that have elapsed from the bond issue date to the payment of the Participation Fee, but in no event shall the Time exceed the Term; and

"Total" is the total principal amount of bonds to be issued for the Special Services.

- C. Applicability. Participation Fees shall be charged throughout the duration of the Term against any person or property prior to connection to or use of any Special Services financed through a Special Service Area, where such person or property was not included in such Special Service Area.
- D. Allocation of Participation Fees. To the extent Participation Fees are collected while taxes are still being levied against the Participants for payment of Special Service Area bonds, such Participation Fees shall be used to equitably abate future tax payments on such bonds. If Participation Fees are collected after taxes are no longer being levied against Participants to retire bonds, the Participation Fees shall be allocated to a Participation Fee Fund for five years after all bonds for the Special Service Area have been retired (the " *Holding Period* "). The Participation Fee Fund shall be used for ongoing expenses related to the

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Special Service Area and the Special Services. After the Holding Period, the monies in the Participation Fee Fund shall be reallocated to the City's General Fund or such other fund as the City Council determines is in the best interests of the residents.

Section 5. Amendment of City Code Section 515-1. Section 1, entitled "Applicability," of Article I, entitled "Water and Sewer Main Extensions," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

## § 515-1. Applicability.

The following rules and regulations, together with applicable existing ordinances and such others as may hereafter be adopted, shall govern the extension of City water mains and sewers within the City limits of Crystal Lake, Illinois.

Section 6. Amendment of City Code Section 515-2. Section 2, entitled "Submission of Written Request; Approval; Deposit," of Article I, entitled "Water and Sewer Main Extensions," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

## § 515-2. Submission of written request; approval; deposit.

Any property owner, hereinafter referred to as "applicant," desiring an extension of the City water or sewer main or other conveyance to his/her property shall submit to the City a detailed plan showing the location of the extensions to the property. The applicant shall state in said request that he/she agrees to pay the cost of the extension, unless otherwise provided by §241-46 of the City Code. Such request shall be subject to the approval of the City Engineer, or his/her designee. Upon approval of the request, the applicant shall deposit with the City a letter of credit for 120% of the estimated amount of the cost chargeable to him/her for the extension. Upon approval of the installation, the letter of credit may be reduced as approved by the City Engineer. All approved extensions require a two-year maintenance bond from the date of approval.

Section 7. Amendment of City Code Section 515-4. Section 4, entitled "Control by City," of Article I, entitled "Water and Sewer Main Extensions," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

## § 515-4. Control by City.

The City must review and approve all engineering, construction methods and installation of any extension of water or sewer main or other conveyance.

Section 8. Amendment of City Code Section 515-5. Section 5, entitled "Proration of Costs," of Article I, entitled "Water and Sewer Main Extensions," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

§ 515-5. Proration of costs.

The applicant will have the right to prorate his/her cost of any water or sewer main or other conveyance extension over the entire front footage of other properties to be served by the extension(s). Such proration right will be evidenced by a recapture agreement, not to exceed 20 years in length, to that effect between the applicant and the City and the associated ordinances that must be approved by the City Council. The agreement shall set forth:

- A. The proportionate share amounts of the benefitting properties, to be calculated by a fair and equitable benefit methodology approved by the City Engineer. Final contract documents must be furnished to the City to determine unit costs for the improvement.
- B. The legal description of all property which will at any time in the future be serviced by the extension.
- C. That the owners of any property benefiting from said extension desiring a tap in the extension shall pay to the City for the account of the original applicant the pro rata cost of the extension servicing the particular property.
- D. That in order to place property owners fronting along the extension on notice of the right of the applicant to collect the pro rata cost of the extension plus interest, this agreement shall provide that a copy be recorded in the McHenry County Recorder's office and shall affect only those properties set forth therein.
- E. That said agreement shall also provide that the Director of Finance of the City of Crystal Lake shall have the authority to give releases to the property owners affected by the agreement.

Section 9. Amendment of City Code Section 515-6. Section 6, entitled "Payment of Recording Charges," of Article I, entitled "Water and Sewer Main Extensions," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

§ 515-6. Payment of recording charges.

The applicant shall pay the costs of recording the agreement and ordinances, and the property owner who desires to tap in on the extension shall pay the recording costs of the release.

Section 10. Amendment of City Code Section 515-7. Section 7, entitled "Extension of Existing Lines," of Article I, entitled "Water and Sewer Main Extensions," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

§ 515-7. Extension of existing lines.

Hereafter, any person, firm or corporation desiring to make sewer and/or water extensions of existing City of Crystal Lake sewer and/or water lines shall carry said extensions to a point opposite the farthest property line of the person, firm or corporation making said extension. In some cases, a looping water main may be required, per the direction of the City Engineer.

Section 11. Amendment of City Code Section 515-10. Section 10, entitled "Extensions Outside City Limits," of Article I, entitled "Water and Sewer Main Extensions," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

§ 515-10. Extensions outside City limits.

The rules and regulations governing the recapture of amounts from the extension of City water mains and sewers within the City limits of Crystal Lake, Illinois, as set forth in this article shall apply only to properties located within the corporate limits of the City or subject to an annexation agreement providing for annexation to the City.

Section 12. Amendment of City Code Section 515-11. Subsection D, of Section 11, entitled "Use of Public Sewers Required," of Article II, entitled "Regulations," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

- D. The owner of all houses, buildings used for human occupancy, employment, recreation or other purposes, situated within the City and abutting on any street, alley or right-of-way, in which there is now located or may in the future be located a public sanitary sewer of the City, is hereby required at his/her expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Chapter and Chapter 241 of the City Code, within 90 days after the date of official notice to do so, provided that said public sewer is within 400 feet (121.9 meters) of the property line. It shall be unlawful to use any

house or building for occupancy, employment, recreation or other purposes, other than storage, unless such structure is equipped with proper toilet facilities connected with the public sanitary sewer system, as required in this article.

Section 13. Amendment of City Code Section 515-12. Subsection G, of Section 12, entitled "Private Sewage Disposal," of Article II, entitled "Regulations," of Chapter 515, entitled "Water and Sewer," of Part II, entitled "General Legislation" of the City Code is hereby amended and shall hereafter be and read as follows:

G. When a public sanitary sewer becomes available to a property served by a private sewage disposal system, the building sewer shall be connected to said public sewer within 90 days, in accordance with the provisions of this Chapter and Chapter 241 of the City Code, and the private sewage disposal system shall be abandoned, cleaned of sludge and filled with clean bank-run gravel or dirt.

Section 14. Transfer of Participation Fees. The City Manager is hereby directed to transfer any Participation Fees that have been held for more than five years to the City's General Fund.

Section 15. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

DATED at Crystal Lake, Illinois, this \_\_\_\_ day of \_\_\_\_\_ 2013.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: \_\_\_\_\_, 2013

APPROVED: \_\_\_\_\_, 2013

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



**Agenda Item No: 9d**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 19, 2013

**Item:** The Crystal Lake Night Owl Bike Ride

**Staff Recommendation:** City Council Discretion

1. Motion to approve the use of the City Hall front parking lot for the staging and start/end of the Crystal Lake Night Owl Bike Ride to be held overnight between Saturday, August 3, 2013 and Sunday, August 4, 2013.
2. Motion to approve a special use of the Three Oaks Recreation Area as part of the bike ride route for the Crystal Lake Night Owl Bike Ride to be held overnight between Saturday, August 3, 2013 and Sunday, August 4, 2013.

**Staff Contact:** Brad Mitchell, Assistant to the City Manager

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**Background:**

In effort to promote bicycling as a means of transportation and exercise with the City of Crystal Lake, the McHenry County Bicycle Advocates and the Land Conservancy of McHenry County will be hosting the Crystal Lake Night Owl Bike Ride, an overnight bike ride through the City of Crystal Lake between Saturday, August 3, 2013 and Sunday, August 4, 2013. The ride is anticipated to begin at Midnight and finish around 3:00 a.m. There is no rain date scheduled in case of inclement weather. The proposed bike ride route is approximately 20 miles. It is anticipated that there will be 100 to 150 riders. The City Council approved a similar request in 2012.

The proposed bike ride route is as follows:

- Start at City Hall and proceed east on Woodstock Street to Walkup Avenue;
- Walkup Avenue to the McHenry County Conservation District (MCCD) bike path;
- MCCD bike path to Oak Street;

- Oak Street to Dole Avenue to Lake Avenue to Huntley Road;
- Huntley Road to Waterford Cut to Golf Course Road;
- Golf Course Road to Alexandra Boulevard to Swanson Road to Village Road to Carlemont Drive to Alexandra Boulevard to Golf Course Road;
- Golf Course Road to Dartmoor Drive to Nottingham Lane to Berkshire Drive;
- Berkshire Drive to Main Street to the Three Oaks Recreation Area through to Pingree Road;
- Pingree Road to Congress Parkway to Pingree Road Metra Station;
- Through Pingree Road Metra Station tunnel and back to Pingree Road;
- Pingree Road to Crystal Lake Avenue to Erick Street to East Prairie Street;
- East Prairie Street to Main Street to Woodstock Street and end at City Hall.

The ride is open to all ages, and riders under the age of 17 must have a parent signature and be accompanied by a parent. Each participant will be required to sign a hold harmless agreement to include the City. There will be a rest stop at the half way point of the route, and it is anticipated to utilize Park District and School District facilities for support, if necessary. There will be adult volunteers at signaled intersections. Each rider will be required to wear a helmet, light, and the high visibility/reflective t-shirt that they will receive as part of the registration fee. In addition, a sweep vehicle will follow the end of the ride for additional support, if necessary.

The McHenry County Bicycle Advocates and the Land Conservancy of McHenry County are requesting use of the City Hall front parking lot for staging and start/end of the event. Entrances to the parking lot would remain open during the event. Also, participants will utilize the former public safety building parking lot at 121 W. Woodstock Street and the west end of the Alexander Commuter parking lot for parking during the event.

In addition, the McHenry County Bicycle Advocates and the Land Conservancy of McHenry County are requesting a special use of the Three Oaks Recreation Area as part of the bike ride route for the event. The proposed route includes riding through the Three Oaks Recreation Area from Main Street to Pingree Road.

City staff met with representatives from the McHenry County Bicycle Advocates in order to review the proposed bike ride. The City's Police Department has reviewed and approved the request.

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

- 1) The City will have flexibility in altering the race course based on any concerns that may arise.
- 2) Participants shall obey all traffic laws.
- 3) Volunteers shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.



- 4) The McHenry County Bicycle Advocates and the Land Conservancy of McHenry County shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 5) All debris created by the event shall be cleaned up during and after the event.
- 6) 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.
- 7) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
- 8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 9) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 10) In the case of inclement weather, an alternate date can be approved by the City Manager.

Attached for your information is the request for the Crystal Lake Night Owl Bike Ride from the McHenry County Bicycle Advocates and the Land Conservancy of McHenry County to be held overnight between Saturday, August 3, 2013 and Sunday, August 4, 2013.

The applicant has been made aware of these recommended conditions and advised to attend the February 19, 2013 City Council meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 19, 2013

**Item:**

2012-87 Northside Community Bank  
Annexation Agreement Public Hearing Continuation

7624 Route 14

**Recommendation:**

Motion to continue the public hearing on the annexation agreement to the March 5, 2013, City Council meeting for the Northside Community Bank Annexation and Zoning Petition.

**Staff Contact:**

Michelle Rentzsch, Director of Planning & Economic Development

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**Background:** The petitioner is working with City staff to finalize the annexation agreement language. In order to allow time to complete the agreement, the petitioner is requesting a continuation to the March 5<sup>th</sup> City Council meeting.

It is requested that this matter be continued to the March 5, 2013, City Council meeting for the respective Annexation Agreement Public Hearing.

**Votes Required to Pass:**

A simple majority vote.



## Agenda Item No: 11

### City Council Agenda Supplement

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**Meeting Date:**

February 19, 2013

**Item:**

Car Dealerships Temporary Use Permit requests for 2013 Special Promotions.

**Recommendation:**

Motion to approve the Temporary Use Permits for the 2013 Car Dealership Special Promotions pursuant to the recommendations below.

**Staff Contact:**

Michelle Rentzsch, Director of Planning & Economic Development

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**Background:** Based upon the direction of the City Council, staff has worked with auto dealerships to encourage them to obtain one Temporary Use Permit for the year for all of the dealership's special advertising needs. This allows car dealerships to hold their promotions within the time-frames required by the manufacturers without the need for seeking individual Temporary Use Permit approval. Also, this conserves City resources by allowing all promotions to be reviewed simultaneously through a single review. This year, staff has contacted all of the car dealerships within the City limits and is presenting their requests to the City Council at one time. Attached please find the application and promotional information for: Martin Chevrolet, 5220 Northwest Highway; M'Lady Nissan, 5656 Northwest Highway; Courtesy Buick GMC, 6305 Northwest Highway; Brilliance Honda, 210 N. Route 31; Anderson Motors, 360 N. Route 31; and Pauly Toyota, 1035 S. Route 31.

All of the car manufacturers require the auto dealers to hold various promotional events during the year as part of the manufacturer's overall advertising program. These promotional events are inconsistently timed throughout the year and given to the dealers with little or no advanced notice. The challenge for the auto dealers occurs when they are sent the promotional materials, banners, and program requirements and given very short notice to begin advertising for the promotions. The promotional events can last as few as five days and, therefore, by the time the temporary use permit and signage permits are applied for and obtained, the promotion is already over.

Staff has worked with the petitioners to come up with promotional schedules that allow the dealerships the flexibility to commence promotions throughout the year as needed, without being required to return to the City for individual approvals for each promotion. The petitioners are each requesting approvals that are in accordance with their manufacturer's advertising program for the year 2013.

The proposed schedule and the details for each of the events, including event length, and promotional items (banners and tents) are listed on the attached schedule. That will also eliminate the need for limited duration sign permits.

If the requests are approved, the following conditions are recommended:

1. The Temporary Use Permits shall be valid during the 2013 calendar year.
2. The installation of a tent requires an inspection prior to occupancy by the Fire Prevention Bureau. The additional conditions for the tents are:
  - A. All tents must be labeled fire retardant and anchored properly.
  - B. At least one fire extinguisher must be under the tent.
  - C. No automobiles will be allowed under the tent with the batteries connected.
  - D. Fuel levels must be less than ¼ tank or not more than 5 gallons, whichever is less.
  - E. Fuel tank openings must be secured to prevent the escape of vapors.
  - F. Provide a 20-foot access for emergency vehicles to gain access to the building, Fire Rescue Department connection, and the event site. The tents may need to be adjusted.
  - G. The tent placement on the provided plan will require a 12-foot separation from other tents, canopies, and the parking of cars.
  - H. All tents/canopies shall be anchored using stakes, sand, or concrete blocks.
3. Banners should be positioned so as not to prohibit sight lines. They shall be a minimum of 10 feet from the property line/sidewalk at intersections.
4. On-site traffic flow must be maintained around the building, Fire Rescue Department connection, and the event site (minimum of 20 feet).
5. A meeting with the Fire Prevention Bureau shall be scheduled at least one week prior to the first time of setting up tents to review the placement of the canopy/tent.
6. If there will be any food vendors, they will require approval from the McHenry County Health Department.
7. All electrical connections and lighting shall comply with the 2005 National Electric Code.
8. On-site traffic flow must be maintained. Adjust employee parking as necessary to accommodate customer parking.

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



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 19, 2013

**Item:** New Retailer Job Creation and Investment Matching Grant application request #2012-44-09 for Riverside Chocolate Factory, at 2 N. Williams Street, to request \$10,000.00 in matching grant funds.

Melanie Hiser and Tabitha Deibler, Riverside Chocolate Factory

**Recommendations:** City Council's discretion:

1. Motion to approve the Grant Agreement with Melanie Hiser and Tabitha Deibler, and to award \$10,000 in grant funding for furniture, fixtures and equipment and new-hire employees at 2 N. Williams Street, Riverside Chocolate Factory;
2. Motion to deny the grant application request.

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

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**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 or part-time employees and/or install eligible furniture, fixtures, and equipment.

**RIVERSIDE CHOCOLATE FACTORY (2 N. Williams Street)**

Melanie Hiser and Tabitha Deibler are preparing to open a new chocolate and candy shop in the downtown area, Riverside Chocolate Factory. The shop will feature the same hand-dipped chocolates and freshly-made candies that made them famous in McHenry. **As a new business to Crystal Lake, Riverside Chocolate Factory is eligible for up to a \$10,000 matching grant.** Riverside Chocolate Factory will improve a 1,221 square-foot space at 2 N. Williams, Downtown. They will be hiring 1 full-time and 3 part-time employees for the new store.

Riverside Chocolate Factory will spend approximately \$15,203.86 on eligible furniture, fixtures, and equipment, including office computer equipment, shelving and point of sale systems. They also qualify for \$5,500 for employee hiring. This allows them to be eligible for a \$10,000 grant reimbursement per the 50/50 match and employees.

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                 | Interior improvements to the appearance of the store space would be provided*            |
| Aesthetic impact to surrounding areas             | Removing masonry and adding in a new store-front window*                                 |
| Number of employees and wages                     | 4 new employees will be added by Riverside Chocolate Factory*                            |
| Value of new FFE                                  | Furniture, fixtures, and equipment in excess of \$15,000*                                |
| 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 \$200k+ 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 7 of the 7 review criteria (marked with an asterisk\*).

### SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the 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        | \$10,000.00        |
| 2012-44-08 | Marvin's Toy Store                | 64A Williams Street    | \$10,000.00           |                            |                       | \$10,000.00        | \$10,000.00        |
| 2012-44-09 | Riverside Chocolate Factory       | 2 N. Williams          | \$10,000.00           |                            |                       | \$10,000.00        |                    |
|            | <b>Totals</b>                     |                        | <b>\$60,000.00</b>    | <b>\$10,000.00</b>         | <b>\$10,000.00</b>    | <b>\$80,000.00</b> | <b>\$70,000.00</b> |

**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 Melanie Hiser and Tabitha Deibler, of Riverside Chocolate Factory, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$ 10,000.

DATED this 19<sup>th</sup> day of February, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED:  
APPROVED:



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 19, 2013

**Item:**

Engineering Services for Bard Water Tower Rehabilitation Project

**Staff Recommendation:**

Motion to award the proposal for the engineering services for the rehabilitation of Bard Water Tower to the lowest responsive and responsible proposer, Dixon Engineering Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Dixon Engineering Inc., in the amount of \$35,242.00, and approve changes in scope by 10 percent of the original price.

**Staff Contact:**

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

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**Background:**

The City of Crystal Lake's water system includes four elevated water storage tanks and four ground water storage tanks. Seven of these water tanks are constructed of steel and one of concrete. Ambutal Water Tower, McCormick Water Tower, and Water Treatment Plant #3 (Virginia Road) ground storage tanks have been rehabilitated in the past three years, and the remaining water storage tanks will be due for maintenance in the next several years.

The Bard Water Tower is a 500,000-gallon steel elevated water storage tank, constructed in 1988. It is located at 8701 Bard Road, adjacent to Water Treatment Plant #5. The tower has not been repainted since it was installed.

The Engineering firm shall inspect the tower and create specifications for all required rehabilitation work. Once the painting project is underway, the engineer will monitor field work to ensure the integrity of the welding, reliability of the containment, quality of the sandblasting, and that all work is performed in accordance with the plans and specifications as set forth in the contract. In addition, the resident engineer will inspect the re-installation of the cellular cables and antennas that are on this tower.



**Discussion:**

On February 6, 2013, the City received proposals from two engineering firms for the creation of rehabilitation specifications, inspection, and resident engineering services for the painting of the Bard Water Tower. The following is a breakdown of the proposals received for engineering services for the Bard Water Tower project.

|   | Hours Allotted | Price Submitted |
|---|----------------|-----------------|
| √ Dixon Engineering<br>Yorkville, IL          | 413            | \$35,424.00     |
| Tank Industry Consultants<br>Indianapolis, IN | 780            | \$74,856.74     |
| HR Green<br>McHenry, IL                       | N/A            | No Bid          |
| Strand Associates<br>Joliet, IL               | N/A            | No Bid          |

√ Indicates the lowest responsive and responsible proposer.

Dixon has provided the engineering services for the City's last three tank painting projects. The services that their firm offers are specifically tailored to water tank painting. As such, they are able to submit the lowest qualified proposal by a large margin, which dissuades other firms from submitting proposals on these projects.

**Recommendation:**

It is the recommendation of staff to award the contract for the engineering and inspection services of the Bard Water Tower Painting Engineering Services to the lowest responsive and responsible proposer, Dixon Engineering Inc., in the amount of \$35,424.00, 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:**

A simple majority vote is needed to approve the authorizing resolution.

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract with Dixon Engineering Inc. for the engineering services for the rehabilitation of Bard Water Tower in the amount of \$35,242.00 with a 10% contingency for unforeseen changes to the scope.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

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

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



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 19, 2013

**Item:** Well #15 Maintenance & Rehabilitation, and  
Well #17 Abandonment

**Staff Recommendation:** Motion to award the proposal for repair work on Well #15 to the lowest responsible and responsive proposer, Water Well Solutions, and abandonment work on Well #17 to the lowest responsible and responsive proposer, Layne-Christensen, and adopt a Resolution authorizing the City Manager to execute a service agreement with Water Well Solutions and Layne-Christensen in the amount submitted with a 10% contingency for unforeseen expenses.

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

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**Background:**

On February 4, 2013, the City of Crystal Lake publicly opened and read aloud the bids received to perform preventative maintenance and repair work to Well #15 and abandonment of Well #17. Well #15, located at Water Treatment Plant #5 (8701 Bard Rd), was last serviced seven years ago. The well has recently shown a 20% decline in production. Well #17, located at Water Treatment Plant #2 (530 Highland Ave), was drilled in 2006 but was never put into service due to very low production capabilities.

**Well #15 Project:** 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 bid pricing that includes hourly labor rates, material pricing, and equipment cost for possible repairs and services that may be needed. The City included specified well rehab work required on this well to improve the production. Layne Christensen did not submit pricing for the specified well rehab work and, therefore, they will not be considered for this well preventive maintenance project. The following table includes pricing for all of the work that staff anticipates for the Well #15 project:

| Proposer                             | Base Price   | Well Rehab (Specified) | Total Proposal Base and Well Rehab |
|--------------------------------------|--------------|------------------------|------------------------------------|
| √ Water Well Solutions<br>Elburn, IL | \$ 24,770.00 | \$ 16,529.50           | \$ 41,299.50                       |
| Municipal Well & Pump<br>Waupun, WI  | \$ 22,807.00 | \$ 23,275.00           | \$ 46,082.00                       |
| Layne-Christensen<br>Aurora, IL      | \$ 24,770.00 | No Bid                 | N/A                                |

√ 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, and rebuilding the pump. The well rehab pricing is for a specified type of well rehab work that will improve well productivity.

**Well #17 Project:** This project was specified to be completed as required by the Illinois Environmental Protection Agency in conjunction with the McHenry County Department of Health. It was bid as part of the Well #15 project to try and obtain better pricing if a contractor was awarded both Well #15 and Well #17 projects. Although Layne-Christensen was not selected to complete the Well #15 work, they did submit the lowest price to complete the Well #17 project. The breakdown of prices received is as follows:

| Proposer                            | Well #17 (This project only) | Well #17 (If awarded both Well #15 & #17 Projects) |
|-------------------------------------|------------------------------|--|
| √ Layne-Christensen<br>Aurora, IL   | √ \$ 4,800.00                | \$ 4,300.00  |
| Municipal Well & Pump<br>Waupun, WI | \$6,250.00                   | \$ 5,570.00  |
| Water Well Solutions<br>Elburn, IL  | \$ 7,250.00                  | \$6,380.00   |

**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 responsible, responsive bid per the specifications stated in the bid document and based on a typical scenario and anticipated repairs needed. Layne-Christensen submitted the lowest responsible, responsive price to perform services associated with abandoning Well #17. The Public Works Department staff has verified references and has received positive recommendations for both service providers. It is, therefore, the recommendation of staff to award the bid to the lowest responsive, responsible proposer, Water Well Solutions to perform the work on Well #15, and Layne Christensen to perform work on Well #17 in accordance with the terms and conditions of the bid document.

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 #15 at Water Treatment Plant #5.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

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

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

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Layne-Christensen for abandonment work on Well #17 at Water Treatment Plant #2.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

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

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



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

**Meeting Date:** February 19, 2013

**Item:** Traffic Sign Inventory & Management System and Assessments

**Staff Recommendation:** Motion to award the RFP for Traffic Sign Inventory & Management System to the lowest responsive and responsible proposer, Baxter & Woodman Consulting Engineers, and to adopt a resolution authorizing the City Manager to execute a service agreement with Baxter & Woodman in the amount of \$63,250.00 with a 10% contingency for unforeseen changes to the scope.

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

**Background:**

On January 21, 2013, the City of Crystal Lake received proposals for the creation and implementation of a traffic sign inventory and management system. By integrating a comprehensive traffic sign inventory system, the City will take a proactive step towards compliance with the requirements of the Manual of Uniform Traffic Control Devices (MUTCD). Having such a system in place was originally an MUTCD requirement for 2012; however, this timeline has been extended until 2014. This program will provide the City with a consistent, thorough traffic sign inventory which will facilitate the completion of other retro-reflectivity requirements imposed through the MUTCD.

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

| <b>Bidder</b>                                | <b>Price</b> |
|--|--------------|
| ✓ Baxter & Woodman, Inc.<br>Crystal Lake, IL | \$63,250.00  |
| 3M Company<br>St. Paul, MN                   | \$78,044.14  |

✓ Indicates lowest responsive and responsible bidder

The sign management system will assist the Streets Division in maintaining the signs, but also in identifying troublesome locations for sign placement.

**Discussion:**

Based on the number of centerline miles of streets in the City, B&W estimated 5,500 signs will be included in the project. Their crews will photograph, GPS locate, and document the condition of all signs throughout the City. The signs will then be given a unique bar-code identifier and plotted on a GIS database. Each sign on the database will include the following information:

- Postal address
- Sign type
- Description
- Size
- Category
- Height
- Color
- Orientation
- Post type
- Position
- Post condition
- Multiple posts
- Shared post
- Reflectibility
- Street name

This information can be used to streamline responses to damaged or vandalized signs, develop a replacement schedule for non-reflective signs, and to ensure that all signs are placed appropriately in accordance to the MUTCD.

**Recommendation:**

The Public Works Department has reviewed all proposals received for completeness and accuracy in accordance with the Request for Proposal document. The Public Works Department recommends that the Traffic Sign Inventory & Management System and Assessments bid be awarded to the lowest responsive and responsible proposal, Baxter & Woodman, Inc. The City has worked with Baxter & Woodman, Inc. on similar projects in the Water and Wastewater Treatment Divisions in the past with very favorable results.

**Votes Required to Pass:**

Simple majority



RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Baxter & Woodman, Inc. for the Traffic Sign Inventory & Management System and Assessments in the amount of \$63,250.00 with a 10% contingency for unforeseen changes to the scope.

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 19, 2013

**Item:** Generator Purchase & Installation at Water Treatment Plant #5 and Water Treatment Plant #3 Electrical Improvements Project.

**Staff Recommendation:** Motion to award the bid for the Generator Purchase and Installation at Water Treatment Plant #5 and Water Treatment Plant #3 Electrical Improvements, to the lowest responsive and responsible bidder, Carey Electric Contracting Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Carey Electric in the amount of \$651,900.00 with a 10% contingency for unforeseen expenses.

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

**Background:**

On Friday, February 8, 2013, the City of Crystal Lake publicly opened and read aloud bids received for the purchase and installation of a backup generator at Water Treatment Plant #5 and for electrical improvements to Water Treatment Plant #3. During losses of ComEd power, it is vital that City operations be sustained, particularly water and sewer utilities. The following table illustrates a breakdown of the bids received:

|                              | √ Carey Electric<br>McHenry, IL | Pieper Electric, Inc.<br>Kenosha, WI | Associated Electrical<br>Woodstock, IL |
|------------------------------|---------------------------------|--------------------------------------|--|
| WTP5 Site Work               | \$ 41,000.00                    | \$ 77,844.00                         | \$ 213,000.00                          |
| WTP5 Generator Unit Price    | \$ 240,000.00                   | \$ 372,480.00                        | \$ 281,000.00                          |
| WTP5 Electrical Work         | \$ 252,400.00                   | \$ 170,938.00                        | \$ 118,000.00                          |
| WTP3 Electrical Improvements | \$118,500.00                    | \$ 113,823.00                        | \$ 127,000.00                          |
| <b>Total Bid</b>             | <b>\$ 651,900.00</b>            | <b>\$ 735,085.00</b>                 | <b>\$ 739,000.00</b>                   |

√ Indicates recommended lowest responsive and responsible bidder

**Discussion:**

Currently, Water Treatment Plant #5 (WTP5), 8701 Bard Rd, does not have a permanent backup generator in the event of a power failure. The new, 1,000 kw generator will be permanently mounted at the treatment plant, and will have the capacity to power the entire facility, allowing full function of all wells and water treatment apparatus. The generator was designed with extra capacity for potential future expansion of this plant.

In addition, specialized electrical improvements to Water Treatment Plant #5 (WTP5) and Water Treatment Plant #3 (WTP3), 850 Virginia Rd., will be included in this contract. As the plants have more technology introduced through Programmable Logic Controllers (PLCs) and the SCADA system, it is critical to have a stable, grounded electric current service the facilities. The additional work will ground the main incoming electrical service to these facilities to protect the equipment, and will also make improvements recommended by recent arc flash studies, which will protect the operators who work on the equipment.

**Recommendation:**

The Public Works Department and its consultant engineer, Crawford, Murphy, Tilly, Inc. (CMT), have reviewed all bids in their entirety, and recommend that the contract for the generator installation at Water Treatment Plant #5, and electrical improvements to Water Treatment Plants #3 and #5 be awarded to Carey Electric Contractors, Inc., and that the City Manager be authorized to execute a contract with Carey Electric, Inc. for the contract value of \$651,900.00 with a 10% construction contingency. There are sufficient funds in the FY12/13 budget for this purchase.

**Votes Required to Pass:**

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Carey Electric Contracting Inc. for the Generator Purchase and Installation at Water Treatment Plant #5 and the Electrical Improvements at Water Treatment Plant #3 in the amount of \$651,900.00 with a 10% contingency for unforeseen expenses.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

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

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

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



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 19, 2013

**Item:** Amendment to Union Pacific Commuter Parking Lot Lease Agreement/Traffic and Parking Regulations Changes Near Downtown Train Station.

**Staff Recommendation:** Motion to

1. Adopt a resolution authorizing the City Manager to execute Amendment #1 to the Downtown Commuter Parking Lot Lease Agreement between the City of Crystal Lake and the Union Pacific Railroad, and
2. Adopting an ordinance implementing traffic and parking regulation changes upon completion of the expansion of the Railroad Street Parking Lot.

**Staff Contact:** George J. Koczvara, Deputy City Manager

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**Background:**

At the October 2, 2012 City Council meeting, the City Council approved an award for the demolition of 62 Railroad Street. The purchase and demolition of this property, along with the previous purchase and demolition of 66 Railroad Street was done in order to enhance downtown surface parking options.

The enhanced downtown surface-parking plan includes the expansion of the existing commuter parking lot along Railroad Street to extend completely between Second Street and Grant Street (see attached conceptual plan). Improvements included in this project are:

- Additional commuter parking spaces
- Additional motorcycle parking spaces
- Additional bike racks
- New roadway lighting along Railroad Street and Grant Street, matching the decorative poles throughout the rest of the Downtown District.

With the expansion of this commuter parking lot, City Staff is recommending the option of expanding Railroad Street to one-way traffic (eastbound only) between Second Street and Grant Street (see attached conceptual plan). Currently, Railroad Street is only one-way (eastbound) between Grant Street and Main

Street. Benefits of this change include the addition of landscape islands along the roadway that would facilitate the installation of parkway trees as well as provide additional on-street commuter parking.

This entire project originated because of the need to increase 4-hour surface parking options for downtown patrons. Once the Railroad Street parking lot expansion is complete, the remaining paid parking spaces in the Depot Parking Lot will be converted to free 4-hour parking. Since the Union Pacific Railroad (UP) owns the Depot Parking Lot, a lease amendment is required in order to convert the remaining paid parking spaces to free 4-hour parking.

The attached lease agreement amendment maintains the existing terms of the original agreement for the Depot Parking lot except that it allows the modification of the current revenue generating stalls to free stalls. In return, the new stalls in the Railroad Street Parking lot will be designated as revenue generating stalls. The UP will continue to receive 1/3 of the revenue generated in the commuter stalls, including the new stalls, as part of the lease agreement amendment.

Once all of the requisite approvals have been received, it is anticipated that the parking lot will be completed in summer 2013.

**Outreach efforts:**

The following efforts have been undertaken to ensure that all stakeholders have been informed of the pending changes as well as to solicit input:

Demolition Letters – Letters were sent to properties surrounding 62 Railroad Street ahead of the demolition that occurred in fall 2012. The letters included information about the pending parking lot expansion.

Open House – An Open House was held on February 11, 2013 from 5:00 p.m. to 7:00 p.m. Invitation letters for the Open House were sent to surrounding property owners and other stakeholders, including the Downtown Main Street organization and Metra. A website was created with information regarding this project. Signs were posted on the 62 Railroad Street property as well as on the downtown train station platform. In addition, handouts were made available at the coffee shop and ticket agent inside the train station.

PZC Meeting – Because the parking lot will require a variation, this matter will be reviewed by the PZC at its February 20, 2013 meeting. The PZC recommendation will be forwarded to the City Council at its March 5, 2013 City Council meeting. Separate letters to surrounding properties were mailed in compliance with the public hearing requirements.

**Recommendation:**

It is Staff's recommendation to authorize the City Manager to execute Amendment #1 to the Downtown Commuter Parking Lot Lease Agreement between the City of Crystal Lake and the Union Pacific Railroad as well as to adopt an ordinance implementing traffic and parking regulation changes upon completion of the expansion of the Railroad Street Parking Lot. The City Attorney has reviewed this matter. Attached are copies of letters of support 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 Amendment #1 to the Downtown Commuter Parking Lot Lease Agreement between the City of Crystal Lake and the Union Pacific Railroad.

DATED this 19<sup>th</sup> day of February, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: February 19, 2013  
APPROVED: February 19, 2013



DRAFT

**ORDINANCE IMPLEMENTING TRAFFIC AND PARKING REGULATION CHANGES  
UPON COMPLETION OF THE EXPANSION OF THE RAILROAD STREET PARKING LOT**

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

**SECTION I:** That Railroad Street between Second Street and Grant Street is hereby designated as a one-way street and the direction of the traffic shall be in an easterly direction.

**SECTION II:** That it shall be unlawful to park any vehicle or to permit a vehicle to remain parked for a period longer than four (4) hours in the parking lot commonly referred to as the Depot Parking Lot, which is located south of the Downtown Crystal Lake train station, except for those parking stalls authorized by the Chief of Police to be posted for short-term or handicapped parking. There shall be no cost to park in this parking lot.

**SECTION III:** That all traffic proceeding on the Depot Parking Lot shall travel one-way beginning at the southern entrance to the Depot Parking Lot.

**SECTION IV:** That the driveway commonly referred to as Depot Driveway, which is a roadway located south of the Downtown Crystal Lake train station, is hereby designated as one-way beginning at its entrance on Grant Street and ending at its exit on Woodstock Street.

**SECTION V:** That it shall be unlawful to park any vehicle or to permit a vehicle to remain parked in the parking area (commonly known as the "Railroad Street Parking Lot") bounded by Second Street on the east, Grant Street on the west, and Railroad Street on the south unless the prescribed daily fee has been paid in accordance with Article X, Chapter 496 of the Code of Ordinances of the City of Crystal Lake, Illinois, except for those parking stalls authorized by the Chief of Police to be posted for motorcycle, short-term or handicapped parking.

**SECTION VI:** That suitable signs and markers shall be erected.

**SECTION VII:** That this Ordinance shall be in full force and effect from and after its passage and approval according to law and upon the completion of the expansion of the Railroad Street Parking Lot.

**SECTION VIII:** That any person, firm or corporation violating any provision of this Ordinance shall be fined in accordance with the relevant penalties as provided in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

DATED at Crystal Lake, Illinois, this 19th day of February, 2013.

APPROVED:

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Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: February 19, 2013

APPROVED: February 19, 2013

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