



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 19, 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. **Knights of Columbus Class 16 Temporary Liquor License Request.**
 - b. **Crystal Lake Park District request for the issuance of sixteen Class “16” Temporary Liquor Licenses for the Park District’s 2013 Spring/Summer/Fall events and 2014 Spring events.**
 - c. **7624 Route 14 – Annexation Agreement Public Hearing Continuation.**
 - d. **5111 E. Route 176 – Annexation Agreement Public Hearing Continuation.**
 - e. **Raue Center Bob Blazier Walk/Run for the Arts Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents and waiver of the Temporary Use Permit application fee.**
10. **Kiwanis Santa Run for Kids Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents and waiver of the Temporary Use Permit application fee.**
11. **On-Target Shooting Range, 540 E. Terra Cotta Avenue – Sign Variation request to allow an off-premise temporary sign.**
12. **8411 S. Route 31 – Special Use Permit Amendment to allow outdoor storage of vehicles for a used car lot and outdoor storage for a landscape business.**
13. **Northwest corner of Railroad and Grant Streets - Special Use Permit Amendment to expand the existing daily commuter parking lot along Railroad Street; and Variations from the requirements that (a) parking lots be set back at least 20 feet from the right-of-way, (b) parking lots be set back at least 8 feet from a perimeter not abutting the right-of-way, (c) a 10-foot landscape setback be provided along a right-of-way, and (d) a landscaping island be provided every 10 spaces.**
14. **Archway East, 815 Cog Circle – Final Planned Unit Development Amendment for the addition of a drive-through.**
15. **CD One Price Cleaners, 5675 Northwest Highway – Final Planned Unit Development Amendment to allow total wall signage to exceed the Unified Development Ordinance allowance of 75 square feet.**

16. **Bid award and resolution authorizing execution of a purchase agreement for replacement manhole frames and lids with a 10% contingency for unforeseen additional quantities.**
17. **Bid award and resolution authorizing execution of a contract for the 2013 Crack Sealing Program and approval of up to 10 percent in justifiable contract amendments from a contingency allowance.**
18. **Bid award and resolution authorizing execution of a contract for the 2013 Spring Pavement Marking Program and approval of up to 10 percent in justifiable contract amendments from a contingency allowance.**
19. **Bid award and resolution authorizing execution of a service agreement for generator maintenance services.**
20. **Resolution authorizing execution of an agreement for the purchase of Case Wheel Loaders through the National Joint Powers Alliance.**
21. **Council Inquiries and Requests.**
22. **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.**
23. **Reconvene to Regular Session.**
24. **Adjourn**

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



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: March 5, 2013

Item: Temporary Liquor License – Knights of Columbus Council #10678

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to the Knights of Columbus Council #10678

Staff Contact: George Koczwarra, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Council #10678 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Irish Fest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on March 13, 2013 from 5:00 p.m. to 10:00 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: 9b

**City Council
Agenda Supplement**

Meeting Date:

March 5, 2013

Item:

Class "16" Temporary Liquor License Requests – Crystal Lake Park District 2013 Spring/Summer/Fall Events and 2014 Spring Events

Staff Recommendation:

Motion to approve issuance of sixteen (16) Class "16" Temporary Liquor Licenses to the Crystal Lake Park District for the Park District's 2013 Spring/Summer/Fall Events and 2014 Spring Events.

Staff Contact:

George Koczvara, Deputy City Manager

Background:

The City has received a request from the Crystal Lake Park District for issuance of Temporary Liquor Licenses for the Park District's 2013 spring/summer/fall events and 2014 spring events. The Park District is requesting sixteen (16) Class "16" Temporary Liquor Licenses for the scheduled events.

The 2013 spring, summer/fall events include softball tournaments at Lippold Park on April 12-14, April 26-April 28, May 3-5, May 31-June 2, June 7-9, June 21-23, July 5-7, July 12-14, July 19-21, August 9-11, August 16-18, September 20-22, and October 11-13, as well as the Blast on the Beach at Main Beach event on August 10-11.

The 2014 spring events include softball tournaments at Lippold Park on April 11-13 and April 25-27.

Section 329-5-P of the City Code - Class "16" Temporary Liquor License - authorizes the retail sale of beer and wine for consumption upon the premises specified in the license where sold for a period not to exceed three (3) days for special events sponsored by a not-for-profit organization.

The Park District has submitted the fees required for sixteen (16) Class "16" Temporary Liquor Licenses and the required applications.

Votes Required to Pass:

Simple majority



Agenda Item No: 9c

**City Council
Agenda Supplement**

Meeting Date:

March 5, 2013

Item:

2012-116 Spence
Annexation Agreement Public Hearing Continuation

7624 Route 14

Recommendation:

Motion to continue the public hearing on the annexation agreement to the March 19, 2013, City Council meeting for the Spence Management Annexation and Zoning Petition.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The petitioner is requesting the continuation to allow for the full City Council to be present. The petitioner and staff continue to work together on the annexation agreement.

It is requested that this matter be continued to the March 19, 2013, City Council meeting for the respective Annexation Agreement Public Hearing.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 9d

**City Council
Agenda Supplement**

Meeting Date:

March 5, 2013

Item:

2012-87 Northside Community Bank
Annexation Agreement Public Hearing Continuation

5111 E. Route 176

Recommendation:

Motion to continue the public hearing on the annexation agreement to the March 19, 2013, City Council meeting for the Northside Community Bank Annexation and Zoning Petition.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The petitioner would like to request a continuation to allow the full Council to be present to consider the request. The petitioner continues to work with City staff to finalize the annexation agreement language.

It is requested that this matter be continued to the March 19, 2013, City Council meeting for the respective Annexation Agreement Public Hearing.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 9e

**City Council
Agenda Supplement**

Meeting Date:

March 5, 2013

Item:

Raue Center Bob Blazier Walk/Run for the Arts Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for the Raue Center Bob Blazier Walk/Run for the Arts pursuant to the recommendations below and waiver of the Temporary Use Permit application fee.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: Again this year, the Raue Center is requesting a Temporary Use Permit for the Bob Blazier Walk/Run on Sunday, May 5, 2013. This request has been approved for several years, including the request to close Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

The applicant is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

Since this is a fundraiser for the Raue Center, they are requesting that the Temporary Use Permit fee (\$40.00) be waived.

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

1. The Temporary Use Permit shall be valid on Sunday, May 5, 2013.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Engineering and Building, and Public Works Departments to discuss signage needed.
5. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.

6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
7. The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
10. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
11. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. Streets are not to be marked with paint or any permanent materials.
14. The site shall be inspected the morning of the festival for compliance with canopy spacing (if applicable) and electrical connections. A site visit on April 30 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
15. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
16. The occupancy limit for the Raue Center shall not be exceeded during the award ceremony.
17. Please contact the Fire Rescue Department by April 1, 2013 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
18. Please contact the Police Department by April 1, 2013 to determine/arrange for police officers for traffic control, lead vehicle, etc.
19. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
20. All trash shall be picked up along the race route, as well as in the downtown area.
21. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
22. A temporary sign permit shall be obtained from the Building Division for any signage/banners.
23. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The applicant has been made aware of these recommended conditions and will be attending the March 5, 2013, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

March 5, 2013

Item:

Kiwanis Santa Run for Kids Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for the Kiwanis Santa Run for Kids pursuant to the recommendations below and waiver of the Temporary Use Permit application fee.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: The Crystal Lake Kiwanis Club is requesting a Temporary Use Permit for the Kiwanis Santa Run for Kids on Sunday, December 1, 2013. This request is using the same layout as the Raue Center's Bob Blaizer Run for the Arts that has received approval for several years, including the request to close Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

The applicant is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

Since this is a fundraiser for the Kiwanis, they are requesting that the Temporary Use Permit fee (\$40.00) be waived.

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

1. The Temporary Use Permit shall be valid on Sunday, December 1, 2013.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Engineering and Building, and Public Works Departments to discuss signage needed.

5. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
7. The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
10. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
11. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. Streets are not to be marked with paint or any permanent materials.
14. The site shall be inspected the morning of the festival for compliance with canopy spacing (if applicable) and electrical connections. A site visit on November 26 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
15. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
16. Should the Raue Center be used for the award ceremony, the occupancy limit shall not be exceeded during the award ceremony.
17. Please contact the Fire Rescue Department by November 1, 2013 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
18. This event will require eight (8) officers and a minimum of five (5) volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 1, 2013 to determine/arrange for police officers for traffic control, lead vehicle, etc.
19. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
20. All trash shall be picked up along the race route, as well as in the downtown area.
21. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
22. A temporary sign permit shall be obtained from the Building Division for any signage/banners.
23. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The applicant has been made aware of these recommended conditions and will be attending the March 5, 2013, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: March 5, 2013

Item: Sign Variation to allow an off-premise temporary sign for the On-Target Shooting Range at 540 E. Terra Cotta Avenue.

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 2010, a Special Use Permit to allow a commercial recreation use for the On-Target Shooting Range was approved at 560 Beechcraft Lane. The facility has been open since May 2012.
- The petitioner requested a sign variation in 2012 to allow a temporary off-premise sign directing patrons to the facility. The request was approved with allowance for the sign to remain for 6 months through February 21, 2013.
- The sign is located at 540 E. Terra Cotta Avenue at the northeast corner of Terra Cotta Avenue and Knaack Boulevard. The petitioner is requesting for the sign to remain at this location for another 6 months, through August 20, 2013.

Analysis

- The property at 540 E. Terra Cotta Avenue is zoned "B-2" PUD. Per the Unified Development Ordinance, commercial properties are permitted temporary signs up to 6 feet in height and 32 square feet in area.
- There is an existing temporary (real estate) sign on this property to which the previously approved off-premise directional sign is attached. The sign is 15 square feet in area. Together with the real estate sign, the total sign area is close to or exceeds the permitted 32-square-foot sign area.
- Per the UDO, a temporary sign is defined as a sign, with or without frames, intended to be displayed for a short period of time which displays information that is not permanently associated with the use located on the property. A Limited Duration sign is defined as a

sign providing information on an event or occurrence. The sign is permitted 30 days prior to and 2 days following the event or occurrence, but in no case longer than 39 days.

- The petitioner is requesting a variation from Section 4-1000 F Commercial Signs in the UDO. The following table illustrates the Ordinance requirements and whether the proposed sign meets those requirements:

Item	UDO Requirement	Proposed Signage	Variation
Location	All signs must be located on the site which they identify.	Located at 540 E. Terra Cotta Ave. The business is located at 560 Beechcraft Lane.	Yes
Quantity of Temporary Signs	Varies	1 (All signs are attached to the same post)	No
Size	32 square feet	15 square feet for the On-Target Sign (the total sign area may exceed 32 SF)	-
Height (feet)	6	3	No

- An application and details of the proposed signage are included.
- It should be noted that a similar off-premise sign for the Autumn Leaves Alzheimer's and Memory Care facility was approved for a period of 1 year by the City Council in 2010.

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.

Bo Strom has made the request on behalf of On-Target Shooting Range, 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, Strom, received 2-25-2013
 - B. Plat of Survey, VSI, dated 10-7-2004
 - C. Sign Details, received 8-10-2012
2. The requested sign must be installed on a separate post.
3. The sign shall be removed 6 months following approval, no later than August 20, 2013.
4. The sign 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 THE
ON TARGET SHOOTING RANGE, 540 E. TERRA COTTA AVENUE

WHEREAS, pursuant to the terms of the request (File #2013-04-C) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow an off-premises temporary sign for the On Target Shooting Range; 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 an off-premise temporary sign for the On Target Shooting Range located at 540 E. Terra Cotta Avenue, Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Strom, received 2-25-2013
 - B. Plat of Survey, VSI, dated 10-7-2004
 - C. Sign Details, received 8-10-2012
2. The requested sign must be installed on a separate post.
3. The sign shall be removed 6 months following approval, no later than August 20, 2013.
4. The sign 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

DRAFT

approval as provided by law.

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

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

March 5, 2013

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2013-06 Patron Corporation Special Use Permit Amendment

Request:

Special Use Permit Amendment to allow outdoor storage of vehicles for a used car lot and outdoor storage for a landscape business.

Ron Stroschein
8411 S. Route 31

PZC Recommendation:

Motion to approve the PZC recommendation and adopt an ordinance granting the Special Use Permit Amendment for 8411 S. Route 31.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: This is an existing used car lot that was involuntarily annexed in 2007. There is also a landscape company that rents space in the back and stores materials and vehicles on the property.
- History: The petitioner received the Special Use Permit for the outdoor sale of vehicles in 2008. The SUP had a specific condition, "The Special Use Permit for Outdoor Storage is valid only for the existing use, storage materials and locations associated with Patron Corporation."

Key Factors:

- Request: To remove the condition that requires the outdoor storage be for the Patron Corporation only. This would allow the used car dealership to be owned and operated by a different company and also allow the landscape business.
- UDO Standard: Due to the size of the outdoor display area for the used car sales, 4 customer parking spaces are required. These are required to be paved.

PZC Highlights:

The Planning and Zoning Commission was in favor of the request and made the following statements:

- The Commission stated that the SUP should run with the property not the specific business.
- The petitioner's request meets the SUP findings of fact.

The Planning and Zoning Commission recommended **approval (5-0)** 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 (Patron Corporation, received 01/02/13)
 - B. ALTA Survey (Vanderstappen, dated 07/13/99, received 01/02/13)
2. Work with the Building Division to complete any permits for work on the property that was previously completed.
3. The 4 customer parking spaces shall be paved and striped within 6 months of this approval.
4. All vehicle display shall occur outside of the Route 31 right-of-way.
5. Expansion of the vehicle storage or display area or expansion of the landscape business storage area shall be reviewed by City staff.
6. Ordinance #6357 shall remain applicable except as modified by this request, which deletes the condition that the car dealership be associated by the Patron Corporation.
7. 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 AN AMENDMENT TO A SPECIAL USE PERMIT
AT 8411 IL ROUTE 31

WHEREAS, pursuant to the terms of a Petition (File #2013-06) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of an Amendment to a Special Use Permit to allow outdoor storage of vehicles for a used car lot and outdoor storage for a landscape business for the property located at 8411 IL Route 31, Crystal Lake, Illinois; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment 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 an Amendment to the Special Use Permit be issued to allow outdoor storage of vehicles for a used car lot and outdoor storage for a landscape business for the property commonly known as 8411 IL Route 31, Crystal Lake, Illinois.

Section II: Said Amendment to the 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 (Patron Corporation, received 01/02/13)
 - B. ALTA Survey (Vanderstappen, dated 07/13/99, received 01/02/13)
2. Work with the Building Division to complete any permits for work on the property that was previously completed.
3. The 4 customer parking spaces shall be paved and striped within 6 months of this approval.
4. All vehicle display shall occur outside of the Route 31 right-of-way.
5. Expansion of the vehicle storage or display area or expansion of the landscape business storage area shall be reviewed by city staff.
6. Ordinance #6357 shall remain applicable except as modified by this request, which deletes the condition that the car dealership be associated by the Patron Corporation.

DRAFT

7. The petitioner shall comply with all of the requirements of the Engineering and Building and Planning and Economic Development Departments.

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

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

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

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: March 5, 2013

- Item:**
- 1) Special Use Permit Amendment to expand the existing daily commuter parking lot along Railroad Street
 - 2) Variations from the requirement that:
 - a. Parking lots be setback at least 20 feet from the right-of-way;
 - b. Parking lots be setback at least 8 feet from a perimeter not abutting the right-of-way;
 - c. A 10-foot landscape setback be provided along a right-of-way; and
 - d. A landscaping island must be provided every 10 spaces.

City of Crystal Lake, petitioner

Staff Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance approving a Special Use Permit amendment and variations for the expansion of the daily commuter parking lot along Railroad Street.

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

Background:

- Location: NWC of Railroad and Grant Streets
 - Zoning: "R-3B" Multi-family Residential
- Request: Special Use Permit Amendment to expand the existing daily commuter parking lot and variations from the design and development standards of the UDO

Key Factors:

- History: In 2004, a Special Use Permit was granted to allow expansion of the then existing commuter lot on Gates Street. At that time, 65 new parking spaces were added and the existing lot was restriped for 77 spaces. The parking lot currently has 142 spaces.
- Details: The current proposal is to expand the existing commuter lot to the east by adding 50 parking spaces and 6 motorcycle parking spaces. Bike racks are proposed to be added and new roadway lighting installed along Railroad and Grant Streets matching the decorative poles throughout the rest of the Downtown. Railroad Street would be changed

to one-way traffic (eastbound only) between Second Street and Grant Street as well. Currently, Railroad Street is one-way between Grant Street and Main Street. When completed, it will allow for additional on-street commuter parking and the addition of landscape islands along the roadway facilitating the installation of parkway trees. There is an existing row of mature trees along the west periphery of the proposed expansion area that will have to be removed as part of this project. Staff is working to develop a landscape plan to augment the landscaping in the proposed parking lot. The expansion of this parking lot will allow the conversion of the 30 existing commuter spaces in front of the Train Depot into free 4-hour spaces that will benefit the Downtown district.

- Variations: Variations from the design and development standards of the UDO are required to develop the lot as proposed. The variations described below will be necessary:
 - The parking lot will be set back approximately 4 feet from the right-of-way instead of the required 20 feet, requiring a variation of 16 feet;
 - The parking lot will be set back approximately 6 feet from the perimeter not abutting a right-of-way along the north, requiring a variation of 2 feet;
 - A variation from the required 10-foot landscaping is also necessary as the parking stall will be approximately 4 feet from the right-of-way;
 - To maximize the number of spaces and to match the existing lot, the parking lot is proposed without landscaping islands every 10 spaces;
- Other Information: An open house for this project was held on February 11, 2013. Two residents attended the open house. No significant concerns were raised.

PZC Highlights

- At the Planning and Zoning Commission meeting, an area resident was present to voice her concerns. She wanted to alert the City that her historic home had sustained damage when the parking lot was previously constructed due to the use of heavy equipment and she was concerned about further damage. She was also concerned about any future plans to further enlarge the parking lot.
- The Commission also discussed a possible traffic light at Route 176 and Main Street.
- The Commission felt that the request met the Findings of Fact for a special use permit amendment and variations and **recommended approval of the request (5-0 vote).**

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, dated 2-14-2013
 - B. Site Layout (Staff)
2. The following variations are hereby granted:
 - A. From the requirement that parking lots be set back at least 20 feet from the right-of-way;
 - B. From the requirement that parking lots be set back at least 8 feet from a perimeter not abutting the right-of-way;
 - C. From the requirement that a 10-foot landscape setback be provided along a right-of-way; and

D. From the requirement that a landscaping island must be provided every 10 spaces.

3. The City shall develop a landscape plan to augment the landscaping on-site.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE PERMIT
AND VARIATIONS
AT 50 TO 54 RAILROAD STREET

WHEREAS, pursuant to the terms of a Petition (File #2013-08) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of an Amendment to a Special Use Permit to allow expand the existing daily commuter parking lot along Railroad Street and Variations from: A. Parking lots be setback at least 20 feet from the right-of-way; B. Parking lots be setback at least 8 feet from a perimeter not abutting the right-of-way; C. A 10-foot landscape setback be provided along a right-of-way; and D. A landscaping island must be provided every 10 spaces (Request) for the property located at 50 to 54 Railroad Street, Crystal Lake, Illinois; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment and Variations 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 an Amendment to the Special Use Permit be issued to allow expand the existing daily commuter parking lot along Railroad Street and Variations from: A. Parking lots be setback at least 20 feet from the right-of-way; B. Parking lots be setback at least 8 feet from a perimeter not abutting the right-of-way; C. A 10-foot landscape setback be provided along a right-of-way; and D. A landscaping island must be provided every 10 spaces for the property commonly known as 50 to 54 Railroad Street, Crystal Lake, Illinois.

Section II: Said Amendment to the Special Use and Variations are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, dated 2-14-2013
 - B. Site Layout (Staff)

2. The following variations are hereby granted:
 - A. From the requirement that parking lots be setback at least 20 feet from the right-of-way;
 - B. From the requirement that parking lots be setback at least 8 feet from a perimeter not abutting the right-of-way;

DRAFT

- C. From the requirement that a 10-foot landscape setback be provided along a right-of-way; and
- D. From the requirement that a landscaping island must be provided every 10 spaces.

3. The City shall develop a landscape plan to augment the landscaping on-site.

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

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

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

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**

<u>Meeting Date:</u>	March 5, 2013
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2013-07 Archway East (Bradford)
<u>Request:</u>	Final PUD Amendment for the addition of a drive-through.
<u>Petitioner:</u>	Bradford RE Companies, petitioner 815 Cog Circle
<u>PZC Recommendation:</u>	To approve the PZC's recommendation and adopt an ordinance granting the PUD Amendment to allow the addition of a drive-through at 815 Cog Circle.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: Currently developed as multi-tenant shopping center.

Key Factors:

- Request: Final PUD Amendment for the addition of a drive-through.
- UDO Requirement: The UDO lists standards for drive-throughs and the proposed improvement meets all these requirements.

PZC Highlights:

- The PZC was favorable towards the request. This item had been reviewed initially as a conceptual PUD review and the petitioner changed the plan to reflect all the comments from staff and the PZC.
- The PZC reviewed and confirmed that the petition met the standards for the PUD amendment.

The PZC recommended **approval (5-0)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:

- A. Application (Bradford, received 01/21/13)
- B. Sign Plan (Bradford, rev. dated 12/28/12)
- 2. Provide estimates of anticipated drive-through traffic, processing rates, or other operational data from other existing comparable facilities.
- 3. Add a STOP sign at the exit of the drive-through lane to stop cars before they enter the parking lot.
- 4. The petitioner shall address all the review comments of the City Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT TO THE FINAL PUD FOR ARCHWAY EAST (BRADFORD)

WHEREAS, pursuant to the terms of the Petition (File #2013-07) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Archway East (Bradford) to allow the addition of a drive-through; and

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

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted as requested in said Petition,

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

SECTION I: That a Final PUD Amendment be granted to all the addition of a drive-through for the property located at 815 COG Circle, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:

- A. Application (Bradford, received 01/21/13)
- B. Sign Plan (Bradford, rev. dated 12/28/12)

2. Provide estimates of anticipated drive-through traffic, processing rates, or other operational data from other existing comparable facilities.

3. Add a STOP sign at the exit of the drive-through lane to stop cars before they enter the parking lot.

4. The petitioner shall address all the review comments of the City Departments.

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

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

DRAFT

approval as provided by law.

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

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: March 5, 2013

Item: Final PUD Amendment to allow total wall signage to exceed the UDO allowance of 75 square feet to allow approximately 86.30 square feet.

Brian Neader on behalf of CD One Price Cleaners
5675 Northwest Hwy.

Staff Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment for the property at 5765 Northwest Highway.

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

Background:

- Development: Liberty Plaza Planned Unit Development, multi-tenant building
- Zoning: B-2 PUD
- Existing Uses: CD One Price Cleaners, Verizon Wireless, Vision Works
- Request: Final PUD Amendment for wall signage that exceeds the UDO allowance

Key Factors:

- Ordinance Requirements: Per the UDO, for commercial uses, corner tenants in multi-tenant buildings are permitted a maximum of 75 square feet of signage. No single sign or all signs on a single façade can exceed 50 square feet. Interior tenants can install signs on two façades and corner tenants can install signs on three façades.
- History: When Liberty Plaza was approved, the PUD stipulated that all wall signage must meet the requirements of the Sign Ordinance. In 2009, a Final PUD Amendment was approved for this tenant to allow a sign on the north façade (along Northwest Highway) to be approximately 54 square feet. Vision Works, another tenant at this location, was granted a Final PUD Amendment to allow two signs totaling 76.4 square feet.
- Request: The petitioner originally proposed an approximately 54-square-foot sign on the east façade, identical to the existing sign on the north (front) façade. The sign would be internally illuminated and mounted to the building face with a raceway. The proposed sign would exceed the maximum allowable signage on a single façade by 4 square feet. The total wall signage was proposed to be approximately 108 square feet, a variation of 33 square feet.

PZC Highlights

- At the PZC meeting on February 6th, the Commissioners discussed their concerns with the size of the proposed sign. Some of the Commissioners felt that the sign would be partially blocked by the adjacent bank building and would be seen at the same time as the front sign. The petitioner indicated that there was an option available for a smaller sign. The Commission felt that they would like to know details for the smaller sign before making a recommendation on the request. The request was continued to the February 20th PZC meeting.
- At the February 20th PZC meeting, the petitioner presented details for the revised sign. The proposed sign is 32.30 square feet in area. The total wall signage at this location with the revised signage will be 86.30 square feet, a variation of 11.3 square feet
- The Commission felt that the request met the Findings of Fact for a special use and **recommended approval of the request (5-0).**

Recommended Conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Neader, received 01/29/13).
 - B. Sign Elevation exhibit (Doyle, rev. dated 1/23/13, received ~~4/29/13~~ **2/8/2013**)
2. The applicant, CD One Price Cleaners, is permitted a wall sign, ~~54.05~~ **32.30** square feet in area on the east façade. All other provisions shall meet the requirements of Article 4-1000 Signs of the UDO.

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT TO THE FINAL PUD FOR LIBERTY PLAZA – CD ONE PRICE CLEANERS

WHEREAS, pursuant to the terms of the Petition (File #2013-09) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Liberty Plaza – CD One Price Cleaners to allow: A. Wall signage greater than 50 square feet on a single façade; and B. Total wall signage to exceed the UDO allowance of 75 square feet to allow approximately 108 square feet; and

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

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted as requested in said Petition,

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

SECTION I: That a Final PUD Amendment be granted to allow 86.30 square feet in total wall signage for the property located at 6765 Northwest Highway, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Neader, received 01/29/13).
 - B. Sign Elevation exhibit (Doyle, rev. dated 1/23/13, received 2/8/2013)
2. The applicant, CD One Price Cleaners, is permitted a wall sign, 32.30 square feet in area on the east façade. All other provisions shall meet the requirements of Article 4-1000 Signs of the UDO.

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

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

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: 16

**City Council
Agenda Supplement**

Meeting Date: March 5, 2013

Item: Manhole Frame and Lid Replacement Bid Award

Staff Recommendation: Motion to award the bid for the purchase of replacement manhole frames and lids to the lowest responsive and responsible bidder, EJ USA, Inc., in the bid amount of \$44,300.00, and adopt a resolution authorizing the City Manager to execute a purchase agreement with EJ USA, Inc. with a 10% contingency for unforeseen additional quantities.

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

Background:

The City routinely inspects manhole frames and lids and replaces worn and damaged ones, preferably, whenever possible, in conjunction with the annual resurfacing program.

On February 25, 2013, the City opened bids for the purchase of manhole frames and lids. The results are tabulated below:

<i>Firm</i>	<i>Amount of Bid</i>
EJ USA, Inc. ¹ East Jordan, MI	\$44,300.00
Neenah Foundry Company Neenah, WI	\$44,422.00

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

The City followed the standard bid advertisement procedures. There are currently only two suppliers that manufacture frames and lids that are compatible with the City's existing structures. This purchase is included in the FY 2013 Road and Vehicle License budget.

Recommendation:

It is the recommendation of City staff to award the contract for the Manhole Frame and Lid Replacement to the lowest responsive and responsible bidder, EJ USA, Inc., in the amount of \$44,300.00, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of this project.

Votes Required to Pass:

Simple majority of City Council present.



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 purchase agreement with EJ USA, Inc. for the purchase of manhole frames and lids in the amount of \$44,300.00 with a 10% contingency for unforeseen additional quantities.

DATED this fifth day of March, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: March 5, 2013

APPROVED: March 5, 2013



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: March 5, 2013

Item: 2013 Crack Sealing Program

Staff Recommendation: Motion to award the 2013 Crack Sealing Program bid to the lowest responsive and responsible bidder, SKC Construction, Inc., in the bid amount of \$32,828.70, and adopt a resolution authorizing the City Manager to execute the contract with SKC Construction, allowing for a 10 percent contingency.

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

Background:

On February 25, 2013, bids received for the 2013 Crack Sealing Program were opened and publicly read. The City received four bids and the results are tabulated below.

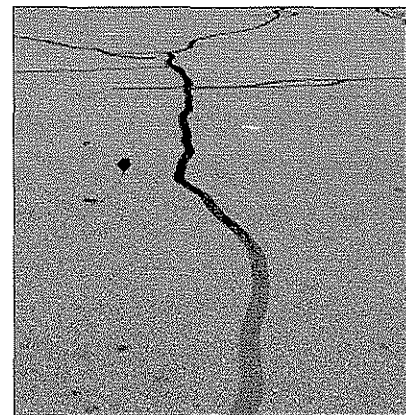
<i>Firm</i>	<i>Amount of Bid</i>
SKC Construction, Inc. ¹ West Dundee, IL	\$32,828.70
Behm Pavement Maintenance, Inc. Crystal Lake, IL	\$33,943.90
Denler, Inc. Mokena, IL	\$36,941.00
Hastings Asphalt Services, Inc. Harvard, IL	\$59,105.60

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

The following table contains the list of streets included in the 2013 program.

<i>STREET</i>	<i>FROM</i>	<i>TO</i>
Berkshire Drive	Darlington Lane	Virginia Road
Castlefield Lane		All
Central Park Drive		All
College Street		All
Copperfield Lane		All
Kennington Lane		All
Lutter Drive		All
McHenry Avenue	Crystal Lake Ave	US Route 14
Midlane Drive	Ryan Way	City Limits
Mitchell Court		All
Munshaw Lane		All
Oriole Trail	McHenry Ave	Crystal Lake Ave
Raymond Drive		All
Shelton Lane		All
Skyridge Drive		All
Somerfield Lane		All
Stockton Lane		All
Tanglewood Drive	Woods creek Circle	Alexandra Blvd
Terra Cotta Road	Wyndmuir Drive	Blackthorn Drive
Trailwood Court	Woods creek Circle	Alexandra Blvd
Warrington Lane		All
Woodstock Street	Walkup Ave	US Route 14

The Engineering and Building Department completed a crack sealing program in 2012 and found it is a cost-effective way to extend the usable life of several streets. Routing, cleaning, and sealing cracks is an effective pavement preservation practice for streets that exhibit nominal pavement distress. This treatment is typically applied relatively early in the overall life cycle of the pavement to reduce the amount of water that can infiltrate into the roadway base.



The City sent a notice of the bid to several different contractors and standard bid advertisement procedures were followed. This purchase is included in the FY 2013 Road and Vehicle License budget.

Recommendation:

It is the recommendation of City staff to award the contract for the 2013 Crack Sealing Program to the lowest responsive and responsible bidder, SKC Construction, Inc., in the amount of

\$32,828.70, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of this project.

Votes Required to Pass:

Simple majority

DRAFT



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with SKC Construction, Inc. for the 2013 Crack Sealing Program in the amount of \$32,828.70. 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 March, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 5, 2013

APPROVED: March 5, 2013



Agenda Item No: 18

City Council Agenda Supplement

Meeting Date:

March 5, 2013

Item:

2013 Spring Pavement Marking Program

Staff Recommendation:

Motion to award the 2013 Spring Pavement Marking Program bid to the lowest responsive and responsible bidder, AC Pavement Striping Co., in the bid amount of \$18,282.53, and adopt a resolution authorizing the City Manager to execute the contract with AC Pavement Striping Co. allowing for a 10 percent contingency.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

On February 25, 2013, bids received for the 2013 Spring Pavement Marking Program were opened and publicly read. The City received four bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid²</i>	<i>Bid Alternate</i>	<i>Total Bid</i>
AC Pavement Striping Co. ¹ Elgin, IL	\$9,988.13	\$8,294.40	\$18,282.53
Marking Specialists Arlington Hts, IL	\$15,547.20	\$10,368.00	\$25,915.20
Superior Road Striping Melrose Park, IL	\$10,145.85	No Bid	---
Mark It Corp. Romeoville, IL	\$15,790.50	No Bid	---

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

² Bids as Calculated (with adjusted quantities)

The bid alternate includes pavement milling and the installation of recessed pavement markings at high-visibility crosswalks. This new treatment is expected to provide superior pavement marking longevity and visibility for enhanced safety at school crossings. As the marking lines are recessed, they are not prone to premature wear from snowplowing operations. They also offer better visibility to motorists in wet conditions during low or nighttime light levels, where water significantly decreases the retroreflectivity of standard pavement markings.

It should be noted that the Engineering and Building Department currently refreshes the standard thermoplastic-based crosswalk markings at a more frequent rate to maintain better visibility in school zones.

The City sent a notice of the bid to several different contractors and standard bid advertisement procedures were followed. This purchase is included in the FY2013 Road and Vehicle License budget.

Recommendation:

It is the recommendation of City staff to award the contract for the 2013 Spring Pavement Marking Program to the lowest responsive and responsible bidder, AC Pavement Striping Co., in the amount of \$18,282.53, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of this project.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with A.C. Pavement Striping Co. for the 2013 Spring Pavement Marking Program in the amount of \$18,282.53 which includes the Bid Alternate for Wet Reflective Preformed Plastic Pavement Marking. 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 March, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: March 5, 2013

APPROVED: March 5, 2013



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date:

March 5, 2013

Item:

Generator Maintenance Bid

Staff recommendation:

Motion to award the bid for generator maintenance services to the lowest responsible and responsive bidder, Lion Heart Engineering, and to adopt a resolution authorizing the City Manager to execute a three-year service agreement with Lion Heart Engineering.

Staff Contact:

Victor Ramirez, Director of Public Works

Background:

On February 5, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for a three-year service agreement with a qualified contractor to perform both scheduled and emergency generator maintenance work as needed for the City of Crystal Lake. The City has twenty-two (22) generators included in the maintenance program. The generators are located at various facility sites throughout Crystal Lake, including the Municipal Complex, fire stations, water treatment plants, lift stations, and wastewater treatment plants. In addition to scheduled preventative maintenance service, the service contract bid includes provisions for regular and emergency service within a limited response time. The bid specifications include an optional generator load test program for each generator. A load test is a type of performance test to measure the strength, durability, and useful life of a generator.

In accordance with City policy, Public Works Department staff has publicly solicited bids for items of this nature to ensure a competitive market price and provide cost-saving alternatives for the City of Crystal Lake. The following is a breakdown of the bids received:

	1st year cost	2nd year cost	3rd year cost	3-year Total
√Lion Heart Engineering Woodstock, IL	\$ 12,580.00	\$ 12,957.40	\$ 13,346.12	\$ 38,883.52
Cummins N-Power Hodgkins, IL	\$ 13,833.90	\$ 14,110.58	\$ 14,392.79	\$ 42,337.27
Alternate Power, McHenry, IL	\$ 15,405.00	\$ 15,713.10	\$ 16,184.49	\$ 47,302.59
Patten Power Systems Elmhurst, IL	\$ 17,343.00	\$ 17,343.00	\$ 17,863.29	\$ 52,549.29
Steiner Power Systems Elk Grove, IL	\$ 22,069.00	\$ 22,510.38	\$ 22,960.59	\$ 67,539.97
Charles Equipment Addison, IL	\$ 23,510.00	\$ 24,332.85	\$ 25,184.50	\$ 73,027.35
*Illini Power Carol Stream, IL	\$ 15,372.50	\$ 15,372.50	\$ 15,372.50	\$ 46,117.50
*Clarke Power Generation Greensboro, NC	\$ 26,590.00	\$ 26,590.00	\$ 27,121.80	\$ 80,301.80

√ Indicates recommended lowest responsible and responsive bidder

* Indicates incomplete bid

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department staff has verified references provided by Lion Heart Engineering and received positive recommendations. It is staff's recommendation to award the three-year generator maintenance bid to the lowest responsible and responsive bidder, Lion Heart Engineering, and authorize the City Manager to execute a three-year service agreement with Lion Heart Engineering.

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 three-year service agreement with Lion Heart Engineering for the general maintenance and emergency repair of City generators in the submitted bid amounts.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: March 5, 2013

Item: Purchase of Wheel Loaders

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with McCann Industries, McHenry, IL for the purchase of a Case Wheel Loader in the amount of \$146,049.25 (including trade-in) in this current fiscal year and another wheel loader in fiscal year 2013-2014, subject to budget approval, in the amount of \$154,226.25 (including trade-in) through the National Joint Powers Alliance (NJPA).

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

Background:

Two wheel loaders are being recommended for replacement. The current fiscal year budget includes funds for the replacement of Unit #427, a 1996 Komatsu WA-250 wheel loader. The forthcoming fiscal year budget will include a request for the replacement of Unit #420, a 2000 Daewoo Mega 200 III wheel loader. Both wheel loaders are utilized year-round in the Streets Division for landscaping, snow removal, asphalt work, and other projects throughout the City.

Units #427 and #420 have reached the end of their established life cycles. In addition to increased maintenance costs, Unit #420 is showing signs of increased corrosion. Unit #427 is also showing signs of increased corrosion but is also costing the City significantly in maintenance costs. This unit has cost the City more than \$78,862 in parts and labor over the course of its life. In addition, the Doosan/Daewoo franchise has moved from company to company, switching three times over the past six years, which makes tracking parts difficult. Due to increased maintenance costs and the uncertainty of available parts, delay of this purchase could be detrimental to the operations of the Division.

Discussion:

The City's Procurement Ordinance encourages the use of cooperative purchasing programs in order to obtain quality goods and services to support effective and efficient operations while ensuring the prudent use of public funds. Cooperative purchasing involves sharing procurement contracts between governments in order to take advantage of the purchasing power of multiple governmental organizations. The City's Procurement Ordinance allows the City to take advantage of cooperative purchasing opportunities by becoming a member of various cooperative purchasing programs. One such program is the National Joint Powers Alliance

(NJPA). The NJPA is a government-managed, public, national municipal contracting agency that facilitates the bidding and contracting process on behalf of its members. The NJPA contracts are solicited, awarded, and monitored by a public agency with a publicly elected board of directors established through State of Minnesota statutes. As a result, the NJPA offers its over 50,000 members the opportunity to purchase equipment through nationally leveraged contracts.

After a careful selection process, staff has identified that a Case 621F wheel loader will be a suitable, cost-effective replacement for Unit #427. A new 2012 Case 621F wheel loader is currently available, at a cost savings of approximately \$12,978.00 over a new 2013 model, through the National Joint Powers Alliance. This is a new unit and carries a full factory warranty. Pricing was solicited for the trade-in of the existing Unit #427 with the purchase of the new wheel loader. The trade offer was evaluated and found to be fair based on historical sales of similar units. The NJPA contract with Case was bid in 2011 and was recently renewed at the bid prices. City staff also evaluated two other branded wheel loader contracts through available cooperative purchasing programs and found the NJPA Case price to be the lowest.

A 2012 Case 721F wheel loader is also currently available to replace Unit #420, offering a savings of approximately \$14,502.00 over a new 2013 model through the National Joint Powers Alliance. This is a demo unit with 496 hours; however, the unit will be sold as a new unit and carries a full factory warranty. Pricing was solicited for the trade-in of this unit with the purchase of the new wheel loader. The trade offer was evaluated and found to be fair based on historical sales of similar units.

The purchase of these two (2) wheel loaders as new 2012 models will provide a significant cost savings. Since they are end-of-the-model-year units, they are available to all customers and no guaranty of future availability is expressed by the vendor.

Recommendations:

After careful examination, it is the recommendation of the Public Works Department to declare the existing wheel loaders as surplus and purchase one (1) new 2012 Case 621F wheel loader during the current fiscal year from McCann Industries, Inc., through the National Joint Powers Alliance (NJPA) program in the amount of \$146,049.25 after the \$23,500.00 credit for trade-in. Funds have been budgeted for this purchase.

It is also the recommendation of the Public Works Department to purchase one (1) new demo 2012 Case 721F wheel loader from McCann Industries, Inc. through the National Joint Powers Association program in the amount of \$154,226.25 after the \$19,500.00 credit for trade-in. Deposit for this loader in the amount of \$5,000.00 will be made from 2012/2013 funds. The balance will be paid after approval of the 2013/2014 budget.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the City of Crystal Lake and McCann Industries, Inc. for the purchase of one (1) new 2012 Case 621F wheel loader in fiscal year 2012-2013 for \$146,049.25 after the \$23,500.00 credit for trade-in.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a Purchase Agreement between the City of Crystal Lake and McCann Industries, Inc. to purchase one (1) new demo 2012 Case 721F wheel loader in fiscal year 2013-2014 through the National Joint Powers Alliance program in the amount of \$154,226.25 after the \$19,500.00 credit for trade-in. Deposit for this loader in the amount of \$5,000.00 will be made from 2012/2013 funds. The balance will be paid after approval of the 2013/2014 budget.

DATED this 5th day of March, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED: