



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
April 2, 2013
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – March 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. **Resolution placing the proposed Annual Budget on public display and setting the Public Hearing date for the proposed Annual Budget for Fiscal Year 2013/2014 for the April 16, 2013 regular City Council meeting.**
 - b. **St. Thomas School request to close Lake Street from an area just south of the First Congregational Church entrance to an area just south of the St. Thomas School parking lot on May 29, 2013 and May 30, 2013 during the St. Thomas Field Days.**
10. **Anderson VW, 5213 Northwest Highway – Variations for landscaping and lighting for an auto dealership.**
11. **Terra Cotta Shops, 540 Terra Cotta – Minor Amendment to the Planned Unit Development to allow pick-up window changes.**
12. **The Cottage, 6 E. Crystal Lake Avenue – Temporary Use Permit request for a Special Promotion to hold Beatles Blast 2013.**
13. **Kona Ice of McHenry County – Ordinance amending Chapter 504 - Vehicles, Delivery, Article II - Ice Cream Vendors, Section 504-8 of the Crystal Lake City Code to increase the size of allowable vehicles; and issuance of an Ice Cream Vendor License pending successful background investigation.**
14. **New Retailer Job Creation and Investment Matching Grant application request – Dream Gowns Bridal, 16 W. Crystal Lake Plaza.**
15. **7218 Virginia Road – Special Use Permit Amendment to modify a previous condition and a Use Variation to allow a tow company with related outdoor storage of vehicles.**
16. **Bid award and resolution authorizing execution of an agreement for Fire Rescue Department equipment pricing.**
17. **Bid award and resolution authorizing execution of an agreement for Fire Rescue Department uniform pricing.**

18. **Bid award and resolution authorizing execution of a contract for the 2013 Downtown Sidewalk Replacement Project and allowing for a 10 percent contingency.**
19. **Bid award and resolution authorizing execution of a contract for the 2013 Street Resurfacing Program and allowing for a 10 percent contingency.**
20. **Bid award and resolution authorizing execution of purchase agreements for the provision of unleaded gasoline and diesel fuel, and generator diesel fuel with the option to extend the agreements for one additional year.**
21. **Bid award and resolution authorizing execution of an agreement for the Public Works Garage Concrete Floor Repair and Seal Coating project, with a contingency of not more than 10% for justifiable modifications.**
22. **Resolution authorizing participation in the Illinois Joint Purchase Requisition for Road Salt for the 2013/2014 winter season.**
23. **Resolution designating items as surplus equipment and authorizing execution of an agreement for the sale of the surplus equipment utilizing an online auction and further authorizing surplus items not sold to be disposed of properly per all relevant regulations.**
24. **Resolution appropriating MFT funds for Pedestrian Facilities Improvements at the Intersection of IL Route 176 and Oak Street.**
25. **Resolution appropriating MFT funds for FY 2013-2014 traffic signal maintenance, street light maintenance, and snow-fighting material purchases.**
26. **Ordinance authorizing a jurisdictional transfer of State Street in the Manor Subdivision from Algonquin Township Road District to the City of Crystal Lake and a jurisdictional transfer of Colonial Avenue from the City of Crystal Lake to the Algonquin Township Road District, and execution of the IDOT Local Agency Agreements for Jurisdictional Transfer.**
27. **Council Inquiries and Requests.**
28. **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.**
29. **Reconvene to Regular Session.**
30. **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:

April 2, 2013

Item:

Public Display and Setting of Public Hearing Date for the Proposed Annual Budget for the Fiscal Year 2013/2014

Staff Recommendation:

Motion to adopt a resolution placing the Proposed Annual Budget on public display and setting the Public Hearing date for the Proposed Annual Budget for FY2013/2014 for the April 16, 2013 Regular City Council meeting.

Staff Contact:

Mark F. Nannini, Director of Finance

Background:

The adoption of this resolution would have the effect of placing the Proposed Fiscal Year 2013/2014 Budget document on public display at the Office of the City Manager. This resolution also sets the date for the Public Hearing on the proposed budget for Tuesday, April 16, 2013.

Votes Required to Pass:

Simple majority.



DRAFT

The City of Crystal Lake

RESOLUTION

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

SECTION 1: That the proposed annual budget for the City of Crystal Lake for the fiscal year May 1, 2013 through April 30, 2014 is now available for public inspection at the Office of the City Manager from April 3, 2013 through the date of its adoption by the Crystal Lake City Council.

SECTION 2: A public hearing on the proposed Fiscal Year 2013/2014 Budget will be held on Tuesday, April 16, 2013 at 7:30 p.m., during the regular City Council meeting, held in the City Council Chambers of the Crystal Lake City Hall, 100 W. Woodstock Street, Crystal Lake, Illinois.

DATED this 2nd day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

St. Thomas School Street Closure Request

Staff Recommendation:

Motion to approve the closure of Lake Street from an area just south of the First Congregational Church entrance to an area just south of the St. Thomas School parking lot on Wednesday, May 29, 2013 and Thursday, May 30, 2013 from 7:45 a.m. until 2:15 p.m., during the St. Thomas Field Days.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from St. Thomas School for the closure of Lake Street from an area just south of the First Congregational Church entrance to an area south of the St. Thomas School parking lot on Wednesday, May 29, 2013 and Thursday, May 30, 2013 from 7:45 a.m. until 2:15 p.m. for the St. Thomas Field Days. During the St. Thomas Field Days, the children will be going back and forth from the school to the playing fields, participating in a wide variety of activities. Closing Lake Street would make it safer for the children to cross from the school to the fields, as well as make it easier on the parent volunteers coordinating the St. Thomas Field Days. 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 School must be maintained throughout the event. The petitioner must provide a plan of the St. Thomas Field Days layout.
- 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) The 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: 10

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	April 2, 2013
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2013-14 Anderson VW
<u>Request:</u>	Variations for landscaping and lighting for an auto dealership.
<u>Petitioner:</u>	Ted Markee, petitioner 5213 Northwest Highway
<u>PZC Recommendation:</u>	To approve the PZC's recommendation and adopt an ordinance granting the variations for 5213 Northwest Highway.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Planning and Economic Development

Background:

- The property was originally annexed 'as is' to the City in 1983 to incorporate the former Conlon Collins Ford dealership. The site briefly changed ownership and became Extreme Ford for less than a year and has been vacant since 2007.
- Anderson Motors is planning to relocate the Volkswagen flag to this site, demolishing the existing building, building a new 30,494 square-foot VW dealership and making substantial improvements to the site.

Key Factors: How the site lays out would basically stay the same. The shallow depth of the lot and the City's building and slope setbacks limit how this site can be arranged. The front customer parking spaces and vehicle storage areas on either side of the principal building would basically remain the same. The petitioner's engineers have worked closely with the City to meet the requirements of the City's slope stabilization study and other code requirements.

PZC Highlights:

- The PZC was favorable towards the request and felt all the criteria for the variations were met.

The PZC recommended **approval (8-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Anderson VW, received 3/1/2013
 - B. Dimension site plan, Roake, dated 1/16/2013, last revised 2/28/2013
 - C. Architectural plans, Custom Facilities, last revised 3/4/2013
 - D. Landscape Plans, Graceffa, dated 12/3/2012
 - E. Lighting Information, Image Technologies, last revised 2/28/2013
 - F. Revised Lighting Details, submitted 3/20/13
2. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING VARIATIONS
AT 5213 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #2013-14) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of Variations for landscaping and lighting for an auto dealership; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variations be granted as requested in said Petition.

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

Section I: That Variations be granted for landscaping and lighting for an auto dealership at the property commonly known as 5213 Northwest Highway, City of Crystal Lake,.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Anderson VW, received 3/1/2013
 - B. Dimension site plan, Roake, dated 1/16/2013, last revised 2/28/2013
 - C. Architectural plans, Custom Facilities, last revised 3/4/2013
 - D. Landscape Plans, Graceffa, dated 12/3/2012
 - E. Lighting Information, Image Technologies, last revised 2/28/2013
 - F. Revised Lighting Details, submitted 3/20/13.
2. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

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

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

DRAFT

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

MAYOR

ATTEST:

CITY CLERK

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Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Terra Cotta Shops – Minor Amendment to PUD

Recommendation:

City Council discretion:

- A) Motion to adopt an ordinance that approves a minor amendment to the Terra Cotta Shop PUD to allow for changes to the pick-up window and queue length.
- B) Motion to deny the petitioner's request.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development
Erik Morimoto, Director of Engineering & Building

Background:

In 2006, a Final PUD Amendment was granted to allow for a drive-through window for the 18,200 square-foot multi-tenant retail building. Instead of utilizing the drive-through window, a prospective restaurant use would like to utilize the end tenant space for a pick-up window only. Orders would be placed on-line or over the phone and the customer would be given a pick-up time. The customer could then pick up their order via this pick-up window.

A specific condition of the PUD ordinance dictates a queue length of 5 cars and the plans that were adopted show a pick-up window on the north east side of the building. The request is to allow for a minor amendment to the PUD to allow the pick-up window on the south east side of the building and allow for a queue length of 4 cars, which is bisected by the east-west drive-aisle in front of the building.

If the request is approved, staff recommends the following conditions:

1. To mitigate any concerns about the bisected queue lane, the petitioner should work with staff to provide striping in the drive aisle to improve pedestrian and motorist awareness.
2. The row of parking south of the building should be modified to create a break in the curb and allow additional area for two stacked vehicles.
3. Work with staff to develop two additional pick-up waiting areas along the northeast corner of the building and to provide sufficient separation between the drive-up window lane and the adjacent traffic since they are opposite directions of traffic and counterintuitive to some motorists.

4. This Final PUD amendment applies only to the CL Ribhouse and their intended use. Any changes to the user would nullify this approval.

The applicant has been made aware of these recommended conditions and advised to attend the April 2, 2013, City Council meeting to present their request and answer any questions.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A MINOR AMENDMENT
TO A PLANNED UNIT DEVELOPMENT
AT TERRA COTTA SHOPS

WHEREAS, pursuant to the request by the Owner of Terra Cotta Shops is seeking the granting of a Minor Amendment to a Planned Unit Development to allow changes for the pick-up window and queue lengths; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Minor Amendment to a Planned Unit Development be granted as requested in said Owner.

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

Section I: That a Minor Amendment to the Planned Unit Development to allow changes for the pick-up window queue lengths

at the property commonly known as 540 Terra Cotta Avenue, City of Crystal Lake, Illinois.

Section II: That the Minor Amendment to the Planned Unit Development be granted with the following conditions:

1. To mitigate any concerns about the bisected queue lane, the petitioner should work with staff to provide striping in the drive aisle to improve pedestrian and motorist awareness.
2. The parking tree south of the building should be modified to create a break in the curb and allow additional area for two stacked vehicles.
3. Work with staff to develop two additional pick-up waiting areas along the northeast corner of the building and to provide sufficient separation between the drive-up window lane and the adjacent traffic since they are opposite directions of traffic and counterintuitive to some motorists.
4. This Final PUD amendment applies only to the CL Ribhouse and their intended use. Any changes to the user would nullify this approval.

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

DRAFT

Minor Amendment to the Planned Unit Development 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

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Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

The Cottage Temporary Use Permit request for a Special Promotion – Beatles Blast 2013.

Recommendation:

Motion to approve the Temporary Use Permit for The Cottage Special Promotion pursuant to the recommendations below.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development
George Koczwar, Deputy City Manager

Background: The Cottage is requesting a Temporary Use Permit to allow a Special Promotion to hold a Beatles Blast at 6 E. Crystal Lake Avenue. The event will include a Beatles memorabilia display, boys' and girls' drawing competitions, Beatles Acoustic competition, a Beatles quiz, dance competition and many other events to be held throughout the day from 1:00 p.m. to 11:00 p.m. on Saturday, June 15, 2013. This is the fourth year for this event and the second to be held on a Saturday. Again this year, Downtown Crystal Lake/Main Street was contacted regarding this event. Attached, please find their letter of support.

The applicants are proposing to use two tents – 40' x 60' and 10' x 20'. This year a Temporary Liquor License will not be required as the restrictions on the liquor license for The Cottage (Class 22) were amended at the March 19, 2013 City Council meeting. Grant Street will not be completely closed, similar to last year. One lane will remain open for traffic flow and emergency vehicle access.

The event will be held inside The Cottage, outside on the deck area of The Cottage, and in a portion of the adjoining parking lot to the north, which will be cordoned off so alcoholic beverages will not leave the area. At the west end of the adjacent parking lot, there will be a stage with an attached roof and lighting for the bands.

The Cottage will be providing people who will act as security for the event at the entrances. IDs will be checked at the entrances and wristbands will be issued at that time.

Several of the streets in the downtown area are slated to be on the City's street resurfacing program (Walkup from Franklin north to the railroad tracks; Williams from Esther to Crystal Lake Avenue; and Crystal Lake Avenue from Dole Avenue to Walkup Avenue). It is suggested

that the applicant contact the Engineering Department closer to the date of the event for up-to-date scheduling information.

Staff has been in contact with the petitioners for details about the event and recommends the following conditions:

1. The Temporary Use Permit shall be valid on Saturday, June 15, 2013 from 1:00 p.m. to 11:00 p.m.
2. The fenced area along Grant Street shall be moved to the east so the public sidewalk is accessible at all times.
3. The use of the downtown street lighting system to provide electrical power for the sound system is prohibited.
4. All electrical is subject to the code requirements of the 2005 National Electric Code.
5. Provide generator information to the Building Division.
6. **NO** alcoholic beverages shall be permitted outside of the fenced area. Security shall be provided at all times. Two (2) Crystal Lake Police Officers shall be on the premises during the event. Contact the Police Department regarding the fees for the Police Officers.
7. No spectators shall be allowed to loiter in the walkway area or along Grant Street.
8. Grant Street shall not be completely blocked to traffic during the event. There shall be "NO PARKING" signs posted along Grant Street from the Home State Bank parking entrance south to Crystal Lake Avenue. "NO PARKING" signs shall be posted at the time The Cottage opens on Saturday morning. Also, temporary signs noting that vehicles need to be moved prior to 1:30 p.m. shall be posted. A portion of the east side of Grant Street shall be coned off to allow for a secure area for pedestrians waiting to enter the event. A minimum 20-foot-wide access for emergency vehicles shall be maintained. Signs shall be posted warning vehicles that will be entering Grant Street from the south about the no parking and lane closure.
9. Tents shall be anchored using weights or stakes. The tie-downs for the tent are not allowed in the walkway areas.
10. The tent placement on the provided plan will require a 12-foot separation from other tents, canopies, and the parking of cars. Due to the size of the tent (20 x 20), flame retardant is not required. Any tent larger than 400 square feet or where cooking/warming of food occurs will be required to be flame retardant. No Smoking signs shall be posted and no open flames are permitted. Portable fire extinguishers shall be inside the tents.
11. Access and exit aisles shall be maintained on the deck at all times. Emergency exits from the deck and fenced-in area must be established based on the occupant load and must be properly located with direct access to the public way.
12. A detailed floor plan showing size of the seating and standing areas are to be submitted to the Fire Prevention Bureau for review so the occupant load and minimum width of the emergency exits can be determined. **The maximum occupancy of the area will be determined after the detailed floor plan is reviewed.**
13. A minimum of three (3) manned entrances is required (two along Grant Street and one in the parking lot to the north of the property). If tents are to be placed at the entrances, they are to be weighed down and are not to be permanently affixed to the street.
14. Check with the McHenry County Health Department for possible permits for cooking/warming or selling food from the tents.

15. Schedule a meeting with the Fire Prevention Bureau (815-359-3640 ext. 4147) at least 1 week prior to the event. Contact the Building Division and Fire Prevention Bureau to set up a time for inspection of the seating area of the deck and all tent setup prior to the event.

The applicant has been made aware of these recommended conditions and will be attending the April 2, 2013 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Ice Cream Vendor City Code Amendment/License

Staff Recommendation:

1. Motion to adopt an ordinance amending Chapter 504. Vehicles, Delivery, Article II. Ice Cream Vendors, Section 504-8 of the City Code to increase the size of allowable vehicles; and
2. Motion to approve the issuance of an Ice Cream Vendor License to Kona Ice of McHenry County pending successful background investigation.

Staff Contact:

George Koczwara, Deputy City Manager

Background:

The City has received a request for an Ice Cream Vendor License. The City Code allows issuance of no more than three (3) ice cream vendor business licenses in the City of Crystal Lake, each with no more than two (2) vehicles. Last year, only one ice cream vendor sought a license.

The City has received a request from Kona Ice of McHenry County for an Ice Cream Vendor License. This will be the first time the petitioner has sought an Ice Cream Vendor License and is requesting approval for the operation of one (1) truck.

All fees have been paid and the following support documents have been submitted:

- Safety Inspection Certificates
- Proof of Liability Insurance
- Copy of McHenry County Health Department Permits

At the August 17, 1999 City Council meeting, the City Council adopted an ordinance regulating ice cream vendors. This ordinance included size restrictions on the operating vehicles. Subsequently, the size restrictions were increased to meet the requirements of newer vehicles. The Police Department has inspected and measured the height, width, length and wheel base of the truck. The truck exceeds the minimum requirements as follows:

	<u>Current Code</u>	<u>Kona Truck</u>
Height	106 inches	117 inches
Width	90 inches	97 inches
Length	216 inches	261 inches
Wheel Base	127 inches	140 inches
Front Track	70 inches	78 inches
Rear Track	70 inches	78 inches

All other aspects of this petition meet City Code requirements. In order for Kona Ice Cream of McHenry County to be able to meet the requirements of the City Code, the size restrictions of the vehicle will need to be modified as proposed in the attached ordinance. It is anticipated that the vehicle will be available in the City Hall parking lot prior to the City Council meeting.

Votes Required to Pass:

Simple majority



DRAFT

**ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

SECTION I: That CHAPTER 504 Vehicles, Delivery, Article II Ice Cream Vendors, Section 504-8 Definition shall be amended as follows:

As used in this article, the following terms shall have the meanings indicated:

VEHICLE

Motor vehicles or devices moved by human power which are not more than 117 406 inches in height at its highest point from the ground, not more than 97 90 inches in width at its widest point, and not more than 261 216 inches in length at its longest point with a wheel base not to exceed 140 127 inches; a front track not to exceed 78 70 inches; rear track not to exceed 78 70 inches.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of April, 2013.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: April 2, 2013
APPROVED: April 2, 2013

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



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: April 2, 2013

Item: New Retailer Job Creation and Investment Matching Grant application request #2013-17-01 for Dream Gowns Bridal, at 16 W. Crystal Lake Plaza, to request \$10,000.00 in matching grant funds.

Deborah Donaldson, Dream Gowns Bridal

Recommendations: City Council's discretion:

1. Motion to approve the Grant Agreement with Deborah Donaldson, and to award \$10,000 in grant funding for furniture, fixtures and equipment at 16 W Crystal Lake Plaza, Dream Gowns Bridal;
2. Motion to deny the grant application request.

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

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

DREAM GOWNS BRIDAL (16 W. Crystal Lake Plaza)

Deborah Donaldson is preparing to open a new bridal shop which offers unique dresses and accessories for plus size women. She also hopes to expand to carrying dresses and accessories for quinceaneras, which is a celebration for a girl's fifteenth birthday. Dream Gowns Bridal will improve a 5,250 square-foot space in the Plaza. The owner will be the full-time employee and an additional 5 part-time employees will be hired for the new store. **As a new business to Crystal Lake, Dream Gowns Bridal is eligible for up to a \$10,000 matching grant.**

Dream Gowns Bridal will spend approximately \$21,220.05 on eligible furniture, fixtures, and equipment, including office computer equipment, shelving and point of sale systems. This allows them to be eligible for a \$10,000 grant reimbursement per the 50/50 match.

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	No exterior improvements with the exception of a sign are proposed. The Plaza recently completed exterior renovations on this center
Number of employees and wages	1 new employee will be added by Dream Gowns Bridal* (The City is not including the part-time employees as they are only paid commission)
Value of new FFE	Furniture, fixtures, and equipment in excess of \$21,000*
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 \$108k+ 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 6 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. For the 2013-2014 Fiscal Year, there would be \$80,000 budgeted for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source (\$80,000). As a condition of approval for this petition, the reimbursement would not be issued until after the start of the 2013-2014 Fiscal Year.

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2013-17-01	Dream Gowns Bridal	16 W. Crystal Lake Plaza	\$10,000.00			\$10,000.00	
	<i>Totals</i>		<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>\$0.00</i>

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 Debbie Donaldson, of Dream Gowns Bridal Shop, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$10,000.

DATED this 2nd day of April, 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:** April 2, 2013
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2013-13 Wristen Special Use Permit Amendment
- Request:** Special Use Permit Amendment to modify a previous condition and a Use Variation to allow a tow company with related outdoor storage of vehicles.

Ed Wristen
7218 Virginia Road
- PZC Recommendation:** Motion to approve the PZC recommendation and adopt an ordinance granting the Special Use Permit Amendment and Use Variation for 7218 Virginia Road.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background:

- Existing Use: Currently occupied by Maaco and Aamco which utilize the rear outdoor storage area for customer vehicles.
- Previous Approvals:
 - An SUP for major automobile repair with limited outdoor storage was granted; allowing up to 10 vehicles in good condition to be stored outside. These vehicles could be offered for sale; 7 parking spaces for outdoor sales were allocated up front.
 - In May 2007, the property owner requested a Special Use Permit Amendment to allow vehicles to be stored outside in a rear screened storage area. The specific condition was, "No more than 36 vehicles awaiting repair can be parked outside for a period not to exceed 30 days per vehicle."

Key Factors:

- Request: The petitioner was requesting to remove the condition that limits the maximum number of vehicles to be stored, the time limit on how long they can be stored and the requirement that they be awaiting repair.
- Request: The petitioner needs a Use Variation to allow the tow truck operation. The City's other tow operators are located in the M Manufacturing zoning district. This site is zoned B-2.

PZC Highlights:

The Planning and Zoning Commission had several concerns with the petition.

- The Commission was concerned with the added noise from the tow trucks dropping off vehicles in the evening and night, since the property is adjacent to residential uses. The petitioner stated that the operation is pretty quiet.
- The Commission did not want to completely remove the limits on the maximum number of vehicles and length of time they could be stored on site. They modified the request to allow up to 50 vehicles and a limit of 45 days.
- The petitioner explained that after 20 days they can apply for a certificate to take ownership of the vehicles. That process takes about 10 days. It is likely that the vehicles will be gone within about 40 days.

The Planning and Zoning Commission recommended **approval (6-2)** 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 (Wristen, received 02/27/13)
 - B. Site Plan (Spaceco Inc., dated 01/20/09, received 02/27/13)
2. The idling of tow trucks shall not be permitted.
3. All vehicles parked for more than 24 hours must be within the screened outdoor storage area.
4. Customer office hours shall not be before 7:00 am or after 9:00 pm.
5. Ordinance #6172 and #6212 shall remain applicable except as modified by this request, which ~~deletes the time limit conditions on vehicle storage and the requirement that they be awaiting repair~~ would allow a maximum of 50 vehicles to be stored on site for a period not to exceed 45 days per vehicle. (modified by PZC)
6. The petitioner shall comply with all of the requirements of the Engineering and Building and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AMENDMENT AND USE VARIATION
AT 7218 VIRGINIA ROAD

WHEREAS, pursuant to the terms of a Petition (File #2013-13) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to modify a previous condition and a Use Variation to allow a tow company with related outdoor storage of vehicles for the property located at 7218 Virginia Road; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment and Use Variation be issued as requested in said Petition.

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

Section I: That a Special Use Permit Amendment to modify a previous condition and a Use Variation to allow a tow company with related outdoor storage of vehicles for the property commonly known as 7218 Virginia Road, Crystal Lake, Illinois.

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

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Wristen, received 02/27/13)
 - B. Site Plan (Spaceco Inc., dated 01/20/09, received 02/27/13)
2. The idling of tow trucks shall not be permitted.
3. All vehicles parked for more than 24 hours must be within the screened outdoor storage area.
4. Customer office hours shall not be before 7:00 am or after 9:00 pm.
5. Ordinance #6172 and #6212 shall remain applicable except as modified by this request, which would allow a maximum of 50 vehicles to be stored on site for a period not to exceed 45 days per vehicle.
6. 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

DRAFT

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: 16

**City Council
Agenda Supplement**

Meeting Date: April 2, 2013

Item: Fire Rescue Department Equipment Pricing Bid

Staff Recommendation: Motion to award the bid for Fire Rescue Department equipment pricing for two (2) years in the submitted bid amounts to the lowest responsive and responsible bidder, Municipal Emergency Services, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Municipal Emergency Services, Inc.

Staff Contact: James Moore, Fire Rescue Chief

Background:

On Tuesday, February 26, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for Fire Rescue Department equipment pricing for two years beginning April 1, 2013. The lowest responsive and responsible bidder will furnish fire equipment such as hoses, nozzles, axes, hand tools, and other fire equipment purchased throughout the year by the Fire Rescue Department. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

The Fire Rescue Department has competitively bid equipment, as annual equipment costs may exceed \$20,000 through the budget year. Two years ago, a similar agreement was approved by the City Council. Approval of this bid provides for cost savings as market fluxions are avoided, and provides for volume pricing due to the competitive bid process.

The Fire Rescue Department compared the pricing package submitted by each bidder. Only one vendor, 5 Alarm Fire & Safety Equipment, Inc, did not bid on all items. Listed below is a comparison of pricing:

BIDDER	Original Bid
Municipal Emergency Services, Inc. Deer Park, IL	\$ 13,140.00 ✓
Air One Equipment, Inc. South Elgin, IL	\$ 13,445.50
W.S. Darley & Co. Itasca, IL	\$ 14,321.23
5 Alarm Fire & Safety Equipment, Inc. Delafield, WI	\$ 4,693.00 * (only bid on 25% of all items)

✓ *Indicates recommended lowest responsive and responsible bidder*

Recommendation:

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

It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Municipal Emergency Services, Inc., in the submitted bid amounts for two (2) years, beginning April 1, 2013.

There are sufficient funds in the FY 2012/2013 Budget and anticipated FY 2013/2014 Budget for these items.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a two-year agreement for the purchase of fire equipment between the City of Crystal Lake and Municipal Emergency Services, Inc. in accordance with the submitted bid.

DATED this 2nd day of April, 2013

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: April 2, 2013

APPROVED: April 2, 2013



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Fire Rescue Department Uniform Pricing Bid

Staff Recommendation:

Motion to award the bid for Fire Rescue Department uniform pricing for two (2) years in the submitted bid amounts starting May 1, 2013 to the lowest responsive and responsible bidder, Today's Uniforms Inc, and adopt a resolution authorizing the City Manager to execute an agreement with Today's Uniforms Inc.

Staff Contact:

James P. Moore, Fire Rescue Chief

Background:

On Thursday, February 28, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for Fire Rescue Department uniform pricing for two years beginning May 1, 2013. The lowest responsible bidder will furnish dress uniforms, work uniforms, badges, and nametags purchased throughout the year by the Fire Rescue Department. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

Listed below are the costs to outfit a new firefighter with uniforms:

BIDDER

Original Bid

Today's Uniforms Inc.
Crystal Lake, IL

\$ 697.90 ✓

Kale Uniforms
Chicago, IL

\$ 703.40

VCG Uniform
Chicago, IL

\$ 726.05

Galls
Lexington, KY

Incomplete bid, could not meet specifications

Ray O'Herron Co. Inc
Danville, IL

Incomplete bid, could not meet specifications

✓ Indicates recommended lowest responsive and responsible bidder.

Recommendation:

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

It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Today's Uniforms Inc., in the submitted bid amounts. The bid prices received for the aforementioned equipment will be valid for two (2) years, beginning May 1, 2013.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Today's Uniforms, Inc. for Fire Rescue Department uniform pricing for two (2) years beginning May 1, 2013.

Dated this 2nd day of April, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 2, 2013

APPROVED: April 2, 2013



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: April 2, 2013

Item: 2013 Downtown Sidewalk Rehabilitation Project Bid Award

Staff Recommendation: Motion to award the 2013 Downtown Sidewalk Replacement Project bid to the lowest responsive and responsible bidder, Bergquist & Zimmerman Construction, Inc., in the bid amount of \$92,560.75, and adopt a resolution authorizing the City Manager to execute the contract with Bergquist & Zimmerman Construction, Inc., and allowing for a 10 percent contingency.

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

Background:

On March 25, 2013, the City opened and publicly read bids received for the 2013 Downtown Sidewalk Replacement Project. The City received six bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Bergquist & Zimmerman Construction, Inc. ¹ Crystal Lake, IL	\$92,560.75
Strada Construction Addison, IL	\$92,835.00
Landmark Contractors, Inc. Huntley, IL	\$101,606.50
Copenhaver Construction, Inc. Gilberts, IL	\$124,245.00
Alliance Contractors, Inc. Woodstock, IL	\$135,297.75
Elliot & Wood, Inc. DeKalb, IL	\$156,238.00

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

The 2013 Downtown Sidewalk Replacement Program consists of replacing the concrete sidewalk with brick paver sidewalks on the east side of Main Street between the railroad tracks and Prairie Street, as well as along parts of Beardsley Street.

2013 Downtown Sidewalk Replacement Program Area



These areas of sidewalk are in various stages of disrepair, and the replacement will be compatible with the other recent improvements to the sidewalk in downtown Crystal Lake. In addition, the contractor will be installing four tree grates in that area.

The City sent a notice of the bid to several different contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2014 budget.

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 Bergquist & Zimmerman Construction, Inc. for the 2013 Downtown Sidewalk Rehabilitation Program in the amount of \$92,560.75. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this second day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 2, 2013

APPROVED: April 2, 2013



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: April 2, 2013

Item: 2013 Street Resurfacing Program Bid Award

Staff Recommendation: Motion to award the 2013 Street Resurfacing Program bid, including Alternate 1 for pavement patching, to the lowest responsive and responsible bidder, Arrow Road Construction Company, in the bid amount of \$1,949,658.65, and adopt a resolution authorizing the City Manager to execute a contract with Arrow Road Construction Company allowing for a 10 percent contingency.

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

Background:

On March 25, 2013, the City opened and publicly read the bids received for the 2013 Street Resurfacing Program. The City received four bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid including Alternate 1</i>
Arrow Road Construction Company ¹ Mt. Prospect, IL	\$1,949,658.65
Curran Contracting Company Crystal Lake, IL	\$2,072,621.45
Geske and Sons, Inc Crystal Lake, IL	\$2,173,792.80
Orange Crush, LLC Hillside, IL	\$2,231,292.05

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

City staff recommends accepting Alternate 1, which will provide pavement patching along the eastbound lane of Miller Road between Golf Course Road and Randall Road.

This year's annual street resurfacing program includes 28 locations around the City as part of the proposed FY 2014 City Budget. The table below lists the streets in this year's program:

<i>Street</i>	<i>Limits</i>	
Alexandra Boulevard	Shelton	Golf Course
Barlina Road	Golf Course	McHenry
Cambridge Lane/Wellington	Suffolk	Nottingham
Candlewood Drive - S	Alexandra	Shelton
Canterbury Drive	Berkshire	Surrey
Crystal Lake Avenue	E Radii Dole	Walkup
Ash Street	Dole	McHenry
Eugene Street	Keith	Union
Evergreen Parkway	IL 176	Woodstock
Georgian Court	Marion	End
Greenmeadow Court	Hollytree	southeast end
Hollytree Lane	Alexandra	Candlewood
Kingston Lane	Cambridge	Lancaster
Laguna Road	Candlewood	Hollytree
Lancaster Drive	Nottingham	Coventry
Main Street - N176	McCullom	IL Route 176
Marian Parkway	IL 176	Woodstock
Mary Lane	Jackman	Harold
McCullom Street	Main St	Illinois
Miller Road	Golf Course	Frank Road
Oak Street - N	Oakwood	N of Country Ln
Paddock Street	McHenry	Walkup
Peterson Parkway	IL 176	Woodstock
Pomeroy Street	US 14	Ash St
Tek Drive	IL Route 31	Pingree
Walkup Avenue	RR Tracks	Franklin
Westport Ridge	Fernleaf	Crimson
William Street	Esther	Crystal Lake Ave

Specifications were mailed to various contractors and standard bid advertisement procedures were followed.

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 Arrow Road Construction Company for the 2013 Street Resurfacing Program in the amount of \$1,949,658.65. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this second day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 2, 2013

APPROVED: April 2, 2013



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Unleaded Gasoline and Diesel Fuel

Staff Recommendation:

Motion to award the bid for the provision of unleaded gasoline and diesel fuel to the lowest responsive and responsible bidder, Petroleum Traders Corporation, and the bid for generator diesel fuel to the lowest responsive and responsible bidder, Olson Service Company, and adopt a resolution authorizing the City Manager to execute one-year purchase agreements with Petroleum Traders Corporation and Olson Service Company in the amount bid with the option to extend the agreements for one additional year.

Staff Contact:

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

Background:

On March 26, 2013, the City of Crystal Lake publicly opened the bids received for a one-year contract for fuel, including unleaded gasoline and diesel fuel for the City's fleet, as well as diesel fuel for the various off-site generator locations, with an option for a one (1) year extension.

The annual contract is based on a per-gallon fee for delivery of the fuel. The actual cost of the fuel is based on surcharges to the low-rack posting price per gallon as published in the Oil Price Information Service (OPIS) price listing for the Chicago market on the day of each fuel delivery. This commodity was bid for a one-year contract, with the option to add an additional one-year extension.

The following is a breakdown of the bids received:

Company	Unleaded (+) Price Year 1	Unleaded (+) Price Year 2	Diesel (+) Price Year 1	Diesel (+) Price Year 2	Generator Diesel (+) Price Year 1	Generator Diesel (+) Price Year 2	Diesel winter additive cost per gallon	Diesel winter additive cost per gallon
✓ Petroleum Traders Corp. Fort Wayne, IN	0.0308	0.0328	0.0255	0.0275	No bid	No bid	0.0175	0.0200
✓ Olson Service Co. Fox Lake, IL	No bid	No bid	No bid	No bid	0.2190	0.2190	0.03	0.03
RKA Petroleum Romulus, MI	0.0335	0.0335	0.0675	0.0675	0.2980	0.2980	0.0175	0.0175
Al Warren Oil Co. Summit, IL	0.0679	0.0679	0.0679	0.0679	0.45	0.45	No bid	No bid
Mansfield Oil Co. Gainesville, GA	0.2535	0.2535	0.2888	0.2888	No bid	No bid	No bid	No bid

✓ Indicates lowest responsive and responsible bidders

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. An analysis of the fuel bid submittals substantiates that the apparent low bidder for the categories of fleet fuel is Petroleum Traders Corporation, and for generator diesel fuel is Olson Services Company. Petroleum Traders Corporation has provided fuel delivery for the City in the past with favorable results, and staff received favorable feedback from Olson’s references. It is, therefore, the recommendation of City staff to award the bid to the lowest responsive and responsible bidders, Petroleum Traders Corporation, for the provision of unleaded gasoline and diesel fuel, and Olson Service Company for the provision of generator diesel fuel for the 2013 contract period with an optional one-year extension to the contracts.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and Petroleum Traders Corporation for the provision of unleaded gasoline and diesel fuel; and with Olson Service Company for the provision of generator diesel fuel.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: April 2, 2013

Item: Public Works Garage Concrete Floor Repair and Seal Coating

Staff Recommendation: Motion to award a contract for the repairs and seal coating of the concrete floors in the Public Works Garage to the lowest responsive and responsible bidder, Floor Coatings Etc., and adopting a resolution authorizing the City Manager to execute a service agreement with Floor Coatings Etc. in the bid amount of \$255,332.00, with a contingency of not more than 10% for justifiable modifications.

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

Background:

On March 11, 2013, the City of Crystal Lake publicly opened the bids received for the Public Works Garage Concrete Floor Repair and Seal Coating. The current Public Works garage floor surface is spalled and in need of repairs. To provide future protection of the floor surface against harsh chemicals such as calcium chloride, the floor shall be seal coated.

Below is a breakdown of the bids received:

Bidder	Total Project Cost
✓ Floor Coatings Etc. New Castle, DE (Alternate System, Bid #2)	\$255,332.00
Floor Coatings Etc. New Castle, DE (Alternate Product Bid # 1)	\$293,116.00
Stellar Coating Restoration Niles, IL (Alternate Product Bid #1)	\$337,347.00
Floor Coatings Etc. New Castle, DE (Alternate System, Bid #3)	\$379,386.00
Stellar Coating Restoration Niles, IL (Alternate System Bid #2)	\$385,060.00
Concrete Restoration Solutions, Inc Homewood, IL	\$400,506.81
Prime Coat Coating Systems Waukegan, IL	\$421,064.30

TMI Coatings, Inc. St Paul, MN	\$449,435.00
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✓ *Indicates lowest responsive and responsible bidder*

The concrete floor in the Public Works garage is spalled, or it is cracking and chipping out, causing irregular walking surfaces and tripping hazards. The apparent reason for this is due to material and chemicals used including as a part of anti-ice controls. The chemicals have leached into the surface in some areas causing the rebar within the concrete to rust. This rust causes an expansion (rust-jacking). The rebar then pushes up to the surface of the concrete and causes it to spall and crack. A review determined that, since it is a small percentage of the total garage square footage where this has occurred, it would not be cost beneficial to remove the complete floor and re-pour all areas.

The proposed project includes repairing the spalled areas and providing a protective barrier, so that chemicals and oils can no longer penetrate the surface and cause further damage. This surface also includes an anti-slip property, enhancing safety. The surface will be easier to clean and maintain.

As part of this project, the selected contractor will furnish all materials and labor to clean, repair, prime, and sealcoat approximately 53,600 sq.ft. of total concrete flooring at the Public Works Garage. All concrete within the project scope areas will be repaired of dings, holes, and imperfections with a 100% solids epoxy patching material. Floor Coatings Etc. will be warranting this work for a period of five years.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is the recommendation of City staff to award the bid to the lowest responsive and responsible bidder, Floor Coatings Etc., for the provision of repairs and seal coating of the Public Works garage floor. References have been checked for Floor Coatings Etc. and they have come back positive. Funds have been budgeted 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 an agreement with Floor Coatings Etc. for the repairs and seal coating of the concrete floors in the Public Works Garage in the submitted bid amount of \$255,332, with a contingency of not more than 10% for justifiable modifications.

DATED this 2nd day of April, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: April 2, 2013
APPROVED: April 2, 2013



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Illinois Joint Purchase Requisition for Road Salt

Staff Recommendation:

Motion to adopt a resolution authorizing participation in the Illinois Joint Purchase Requisition for Road Salt for the 2013/2014 winter season.

Staff Contact:

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

Background:

The State of Illinois compiles the needs of local communities for salt procurement to take advantage of economies of scale. The salt that is used on roadways throughout the State may come from mines as close as Ohio, or as far as South America. To allow for sufficient bids from companies that utilize those far-reaching mines, the State compiles bid documents well in advance of the upcoming winter. That way, the contract is secure and deliveries can be scheduled for when they will be needed.

While the State begins compiling the requests in early spring, bid prices will not be received until mid to late summer. In order to take part in the State's joint purchase program for road salt, the City is required to provide notice of participation, which includes a guaranteed amount of salt purchase for the upcoming winter season.

Discussion:

In the Chicagoland area particularly, salt is a vital commodity due to the propensity for inclement weather and the abundance of traffic on local roadways. To date in the 2012/2013 winter season, the City of Crystal Lake has received 39 cumulative inches of snowfall. However, the Public Works Department responded to 43 snow and ice events, utilizing over 5,200 tons of salt.

Recommendation:

It is the recommendation of the Public Works Department to participate in the State of Illinois Joint Purchase Requisition for road salt. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to participate in the Illinois Joint Purchase Requisition for Road Salt for the 2013/2014 winter season.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Designation and Auction of Surplus Equipment

Staff Recommendation:

Motion to adopt a resolution to designate the items identified in Exhibit "A" as surplus equipment, and authorize the City Manager to execute an agreement with Obenauf Auction Service, Inc. for the sale of this surplus equipment utilizing their online auction, and further to authorize surplus items not sold to be disposed of properly per all relevant regulations.

Staff Contact:

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

Background:

A list of equipment proposed as surplus, to be sold through a public online bidding process, is attached as Exhibit "A". This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Exhibit "A" identifies a list of surplus vehicles and non-utilized pieces of equipment, which have been compiled by the Administration, Public Works, IT, Police, and Fire Rescue Departments. Surplus and subsequent auction of equipment offers the following benefits to the City:

- 1) Designating equipment as surplus would allow the City the ability to make space available that is currently being occupied by the non-utilized equipment.
- 2) Participation in the auction would minimize the costs and time required to sell the equipment through a bidding process. These costs include advertising, publishing legal notification, and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 3% commission for all items sold.
- 3) Participation in the auction would provide an additional avenue for the sale of the surplus equipment and vehicles to increase the likelihood that the City will maximize its return on the sale of the items.

Recommendation:

It is staff's recommendation to designate the items in Exhibit "A" as surplus and authorize the City Manager to execute an agreement for the vehicles and equipment to be auctioned as administered by Obenauf Auction Service, Inc. with a 3 % sales commission for all items sold. City staff will properly dispose of any items found to have no value through the auction process per all relevant regulations.

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 items identified on Exhibit "A" be and are hereby designated as surplus; and

That the City Manager be and he is hereby authorized and directed to execute an agreement with Obenauf Auction Services, Inc. for auction services pertaining to all items listed on "Exhibit A" for a 3% sales commission.

DATED this 2nd day of April, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: April 2, 2013
APPROVED: April 2, 2013



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Appropriation of MFT Funds for the Pedestrian Facilities Improvements at the Intersection of IL Route 176 and Oak Street.

Staff Recommendation:

Motion to adopt a resolution appropriating MFT funds for Pedestrian Facilities Improvements at the Intersection of IL Route 176 and Oak Street.

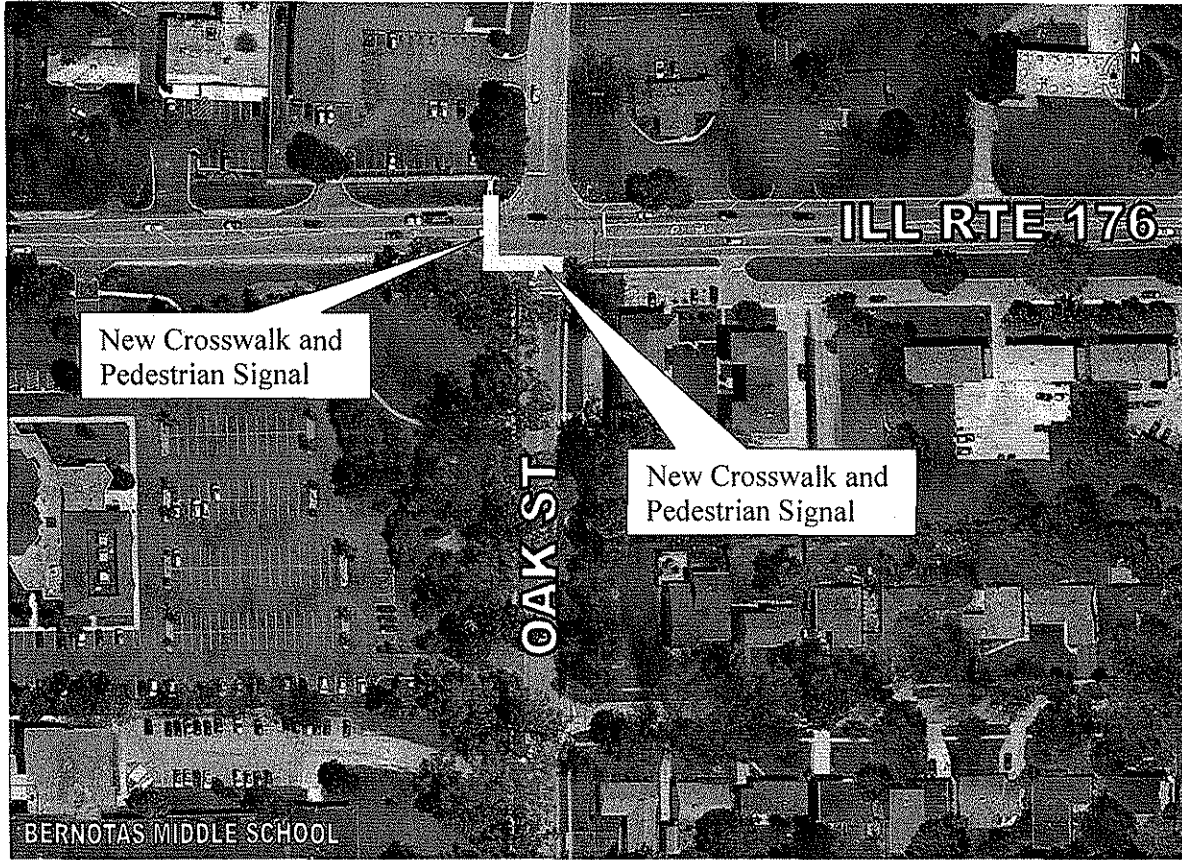
Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

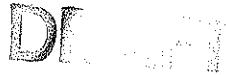
City staff is requesting that the Council allocate \$15,000 in Motor Fuel Tax funds for the installation of pedestrian crossing improvements at the intersection of IL Route 176 and Oak Street. This project will add pedestrian crossing signals with countdown timers at the western and southern approaches of this intersection. In addition, this project will upgrade the pedestrian facilities to meet current accessibility standards for public right-of-way. This intersection currently does not have any pedestrian crossing signals to cross Route 176, despite the prevalence of pedestrians walking to the shopping center at the northwest corner of this intersection and Bernotas Middle School to the south. The project is scheduled to be completed by April 30, 2013.

While the estimated project cost is under the \$20,000 threshold that requires City Council approval, the City is using MFT funds, which must be appropriated by the City Council. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the project.



Votes Required to Pass:

Simple majority



BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake of the State of Illinois that the following described street(s) be improved under the Illinois Highway Code:

Table with 4 columns: Name of Thoroughfare, Route, From, To. Row 1: IL Route 176, FAP 335, at Oak Street (FAU 119),

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of pedestrian crossing signals with countdown timers as well as associated crosswalk and pedestrian facility improvements.

and shall be constructed wide and be designated as Section 13-00119-00-SG

2. That there is hereby appropriated the (additional Yes No) sum of fifteen thousand Dollars (\$15,000.00) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by Contract ; and, Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved
Date
Department of Transportation
Regional Engineer

I, Nick Kachiroubas Clerk in and for the City of Crystal Lake County of McHenry, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Council at a meeting on April 2, 2013 IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of April, 2013 (SEAL) City, Town, or Village Clerk



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date:

April 2, 2013

Item:

Allocation of MFT funds for traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

Staff Recommendation:

Motion to adopt a resolution appropriating \$419,563.00 in MFT funds for FY 2013-2014 traffic signal maintenance, street light maintenance, and snow-fighting material purchases.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building
Victor C. Ramirez, Director of Public Works

Background:

The City has traditionally used Motor Fuel Tax (MFT) funds to fund traffic signal maintenance, street light maintenance, and snow-fighting material purchases, and has budgeted to do so again this year. The Illinois Department of Transportation (IDOT) requires the City to appropriate MFT funds, through a City Council resolution, for these purposes annually.

Traffic Signal and Street Light Maintenance

The City maintains traffic signals for intersections under City jurisdiction, as well as certain intersections along IDOT routes per agreements between the City and IDOT. The City is responsible for the maintenance of 32 signalized intersections. For this maintenance period, the Engineering and Building Department estimates that traffic signal maintenance and repairs will cost \$85,000. This includes an allotment for the City's routine signal maintenance, which is performed under contract for a fixed amount per intersection and an allocation for emergency repairs, such as knockdowns and lightning strikes. The Engineering and Building Department also estimates that \$40,000 will be needed for MFT-funded street light maintenance and repairs.

Emergency Vehicle Preemption

The City will also be spending \$10,063 for replacement of an Emergency Vehicle Preemption (EVP) unit for IDOT's Illinois Route 176 and Illinois Route 31 project as part of the upcoming intersection improvement by the State.

Illuminated Street Name Signs

The City is proposing installing illuminated street signs at two signalized intersections along Main Street, at Congress Parkway and at Northwest Highway.

Snow-Fighting Materials

The Public Works Department estimates that it will spend \$233,500 on snow-fighting material purchases in the next fiscal year. This \$233,500 will be sufficient for the City's salt purchases for snow-fighting, including road salt, calcium chloride, and bag salt for sidewalks. This amount is less than previous years due to the City's surplus of snow-fighting materials on-hand. The City also uses a snow-fighting material called Super Mix, which is a combination of salt brine, liquid calcium chloride, and GEO Melt (an anti-icing agent derived from sugar beets). This mixture is combined with road salt and increases its effectiveness, while decreasing the amount of salt runoff, when temperatures fall below 25 degrees.

Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

Votes Required to Pass:

Simple majority vote by the City Council.

DRAFT



Illinois Department of Transportation

Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the Mayor and City Council of the Crystal Lake (City, Town or Village) of Crystal Lake (Name), Illinois, that there is hereby appropriated the sum of \$419,563.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from May 1, 2013 to April 30, 2014.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Mr. Nick Kachiroubas Clerk in and for the Crystal Lake of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the Mayor and City Council at a meeting on April 2, 2013

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 2nd day of April, 2013

(SEAL) _____ City Clerk
(City, Town or Village)

Authorized MFT Expenditure

Date
Department of Transportation

Regional Engineer



Agenda Item No: 26

City Council Agenda Supplement

Meeting Date:

April 2, 2013

Item:

Jurisdictional Transfer between the City of Crystal Lake and Algonquin Township Road District

Staff Recommendation:

Motion to adopt an ordinance authorizing a jurisdictional transfer of State Street in the Manor Subdivision from Algonquin Township Road District to the City of Crystal Lake and a jurisdictional transfer of Colonial Avenue from the City of Crystal Lake to the Algonquin Township Road District and authorize the Mayor to execute the IDOT Local Agency Agreements for Jurisdictional Transfer.

Staff Contact:

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

Background:

Due to recent annexations of properties along State Street between Pingree Road and Manor Road, the maintenance responsibilities of the street are segmented intermittently between the City and the Algonquin Township Road District, and in some areas are split down the middle of the roadway. Similarly, the maintenance responsibilities for Colonial Avenue from Manor Road to Rose Street are divided down the middle of the road, with the City being responsible for the eastbound lane of traffic and the Road District responsible for the westbound lane of traffic.

To clearly delineate who is responsible for the maintenance of these roadways, staff has been working with the Algonquin Township Road District to amicably divide the maintenance responsibility of the roads to allow for contiguous plowing operations and even maintenance responsibilities. As a result, the following proposal has been identified.

1. The City of Crystal Lake accepts responsibility of State Street from Pingree Road to Manor Road.
2. Algonquin Township Road District accepts the responsibility of Colonial Avenue from Manor Road to Rose Street.

Discussion:

The two sections of roadway are currently in similar condition. By transferring jurisdictions of these roadways to one sole entity, the responsibility for maintenance and repair is defined.

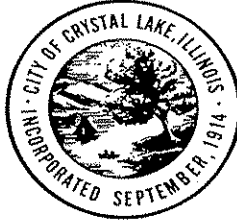
The City already plows Pingree Road and part of Manor Road leading to Route 14. By taking on State Street, the City would assume responsibility for a continuous loop for the snowplow to follow.

Recommendation:

The Public Works and Planning & Economic Development Departments have reviewed this proposal and its merits. It is the recommendation of staff to adopt an ordinance authorizing a jurisdictional transfer of State Street in the Manor Subdivision from Algonquin Township Road District to the City of Crystal Lake and a jurisdictional transfer of Colonial Avenue from the City of Crystal Lake to the Algonquin Township Road District.

Votes Required to Pass:

Simple Majority



DRAFT

Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE FOR JURISDICTIONAL TRANSFER

WHEREAS, the City of Crystal Lake and Algonquin Township Road District desire to transfer jurisdiction of State Street from the intersection of Pingree Road to the eastern edge of Manor Road in its entirety, from Algonquin Township Road District to City of Crystal Lake for incorporation into the Municipal Street System of City of Crystal Lake, McHenry County, Illinois.

WHEREAS, the City of Crystal Lake and Algonquin Township Road District desires to transfer jurisdiction of Colonial Avenue in the Manor Subdivision, from the eastern edge of Manor Road to Rose Street in its entirety, from the City of Crystal Lake to Algonquin Township Road District for incorporation into the Township Road System; and

WHEREAS, Algonquin Township Road District and the City of Crystal Lake entered into a Local Agency Agreement for Jurisdictional Transfer of State Street to the City of Crystal Lake Municipal Street System and Colonial Avenue to Algonquin Township Road District; and

WHEREAS, the Illinois Highway Code provides for the transfer of jurisdiction between local governments; and

WHEREFORE, be it ordained by the City Council of the City of Crystal Lake that the City shall enter into Local Agency Agreement for Jurisdictional Transfer of State Street from Pingree Road to the eastern edge of Manor Road, and said street shall be added to the City of Crystal Lake Municipal Street System, and a Local Agency Agreement for Jurisdictional Transfer of Colonial Avenue from eastern edge of Manor Road to Rose Street, and that said street shall be removed from the Municipal Road System.

The City Clerk is directed to forward a certified copy of the Ordinance to the Illinois Department of Transportation, District 1, Local Records, Attention: Terri Latinero, at 201 W. Center Court, Schaumburg, Illinois 60196.

DRAFT

Ord. No.
File No.

MAYOR

ATTEST:

CITY CLERK

PASSED: _____
APPROVED: _____

Certificate

I, Nick Kachiroubas, City Clerk in and for the City of Crystal Lake in the County of McHenry in the State of Illinois, and keeper of the records and files, thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect, and complete copy of an ordinance passed by the City Council of Trustees of the City of Crystal Lake at its, April 2nd, 2013 meeting held on April 2nd, 2013.

In Testimony whereof, I have hereunto set my hand and affixed the seal of the City of Crystal Lake at my office this 2nd day of April, 2013.

CITY CLERK