



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 21, 2013
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Public Works Week**
5. **Approval of Minutes – May 7, 2013 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
 - a. **145 Erick Street – Annexation Referral.**
11. **Musky Tales Incorporated request to hold special events at the Three Oaks Recreation Area on June 21, 2013, July 19, 2013, August 23, 2013 and October 6, 2013 and resolution authorizing execution of a license agreement with Musky Tales Incorporated to sell merchandise on the special event days.**
12. **Moe-B-Dick's North Shore Pub, 1050 North Shore Drive – Temporary Use Permit request to allow a washer tournament.**
13. **Bethesda Thrift Store, 7606 Northwest Highway – Special Use Permit for a used merchandise store and Variations from the required building and parking lot setbacks, the parking lot screening requirement and the parking requirements.**
14. **Martin Chevrolet, 5220 Northwest Highway – Temporary Use Permit Amendment to allow two 8 ft. by 27 ft. temporary signs to be placed on the west side of the service building facing Exchange Drive for a period of 9 months or less.**
15. **4112 Country Club Road – County Zoning request for variations from the required 50-foot front yard setback and required 74-foot rear yard setback.**
16. **Walkup Road Concrete Wall – Discussion Only**
17. **Bid award and resolution authorizing execution of an agreement for the purchase and installation of a generator at the Municipal Complex with a 10% contingency for unforeseen expenses.**
18. **Rejection of previous bids, bid award and resolution authorizing execution of an agreement for Well #18 Test Boring Services with a 10% contingency for unforeseen changes to scope.**

19. **Bid award and resolution authorizing execution of an agreement for Meter Reading Equipment.**
20. **Proposal award and resolution authorizing execution of an agreement for engineering services for Water Treatment Plant #3 emergency backup generator evaluation and design and approval of changes in scope by 10 percent of the original price.**
21. **Proposal award and resolution authorizing execution of an agreement for engineering services for Lift Station #1 design and construction services and approval of changes in scope by 10 percent of the original price.**
22. **Resolution authorizing execution of an agreement for the purchase of four (4) Police Interceptor Utility Vehicles through the State of Illinois Joint Purchasing Program.**
23. **Resolution authorizing execution of the Local Agency Agreement for Federal Participation with the Illinois Department of Transportation for construction of the Bikeway Corridor improvement.**
24. **Resolution appropriating MFT funds for the Bikeway Corridor Improvement.**
25. **Resolution establishing rules and regulations for the operation of the Three Oaks Recreation Area.**
26. **Council Inquiries and Requests.**
27. **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.**
28. **Reconvene to Regular Session.**
29. **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: 10a

**City Council
Agenda Supplement**

Meeting Date: May 21, 2013

Item: #2012-86 Tonyan 145 Erick Street - Annexation Referral
Daniel Tonyan, petitioner

Recommendation: Motion to refer the petitioner's request to the June 5, 2013, Planning & Zoning Commission meeting for zoning consideration and to the June 18, 2013, City Council meeting for the annexation public hearing.

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

Background: The petitioner is requesting annexation of an approximately 5-acre parcel located along Erick Street. The property currently contains an existing single-family residence, a commercial/industrial business, an outdoor storage lot and farming. The petitioner is seeking annexation to connect to City water and sewer and continue to use the outdoor storage lot.

The petitioner respectfully requests that this matter be referred to the June 5, 2013, Planning & Zoning Commission meeting for zoning consideration and the June 18, 2013, City Council meeting for the annexation public hearing.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

May 21, 2013

Item:

Musky Tales Three Oaks Recreation Area Special Event Request

Staff Recommendation:

Motion to approve a request from Musky Tales Incorporated to hold special events at the Three Oaks Recreation Area on Friday, June 21st, Friday, July 19th, Friday, August 23rd, and Sunday, October 6th from Noon to 5:00 PM, and to adopt a resolution authorizing the City Manager to execute a license agreement with Musky Tales Incorporated to sell merchandise on the special event days from Noon to 5:00 PM.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Musky Tales Incorporated, a Crystal Lake area business, for the use of the Three Oaks Recreation Area picnic grove for free educational sessions regarding fishing on Friday, June 21st, Friday, July 19th, Friday, August 23, and Sunday, October 6, 2013 from Noon to 5:00 PM. Approximately 10-150 people are expected to attend, with 5-8 Musky Tales staff members or speakers. One of the events will include a fishing derby with prizes and awards.

The petitioner is requesting the exclusive use of the picnic grove main pavilion. Parking is not anticipated to be an issue for the event attendees or general public since the anticipated attendance will be similar to a typical gatherings at the main pavilion. In addition, the educational seminars will occur on a weekday. The petitioner is also requesting the utilization of a trailer and banners for educational and display purposes. All other areas of the park would be open to the public.

Staff has reviewed the submittals and would offer the following conditions for approval. The Petitioner shall:

- Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements.
- If utilized, the use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
- Non-Resident vehicles will be subject to the \$5.00 per vehicle parking fee.

- Maintain access to all fire lanes and the south lake marina boat ramp.
- Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
- If a fishing derby is held, all fishing shall be catch and release and abide by the rules of the Three Oaks Recreation Area.
- The event organizers shall be subject to the following fees.

<i>Non-Refundable</i>	<i>Fee</i>
Application Fee	\$50
Pavilion Rental Fee	\$200 (four events x \$50)
Total Non-Refundable Fee	\$250
<i>Refundable Deposits</i>	<i>Fee</i>
Refundable Pavilion Damage	\$50
Refundable Event Damage	\$500
Total Refundable Fee	\$550

Attached is the petitioner's request letter and information. In the letter, the petitioner has requested several dates that are no longer available. He has agreed that the dates of Friday, June 21st, Friday, July 19th, Friday, August 23rd and Sunday, October 6th are acceptable.

License Agreement for Sales of Merchandise

Musky Tales is also requesting the use of its sales trailer for the sale of merchandise during the event. In exchange for the license to sell merchandise at the Three Oaks Recreation Area, Musky Tales has agreed to do the following:

- Compensate the City with 20% of gross revenues as a license fee.
- Enter into a formal license agreement.

The conditions of the license agreement are summarized below:

- Sales shall only be allowed from the sales trailer on the special event days from Noon – 5 PM. Sales shall be limited to one 22' long, 7' high and 6' wide trailer.
- Merchandise sales and displays shall be limited to the area within the sales trailer, located in the parking lot.
- The sales trailer shall not block emergency access to the marina or boat launch.
- Merchandise shall be limited to artificial lures, or other fishing tackle. The merchandise shall not include the sale of live bait.

The entire License Agreement and exhibits are attached for the City Council's consideration.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 12

City Council Agenda Supplement

Meeting Date:

May 21, 2013

Item:

Moe-B-Dick's North Shore Pub Temporary Use Permit request to allow a washer tournament.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for Moe-B-Dick's North Shore Pub for a Special Promotion to allow a Washer Tournament pursuant to the recommended conditions below.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: Moe-B-Dick's (1050 North Shore Drive) has applied for a Temporary Use Permit for a Special Promotion to allow a washer tournament to take place in the backyard of the subject property. This event has been approved yearly since 2004.

The applicant is requesting permission to allow a washer tournament, which is an outdoor game similar to horseshoes, in the backyard of the Moe-B-Dick's property. The applicant would like permission to have the tournaments take place on Saturday, June 8, 2013, Saturday, August 3, 2013, and Saturday, September 14, 2013, from noon until 8:00 p.m.

Section 2-500.7 of the Unified Development Ordinance allows Special Promotions for a time period not to exceed 3 days in any calendar month, with no more than 4 promotions allowed per year. This request does not exceed the time period allowed by Ordinance.

In addition, the applicant is requesting permission to allow the tournament players to purchase alcohol inside of the bar and bring the beverages outside of the building to the backyard during the washer games. Please note the following information relative to the applicant's liquor license:

- Moe-B-Dick's Class "1" liquor license allows the retail sale of alcoholic liquor for consumption on the premises, interior only, as well as the retail sale of alcoholic liquor in the original package. Their license does not permit alcohol to be sold or served in an outside area.
- Moe-B-Dick's is located in a residential area. As this bar pre-existed the current liquor code, it is allowed to sell and serve alcohol in a predominantly residential section of the City.

If approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid from noon to 8:00 p.m. on Saturday, June 8, 2013, Saturday, August 3, 2013, and Saturday, September 14, 2013.
2. This event shall remain within the confines of the subject property only. No alcoholic beverages shall be allowed in any other area than the subject property.
3. Area roads allow a minimum of 20 feet of access for fire apparatus. Parking shall be allowed on one side of the street only and signs shall be posted near the event. Work with the Police Department to determine the location of the no parking zones.
4. Fire hydrants in the area shall not be blocked by parking and signs posted.
5. Any junk or debris that may be created by the event shall be cleaned up on a continuing basis.
6. Any other permits or requests for signs shall be made through the Building Division.
7. The outdoor portion of the event in the backyard of the property shall be separated from the adjacent lots by a temporary fence in order to maintain separation between patrons and the surrounding residential neighborhood.
8. The event and its associated customer parking shall not interfere with any accessible parking spaces, emergency access (fire lanes), fire hydrants, or privately owned driveways.

The applicant has been made aware of these recommended conditions and advised to attend the May 21, 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:** May 21, 2013
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2013-21 Bethesda Thrift Store
- Request:** Special Use Permit for a Used Merchandise store and Variations from the required building and parking lot setbacks, the parking lot screening requirement and the parking requirements.
- Petitioner:** Jack Vater, petitioner
7606 Northwest Highway
- PZC Recommendation:** To approve the PZC's recommendation and adopt an ordinance granting the Special Use Permit for the Used Merchandise Store, the Variations from the required building and parking lot setbacks, the parking lot screening requirement and the parking requirements for Bethesda Thrift Store at 7606 Northwest Highway.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background:

- Previous Approvals: This site was annexed in 2002 and occupied by Classic Oak furniture.
- Existing Use: The Classic Oak furniture store currently occupies this site, but is looking for a new location.

Key Factors:

- Request: A Special Use Permit for a Used Merchandise Store and variations from the required building and parking lot setbacks, the parking lot screening requirement and the parking requirements.
- UDO Standard: Used Merchandise Stores are Limited Uses provided they can meet the established criteria. Bethesda Thrift Store takes in donated items and cannot keep a records log for Police inspection, so they would not meet the Limited Use Criteria; therefore, a Special Use Permit is required.
- UDO Standard: Along Route 14, the required front yard setback is 80 feet. Due to the property taking for right-of-way, this setback is being reduced to 60 feet.

- UDO Standard: The UDO requires a 20-foot parking lot setback and 15-foot parking lot landscape screening setback. Due to the property taking for right-of-way purposes, the parking lot setback is being reduced to 0 feet, leaving no room for parking lot landscape screening.
- UDO Standard: Parking for a Used Merchandise Store is 3.5 spaces per 1,000/GFA, requiring 69 parking spaces. The existing site only has 33 spaces on site.

PZC Highlights:

- The Planning and Zoning Commission was concerned with the parking variation. The petitioner stated that they may have several people in the store at their peak time, but that usually equates to just a few cars. They have about 8 employees at any one time.
- The PZC asked about the proposed IDOT improvements to Route 14 in this area. Staff confirmed a barrier median is located along the frontage of this site. A U-Turn is permitted at Ridgfield Road. There is no signage allowing or prohibiting a U-Turn at Route 176.
- The PZC reviewed the Findings of Fact and determined that the petitioner has met the standards.

The PZC recommended **approval (9-0)** of the petitioner's request for an SUP and Variations with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Bethesda Thrift Shop, received 4/12/13)
 - B. Site Plans (Bethesda Thrift Shop, received 04/12/13)
 - C. Sign Elevation (Bethesda Thrift Shop, received 4/12/13)
2. The variations approved in the original zoning ordinance No. 5499 are still valid.
 - a. The minimum lot area shall be reduced from 3 acres to 1.711 acres;
 - b. The total side yard setback shall be reduced from 30 feet to 26 feet;
 - c. The minimum side yard setback shall be reduced from 12 feet to 11 feet; and
 - d. The maximum lot coverage shall not exceed ~~0.27%~~; **0.53%**; (Amended by PZC to reflect the taking of the property for right-of-way)
 - e. The interior parking lot landscaping requirement shall be 0%.
3. No outside drop boxes or outside drop/collection areas for collecting merchandise are permitted. Store staff shall continuously monitor the outside drive-through to ensure that donated material does not collect outside. Repeated violations of this condition shall render this SUP null and void.
4. If, in the future, a bike path or multi-use path is constructed to or adjacent to the site, at least 2 bicycle spaces shall be provided.
5. All wall and free-standing signage shall meet the UDO requirements.

6. The following variations are approved as part of this request:
 - a. Variation from Article 3 Section 3-200 Density and Dimensional Standards to allow a 60 foot building setback.
 - b. Variation from Article 4-200 E Off-Street Parking and Loading and Article 4 Section 4-400 F Landscaping and Screening Standards to allow a 0 foot parking lot landscape screening setback.
 - c. Variation from Article 4-200 Off-Street Parking and Loading to allow 33 spaces.

7. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND VARIATIONS
AT 7606 NORTHWEST HIGHWAY**

WHEREAS, pursuant to the terms of a Petition (File #2013-21) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a Used Merchandise Store, and Variations from: A. Article 3 Section 3-200 Density and Dimensional Standards to allow a 60 foot building setback, rather than the 80-foot required setback, a variation of 20 feet; B. Article 4-200 E Off-Street Parking and Loading and Article 4 Section 4-400 F Landscaping and Screening Standards to allow a 0 foot parking lot landscape screening setback, rather than the required 20-foot setback and 15-foot landscaped area, a variation of 20 feet and 15 feet respectively; and C. Article 4-200 Off-Street Parking and Loading to allow 33 spaces from the required 64 spaces, a variation of 31 spaces for the property located at 7606 Northwest Highway; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit 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 a Special Use Permit to allow a Used Merchandise Store, and Variations from: A. Article 3 Section 3-200 Density and Dimensional Standards to allow a 60 foot building setback, rather than the 80-foot required setback, a variation of 20 feet; B. Article 4-200 E Off-Street Parking and Loading and Article 4 Section 4-400 F Landscaping and Screening Standards to allow a 0 foot parking lot landscape screening setback, rather than the required 20-foot setback and 15-foot landscaped area, a variation of 20 feet and 15 feet respectively; and C. Article 4-200 Off-Street Parking and Loading to allow 33 spaces from the required 64 spaces, a variation of 31 spaces for the property commonly known as 7606 Northwest Highway, Crystal Lake, Illinois.

Section II: Said 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 (Bethesda Thrift Shop, received 4/12/13)
 - B. Site Plans (Bethesda Thrift Shop, received 04/12/13)
 - C. Sign Elevation (Bethesda Thrift Shop, received 4/12/13)
2. The variations approved in the original zoning ordinance No. 5499 are still valid.
 - A. The minimum lot area shall be reduced from 3 acres to 1.711 acres;

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- B. The total side yard setback shall be reduced from 30 feet to 26 feet;
 - C. The minimum side yard setback shall be reduced from 12 feet to 11 feet;
 - D. The maximum lot coverage shall not exceed 0.53%; and
 - E. The interior parking lot landscaping requirement shall be 0%.
3. No outside drop boxes or outside drop/collection areas for collecting merchandise are permitted. Store staff shall continuously monitor the outside drive-through to ensure that donated material does not collect outside. Repeated violations of this condition shall render this SUP null and void.
4. If, in the future, a bike path or multi-use path is constructed to or adjacent to the site, at least 2 bicycle spaces shall be provided.
5. All wall and free-standing signage shall meet the UDO requirements.
6. The following variations are approved as part of this request:
- A. Variation from Article 3 Section 3-200 Density and Dimensional Standards to allow a 60 foot building setback.
 - B. Variation from Article 4-200 E Off-Street Parking and Loading and Article 4 Section 4-400 F Landscaping and Screening Standards to allow a 0 foot parking lot landscape screening setback.
 - C. Variation from Article 4-200 Off-Street Parking and Loading to allow 33 spaces.
7. The petitioner shall address all of the review comments and 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: 14

**City Council
Agenda Supplement**

Meeting Date:

May 21, 2013

Item:

Temporary Use Permit Amendment for Martin Chevrolet

Recommendation:

Council's discretion:

- A. Motion to approve the Temporary Use Permit Amendment, pursuant to the recommendations listed below.
- B. Motion to deny the applicant's request.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: On February 19, 2013, Martin Chevrolet, along with the other auto dealerships in the City limits, received approval of a year-long Temporary Use Permit to allow for various manufacturer's promotions that are inconsistently timed throughout the year. These manufacturer's promotions give the dealers little or no advance notice. Also on May 7, 2013, Martin Chevrolet received approval for two 4-foot by 8-foot temporary signs to be placed on the west side of the service building facing Exchange Drive for a period of 9 months or less.

Staff has received a letter from the owners of Martin Chevrolet stating that the dimensions of the signs approved on May 7th were incorrect. The signs requested are 8-feet by 27-feet - 216 square feet each for a total of 432 square feet. For Council's information, there are no other car dealerships within the City limits with signs similar to these, neither in type or size.

The owners of Martin Chevrolet are requesting to amend their TUP to allow the two 8-foot by 27-foot temporary signs to be placed on the west side of the service building facing Exchange Drive for a period of 9 months or less. The UDO does not allow signs of this type or size to be placed on the sides of buildings.

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

1. The Temporary Use Permit Amendment for two 8-foot by 27-foot temporary signs to be placed on the west side of the service building facing Exchange Drive from May 22, 2013 to February 22, 2014. A building permit for the installation of the signs is required.
2. The original Temporary Use Permit approval from February 19, 2013 shall remain in effect for the 2013 calendar year.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

May 21, 2013

Item:

COUNTY ZONING REQUEST

Donald and Janet Bly
4112 Country Club Road

Recommendation:

City Council's discretion.

- a) Motion to object to the proposed variations, directing staff to proceed with an objection at the County Zoning Board of Appeals meeting
- b) No action

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

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

The property in question consists of approximately 0.25 acres and is zoned "A-1C" Agriculture District. The property is located at the southeast corner of Country Club Road and Prospect Street.

The petitioners are new owners of this existing single-family residence. The previous owner modified the structure without permits. He enclosed a porch on the southeast side of the house. With the porch being enclosed, it is considered part of the principal structure. The existing structure does not meet the required district setbacks. The petitioners are requesting a variation from the required 50-foot front yard setback to allow 35 feet and a variation from the required 74-foot rear yard setback to allow 10 feet.

Surrounding zoning, all within the County, consists of "A-1" Agriculture to the north, "A-1V" Agriculture District to the east, "A-1" Agriculture District and "R1" Single Family to the west and "E-1" Estate District to the south.

This property is located within the Crystal Lake Watershed; however, staff has no concerns with the request.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 16

City Council Agenda Supplement

<u>Meeting Date:</u>	May 21, 2013
<u>Item:</u>	Walkup Road Concrete Wall Discussion
<u>Staff Recommendation:</u>	Discussion Only
<u>Staff Contact:</u>	Erik D. Morimoto, Director of Engineering and Building

Background:

At the April 16, 2013 and May 7, 2013 City Council meetings, staff presented potential options that could address concerns with the aesthetics of the concrete wall that is along the new Walkup Road bike path adjacent to Veteran Acres Park, north of Route 176. The consensus reached by the Council was to pursue a request to the County to consider the addition of an engineered stone veneer on the concrete wall as the preferred option, but at no cost to the City.

County Proposal:

On May 13, 2013, the County Engineer provided staff with the attached letter of intent (LOI) outlining their proposed partnership with the City to implement the requested aesthetic enhancement to the wall. The LOI proposes a formal intergovernmental agreement with the assignment of the following responsibilities:

- 1) **Funding:** The LOI proposes that the costs for the aesthetic enhancement to the wall be split equally between the City and County.

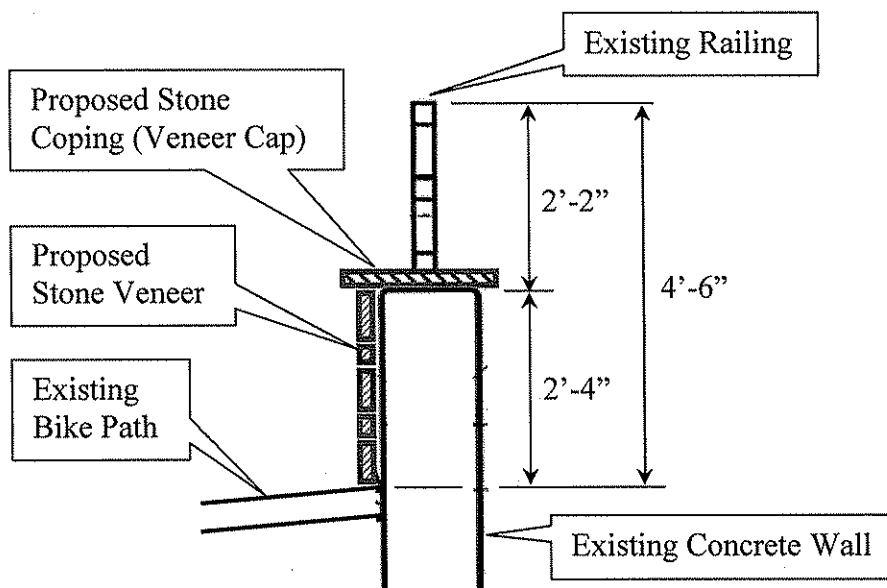
The County is in the process of securing a quote from their contractor for the materials and installation of the engineered stone veneer. The County's cost estimate is anticipated to be available to the City in advance of the discussion at the May 21 City Council meeting.

- 2) **Bike Path Maintenance:** The LOI states that the maintenance of the bike path in front of Veteran Acres would still be handled by the County per their previous intergovernmental agreement with the Crystal Lake Park District. Staff will clarify that the bike path maintenance includes the physical pavement as well as the existing concrete wall structure beneath the aesthetic treatment.
- 3) **Decorative Stone Veneer Maintenance:** The LOI proposes that the aesthetic treatment be maintained entirely by the City in perpetuity.

Maintenance Considerations:

If the City were to accept maintenance of the aesthetic treatment, the following factors should be considered:

- 1) **Product Selection:** Use of a quality stone veneer is recommended to minimize long-term maintenance. The leading manufacturers of these types of products provide 50-year limited warranties, and the stone veneer could potentially last the life of the concrete wall if the maintenance considerations in this section are addressed.
- 2) **Elimination of Moisture Behind the Veneer:** This product is extremely durable if the proper materials are used to prevent moisture from penetrating the mortar behind the stone veneer. Staff recommends that the design include a stone coping (veneer cap) at the top of the wall to overhang the face of the wall and divert water away from the veneer.



- 3) **Anti-Graffiti Treatment:** An anti-graffiti sealer could also be applied so that paint or other materials do not penetrate into the porous stone and can be easily removed with a pressure washer. This sealer would also need to be reapplied periodically as part of preventative maintenance, with care taken in the selection of the product to avoid discoloration of the stone.
- 4) **Drystack or Jointless Veneer:** A drystack stone veneer without mortared joints is recommended to reduce installation costs as well as future maintenance.

Request:

Staff seeks the City Council's feedback on the terms outlined in the County's written request to execute a *letter of intent* to prepare an intergovernmental agreement, particularly the issues related to:

- 1) The requirement to equally share in the cost of the aesthetic improvement; and
- 2) The requirement for the City to maintain in perpetuity the stone veneer, which is not located on the City's right-of-way or property.

The County's cost estimate is anticipated to be available to the City in advance of the discussion at the May 21 City Council meeting.

Votes Required to Pass:

Discussion Only



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: May 21, 2013

Item: Generator Purchase & Installation at the Municipal Complex.

Staff Recommendation: Motion to award the bid for the Generator Purchase and Installation at the Municipal Complex, to the lowest responsive and responsible bidder, Associated Electrical Contractors, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Associated Electrical Contractors, Inc. in the amount of \$395,291.00 with a 10% contingency for unforeseen expenses.

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

Background:

On Friday, May 10, 2013, the City of Crystal Lake publicly opened and read aloud bids received for the purchase and installation of a backup generator at the Municipal Complex. During losses of ComEd power, it is vital that City operations be sustained. The Municipal Complex houses an Emergency Operations Center and also acts as a heating and cooling facility in the case of extreme temperatures. The following table illustrates a breakdown of the bids received:

	√ Associated Electrical Contractors, Inc. Woodstock, IL	Carey Electric McHenry, IL
Site Work	\$ 104,800.00	\$ 32,000.00
Generator Unit Price	\$ 118,545.00	\$ 107,000.00
Electrical Work	\$ 125,546.00	\$ 203,400.00
Alternate #1	\$39,900.00	\$ 47,000.00
Alternate #2	\$6,500.00	\$7,200.00
Total Bid	\$ 395,291.00	\$ 396,600.00

√ Indicates recommended lowest responsive and responsible bidder

Discussion:

Currently, the Municipal Complex has only one (1) permanent backup generator in the event of a power failure. The Municipal Complex has two electrical services, a 1200 amp and a 600 amp. A 350kw generator currently covers the 1200 amp service, leaving the 600 amp service without backup power. The new 500 kw generator will be permanently mounted adjacent to the current unit, and will have the capacity to power the 1200 amp electrical service. The existing 350kw generator will be recommissioned to provide backup power to the 600 amp electrical service.

Currently, the electrical service that does not have backup generator service provides power for a significant portion of the mechanical services to the building. The implementation of this project will then cover the entire facility with a permanent backup power supply, allowing full functionality of all building operations. The generator was designed with extra capacity for potential future expansion of this building.

In addition, sound attenuation for the existing generator and an electrical surge suppression system to the Municipal Complex will be included in this contract. As the Municipal Complex has critical systems such as servers, it is critical to have a stable, grounded electric current service the facility.

Recommendation:

Because of all of the critical functions maintained at the Municipal Complex, including the Emergency Operations Center and serving as a heating and cooling facility in the case of extreme temperatures, it is the recommendation of the Public Works Department and its consultant engineer, Crawford, Murphy, Tilly, Inc. (CMT), to award the contract for the generator installation at the Municipal Complex to Associated Electrical Contractors, Inc., and that the City Manager be authorized to execute a contract with Associated Electrical Contractors, Inc. for the contract value of \$395,291.00 with a 10% construction contingency. There are sufficient funds in the FY13/14 budget for this purchase.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an Agreement between the CITY OF CRYSTAL LAKE and Associated Electrical Contractors, Inc. for a Generator Purchase & Installation at the Municipal Complex in the bid amount of \$395,291.00 with a 10% contingency for unforeseen expenses.

DATED this 21st day of May 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 21, 2013

APPROVED: May 21, 2013



Agenda Item No: 18

City Council Agenda Supplement

Meeting Date:

May 21, 2013

Item:

Well #18 Test Borings

Staff Recommendation:

Motion to reject previous bids and award the bid for Well #18 Test Boring Services to the lowest responsive, responsible bidder, Municipal Well and Pump, and adopt a Resolution authorizing the City Manager to execute a service agreement with Municipal Well and Pump in the amount bid with a 10% contingency for unforeseen changes to the scope.

Staff Contact:

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

Background

On May 1, 2013, the City of Crystal Lake publicly opened and read aloud the bids received to perform Well #18 test borings. This project was originally bid in March. However, since the bids received were higher than expected, the specifications were modified and re-bid to seek more favorable pricing.

The purpose of these borings is to determine the location of a new permanent water well near either Water Treatment Plant #2 (WTP2), located at 530 Highland Avenue (on the adjacent Lundhal School and Park District properties), or near Water Treatment Plant #5 (WTP5) on Bard Road. Initially, each location will have two borings for a total of four borings. If one of the four borings is successful at either of the locations, the City will not proceed with any additional borings. A successful boring will be one that signifies a well that is capable of producing a new permanent well that will produce at least 500 gallons of water per minute with favorable water quality. If, however, none of the initial 4 borings produce such a well location, then up to an additional four borings will be done. The exact number of test borings and depths will be done in cooperation with the City's engineering consultant. At the June 5, 2012 City Council meeting, the City Council approved a contract with Rezek, Henry, Meisenheimer and Gende to serve as the City's engineering consultant in this endeavor in order to perform the preliminary engineering and test boring scope and bid documentation.

The necessity for Well #18 was identified prior to 2007. Unfortunately, the test boring work done then yielded a non-productive well and further exploration was placed on hold. In 2011, the City hired Baxter & Woodman to perform an interim water system evaluation which again

recognized the deficiency in well capacity. The City is able to meet current and peak demands but may not be able to meet firm capacity demands, which means if one well is out of service during peak demand, the City would have difficulty meeting that peak demand. Additionally, production at Well #9 is declining and this places additional burden on the system. Since it takes about three years to develop a well, City staff recommends proceeding with exploration of a new Well #18.

The following is a breakdown of the bids received:

Proposed Work	✓ Municipal Well & Pump	Layne-Christensen	Water Well Solutions
	<i>Waupun, WI</i>	<i>Aurora, IL</i>	<i>Oconomowoc, WI</i>
Primary Borings	\$82,830.00	\$85,960.00	\$105,700.00
Secondary Borings (if needed)	\$91,890.00	\$104,420.00	\$152,880.00
Total for all borings	\$174,720.00	\$190,380.00	\$258,580.00

✓ Indicates lowest responsive and responsible bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Municipal Well and Pump has submitted the lowest qualified bid per the specifications stated in the bid document. The Public Works Department staff has worked successfully on past projects with Municipal Well and Pump. It is staff's recommendation to award the bid for Well #18 Test Borings to Municipal Well and Pump, who has submitted the lowest responsive, responsible bid and who is best qualified to perform the work in accordance with the terms and conditions of the contract.

There are sufficient funds in the FY 2013/14 Budget for this expense.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an Agreement between the CITY OF CRYSTAL LAKE and Municipal Well and Pump in the submitted bid amount for Well #18 test borings with a 10% contingency for unforeseen expenses.

DATED this 21st day of May 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 21, 2013
APPROVED: May 21, 2013



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date:

May 21, 2013

Item:

Meter Reading Equipment

Staff Recommendation:

Motion to award the contract for the Meter Reading Equipment to the lowest responsive and responsible bidder, United Systems, and adopt a resolution authorizing the City Manager to execute a three-year agreement with United Systems in the amount bid.

Staff Contact:

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

Background:

Currently, the Water Division reads the City's 14,000+ water meters using a remote reading system. As part of this system, each meter is equipped with a reading system that transmits a signal that is captured when a specially-equipped City vehicle drives by an area. The average battery life expectancy of the meter reading systems is 10 years. We are now approaching this 10-year life and we are now seeing failure of some of the remote reading systems.

In order to prepare for larger-scale replacement of the remote reading systems, on Monday, April 29, 2013, the City of Crystal Lake publicly opened and read aloud proposals received for a multi-year purchase of meter reading equipment. The following is a breakdown of proposals received:

Product	United Systems Benton, KY			Water Products Aurora, IL			Badger Meter Milwaukee, WI		
	\$ (per Unit)	Est. Qty.	Total \$	\$ (per Unit)	Est. Qty.	Total \$	\$ (per Unit)	Est. Qty.	Total \$
Year 1: (May 1, 2013 - April 30, 2014)									
Itron 60 W Series Modules	\$54.50	400	\$21,800.00	\$61.50	400	\$24,600.00	\$68.00	400	\$27,200.00
Itron 100 W Series Modules	\$75.00	20	\$1,500.00	\$85.00	20	\$1,700.00	\$86.00	20	\$1,720.00
Itron FC300 Handheld	\$5,950.00	1	\$5,950.00	\$5,300.00	1	\$5,300.00	\$7,900.00	1	\$7,900.00
Year 2: (May 1, 2014 - April 30, 2015)									
Itron 60 W Series Modules	\$54.50	400	\$21,800.00	\$63.50	400	\$25,400.00	\$68.00	400	\$27,200.00
Itron 100 W Series Modules	\$75.00	20	\$1,500.00	\$87.00	20	\$1,740.00	\$86.00	20	\$1,720.00
Year 3: (May 1, 2015 - April 30, 2016)									
Itron 60 W Series Modules	\$54.50	400	\$21,800.00	\$65.50	400	\$26,200.00	\$70.04	400	\$28,016.00
Itron 100 W Series Modules	\$75.00	20	\$1,500.00	\$89.00	20	\$1,780.00	\$88.58	20	\$1,771.60
Estimated Shipping Costs:									
Itron 60 W Series Modules	\$15.00	40	\$600.00	No Charge	0		No Charge	0	
Itron 100 W Series Modules	\$12.00	12	\$144.00	No Charge	0		No Charge	0	
Itron FC300 Handheld	\$25.00	1	\$25.00	No Charge	0		No Charge	0	
Three Year Totals:			\$76,619.00			\$86,720.00			\$95,527.60

√ Indicates recommended lowest responsive and responsible bidder

Recommendation:

The Public Works Department has reviewed all proposals in their entirety, and recommends that the contract for the Meter Reading Equipment be awarded to United Systems, and that the City Manager be authorized to execute a contract with United Systems for the equipment based on submitted prices for 2013, 2014 and 2015.

There are sufficient funds in the FY13/14 budget for this purchase.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an Agreement between the CITY OF CRYSTAL LAKE and United Systems in the submitted three-year bid amount for meter reading equipment with a 10% contingency for unforeseen expenses.

DATED this 21st day of May 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 21, 2013

APPROVED: May 21, 2013



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: May 21, 2013

Item: Consultant Selection Approval for Engineering Services for Water Treatment Plant #3 emergency backup generator.

Staff Recommendation: Motion to award the proposal for engineering services for Water Treatment Plant #3 emergency backup generator evaluation & design to the most responsible and responsive proposer, Stanley Consultants, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Stanley Consultants in the amount of \$27,900.00 and approve changes in scope by 10 percent of the original price.

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

Background:

The generator at Water Treatment Plant #3 (WTP#3) located on Virginia Rd. had a catastrophic failure in January of 2013. This generator was installed in 1973 and now is inoperable and in need of replacement.

Backup electrical power is a priority, operational issue at the City's water treatment facilities, and not having consistent, full power to this facility is a major concern. To ensure that adequate generator power is in place when required, the City solicited proposals from consultants to provide the following engineering services for the installation of a new generator at WTP#3:

- Review the current load on the plant to determine the appropriate size of a new generator to run the entire treatment plant.
- Create drawings, plans, and bid documents to implement the installation of a new generator.
- Provide construction management services for the construction and installation of the generator, enclosure, and automatic transfer switch.

The following is a summary of the proposals received:

Consulting Firm	Total Proposal Cost
HR Green	\$26,000.00
<i>Stanley Consultants</i>	<i>\$27,900.00</i>
Donohue & Assoc.	\$32,895.00
CMT, Inc.	\$37,468.00
Farnsworth Group	\$38,688.00
Christopher Burke Eng.	\$45,970.00
Baxter & Woodman, Inc.	\$61,100.00
BHMG Eng	\$74,310.00

Consultant Selection Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified engineering firm to address this project. The City received proposals from eight firms in response to the request.

Staff from the Public Works Department reviewed the proposals and ranked the firms based on cost and their qualifications. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel

Discussion:

The Public Works Department identified Stanley Consultants as being the most responsive and responsible proposer for reasons including:

- Cost
- Proposal adequately addressed the aspects of this project.
- Proposal identified past projects of a similar scope to the Crystal Lake project.
- Proposal provided the City with a feasible schedule.

Stanley's approach integrates the full spectrum of their organization with not only electrical engineers on the project team, but also those who specialize in power systems, mechanical and structural engineering, and control systems. They allocated a sufficient amount of hours with an experienced team.

Staff is concerned with the amount of time that HR Green proposed to allocate to the Planning & Design of this generator, considering that there will be significant changes to the building and/or driveway site required for the successful completion of this project.

Recommendation:

Based upon the cost and qualifications review to the RFP&Q requirements, staff's recommendation is to select Stanley Consultants to perform the Engineering Services for Water Treatment Plant #3 emergency backup generator evaluation and design. Work on the engineering evaluation and design will begin immediately, with final construction and generator implementation to be completed by early 2014. 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 is authorized to execute an Agreement between the CITY OF CRYSTAL LAKE and Stanley Consultants, Inc. the proposal amount of \$27,900.00 with a 10% contingency for unforeseen expenses.

DATED this 21st day of May 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 21, 2013

APPROVED: May 21, 2013



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date:

May 21, 2013

Item:

Consultant Selection Approval for Engineering Services for Lift Station #1 Design and Construction Services.

Staff Recommendation:

Motion to award the proposal for engineering services for Lift Station #1 design and construction to the most responsible and responsive proposer, Christopher B. Burke Engineering, and adopt a resolution authorizing the City Manager to execute an agreement with Christopher B. Burke Engineering, in the amount of \$51,630.00, and approve changes in scope by 10 percent of the original price.

Staff Contact:

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

Background:

Lift Station #1 is an existing dry well/wet well type with two centrifugal pumps constructed in the early 1970's. The entire pump and piping system is showing extreme signs of wear to the point that performance is compromised. The generator is the oldest in the Sewer and Lifts Division's inventory and was recommended for replacement during a recent evaluation by the City's consultant engineer, CMT, Inc.

A needs assessment was conducted in July 2012 in order to identify options for this lift station. The rehabilitation process recommended is comprised of converting the lift station to a submersible pumps system with all piping and fittings being replaced. This involves the removal of the old steel underground can (*the underground chamber that housed the pumps*), installation of a precast valve vault with a flow meter, and the protective coating of the existing wet well. In addition, the generator will be replaced and the control and communication systems will be updated with non-proprietary systems to support a PLC-based SCADA environment.

The following is a summary of the proposals received:

Consulting Firm	Total Proposal Cost
Christopher B. Burke Eng.	\$51,630.00
Postl-Yore	\$52,190.00
Stanley Consultants	\$54,315.00
CMT, Inc.	\$56,620.00
Baxter & Woodman, Inc.	\$64,199.00
RHMG, Inc.	\$69,668.00
Shaw Environmental, Inc.	\$163,340.00

Consultant Selection Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified engineering firm to address this project. The City received proposals from seven firms in response to the request.

Staff from the Public Works Department reviewed each of the proposals and ranked the firms based on cost and their qualifications. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel

The Public Works Department identified Christopher B. Burke Engineering as being the most responsive and responsible proposer for reasons including:

- Cost
- Proposal adequately addressed the aspects of this project.
- Proposal identified past projects of a similar scope to the Crystal Lake project.
- Proposal provided the City with a feasible schedule.

Recommendation:

Based upon the cost and qualifications review to the RFP&Q requirements, staff's recommendation is to select Christopher B. Burke Engineering to perform the Engineering Services for Lift Station #1 design and construction. Work on the engineering evaluation and design will begin immediately, with final construction and generator implementation to be completed in early 2014. 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 is authorized to execute an Agreement between the CITY OF CRYSTAL LAKE and Christopher B. Burke Engineering in the the proposal amount of \$51,630.00 with a 10% contingency for unforeseen expenses.

DATED this 21st day of May 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 21, 2013

APPROVED: May 21, 2013



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

May 21, 2013

Item:

State of Illinois Joint Purchase Contract Vehicle Purchase

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Morrow Brothers Ford Inc., in Greenfield, IL for the purchase of four (4) Police Interceptor Utility Vehicles in the amount of \$112,260 through the State of Illinois Joint Purchasing Program.

Staff Contact:

James Black, Chief of Police
Victor Ramirez, Director of Public Works

Background:

The Police Department received approval for fleet vehicle replacement as part of the 2013-2014 Budget. New Interceptor utility vehicles will replace one sedan, one utility vehicle, and two caravan vehicles.

The Interceptor utility vehicle is similar to the Taurus sedan, which is the other option available for police vehicles. The Interceptor vehicle is similar in price to the Taurus and has a similar engine size to the Taurus with similar gas usage (3.7 liter engine versus a 3.5 liter engine). Because of these similarities, it is recommended that the Interceptor vehicle be purchased, since it will more efficiently handle harsh weather conditions with its all-wheel drive and provide for greater cargo capacity.

As members of the State of Illinois Joint Purchasing Program, the City is able to take advantage of the State's leveraged contract. This program allows State of Illinois Joint Purchase Contract members to combine purchasing power, which enables significant cost reductions. All items that are bid through the State of Illinois Joint Purchasing Program follow the same public procurement statutes that the City follows for a competitive, sealed bidding process.

Recommendation:

After careful examination, it is the recommendation of the Public Works Fleet and Facility Services Division, Police Department, and City Manager's Office to purchase four (4) Police Interceptor Utility vehicles in the amount of \$112,260 from Morrow Brothers Ford Inc. in Greenfield, IL through the State of Illinois Joint Purchasing Program. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is authorized to participate in the State of Illinois Joint Purchasing Program and 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 Morrow Brothers Ford Inc. in Greenfield, IL for the purchase of four (4) Ford Utility Police Interceptors in the bid amount of \$112,260 from State of Illinois Joint Purchasing Program for the Police Department.

DATED this 21st day of May 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 21, 2013
APPROVED: May 21, 2013



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

May 21, 2013

Item:

Local Agency Agreement for Federal Participation with IDOT for Construction of the Bikeway Corridor improvement.

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute the Local Agency Agreement for Federal Participation with IDOT for construction of the Bikeway Corridor improvement.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

The Bikeway Corridor improvement is a programmed construction project that includes pavement markings and wayfinding signage for 3.1 miles of new on-street bike routes and 3.0 miles of new on-street bike lanes on various local roads throughout the City. These routes are a part of the City's overall bicycle facility master plan to connect several of the major destinations in Crystal Lake including:

- Downtown
- MCCD Prairie Trail Bike Path
- Main Beach
- Three Oaks Recreation Area
- Lippold Park
- Numerous Schools

This project has received federal Congestion Mitigation Air Quality (CMAQ) funds for construction. IDOT administers these funds on behalf of the federal government. Attached is a Local Agency Agreement for federal participation between the City and IDOT that defines how the project will be funded using these federal grants. The CMAQ grant will fund 80 percent of the construction costs, up to \$113,208. The City's estimated local share for the project is \$33,760. The City will use Motor Fuel Tax funds for its local share of the improvement. The project is programmed in the proposed FY 2013-2014 City budget.

This agreement is a standard agreement that is used for all projects utilizing federal funds. Once this agreement has been executed and all necessary approvals have been secured, IDOT will be able to let the project. The City is targeting a letting for August 2, 2013. Construction is anticipated to start in late September of 2013.

Votes Required to Pass:

A simple majority of the City Council in attendance.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

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

DATED this twenty-first day of May, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 21, 2013

APPROVED: May 21, 2013



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: May 21, 2013

Item: Appropriation of MFT Funds for the Bikeway Corridor Improvement

Staff Recommendation: Motion to adopt a resolution appropriating MFT funds for the Bikeway Corridor Improvement.

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

Background:

City staff is requesting that the Council allocate \$37,200 in Motor Fuel Tax funds for the Bikeway Corridor improvement. This allocation is for the construction of the project and a 10 percent contingency. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the construction.

Votes Required to Pass:

Simple majority



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date: May 21, 2013

Item: Three Oaks Recreation Area Resolution

Staff Recommendation: Motion to adopt a resolution establishing rules and regulations for the operation of the Three Oaks Recreation Area

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

City Staff recommends two changes to the rules and operations of the Three Oaks Recreation Area.

First, it is recommended that rates be established for two new marina offerings. As the Council may be aware, the City will offer a swan paddleboat and a paddle pontoon. The proposed rates are shown in the below table for the swan paddleboat and paddle pontoon. The rates for these new watercraft were established based on internal and external comparables. The rates for all other watercraft will remain the same.

<u>Minimum 1 Hour Rentals</u>	<u>1 Hour Fee</u>	<u>1 Hour Fee (NR)</u>	<u>Each Additional ½ Hour</u>	<u>Each Additional ½ Hour (NR)</u>
Canoe	\$6.00	\$10	\$3.00	\$5.00
Kayak (single or tandem)	\$6.00	\$10	\$3.00	\$5.00
Paddleboat	\$6.00	\$10	\$3.00	\$5.00
Swan Paddleboat	\$8.00	\$12.00	\$4.00	\$6.00
Sailboat	\$8.00	\$12	\$4.00	\$6.00
Paddle Pontoon	\$25.00	\$30.00	\$12.00	\$15.00
<u>Minimum 2 Hour Rentals</u>	<u>2 Hour Fee</u>	<u>2 Hour Fee (NR)</u>	<u>Each Additional Hour</u>	<u>Each Additional Hour (NR)</u>
12' Row Boat	\$12.00	\$15.00	\$6.00	\$7.00
14' Row Boat	\$14.00	\$18.00	\$7.00	\$9.00
Trolling Motor	\$10.00	\$10.00	\$5.00	\$5.00
Second Battery	\$10.00	\$10.00	\$5.00	\$5.00
Fish Locator	\$5.00	\$5.00	\$2.00	\$2.00

In addition to the adjustment to the rates, the watercraft capacity requirements would be established for the swan paddleboat and the paddle pontoon boat.

<u>Watercraft</u>	<u>Capacity</u>
12' Row Boat	Two adults / two adults and one child / total weight of passengers cannot exceed 450 lbs. (an additional passenger may be one infant)
14' Row Boat	Three adults / two adults and two children/ total weight of passengers cannot exceed 685 lbs. (an additional passenger may be one infant)
Canoe	Three people / total weight of passengers cannot exceed 1100 lbs.
Single Kayak	One person / total weight of passenger cannot exceed 300 lbs.
Tandem Kayak	Two people / total weight of passengers cannot exceed 500 lbs.
Paddleboat (2 person)	Two people / total weight of passengers cannot exceed 735 lbs. (an additional passenger may be one infant)
Paddleboat and Swan Paddleboat (4 person)	Four people / total weight of passengers cannot exceed 955 lbs. (an additional passenger may be one infant)
<u>Paddle Pontoon</u>	<u>Eight Persons / total weight of passengers cannot exceed 1200 lbs.</u>

Second, City Staff recommends establishing a pro-rated season pass rate for non-residents. Pro-rated pricing, beginning at the middle of the beach season, will encourage late season sales of the pass. The full-season rate would remain the same. The proposed pro-rated pass rates are shown below:

<u>Yearly Pass</u>	<u>Rate when purchased between 1/1 – 7/12</u>	<u>Pro-Rated Rate when purchased between 7/13 – 12/31</u>
Individual	\$150	\$90
Family of 2	\$210	\$125
Family of 3	\$290	\$175
Family of 4	\$370	\$220
Each additional family member	\$30	\$15

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT

**RESOLUTION ESTABLISHING RULES AND
REGULATIONS FOR THE OPERATION OF THE
THREE OAKS RECREATION AREA**

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

Marina Operation / Marina Rental Fees:

<u>Minimum 1 Hour Rentals</u>	<u>1 Hour Fee</u>	<u>1 Hour Fee (NR)</u>	<u>Each Additional ½ Hour</u>	<u>Each Additional ½ Hour (NR)</u>
Canoe	\$6.00	\$10	\$3.00	\$5.00
Kayak (single or tandem)	\$6.00	\$10	\$3.00	\$5.00
Paddleboat	\$6.00	\$10	\$3.00	\$5.00
Swan Paddleboat	\$8.00	\$12.00	\$4.00	\$6.00
Sailboat	\$8.00	\$12	\$4.00	\$6.00
Paddle Pontoon	\$25.00	\$30.00	\$12.00	\$15.00
<u>Minimum 2 Hour Rentals</u>	<u>2 Hour Fee</u>	<u>2 Hour Fee (NR)</u>	<u>Each Additional Hour</u>	<u>Each Additional Hour (NR)</u>
12' Row Boat	\$12.00	\$15.00	\$6.00	\$7.00
14' Row Boat	\$14.00	\$18.00	\$7.00	\$9.00
Trolling Motor	\$10.00	\$10.00	\$5.00	\$5.00
Second Battery	\$10.00	\$10.00	\$5.00	\$5.00
Fish Locator	\$5.00	\$5.00	\$2.00	\$2.00

Marina Operation / Watercraft Capacity Limitations:

<u>Watercraft</u>	<u>Capacity</u>
12' Row Boat	Two adults / two adults and one child / total weight of passengers cannot exceed 450 lbs. (an additional passenger may be one infant)
14' Row Boat	Three adults / two adults and two children/ total weight of passengers cannot exceed 685 lbs. (an additional passenger may be one infant)
Canoe	Three people / total weight of passengers cannot exceed 1100 lbs.
Single Kayak	One person / total weight of passenger cannot exceed 300 lbs.
Tandem Kayak	Two people / total weight of passengers cannot exceed 500 lbs.
Paddleboat (2 person)	Two people / total weight of passengers cannot exceed 735 lbs. (an additional passenger may be one infant)
Paddleboat and Swan Paddleboat (4 person)	Four people / total weight of passengers cannot exceed 955 lbs. (an additional passenger may be one infant)
Paddle Pontoon	Eight Persons / total weight of passengers cannot exceed 1200 lbs.

* Infant is defined as a child under 24 months of age. The infant must be large enough to fit into a life jacket for access on the boat.

DRAFT

Non-Resident Season Pass

Non-residents shall be allowed to purchase a season pass for the facility. The season pass shall include parking and entry to the beach/playground/spray park.

<u>Yearly Pass</u>	<u>Rate when purchased between 1/1 – 7/12</u>	<u>Pro-Rated Rate when purchased between 7/13 – 12/31</u>
Individual	\$150	<u>\$90</u>
Family of 2	\$210	<u>\$125</u>
Family of 3	\$290	<u>\$175</u>
Family of 4	\$370	<u>\$220</u>
Each additional family member	\$30	<u>\$15</u>

Each pass holder would have a picture ID, with barcode (four years and older). Requirements for pass shall be as follows:

1. Family passes are valid for all family members, defined as parent(s) and dependents (under 18) living at the same address.
2. A maximum of two adults are allowed on the pass.
3. Excludes non-dependent nephews, nieces, cousins, and aunts, uncles, grandparents, and grandchildren.
4. Children under 3 are free and do not need a pass

DATED at Crystal Lake, Illinois this ____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____