



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
June 4, 2013  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Crystal Lake Public Library Reading Program**
5. **Approval of Minutes – May 21, 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**
11. **Crystal Lake Ski & Bike Shop, 905 Pyott Road – Variations from the required front yard building setback, the parking lot setback, and screening requirements along Pyott Road.**
12. **Induction Heat Treatment, 775 Tek Drive – Variation from the required parking lot landscape islands at the end of the parking rows on the east side of the building.**
13. **BeBe's Dog Day Care & Spa, 15 Morgan Street – Special Use Permit Amendment to allow overnight boarding services at the pet care facility.**
14. **6204 Official Road – Ordinance granting a ten-year extension from the requirement to pave the gravel driveway, parking and storage areas.**
15. **Proposal award and resolution authorizing execution of agreements for Document Imaging and Management, and allowing for a 10 percent contingency.**
16. **Resolution authorizing execution of agreements for the purchase of Network Servers and computer desktops for Document Imaging and Management through the State of Illinois Joint Purchasing Program.**
17. **Project Overview of S. Main Street Improvement – Discussion Only.**
18. **Crystal Lake Watershed Stormwater Management Program Implementation Plan Text Amendment – Discussion Only.**
19. **Crystal Lake Interactive Community Kiosk (C.L.I.C.K.) – GIS public viewer presentation – Discussion Only.**

20. **Resolution authorizing execution of an agreement with the Illinois Department of Revenue enabling the Crystal Lake Police Department to participate in the FY 2014 Tobacco Enforcement Program.**
21. **Resolution authorizing execution of a License Agreement between the City of Crystal Lake and the Chamber of Commerce for off-street parking and Ordinance implementing parking restrictions for nine parking spaces for the Chamber of Commerce at McCormick Park.**
22. **Resolution regarding zoning restrictions on cannabis dispensaries and related facilities.**
23. **City Code Amendment to Chapter 295, Historic Preservation.**
24. **Resolution authorizing issuance of a Festival License and Class “19” Temporary Liquor License with fee waiver, execution of agreements with vendors, operators and entertainers, and exemption from the Noise Ordinance for the Crystal Lake Centennial Kick-off Festival.**
25. **Council Inquiries and Requests.**
26. **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.**
27. **Reconvene to Regular Session.**
28. **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: 11**

**City Council  
Agenda Supplement**

---

**Meeting Date:** June 4, 2013

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
#2013-20 Fuhler

**Request:** Variations from the required front yard building setback, the parking lot setback and screening requirements along Pyott Road.

**Petitioner:** John Fuhler, petitioner  
905 Pyott Road

**PZC Recommendation:** To approve the PZC's recommendation and adopt an ordinance granting the Variations from the required front yard building setback, the parking lot setback and screening requirements for the Crystal Lake Ski & Bike Shop building at 905 Pyott Road.

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

---

**Background:**

- **Previous Approvals:** A Special Use Permit was issued in 1991 for Crystal Lake Ski & Bike allowing a commercial recreation use in the Manufacturing zoning district. In 2004, the site was rezoned to B-2 and granted a parking variation.
- **Existing Use:** Crystal Lake Ski & Bike store.

**Key Factors:**

- **Request:** Variations to allow the building and parking area to be rebuilt "as-is" after the right-of-way taking for the South Main roadway project.
- **UDO Standard:** A 30-foot front yard setback and 20-foot parking lot setback are required. Within the 20-foot parking lot setback there is a required 15-foot landscape parking lot screening requirement.
- **Variations:** Allowing a 15.4-foot front yard setback and a 0-foot parking lot and screening area setback as the handicap space will be adjacent to the new right-of-way.

**PZC Highlights:**

- The request made sense to the Planning and Zoning Commission. They felt that this property really was burdened by the right-of-way taking and the petitioner had a true hardship.
- The PZC reviewed the Findings of Fact and determined that the petitioner has met the standards.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Fuhler, received 04/12/13)
  - B. Site/Landscape Plan (Earth Industries, dated 6-27-89, received 4/29/13)
2. Any future changes to the building or site shall be required to comply with the ordinances in effect at that time, provided they were not granted a variation through this request.
3. In the case of a catastrophic event, the building and parking lot may be replaced/rebuilt in their current location and configuration.
4. 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.

DRAFT

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

AN ORDINANCE GRANTING VARIATIONS  
AT 905 PYOTT ROAD

WHEREAS, pursuant to the terms of a Petition (File #2013-20) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of Variations from: A. Article 3-200 Density and Dimensional Standards to allow a 15.4 foot building setback; and B. Article 4-200 E Off-Street Parking and Loading and Article 4400 F Landscaping and Screening Standards to allow a 0-foot parking lot and landscape screening setback; 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 from: A. Article 3-200 Density and Dimensional Standards to allow a 15.4 foot building setback; and B. Article 4-200 E Off-Street Parking and Loading and Article 4400 F Landscaping and Screening Standards to allow a 0-foot parking lot and landscape screening setback

at the property commonly known as 905 Pyott Road, 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 (Fuhler, received 04/12/13)
  - B. Site/Landscape Plan (Earth Industries, dated 6-27-89, received 4/29/13)
2. Any future changes to the building or site shall be required to comply with the ordinances in effect at that time, provided they were not granted a variation through this request.
3. In the case of a catastrophic event, the building and parking lot may be replaced/rebuilt in their current location and configuration.
4. 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

# DRAFT

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.

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

\_\_\_\_\_  
MAYOR

ATTEST:

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

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



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

---

- Meeting Date:** June 4, 2013
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
#2013-23 Induction Heat Treatment
- Request:** Variation from the required parking lot landscape islands at the end of the parking rows on the east side of the building.
- Petitioner:** Mike Smith, petitioner  
775 Tek Drive
- PZC Recommendation:** To approve the PZC's recommendation and adopt an ordinance granting the Variation from the required parking lot landscape islands for Induction Heat Treatment at 775 Tek Drive.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
- 

**Background:**

- Previous Approvals: The site was constructed in 1989 and an expansion was built in 1994. As production has increased, they have had to hire more employees. The site is landlocked and they have nowhere to expand to increase the parking.
- Existing Use: Induction Heat Treatment is a company that heats steel products increasing their strength.

**Key Factors:**

- Request: Variation to allow removal of two parking lot landscape islands at the ends of the parking rows on the east side of the building to allow for additional parking spaces to be paved.
- UDO Standard: Parking lot landscape islands are required at the ends of parking rows.

**PZC Highlights:**

- The petitioner explained that due to their heavy workload and shift overlaps they have more employees than parking. They want to continue to be successful and grow as a business and need more parking on the site.

- The PZC reviewed the Findings of Fact and determined that the petitioner has met the standards.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (IHT, received 04/29/13)
  - B. Site/Landscape Plan (Earth Industries, dated 6-27-89, received 4/29/13)
2. Any landscape materials removed from remaining landscape areas shall be replaced with similar materials. A landscape plan shall be submitted to the City for review and approval. This includes the foundation base landscape around the building.
3. Work with staff to add some landscape materials around the site which may include decorative grasses, shrubs, evergreens or flowers near the sign and the eastern property line.
4. 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.



# DRAFT

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

## AN ORDINANCE GRANTING A VARIATION AT 775 TEK DRIVE

WHEREAS, pursuant to the terms of a Petition (File #2013-23) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Variation from Article 4-400 F. Landscaping and Screening Standards to allow the elimination of the required landscape islands at the ends of the parking rows; and

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

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

Section I: That a Variation be granted from Article 4-400 F. Landscaping and Screening Standards to allow the elimination of the required landscape islands at the ends of the parking rows at the property commonly known as 775 Tek Drive, City of Crystal Lake.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

- A. Application (IHT, received 04/29/13)
- B. Site/Landscape Plan (Earth Industries, dated 6-27-89, received 4/29/13)

2. Any landscape materials removed from remaining landscape areas shall be replaced with similar materials. A landscape plan shall be submitted to the City for review and approval. This includes the foundation base landscape around the building.

3. Work with staff to add some landscape materials around the site which may include decorative grasses, shrubs, evergreens or flowers near the sign and the eastern property line.

4. 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 granting of a Variation in accordance with the provisions of this Ordinance, as provided by law.

**DRAFT**

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

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

\_\_\_\_\_  
MAYOR

ATTEST:

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

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



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

---

**Meeting Date:** June 4, 2013

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

#2013-18 BeBe's Dog Day Care & Spa, 15 Morgan Street

Special Use Permit Amendment in accordance with Article 2, Land Use, of the UDO, to add overnight boarding services at the pet care facility at this location.

Kristin Bourey, 15 Morgan Street, Crystal Lake

**PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Special Use Permit Amendment to allow overnight boarding services at the pet care facility at 15 Morgan Street.

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

---

**Background:**

- Location: Northeast corner of Morgan Street and Crystal Lake Avenue
- Zoning: Manufacturing
- Other Tenants: Phoenix Custom Woodworking and A Video and Image Company
- History: Use Variation and SUP for a dog day care granted in 2011
- Request: SUP Amendment to allow overnight boarding

**Key Factors**

- The petitioner currently occupies a 1200 SF-tenant suite at this location.
- Per the UDO, Pet Care (except veterinary) Service is permitted as a Limited Use in the F, E, O, B-2, B-4, and M-L districts, but is not permitted in the Manufacturing district. Boarding is considered as a part of the pet care service use as long as it is conducted indoors. Most pet care facilities, including ones in Crystal Lake, offer overnight boarding as part of their services.
- When a use variation and special use were approved for this pet care facility, the petitioner specifically indicated that no overnight boarding would be offered. Therefore, a Special Use Permit Amendment will be necessary. The petitioner is requesting to allow

- overnight boarding for up to 12 dogs.
- No external or internal modifications are proposed for the site.
- A condition of the prior approval requires that striped parking areas, in compliance with the UDO be provided within 3 years from the date of this approval. This includes paving the gravel drive and parking areas. The petitioner has until December 2014 to comply with this requirement.

***PZC Highlights***

- The PZC commented that the majority of concerns when the petitioner originally requested a Use Variation and Special Use related to possible overnight boarding. They asked why the petitioner wanted to add overnight boarding at this time. The petitioner indicated that they were getting their business off the ground initially, and their customers were asking for this service.
- Some of the PZC members expressed some concerns with the dogs being outside later at night and then earlier in the morning, because they were boarded overnight.
- The PZC felt that this request generally met the Findings of Fact for a Special Use Permit and recommended **approval (5-3)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - a. Application (Kristin Bourey, received 4-4-2012)
  - b. Plat of Survey (Luco, on-file)
  - c. Floor Plan (Bourey, on-file)
2. The Special Use Permit Amendment allows overnight boarding services at BeBe's Dog Day Care and Spa for up to 12 dogs.
3. The Building Commissioner will determine whether additional sound proofing is required.
4. All previous conditions of Ordinance 6735 shall apply.
5. The petitioner shall address any comments and requirements from the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.
6. **The dogs may be released into the outside run areas only between 7 a.m. and 8:30 p.m. (Added by PZC)**

**Votes Required to Pass:**

A simple majority vote.

DRAFT

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT  
AT 15 MORGAN STREET

WHEREAS, pursuant to the terms of a Petition (File #2013-18) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow overnight boarding services at this pet care facility for the property located at 15 Morgan Street; and

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

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

Section I: That a Special Use Permit Amendment be issued to allow overnight boarding services at this pet care facility for the property commonly known as 15 Morgan Street, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Kristin Bourey, received 4-4-2012)
  - B. Plat of Survey (Luco, on-file)
  - C. Floor Plan (Bourey, on-file)
2. The Special Use Permit Amendment allows overnight boarding services at BeBe's Dog Day Care and Spa for up to 12 dogs.
3. The Building Commissioner will determine whether additional sound proofing is required.
4. All previous conditions of Ordinance 6735 shall apply.
5. The petitioner shall address any comments and requirements from the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.
6. The dogs may be released into the outside run areas only between 7 a.m. and 8:30 p.m.

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: 14

### City Council Agenda Supplement

---

<b>Meeting Date:</b>	June 4, 2013
<b>Item:</b>	2003-17 Vogelsang (M&M Fasteners, Inc.) Extension
<b>Recommendation:</b>	Motion to approve the ordinance granting a ten-year extension from Condition #3 of Ordinance #5630, the requirement to pave the gravel driveway, parking and storage areas within 10 years for 6204 Official Road.
<b>Contact:</b>	Michelle Rentzsch, Director of Planning & Economic Development

---

#### **Background:**

- **History:** The property owner in 2003, George Vogelsang, requested rezoning from RE-1 to M, variations to the lot area and lot width and a Special Use Permit for outside storage.
- **History:** The City Council placed several conditions on the request as detailed in Ordinance #5630 attached to this request.
  - Condition # 3. "The gravel driveway, parking and storage areas shall be paved, meeting all the requirements of the City's ordinances, within 10 years." This should have been completed this year in April.
  - The remaining conditions #1, #2 and #4 all related to the outside storage. The current property owner does not have any outside storage, so these conditions are no longer applicable.

#### **Key Factors:**

- **Request:** To request a ten-year extension from the requirement to pave the gravel driveway, parking and storage area to 2023. Due to the recession, the petitioner's business has barely been able to stay in business. They do not have the funds at the present time to pave the parking area. They are requesting additional time before the paving is required.
- **Factor:** The parking lot area would need to be paved with curbing to accommodate the few employees and the truck traffic. The business has a maximum of 4 employee cars on site.
- **Factor:** Paving would not require a stormwater review or permit as the gravel is already considered impervious surface.
- **Factor:** The septic system would need to be located to ensure it is not paved over.

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

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

AN ORDINANCE GRANTING A  
VARIATION EXTENSION AT 6204 OFFICIAL ROAD

WHEREAS, pursuant to the terms of a Petition (File #2003-17) the Petitioner has requested an extension of the variation from the requirement to pave the parking lot for the property located at 6204 Official Road; and

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

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

Section I: That an extension of the variation from the requirement to pave the parking lot be granted for the property located at 6204 Official Road; and, Crystal Lake, Illinois.

Section II: Said variation extension is issued with the following condition:

1. The gravel driveway, parking, and storage areas shall be paved, meeting all the requirements of the City's ordinances by June 4, 2033.

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 4th day of June, 2013.

\_\_\_\_\_  
MAYOR

ATTEST:

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



**DRAFT**

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



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

**Meeting Date:**

June 4, 2013

**Item:**

Document Imaging & Management

**Staff Recommendation:**

Motion to award the Document Imaging & Management Request for Proposal to the lowest responsive and responsible bidder, Advanced Processing & Imaging, in the amount of \$52,538.00, and adopt a resolution authorizing the City Manager to execute a contract with Advanced Processing & Imaging, and additionally authorizing the City Manager to execute an agreement with Advanced Processing & Imaging in the amount of \$11,980.00 for the purchase of one (1) large format plan scanner and eight (8) desktop scanners, allowing for a 10 percent contingency.

**Staff Contact:**

Gregory A. Fettes, Director of Information Technology

**Background:**

On January 25, 2013, Proposals received for Document Imaging & Management were opened and publicly read. The City received five responses and the results are tabulated below:

<i>Firm</i>	<i>Amount of RFP</i>
LSSP Corporation Naperville, IL	\$16,670.00
Advanced Processing & Imaging Deerfield Beach, FL	\$52,538.00 <sup>1</sup>
GRM Information Management Services Bedford Park, IL	\$52,568.00

<i>Firm</i>	<i>Amount of RFP</i>
Stan's Office Technologies Woodstock, IL	\$69,265.00
REQUORDIT, Inc. Antioch, IL	\$90,074.28

<sup>1</sup> Denotes Recommended Lowest Responsive and Responsible Bidder

\*Bids were "standardized" for comparison purposes. For example, each responder tabulated bid amounts based upon their determination of the amount of users on the system. The City has determined 94 users will regularly utilize the system and this figure was used to determine the amount of the RFP response. If concurrent licensing was quoted by the vendors, 30 concurrent users were determined to be required. If the licensing used a different structure, amounts were calculated to allow use by the identified number of users. In addition, if maintenance fees were required during the first year of the contract, those maintenance fees were added to the RFP response.

Over the course of many years, the City has generated a significant amount of paper documents in the normal course of conducting business. These documents vary from normal 8½" x 11" sized paper all the way through plan-sized documents for various engineering & building projects and planning submittals. Various laws and regulations determine the amount of time that these paper documents must be maintained by the City and storage can take a significant amount of building space. In addition, new documents are added on a daily basis which necessarily, over time, may require additional physical space. Electronic document imaging and storage takes up only as much physical space as the servers required to host the software and provide the storage.

In addition to the space requirements for the storage of all these documents, the amount of time and effort that must be expended to locate and actually retrieve documents in storage can be significant. Recent advances in the field of electronic document imaging and management have made it significantly less expensive to create electronic images of documents and store them on magnetic media (network servers) that allow for almost instantaneous retrieval.

Electronic imaging and storage of documents allows organizations to have automatic document retention policies in place which cause documents to be maintained for the appropriate period of time and then notifies the person in the organization responsible for retention that the documents need to be reviewed for potential retirement. In addition, document retention policies also allow versioning, which means that those users with appropriate permissions may modify a document, and that all versions of the document will be retained, including the original with no modifications. Robust user security is also provided which can determine who has the ability to access and/or modify documents.

Modern document Imaging & Management systems also serve many other functions including integration with other enterprise applications such as Geographic Information Systems (GIS) and financial software, such as the City's Springbrook Finance and Enterprise Resource Planning software, to provide quick and efficient access to supporting documents. For example, with proper integration to the City's GIS system, it will be possible, in the future, to have documents related to a particular piece of property available when viewing the property on the GIS system. With the assistance of forms and workflow in a document management system, it will be

possible to utilize the system to route and make multi-step approvals on documents such as invoices when they are received by the City for payment.

As a part of the implementation of the Document Management system, scanning workstations are planned to be located in each department to allow the easy input of paper documents into the system. A large format scanning station is planned to be located in the Community Development departments to assist in scanning large format plan documents into the system. Finally, the Document Imaging & Management systems provide for an electronic scanning mechanism that will allow documents that exist in "electronic-only" formats to be easily imported into the system for archiving and quick storage and retrieval.

Information Technology staff conducted extensive research of document imaging systems and inquired of various municipal users as to the capabilities of their document management systems in order to assist in the development of the Request for Proposal (RFP) document. The basis of the RFP document is to solicit proposals for Document Imaging & Management systems and to provide an even playing field methodology for comparing the various packages that would be proposed. Over ten (10) different RFP documents from around the country were reviewed in the development of the City's Request for Proposal document.

The RFP documents were released on December 7, 2012 and copies were mailed to eleven (11) potential vendors. In addition, as a part of standard procedure, the RFP documents were placed on DemandStar for electronic distribution to interested vendors.

Once the RFP responses were received, an evaluation committee was formed with representatives from the following Departments:

- City Manager's Office
- Finance
- Human Resources
- Engineering & Building
- Planning & Economic Development
- Police
- Fire/Rescue
- Public Works
- Information Technology

All of the committee members had a complete copy of each RFP response from the five (5) vendors to assist in their evaluation of the proposed systems. In addition, each of the vendors was given the opportunity to provide a demonstration of their product to the committee and answer any questions that were generated.

Upon the conclusion of the presentations, the committee convened to evaluate the different systems that had been proposed. Committee members raised significant concerns relative to the product proposed by LSSP Corporation regarding the perceived confusing and non-user friendly interface and particularly related to the issue of the methodology for document indexing. Document indexing is a critical feature of all document management systems, which are

basically large databases. All databases utilize indexing to identify the location of a record (document) in the system and to allow for its classification and easy retrieval. Without a quick and easy method of indexing the records (documents) in a database in a manner that allows those records to be retrieved accurately and easily, the system can quickly become more of a liability than an asset. The system proposed by LSSP Corporation required users to manually input indexing information into the system in order to store documents. Conversely, the other systems proposed had some form of methodology that would allow Optical Character Recognition (OCR) indexing, which makes this process more accurate and easy for users. This is a critical function to making the document imaging & management system easy to use and accurate for document archiving and retrieval.

In addition, the evaluation committee felt that the interface on the proposed system from LSSP Corporation was not user-friendly and was difficult to use. The interface on the system proposed by Advanced Processing & Imaging, the next lowest bidder, was very user-friendly in that it remains minimized on the desktop of the user and constantly informs the user of the number and type of files that are contained in the document management system depending upon the topic of the document the user is currently working on.

The Document Management system proposed by Advanced Processing & Imaging also successfully integrates with the City's Enterprise Resource Management software, Springbrook, with little additional effort and no additional costs. This integration will be extremely beneficial for users in that all functions of the Springbrook Software can be tightly integrated with the document management system and the included workflow functions (document routings and approvals) can be utilized in conjunction with the Springbrook Software functions to more effectively automate many of the routine tasks the City performs.

During the Committee's final meeting, after discussing the capabilities of each system, it was the unanimous consensus of all the participants that the software package proposed by Advanced Processing & Imaging was the most robust system and that it had the correct combination of capabilities so as to make it the best choice for the City.

City staff contacted all of the references provided by Advanced Processing & Imaging and they all indicated that they were pleased with the product and that the project was accomplished in the quoted time frame and within budget.

### **Scanning Equipment**

As a part of the implementation of the document imaging and management solution, eight (8) scanning workstations will be established throughout the departments to assist in the input of information. In addition, a large format plan scanner will allow plans and engineering drawings to be scanned into the system for electronic storage, indexing and retrieval.

Advanced Imaging & Processing was requested to provide a quotation for the acquisition of this equipment as part of the system installation, and quotations were secured from additional vendors. Listed below are the results of the quotation process:

<i>Vendor</i>	<i>Canon DR-C130 Desktop Scanner</i>	<i>Contex IQ4490 Large Format Scanner</i>
Advanced Imaging & Processing <sup>2</sup>	\$3,880.00	\$8,100.00
CDW-G	\$3,894.99	\$8,745.00
SHI International	\$3,880.00	NA
ARC Imaging Resources	NA	\$8,995.00
Paragon Micro	\$3,935.92	NA

<sup>2</sup> Denotes lowest responsive and responsible vendor

**Recommendation:**

It is the recommendation of City staff to award the contract for Document Imaging & Management to the lowest responsive and responsible bidder, Advanced Imaging & Processing, in the amount of \$52,538.00, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of services. In addition, it is the recommendation of staff to authorize the purchase of eight (8) desktop scanning units and one (1) large format plan scanner to Advanced Imaging and Processing in the amount of \$11,980.00.

Sufficient funding is available in the FY2013-2014 budget for this project.

**Votes Required to Pass:**

Simple Majority

**DRAFT**



**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute the contract with Advanced Processing & Imaging for the Document Imaging & Management project in the amount of \$52,538.00 and to execute an agreement with Advanced Imaging & Processing in the amount of \$11,980.00 for the purchase of one (1) large format plan scanner and eight (8) desktop scanners. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this 4<sup>th</sup> day of June, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: June 4, 2013  
APPROVED: June 4, 2013



**Agenda Item No: 16**

## **City Council Agenda Supplement**

---

**Meeting Date:**

June 4, 2013

**Item:**

State of Illinois Joint Purchase Contract Network Server, Computer Desktop, Server Operating System, SQL Database Software and SQL Client Access Licenses Purchase for Document Imaging and Management System

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute agreements with Dell, Inc., for the purchase of two (2) Network Servers in the amount of \$16,655.22, CDS Office Technologies for the purchase of nine (9) computer desktops in the amount of \$8,694.00 and CDW-G for the purchase of Server Operating System software, SQL database software and SQL Client Access Licenses in the amount of \$5,815.68 through the State of Illinois Joint Purchasing Program.

**Staff Contact:**

Greg Fettes, Director of Information Technology

---

**Background:**

As a part of the Document Imaging & Management System, certain information technology hardware must be purchased and implemented. The system recommended by Advanced Processing & Imaging requires two (2) network servers that act as network storage for the documents and also house the database server software and the workflow and imaging software required for the system to function. In addition, one desktop level machine will be required to run the text search processing engine for the system and eight (8) desktop level machines will be required to provide the scanning workstations to be located within the departments to assist in the input of paper documents into the system.

In addition, it is significantly cheaper to purchase the server operating system software (Microsoft Server 2012) and the Microsoft SQL database server software separately through Microsoft's Volume Licensing Agreements with the State of Illinois through the Joint Purchasing Program. This software will be installed in-house by Information Technology staff. Finally, Microsoft SQL Server (database) requires Client Access Licensing for the workstations



utilizing the software, which is also available through the Volume Licensing Agreements with the State of Illinois through the Joint Purchasing Program.

State Joint Purchasing contracts have been awarded to Dell for Network Server hardware, to CDS Office Technologies for Desktop hardware, and to CDW-G for the Microsoft Volume Licensing purchases. The City has several existing Dell Network Servers for a variety of applications and has been very pleased with their performance and reliability, which is critical for network server hardware. The desktop hardware in the State Joint Purchase contracts is Lenovo branded hardware, which the City has been utilizing since they were awarded the State Joint Purchasing contract two years ago and we have been pleased with the hardware's performance.

Sufficient funding is available in the FY2013-2014 budget for this project.

**Recommendation:**

It is the recommendation of Information Technology to purchase two (2) Network Servers in the amount of \$16,655.22 from Dell, Inc., nine (9) computer desktops from CDS Office Technologies in the amount of \$8,694.00, and Server Operating System software, SQL database software and SQL Client Access Licenses from CDW-G in the amount of \$5,815.68 through the State of Illinois Joint Purchasing Program.

**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 that the City Manager is authorized to execute the contracts with Dell, Inc., for the purchase of two (2) Network Servers in the amount of \$16,655.22, CDS Office Technologies for the purchase of nine (9) computer desktops in the amount of \$8,694.00, and CDW-G for the purchase of Server Operating System software, SQL database software and SQL Client Access Licenses in the amount of \$5,815.68 from the State of Illinois Joint Purchasing Program.

**DATED** this 4<sup>th</sup> day of June, 2013.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: June 4, 2013  
APPROVED: June 4, 2013



## Agenda Item No: 17

### City Council Agenda Supplement

---

<b><u>Meeting Date:</u></b>	June 4, 2013
<b><u>Item:</u></b>	Project Overview of S. Main Street Improvement
<b><u>Staff Recommendation:</u></b>	Information Only
<b><u>Staff Contact:</u></b>	Erik D. Morimoto, Director of Engineering and Building Abigail L. Wilgreen, Assistant City Engineer

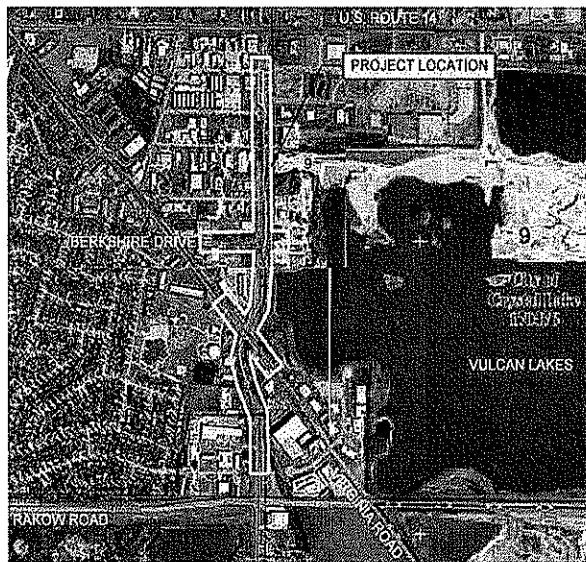
---

#### **Background:**

The improvement to South Main Street is a programmed construction project that will widen Main Street to a five-lane section from Liberty Drive to Jennings Drive. This improvement will tie into the Rakow Road improvements to the south and the improvements to Route 14 and Main Street, completed in 2002, to the north. The City has obtained \$1.5 million in federal Surface Transportation Program funding for the construction.

This project will create a continuous four-lane roadway between Rakow Road and Crystal Lake Avenue and eliminate the traffic bottleneck that currently exists in the City's primary gateway to the Route 14 commercial corridor from the south. The specific project scope includes:

- Widening and resurfacing;
- Upgraded storm sewer;
- Enhanced warning system along Virginia Road for emergency vehicles exiting the fire station;
- Upgraded traffic signals with illuminated street name signs; and
- Installation of dual modular block retaining walls in front of Mayfair Carpet.



Included in the proposed scope of improvement is the intersection of Main Street/Pyott Road and Virginia Road. Three legs of this intersection, the Pyott Road leg and the two Virginia Road legs, are under the jurisdiction of McHenry County. In addition, the traffic signal system at the intersection is under the jurisdiction of the County. McHenry County will be financially participating in the improvements along their sections of roadway, which includes participation with Phase II Engineering, the right-of-way and easement acquisition, the construction, and the Phase III Engineering.

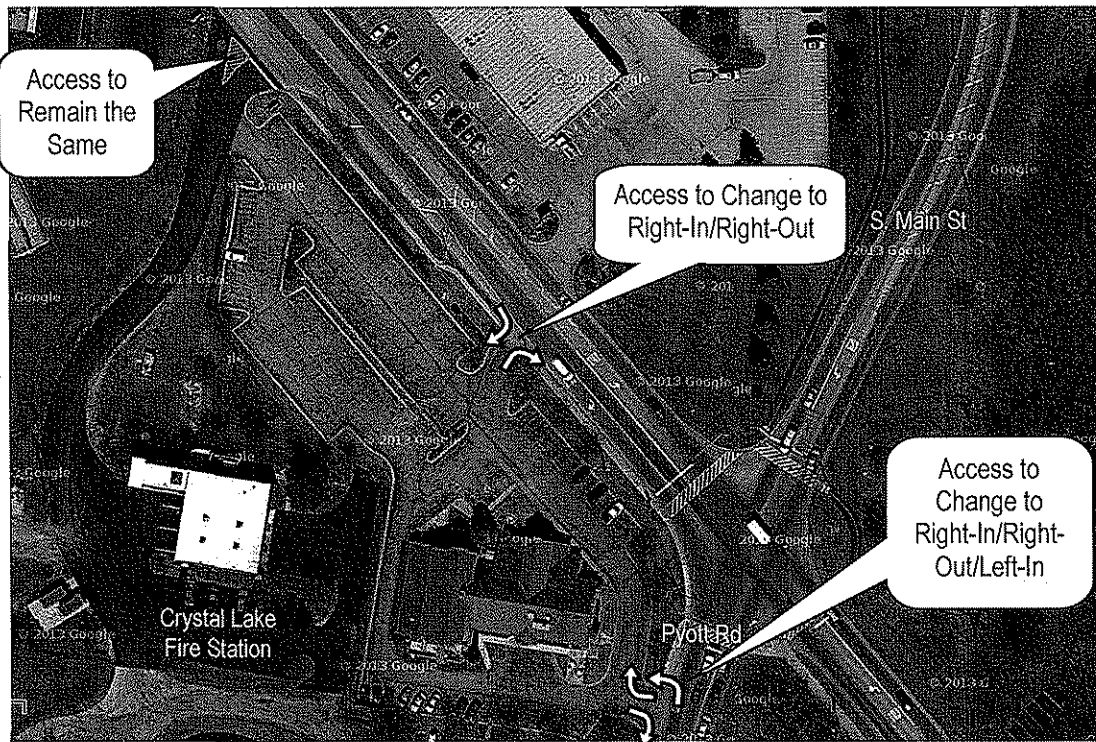
### *TRAFFIC AND PEDESTRIAN IMPACTS*

During construction, the contractor will maintain two-way traffic along South Main Street with traffic staging. There may be intermittent lane closures with flaggers to direct traffic as is typical with this type of roadway work. Pedestrian access to the Prairie Trail and the bike path to the Three Oaks Recreation Area will remain at all times.

### *ACCESS CHANGES*

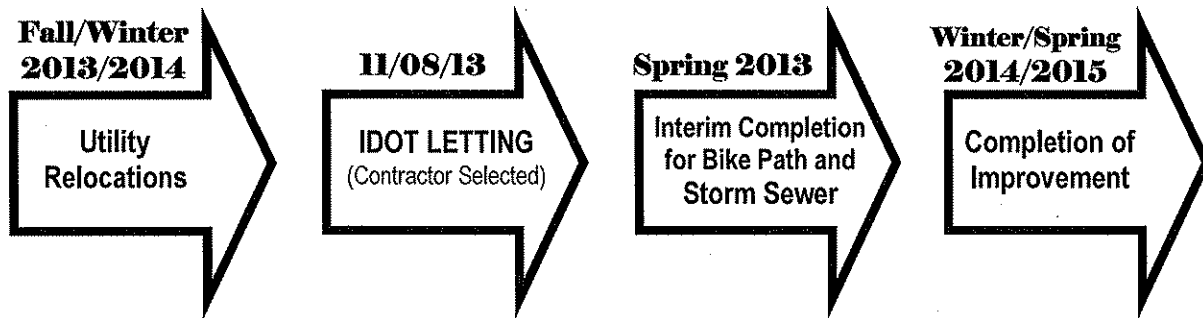
A majority of the access points along the corridor are to remain unchanged with the exception of the following:

- Parcel at the southwest corner of South Main Street/Pyott Road/Virginia Road: Due to the driveway's close proximity to the intersection, the existing driveway along South Main Street will be converted to a right-in/right-out/left-in driveway. The left-in movement was preserved at the City's request and approved by IDOT and the FHWA during preliminary engineering. The existing driveway along Virginia Road closest to Main Street will be converted to a right-in/right-out driveway while the second drive will remain full-access. These changes were discussed with the property owner during the preliminary engineering and are a requirement by the Illinois Department of Transportation and the FHWA.



*PROJECT SCHEDULE*

The City is targeting the following dates for this improvement:

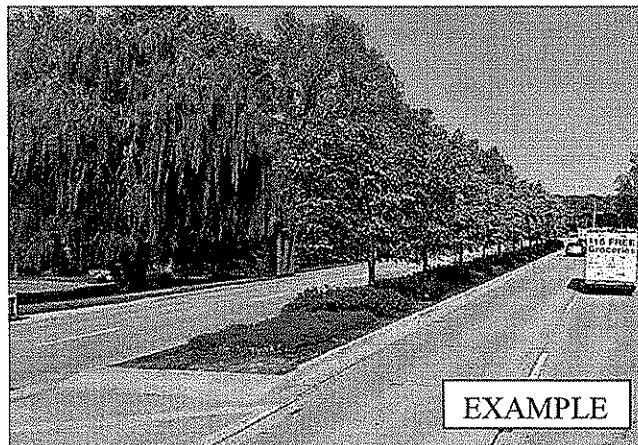


Note that staff does not intend to start construction until all utility relocations have been completed. Should the utility relocations be completed too late in the construction season for a substantial amount of work to be completed prior to the winter shutdown, the project will be moved to the 2015 construction season.

*OPTIONS FOR CITY COUNCIL DISCUSSION*

The following options are for City Council discussion and direction:

- Center Median Design: The proposed 11-foot center median along South Main Street from north of Berkshire Drive to south of Liberty Road has the following design options:
  - a) Raised Curb Median with Trees and/or Various Plantings

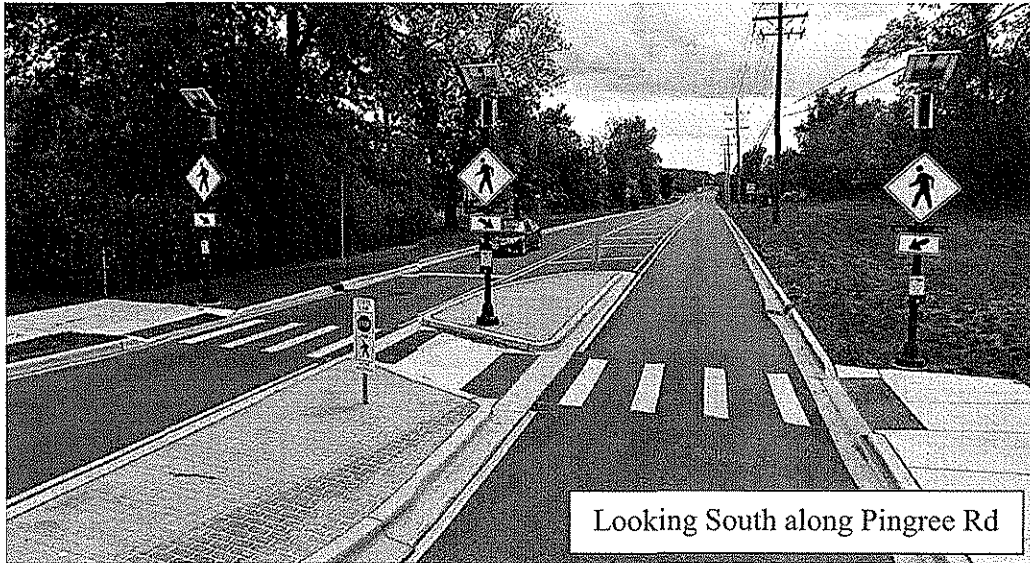


- b) Raised Curb Median with Turf Grass
- c) Flush pavement with a striped center median
- d) Raised Concrete Median

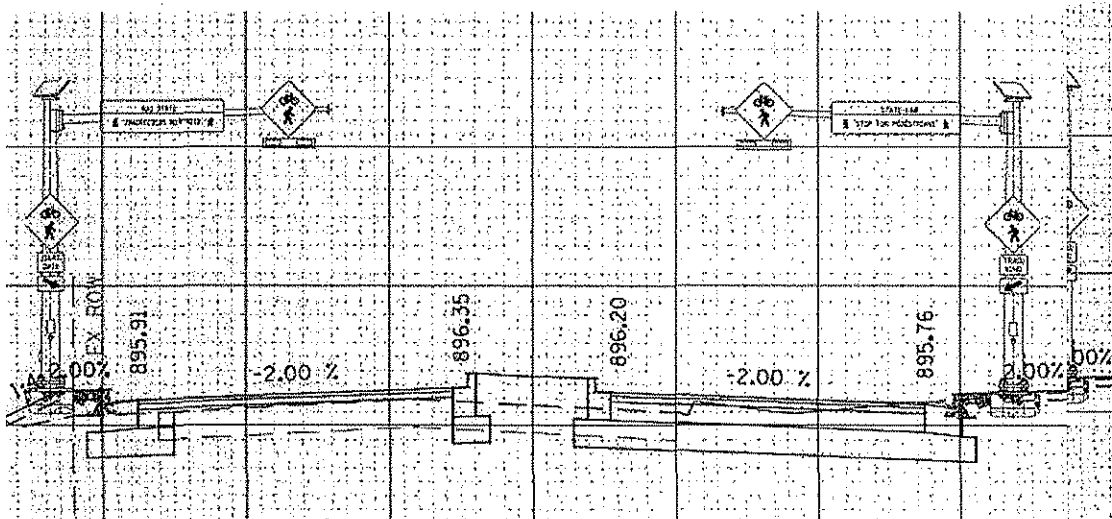
*Staff Recommendation: The raised curb median with trees and/or various plantings to provide an aesthetically pleasing gateway into Crystal Lake.*

*Note that this segment of Main Street does not have any driveways that would lose access due to the raised curb median.*

- Rectangular Rapid Flashing Beacon: The existing midblock crosswalk from the Prairie Trail to the Three Oaks Recreation Area will be upgraded to one of the following:
  - a) Three Post-Mounted Pedestrian Warning Beacons



- b) Two Overhead-Mounted Pedestrian Warning Beacons



*Staff Recommendation: Installation of the overhead mounted pedestrian warning beacons. This would provide the safest crossing with the highest visibility by centering the beacons and "stop for pedestrians in crosswalk" signage over each pair of traffic lanes.*

#### *PUBLIC OUTREACH*

As noted in the separate presentation to City Council, staff has formalized the communication strategy for road construction using a project-specific Public Outreach Plan. The outreach techniques available, along

with a detailed summary of project stakeholders and communications objectives can be found on the attached form that was completed for the South Main Street Improvement. Staff has had various face-to-face meetings with the various business owners throughout the preliminary engineering and design engineering phases. Once a more formal construction date is established, staff will enact the other items outlined in the communication plan.

#### *OTHER CONSTRUCTION IMPROVEMENTS IN 2014*

Projects which are currently anticipated for the 2014 construction season, in addition to the South Main Street improvement, include:

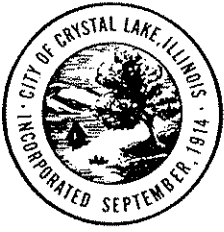
- Completion of the IDOT IL Route 31 at IL Route 176 Intersection Improvement
- IDOT US Route 14 Widening from Crystal Lake Avenue to Lucas Road

#### *CITY STAFF REQUEST*

Staff requests City Council feedback and direction on the options listed above, as well as any other feedback related to the project before the plans are completed and submitted to IDOT.

#### **Votes Required to Pass:**

Discussion Only



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

---

<b><u>Meeting Date:</u></b>	June 4, 2013
<b><u>Item:</u></b>	Crystal Lake Watershed Stormwater Management Program Implementation Plan Text Amendment Discussion
<b><u>Staff Recommendation:</u></b>	Discussion Only
<b><u>Staff Contact:</u></b>	Erik D. Morimoto, Director of Engineering and Building Abigail Wilgreen, Assistant City Engineer

---

**Background:**

On November 6, 2007, the City Council adopted the *Crystal Lake Watershed Stormwater Management Design Manual* and the *Crystal Lake Watershed Stormwater Management Program Implementation Plan*. The purpose of both documents is to protect Crystal Lake by regulating the stormwater management practices of properties that develop or redevelop in the watershed.

The *Crystal Lake Watershed Stormwater Management Program Implementation Plan* (Implementation Plan) provides more detail on how the watershed regulations would be executed by the City. The implementation plan gives specific details on what the responsibilities of developers, property owners, and the City are in the watershed.

Per the requirements of the implementation plan, staff has been working with special counsel to establish a "Crystal Lake Watershed Stormwater Facilities Non-Residential Maintenance Plan, Grant of Easement and Funding Agreement" (agreement). This agreement would be utilized whenever an existing or new development is completed within the watershed.

Within the last few years, two existing sites within the watershed have moved forward with redevelopment, Fair Oaks Nursing Home and Brilliance Honda. Both are still in progress at this time. Attorneys representing both properties have expressed concern with regards to the City having complete control over any required repairs or replacements which may be needed within the stormwater easement areas. Based on this feedback, staff is bringing forward for City Council discussion a request to amend the existing language of the implementation plan, but maintain the ability for the City to ensure that the quality and quantity of the water reaching the lake is protected.



The following factors would be considered in this amendment to the implementation plan:

- a. Maintain City control for any repair or replacement scope of services;
- b. Maintain City approval of the final contractor selection to verify qualifications;
- c. Verify quality of repair or replacement work through inspection by the City-hired consultant; and
- d. Allow more flexibility and potential cost savings for the property owner.

*Proposed Amended Language*

The following language, on page 9, is proposed to be added to the implementation plan; the existing approved implementation plan is attached for reference.

*“For non-residential developments, as part of the maintenance agreements, the City will have the inspection and enforcement responsibility to perform proper maintenance of the facilities as necessary. If a major repair or replacement is needed and it is not an emergency repair, the City will *immediately contact the property owner of the necessary repair or replacement by providing the scope of work established by the City-hired consultant. The property owner shall have the option to:**

- 1. Independently obtain a contract for the necessary repair or replacement. Prior to any work commencing, the property owner is required to submit and receive approval of the proposed contractor’s qualification to perform the proposed repair or replacement; or*
- 2. Direct the City to make the repair or replacement.*

*Should the owner direct the City to make the repair or replacement, the City will assess a fee under the terms of the maintenance agreement to allow the City to make the repair or utilize funds from performance escrows or an established SSA, or other financial commitment relating to that development.”*

It should be noted that the agreement language will include the following specifics:

- a. City will send the scope of work via certified mail to the owner, unless the repair is of an emergency nature. The scope of work shall outline a timeframe to complete the work, which will be based upon the magnitude of the repair or replacement;
- b. Owner will be required to respond to the City representative in writing within five (5) business days of receiving the scope of services with their decision to either complete the work on their own or have the City hire a contractor;
- c. Owner will have ten (10) business days from the date of receiving the scope of services to provide the City with the qualifications (including a minimum of three references) of the contractor to perform the work. The City shall have the right to approve or disapprove the owner’s contractor based upon the provided qualifications and reference checks. Should the City not approve the contractor, the City shall immediately move forward with hiring a contractor on an emergency basis, of which the City will assess the fee under the terms of the agreement.

- d. Owner will be required to obtain a building permit prior to work commencing. The building permit submittal shall include the application and the proposal which outlines the specific work to be completed.
- e. City-hired consultant will inspect the repair or replacement to ensure it is completed correctly. Should it not be completed correctly, the owner has five (5) business days to remedy the problem. Should the correction not be completed, the City will hire a contractor to complete the work on an emergency basis, for which the fees will be assessed under the terms of the agreement.

*Benefits of the Amended Language*

Allowing the property owner to obtain their own contractor to complete the necessary repairs or replacement work provides the following potential benefits:

- a. It allows for more flexibility by the property owner with regards to any required repair or replacement work;
- b. The property owner is not bound to the same prevailing wage requirements of a municipal body when selecting a contractor and, therefore, might obtain smaller fees for the work;
- c. The protection of the lake is not sacrificed due to the retention of a City-specified scope of work, City approval of the property owner's contractor selection, and field inspection of the repair or replacement by the City-hired consultant.

Special counsel has reviewed this recommended amendment and has no legal concerns with this update.

**Votes Required to Pass:**

Discussion Only



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

---

**Meeting Date:** June 4, 2013

**Item:** Crystal Lake Interactive Community Kiosk (C.L.I.C.K.) - GIS public viewer presentation

**Staff Recommendation:** Information only.

**Staff Contact:** Greg Fettes, Director of Information Technology  
Michelle V. Rentzsch, Director of Planning & Economic Development  
Latika V. Bhide, Planner

---

**Background:**

In 2012, the City Council awarded the proposal for the GIS Server Implementation and Website Development to Swova Tech. A Geographic Information System (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information.

The implementation of the server-based enterprise GIS system has allowed for the development, maintenance and sharing of consistent and accurate data among the various City departments. It has also made it possible to disseminate information via a 24/7 interactive GIS viewer. This virtual community kiosk will allow the City to provide an improved level of customer service, rapid access to up-to-date accurate data and better informed citizens and employees.

**Votes Required to Pass:**

Discussion only



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

---

**Meeting Date:** June 4, 2013

**Item:** Intergovernmental Agreement between the Crystal Lake Police Department and the Illinois Department of Revenue.

**Staff Recommendation:** Motion to adopt a resolution authorizing the City Manager to execute a Intergovernmental Agreement with the Illinois Department of Revenue enabling the Crystal Lake Police Department to participate in the FY 2014 Tobacco Enforcement Program.

**Staff Contact:** James Black, Chief of Police

---

**Background:**

The Illinois Department of Revenue administers the Illinois Liquor Control Commission, which is responsible for liquor and tobacco compliance. The Commission oversees the following activities: State-wide liquor inspections, reviewing and renewing liquor applications, legal interpretations for related liquor matters, liquor industry education, the Under 21 program, and the BASSET Program, which trains liquor servers how to serve responsibly. In addition, the Illinois Liquor Control Commission oversees the State's tobacco enforcement activities.

During the past several years, the Police Department has partnered with the Illinois Liquor Control Commission to coordinate tobacco enforcement activities. The Commission provides grant appropriations for the education of tobacco retailers, as well as for enforcement programs. One such program is the "Kids Can't Buy 'Em Here" Campaign. Through this campaign, the Police Department is able to assist retailers with conformity strategies and initiate activities that promote awareness of compliance with minimum-age tobacco laws. This grant also provides our community with educational retail kits. The Police Department distributes these kits, which include information on State tobacco laws, required signage, training guides for retail staff, and educational posters. Finally, the grant requires the Police Department's participation in three compliance checks during the current fiscal year.

The Police Department is seeking to continue this partnership with the Department of Revenue as well as our tobacco education and enforcement activities in the community. These appropriations provide the Police Department with the appropriate resources to ensure tobacco compliance at retail stores.

The City Attorney and the City's risk pool have reviewed the agreement.

**Votes Required to Pass:**

Simple majority

DRAFT



**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an Intergovernmental Agreement with the Illinois Department of Revenue for participation in the FY 2014 Tobacco Enforcement Program.

DATED this 4<sup>th</sup> day of June, 2013

CITY OF CRYSTAL LAKE, an  
Illinois Municipal corporation,

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

SEAL

ATTEST

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

PASSED: June 4, 2013

APPROVED: June 4, 2013



**Agenda Item No: 21**

**City Council  
Agenda Supplement**

---

**Meeting Date:** June 4, 2013

**Item:** License Agreement with the Chamber of Commerce to designate nine parking spaces along King Street for Chamber staff and guests.

**Staff Recommendation:** Motion to:

- 1) Adopt a resolution authorizing the City Manager to execute the License Agreement between the City and the Chamber of Commerce for off-street parking.
- 2) Adopt an ordinance implementing parking restrictions for nine (9) parking spaces for the Chamber of Commerce at McCormick Park.

**Staff Contact:** James L. Richter II, Assistant Director of Economic Development

---

**Background:**

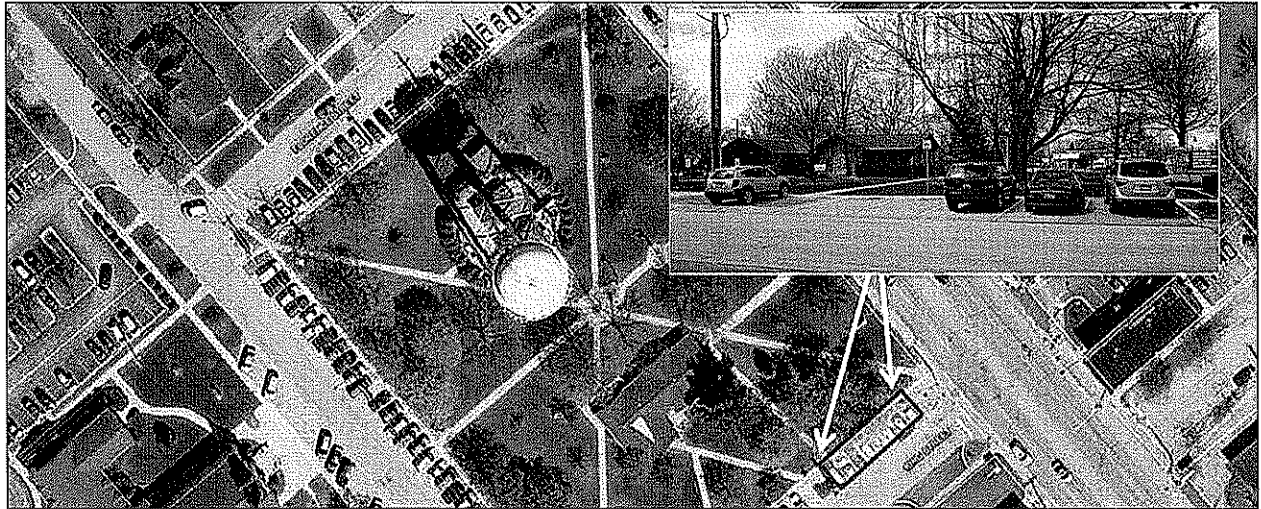
The Crystal Lake Chamber of Commerce and the City have two lease agreements for the property occupied by the Chamber at McCormick Park. One of the leases is for the former pump house building that the Chamber uses as their main office and the other lease is for the off-street parking that surrounds McCormick Park along King, Pierson and Florence Streets. The current parking lease allows the Chamber to utilize all of the parking spaces surrounding the Chamber building on these streets. These same spaces are also available for use by the general public. Although the spaces surrounding the building, which are the subject of the lease, exceed the number of spaces required by the UDO for the Chamber's use, the Chamber has noted that staff vehicles have been damaged by non-Chamber users and that staff and visitors have found it difficult to park near the entrance to the Chamber building.

**Chamber Request and Notification:**

The Chamber has requested that the City designate nine (9) parking spaces at McCormick Park near the intersection of Route 14 and King Street for Chamber staff on weekdays from 7:00 a.m. through 5:30 p.m., including signage reading "Parking for Chamber of Commerce Staff and Customers Only". Chamber staff members would be issued vehicle stickers and guests would be provided with rear view mirror hangtags or other acceptable means that would be displayed on staff vehicles.

**License Agreement:**

The attached draft resolution approves a license agreement between the City and the Chamber which terminates the rights and obligation of the Chamber under the parking lease but grants the Chamber the exclusive right to utilize nine (9) parking spaces on King Street near the intersection with Route 14, (as depicted in the image below). The license agreement would run concurrently with the lease agreement for the Chamber building. These nine spaces would provide sufficient parking for the Chamber pursuant to the City's UDO.



**Parking Restriction Ordinance:**

The attached ordinance places restrictions upon the nine (9) parking spaces and allows the Police Department to enforce these restrictions in accordance with the City's Municipal Code.

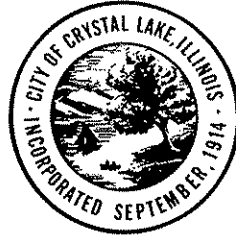
**Recommendation:**

It is Staff's recommendation to approve the attached resolution and authorize the City Manager to execute the License Agreement between the City of Crystal Lake and the Crystal Lake Chamber of Commerce as well as to adopt an ordinance implementing parking restrictions for nine (9) parking spaces along King Street at McCormick Park.

**Votes Required to Pass:**

Simple majority vote.

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 the License Agreement between the City of Crystal Lake and the Crystal Lake Chamber of Commerce for the nine (9) off-street parking spaces along King Street, adjacent to the McCormick Park.

DATED this 4th day of June, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

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

PASSED:  
APPROVED:



DRAFT



**ORDINANCE IMPLEMENTING PARKING RESTRICTIONS AT McCORMICK PARK  
ALONG KING STREET FOR THE CHAMBER OF COMMERCE**

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

SECTION I: That nine (9) parking spaces on King Street near the intersection of King Street and Route 14 at McCormick Park are hereby designated as restricted parking for Crystal Lake Chamber of Commerce Staff only.

SECTION II: That it shall be unlawful to park any vehicle or to permit any vehicle other than those Chamber of Commerce vehicles that openly display notifications issued by the City on their vehicles, Monday through Friday, from 7:00 a.m. until 5:30 p.m.

SECTION III: That suitable signs and markers shall be erected.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval according to law and upon the installation of the notification signage.

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

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

DATED at Crystal Lake, Illinois, this 4th day of June, 2013.

APPROVED:

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

ATTEST:

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

PASSED: June 4, 2013

APPROVED: June 4, 2013

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



**Agenda Item No: 22**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

June 4, 2013

**Item:**

Resolution regarding zoning restrictions on cannabis dispensaries and related facilities.

**Recommendation:**

- 1) Motion to approve the resolution directing the Planning and Zoning Commission to recommend whether the Unified Development Ordinance should be amended to include distribution facilities as a Special Use and any other conditions that should be attached to the zoning of Distribution facilities;
- 2) No action.

**Staff Contact:**

Michelle Rentzsch, Director of Planning & Economic Development

---

**Background:**

Earlier this month, the Illinois General Assembly passed HB0001 (98<sup>th</sup> General Assembly), which creates the Compassionate Use of Medical Cannabis Pilot Program Act. The Governor is currently reviewing the bill. If the Governor signs the bill, it will create a four-year trial program in which doctors could prescribe patients no more than 2.5 ounces of marijuana every two weeks. One dispensary in each Illinois Senate District would be permitted.

In the absence of other regulations, distribution facilities might qualify under local zoning as a pharmacy or similar use. Without amending the UDO to include distribution facilities as a Special Use, a prospective dispensary could secure a vested right before the City could develop regulations. By adopting this resolution, the City will effectively create a moratorium on dispensaries giving the City time to decide how to regulate dispensaries.

**Votes Required to Pass:**

A simple majority vote.

RESOLUTION NO. \_\_\_\_\_

**THE CITY OF CRYSTAL LAKE**

**A RESOLUTION REGARDING ZONING RESTRICTIONS ON CANNABIS  
DISPENSARIES AND RELATED FACILITIES**

**WHEREAS**, The City of Crystal lake (the "*City*") is a home rule special charter municipality established and existing in accordance with the Constitution of the State of Illinois of 1970; and

**WHEREAS**, the City has a long tradition of utilizing its zoning and planning authority to ensure that compatible uses are maintained in its various neighborhoods; and

**WHEREAS**, the Illinois General Assembly has passed House Bill 0001 (the "*Proposed Law*"), which authorizes qualifying patients that have been diagnosed by a physician as having a debilitating medical condition, as defined by the Proposed Law, to use cannabis without being subject to arrest, prosecution, or denial of any right or privilege for the medical use of cannabis in accordance with the Proposed Law; and

**WHEREAS**, under the Proposed Law, nonprofit medical cannabis organizations, as defined by the Proposed Law ("*Distribution Facilities*"), will be authorized to grow, harvest, and distribute cannabis; and

**WHEREAS**, under the Proposed Law only one Distribution Facility will be permitted by the state to operate within each Illinois Senate District; and

**WHEREAS**, Chapter 650 of the City Code (the "*UDO*") does not plainly address uses that would encompass Distribution Facilities or related operations; and

**WHEREAS**, if the Governor signs the bill, the Proposed Law is approved, the City will not be immediately equipped to handle zoning requests from Distribution Facilities; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its residents to direct the Planning and Zoning Commission of the City of Crystal Lake (the "PZC") to evaluate the classification of Distribution Facilities and recommend to the City Council whether Distribution Facilities should be considered "Special Uses" under the UDO as well as such other regulations as may be necessary, important, or beneficial to the City and its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF McHENRY, STATE OF ILLINOIS, as follows:

**SECTION ONE: RECITALS.** The foregoing recitals are incorporated in, and made a part of, this Resolution by this reference as findings of the City Council of The City of Crystal lake.

**SECTION TWO: DIRECTION TO PZC; NOTICE TO PUBLIC.** Should the Proposed Law, or any similar law, be signed into law by the Governor, the PZC is hereby directed to hold a public hearing on the question of whether the UDO should be amended to include Distribution Facilities as a Special Use and make a recommendation to the City Council regarding the same along with any other conditions that should be attached to the zoning of Distribution Facilities. The notice of such hearing shall be given as required by law within 120 days after the effective date of the Proposed Law or any similar law. The public shall be deemed to have notice that the City is considering a UDO amendment regarding Distribution Facilities as of the effective date of this Resolution.

**SECTION THREE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon the passage and approval.

AYES:

DRAFT

NAYS:

ABSENT:

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

CITY OF CRYSTAL LAKE, an Illinois Municipal  
Corporation

BY: \_\_\_\_\_  
AARON T. SHEPLEY, MAYOR

SEAL

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: 23**

**City Council  
Agenda Supplement**

---

- Meeting Date:** June 4, 2013
- Item:** City Code Amendment to Chapter 295, Historic Preservation
- HPC Recommendation:** A motion to approve the Historic Preservation Commission recommendations to amend Chapter 295 Historic Preservation, as presented.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
- 

**Background:**

- In 1997, the City adopted a Historic Preservation Ordinance that provided the framework for obtaining a historic landmark designation for individual properties as well as historic districts.
- The HPC discussed several changes to the Ordinance in regards to a proposed Historic District, membership and grant funding. Several new definitions were added. The membership of the Commission was changed to allow 9 members and the Commission requests that it not be restricted to residents of Crystal Lake. They also made some changes to the Façade Grant Application and added clarification language to their authorities and duties on awarding grants.

**Ordinance Changes:**

- The Complete Ordinance is attached with this agenda summary. Any text that is underlined is new language. Any text that is struck-through would be deleted.
- The changes to the Definitions for contributing property, non-contributing property and not in present state are providing more clarification to the classification of properties in the proposed Historic District.
- Changes are also suggested in Membership, Officers and Authority and duties make minor changes to the Historic Preservation Commission's abilities and actions. The Membership change would allow non-residents of the City to apply for appointment to the Commission.

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

DRAFT

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

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 ARTICLE II GENERAL LEGISLATION CHAPTER 295 HISTORIC PRESERVATION shall be amended as follows:

SECTION 295-3 DEFINITIONS

CONTRIBUTING PROPERTY

A property within a designated historic district that has characteristics and features that relate to the historic context and historic significance of the district and that has been specified in the designation as contributing.

NON CONTRIBUTING PROPERTY

A property within the boundaries of a designated historic district that lacks the architectural characteristics relating to the historic context and historic significance of the district and that has been identified in the designation as noncontributing.

NOT IN PRESENT STATE

A property within the boundaries of a designated historic district that currently lacks the architectural characteristics relating to the historic context and historic significance of the district and that has been identified in the designation as not in present state. A property designates as not in present state does not noticeably detract from the historic district's sense of time, place and historical development and with the appropriate rehabilitation could be reclassified as a contributing property.

SECTION 295-4 Membership

The City of Crystal Lake Historic Preservation Commission shall consist of nine voting members who shall be appointed by the City Council.

SECTION 295-7 Officers

B. Members of the Commission must state if they have a conflict of interest and abstain from voting on any matter before the Commission in which they have a conflict. A conflict of interest is defined as a situation in which a public official's decisions are influenced by the official's personal interests.

SECTION 295-10 AUTHORITY AND DUTIES

K. DELETED FROM CITY CODE.

T. To award grant monies to any applicant that satisfies the necessary submittal requirements to be awarded Commission grant funds. The grant monies are to be awarded at the Commission's discretion and are intended to promote appropriate repairs, upgrades and changes to existing historic landmarked or historic district properties.

U. To allocate funds towards charitable causes or not-for-profits, to attract speakers, exhibits or other historic preservation activities at the Commission's discretion to further the Commission's mission.

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

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

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

\_\_\_\_\_  
MAYOR

ATTEST:

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

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

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

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





**Agenda Item No: 24**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

June 4, 2013

**Item:**

Crystal Lake Centennial Kick-off Festival License, Class 19 Temporary Liquor License, Agreement Authorization for Vendors, Operators and Entertainers, and Noise Ordinance Exemption

**Staff Recommendation:**

Motion to adopt a Resolution approving issuance of the Crystal Lake Centennial Kick-off Festival License, Class "19" Temporary Liquor License with fee waiver, authorizing execution of agreements with vendors, operators and entertainers and exemption from the Noise Ordinance for the Crystal Lake Centennial Kick-off Festival.

**Staff Contact:**

George Koczvara, Deputy City Manager

---

**Background:**

The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial.

At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report. The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial.

The yearlong centennial celebrations will begin with a kick-off festival to be held at the Three Oaks Recreation Area on Friday, September 20, 2013 through Sunday, September 22, 2013.

Below is a tentative schedule and lineup for the Centennial Kick-off Festival.

**Friday, September 20, 2013**

**4 p.m. to 11:00 p.m.**

**South Parking Lot**

Carnival

**Beach**

Nothing

**Volleyball Courts**

Kite Demonstrations & Kite Sales (until 5:00 p.m.)

**Main Stage (Beer Garden Area)**

- Local Live Band (4:00 p.m. to 6:30 p.m.)

- Pirates Over 40 (7:30 p.m. to Close)

**Saturday, September 21, 2013**

**Noon to 11:00 p.m.**

**South Parking Lot**

Carnival

**Beach**

-John Measner - Illusionist/Magician and Stilt Walker.

Three 30-minute, family oriented magic and illusion shows that include live animals. Also included will be stilt walking throughout the grounds.

-Star Wars Club – Dressed as characters, handouts (1:00 p.m. to 4:00 p.m.)

-Star 105.5 rolling radio parked at entrance to beach house (noon to 2:00 p.m.)

**Volleyball Courts**

Kite Demonstrations & Kite Sales (until 5:00 p.m.) Build-your-own kit at 1:00 p.m.

**Main Stage (Beer Garden Area)**

-Local Live Bands – 90 minute sets with ½ hour breaks.

Noon – 1:00 p.m.

1:30 p.m. to 3:00 p.m.

3:30 p.m. to 5:00 p.m.

5:30 p.m. to 7:00 p.m.

-Modern Day Romeos (7:30 p.m. to close)

**Sunday, September 22, 2013**

**Noon to 6:00 p.m.**

**South Parking Lot**

Carnival

**Beach**

-John Measner - Illusionist/Magician and Stilt Walker.

Three 30-minute, family oriented magic and illusion shows that include live animals. Also included will be stilt walking throughout the grounds.

**Volleyball Courts**

Kite Demonstrations & Kite Sales (until 5:00 p.m.)

**Main Stage (Beer Garden Area)**

-Local Live Bands – 90 minute sets with ½ hour breaks.

Noon – 1:30 p.m.

2:00 p.m. to 3:30 p.m.

-Libido Funk Circus (4:00 p.m. to 6:00 p.m.)

The following conditions will be followed:

- Compliance with all City Code regulations.
- Compliance with all of the Carnival License requirements.
- All carnival operators will be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.
- Wristbands for the Beer Garden will be issued and enforced. The entry fee to the Beer Garden will be \$5 per day or \$10 for the entire weekend.
- Proof of Insurance for liquor sales. The City's Risk Pool will provide liquor liability coverage for the event.
- Trash will be picked up regularly.
- There will be sufficient lighting around the area, including the shuttle parking lot and portable toilet areas.
- Any lighting will be placed so as not to disturb the neighbors.
- Separate permits will be sought from the Building Division for any temporary signage.
- The event sites will be subject to a life safety inspection by the Building Division, Fire Rescue Department, and Police Department prior to the start of the festival.
- A carnival would be situated in the southern parking lot. All of the remaining parking spaces would be paid parking (\$10) during the weekend.
- The former Wal-Mart and Garden Fresh property parking lots would serve as the free shuttle parking areas. Patrons would be shuttled for free.
- Exempt from Noise Ordinance.
- The Police and Fire Rescue Departments must be included in any meetings regarding public safety issues.
- Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation.
- Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the beer garden area.

In order to proceed with this kick-off festival, in addition to approving the Festival License, Class 19 Temporary Liquor License and Noise Ordinance Exemption, authorization for the City Manager to execute agreements with vendors, operators and entertainers is also requested. These agreements include:

1. Fantasy Amusement Co., Inc. – Carnival Operator. There is no out-of-pocket cost for the carnival. The carnival operator will provide the City with 25% of the sale proceeds.
2. Headline Entertainers – Pirates over 40 (\$1,200), Modern Day Romeos (\$3,000) and Libido Funk Circus (\$2,250).

3. Family Entertainer – John Measner (\$1,950). Two days of shows with use of mobile stage and sound.
4. Kite Demonstrations and Build-A-Kite - Chicago Kite. No cost to the City. The vendor will have a sales tent.
5. Beer Sales – The Lions Club of Crystal Lake will staff the pouring of the beer and wine for the event. They will receive 5% of gross beer/wine sales.
6. Radio Promotion – Star 105.5 (\$2,550.00). The rolling radio will be parked at the beach house entrance (noon to 2:00 p.m.) on Saturday, September 21, 2013. The agreement provides for four live commercials during the event and radio commercials throughout the week leading up to the event.
7. Tents/Tables/Chairs/Stage – AAA Tentmasters (\$6,663.04) – The contract provides for a 60' x 120' tent with stage, internal lightings, tables and chairs, as well as vendor tents.

Other remaining agreements for such items as beer/wine distributor, portable toilets, food vendors, and other entertainers will be presented at a future City Council meeting.

In addition to the above costs, there will be costs associated with City personnel being assigned to the event. These will include Police, Fire Rescue, Public Works, Finance, and Three Oaks Recreation Area staff.

**Votes Required to Pass:**

Simple majority vote of the City Council.

DRAFT



## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that a Festival License, and a Class 19 Temporary Liquor License with fee waiver for the Crystal Lake Centennial Kick-off Festival License is hereby approved; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute agreements with vendors, operators and entertainers for the Crystal Lake Centennial Kick-off Festival; and

BE IT FURTHER RESOLVED that the Crystal Lake Centennial Kick-off Festival is hereby exempted from Chapter 358, Noise, of the Crystal Lake City Code.

Dated this 4<sup>th</sup> day of June, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

By: \_\_\_\_\_  
Mayor

SEAL

ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: June 4, 2013

APPROVED: June 4, 2013