



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
August 6, 2013  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – July 16, 2013 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**  
*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.*
7. **Mayor's Report**
8. **Council Reports**
9. **Consent Agenda**
  - a. **St. Thomas the Apostle Church Class 16 Temporary Liquor License request.**
10. **Centennial Celebration Sponsorship Acceptance Resolution.**
11. **Wheels and Deals, 805 E. Terra Cotta Avenue – Sign Variation to allow a 33-square-foot wall sign to be installed above the roofline.**
12. **Panera Bread, 6000 Northwest Highway – Sign Variation to allow wall signs to total 112 square feet.**
13. **Gas Depot, 4410 Northwest Highway – Final Planned Unit Development Amendment to allow changes to the free-standing sign.**
14. **175 and 179 Edgewater – Simplified Residential Variation to allow a 4-foot fence in the front yard setback for lake front houses.**
15. **Signature Auto Group, 970 Pyott Road – Referral to the Planning and Zoning Commission for zoning petition reconsideration.**
16. **10216 Route 31 – County Zoning request to allow a sign that is 35 feet in height to be setback 10 feet from Route 31 instead of the required 35 feet.**
17. **Crystal Lake Avenue barrier median update and East Street/East Crystal Lake Avenue left turn and parking restrictions ordinance.**
18. **Resolution authorizing execution of an agreement for the purchase of computer desktops through the State of Illinois Joint Purchasing Program.**

19. **Resolution authorizing execution of an agreement for the purchase of one (1) 2014 Ford Taurus through the Suburban Purchasing Cooperative.**
20. **Bid award and resolution authorizing execution of an agreement for vehicle equipment installation/changeover services and parts for Police Department emergency response vehicles.**
21. **Bid award and resolution authorizing execution of agreements for police directed towing services.**
22. **Proposal award and resolution authorizing execution of a service agreement for Final Clarifier #4 rehabilitation and repair work at Wastewater Treatment Plant #2 with a 10% contingency for unforeseen expenses.**
23. **Proposal award and resolution authorizing execution of an agreement for Bio-Solids Building Rehabilitation with a 10% contingency for unforeseen expenses.**
24. **Proposal award and resolution authorizing execution of an agreement for engineering services for a Sanitary Sewer Evaluation Study and approval of changes in scope by up to 10 percent of the original price.**
25. **Resolution authorizing execution of a pipeline crossing agreement with the Union Pacific Railroad Company to install a water main under Union Pacific Railroad property.**
26. **Resolution authorizing execution of agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick-Off Festival.**
27. **Adjustment of Water and Sewer Connection fees for the Dolphin Swim Club, 825 Munshaw.**
28. **Council Inquiries and Requests.**
29. **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.**
30. **Reconvene to Regular Session.**
31. **Adjourn**

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



**Agenda Item No: 9a**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 6, 2013

**Item:** Temporary Liquor License – St. Thomas the Apostle Church

**Staff Recommendation:** Motion to approve issuance of a Class “16” Temporary Liquor License to St. Thomas the Apostle Church

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

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**Background:**

The City has received a request from St. Thomas the Apostle Church for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Parish Dinner being held at the Oak Street Church Community Center, located at 451 W. Terra Cotta Avenue, on September 7, 2013 from 6:00 p.m. to 11:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	August 6, 2013
<b><u>Item:</u></b>	Centennial Celebration Sponsorship Acceptance
<b><u>Staff Recommendation:</u></b>	Motion to adopt a Resolution accepting a donation from Crystal Lake Bank and formally designating Crystal Lake Bank and Trust Company as the Presenting Sponsor for the Centennial Celebration year.
<b><u>Staff Contact:</u></b>	George J. Koczvara, Deputy City Manager Elizabeth Maxwell, Planner

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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 final report included a fundraising plan that includes various sponsorship levels.

As part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration. An invitation was sent to all Crystal Lake Chamber of Commerce members, including local banks. Crystal Lake Bank and Trust Company has accepted this invitation and has agreed to be the exclusive Presenting Sponsor with a donation of \$10,000. This donation is contingent upon Crystal Lake Bank and Trust being designated as the sole Presenting Sponsor.

Representatives of the Crystal Lake Bank and Trust Company will be in attendance to formally present their donation. Representatives of Crystal Lake Bank and Trust Company have also indicated that they will assist in other ways during the Centennial celebrations, such as volunteering at Centennial events.

Although Crystal Lake Bank and Trust Company will be the sole Presenting Sponsor, other levels of sponsorship opportunity still exist for other Crystal Lake businesses, such as Gold, Silver and Bronze level sponsorships. On promotional material, the sponsors will be listed according to their sponsorship level with higher level sponsors having a more pronounced listing.

More information regarding these additional levels of sponsorship can be found at the Centennial website: [www.crystallake100.com](http://www.crystallake100.com).

**Votes Required to Pass:**

Simple majority vote of the City Council.



**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**WHEREAS**, the City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014); and

**WHEREAS**, a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial; and

**WHEREAS**, as part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration; and

**WHEREAS**, the Crystal Lake Bank and Trust Company has accepted this invitation and has agreed to be the exclusive Presenting Sponsor of the Crystal Lake Centennial with a generous donation of \$10,000.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Council hereby graciously accepts the support of the Crystal Lake Bank and Trust Company and designates the Crystal Lake Bank and Trust Company as the Presenting Sponsor of the Crystal Lake Centennial celebrations.

**DATED** this sixth day of August, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: August 6, 2013

APPROVED: August 6, 2013



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 6, 2013

**Item:** Sign Variation to allow a 33-square-foot wall sign to be installed above the roofline, for Wheels and Deals at 805 E. Terra Cotta Ave.

**Staff Recommendation:** City Council Discretion:  
A. Motion to approve an ordinance with the recommended conditions for variation as requested.  
B. Motion to deny the variation request.

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

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**Background:**

- In late 2012, Wheels and Deals relocated their business from their previous location at 580 E. Terra Cotta Avenue to the location formerly occupied by Black Forest Auto Sales at 805 E. Crystal Lake Avenue.
- There are currently no wall signs on the building in the current location.
- The business would like to install a wall sign which would be located above the roof line, which is not permitted per the provisions of the Unified Development Ordinance (UDO), thereby requiring a variation.

**Analysis**

- The property at 805 E. Terra Cotta Avenue is zoned "B-2 PUD" General Commercial PUD. Per the UDO, single-tenant properties in the "B-2" district are permitted wall signage up to 150 square feet in area with no single sign or single façade exceeding 75 square feet in area.
- The petitioner is requesting to install a wall sign 33 square feet in area. The sign is proposed to be installed above the gutters on the roof, which is not permitted per the UDO.
- The petitioner's intent is to reuse the wall sign from the previous location. The sign is 18 inches in height and 22 feet in length. The sign cannot be installed across the front of the building below the roof line because the existing stoop does not leave adequate roof to accommodate the sign height.
- The petitioner has indicated that the sign will be externally illuminated. It should be noted that the same sign at the previous location was internally illuminated.

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

Item	UDO Requirement	Proposed Signage	Variation
Quantity	Multiple	1	No
Size	75 square feet (total 150 square feet)	33 square feet	No
Height	Sign must not extend above the roof line	Installed above the gutters on the roof	Yes

- The petitioner has indicated that due to the road construction project, the visibility for their business has reduced considerably.
- An application and details of the proposed signage are included.

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

- A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
- B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
- C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Frank Marone has made the request on behalf of Wheels and Deals, and will be in attendance at the meeting to discuss this request with the City Council.

**Recommended Conditions:**

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application, Marone, received 7-25-2013
  - B. Sign Details, received 7-25-2013
2. If the sign is to be illuminated, no internal illumination nor uplighting is permitted. Only external downlighting is permitted, if utilized.



3. The string of lights that are currently installed on the building must be removed.
4. The monument sign and the wall sign shall match each other in color.
5. The proposed signs shall meet all of the other requirements in the UDO, as applicable.

**Votes Required to Pass:**      Simple majority vote

**DRAFT**

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

AN ORDINANCE GRANTING A SIGN VARIATION FOR  
WHEELS N DEALS, 805 E. TERRA COTTA AVENUE

WHEREAS, pursuant to the terms of the request (File #2013-04-G) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow a wall sign approximately 33 square feet in area to be installed above the roofline for Wheels N Deals; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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

SECTION I: That a sign variation be granted to allow a wall sign approximately 33 square feet in area to be installed above the roofline for Wheels N Deals located at 805 E. Terra Cotta Ave., Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application, Marone, received 7-25-2013
  - B. Sign Details, received 7-25-2013
2. If the sign is to be illuminated, no internal illumination nor uplighting is permitted. Only external downlighting is permitted, if utilized.
3. The string of lights that are currently installed on the building must be removed.
4. The monument sign and the wall sign shall match each other in color.
5. The proposed signs shall meet all of the other requirements in the UDO, as applicable.

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

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SECTION III: 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**

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**Meeting Date:** August 6, 2013

**Item:** Sign Variation to allow wall signs to total 112 square feet for Panera Bread at 6000 Northwest Highway.

**Staff Recommendation:** City Council Discretion:  
A. Motion to approve an ordinance with the recommended conditions for the variation as requested.  
B. Motion to deny the variation request.

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

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**Background:**

- Existing Use: This use is part of the Crystal Point Shopping Center and is currently a two-unit, multi-tenant outlot building for both Jamba Juice and Panera Bread.

**Key Factors:**

- Request: The petitioner is requesting a variation from the maximum permitted square feet for a wall sign, Section 4-1000 F Commercial Signs, in the UDO to allow two additional wall signs on the east and north elevations.
- UDO Standard: Two-tenant buildings are permitted 150 square feet of total signage and 75 square feet per tenant. Signs are permitted on all three visible sides, with no one side exceeding 50 square feet.
- Analysis: The following table illustrates the proposed sign versus the ordinance requirement. The existing wall sign on the south elevation is 46 square feet. The two proposed wall signs would be 33 square feet each. The total wall signage is 112 square feet, which exceeds the maximum allowed square footage by 37 square feet.

Item	UDO Standard	Proposed Signage	Variation
Quantity	1 per side	1 per side	No
Each Sign	No more 50 square feet	Two 33-square-foot signs	No
Total Sign Area	75 square feet	112 square feet	Yes, 37 feet

**Review Criteria:**

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

1. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
2. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
3. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

**Recommended Conditions:**

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
  - A. Application (Parvin-Clauss Sign Co., received 07/18/13)
  - B. Sign Plans (Parvin-Clauss Sign Co., dated 11/15/12, received 07/18/13)
2. The proposed signs shall meet all of the other requirements in the UDO, as applicable.
3. The petitioner shall comply with all of the requirements of the Engineering and Building and Planning and Economic Development Departments.

**Votes Required to Pass:**

A simple majority vote.

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

AN ORDINANCE GRANTING A SIGN VARIATION FOR  
PANERA BREAD, 6000 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of the request (File #2013-04-F) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow signs to total 112 square feet for Panera Bread; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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

SECTION I: That a sign variation be granted to allow signs to total 112 square feet for Panera Bread located at 6000 Northwest Highway, Crystal Lake, Illinois with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
  - A. Application (Parvin-Clauss Sign Co., received 07/18/13)
  - B. Sign Plans (Parvin-Clauss Sign Co., dated 11/15/12, received 07/18/13)
2. The proposed signs shall meet all of the other requirements in the UDO, as applicable.
3. The petitioner shall comply with all of the requirements of the Engineering and Building and Planning and Economic Development Departments.

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

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

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

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MAYOR

ATTEST:

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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**

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**Meeting Date:** August 6, 2013

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

#2013-28 Gas Depot PUD Amendment

Final PUD Amendment to allow changes to the free-standing sign, modifying the existing sign to permit 15 feet tall and 112 square feet in area.

Excel Sign on behalf of Forward Capital Crystal Lake, LLC, 4410 Northwest Highway, Crystal Lake

**PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment to allow changes to the free-standing sign at 4410 Northwest Highway

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

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**Background:**

- History: The property was annexed into the City in 1987. At that time, all existing signage on-site was accepted as-is into the City.

**Key Factors:**

- Request: Final PUD Amendment to allow changes to the free-standing sign to modify the existing sign to be 15 feet tall and 112 square feet in area.

***Note: The existing sign has been altered already with the removal of the tenant panel portion (the top 21 feet of the sign) as well as the electronic message panel.***

- Details: The former free-standing sign at this location was 38 feet in height and approximately 242 square feet in area. The original annexation agreement expired in 1997 and was extended for a further period of 10 years (until 2007). The annexation agreement required that signs be brought into compliance at the end of that period.



- The Gas Depot portion of the sign remains and will be dropped an additional 2 feet to be 15 feet tall. The existing poles will remain and painted to match the building color. A tenant panel portion will be added between the poles. This will effectively convert the current pylon sign to a monument sign. No electronic message center will be added to the proposed sign.
- UDO Standard: A free-standing sign is permitted to be no more than 9 feet tall and 80 square feet in area. The proposed sign is 15 feet tall and 112 square feet in area to accommodate the multiple tenants in the center.

**PZC Highlights:**

- The PZC had no concerns with this request and felt that it met the Findings of Fact for a PUD Amendment. The Commission recommended **approval (8-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Development Application, received 06-07-2013
  - B. Sign Details, Signs by Tektronax, received 06-06-2013
2. Landscaping must be planted around the base of the sign. The landscaping shall be located in an area radiating from the base of the sign. Submit a landscape plan for staff approval.
3. The sign shall meet all of the other requirements in the UDO, as applicable.
4. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

**Votes Required to Pass:**

A simple majority vote.

DRAFT

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

AN ORDINANCE GRANTING AN AMENDMENT  
TO THE FINAL PUD FOR GAS DEPOT AT 4410 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of the Petition (File #2013-28) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Gas Depot to allow changes to the freestanding sign, modifying the existing sign to be 15 feet tall and 112 square feet in area; and

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

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

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

SECTION I: That a Final PUD Amendment be granted to allow changes to the freestanding sign, modifying the existing sign to be 15 feet tall and 112 square feet in area for the property located at 4410 Northwest Highway, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Development Application, received 06-07-2013
  - B. Sign Details, Signs by Tektronax, received 06-06-2013
2. Landscaping must be planted around the base of the sign. The landscaping shall be located in an area radiating from the base of the sign. Submit a landscape plan for staff approval.
3. The sign shall meet all of the other requirements in the UDO, as applicable.
4. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & 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

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Variations in accordance with the provisions of this Ordinance, as provided by law.

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

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**

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**Meeting Date:** August 6, 2013

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
#2013-33 Rumford and Buelow

**Request:** Simplified Residential Variation to allow a 4-foot fence in the front yard setback for lake front houses.  
Michael Rumford and Robert Buelow  
175 and 179 Edgewater

**PZC Recommendation:** Motion to deny the petitioners' request

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

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**Background:**

- Existing Use: The properties are improved with single family homes. There is an existing 3-foot chain link fence along the northeast lot line of 175 Edgewater Drive extending to the seawall.
- History: For lakefront lots, the lake side of the lot is defined as the front yard. Fences are permitted to be 3 feet in height in the front yard. The City uses an average setback to determine the front yard setback. This ensures that views of the lake are not blocked by adjacent properties.

**Key Factors:**

- Request: To construct a 4-foot fence along both property lines from the house to the seawall, requiring a variation for the fence height in the front yard setback.
- UDO Standard: Fences, walls or screening in any front yard shall not exceed 3 feet in height.

**PZC Highlights:**

The Planning and Zoning Commission had the following discussion about the item:

- The Commission did not want to set a new precedent for fence height in the front yard or along lake front lots.
- The Commission felt the petition did not meet all of the standards for the Variation.

The Planning and Zoning Commission recommended **denial (6-2)** of the petitioners' request.

If the Council chooses to make a motion to approve, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Rumford & Buelow, received 06/21/13)
  - B. Plat of Survey 175 Edgewater (Luco Construction, dated 01/05/07, received 06/21/13)
  - C. Plat of Survey 179 Edgewater (Luco Construction, dated 10/02/12, received 06/21/13)
  - D. Wrought Iron fence details
2. The fence must remain open/see-through and not a solid fence. Any landscape materials in the front yard near the fence must remain 3 feet or less in height.
3. No fill is permitted in or around the fence. Any spoils from the fence posts must be removed from the property.
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 super majority vote (5 votes).



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 6, 2013

**Item:** #2013-34 Signature Auto Group Referral back to the Planning and Zoning Commission

Brent Pennington, petitioner  
970 Pyott Road

**Recommendation:** Motion to refer the petitioner's request to the August 21, 2013, Planning & Zoning Commission meeting for reconsideration of their zoning petition.

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

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**Background:** The petitioner is requesting a Special Use Permit and variations to allow automobile sales and Other Motor Vehicles for the property located at 970 Pyott Road, the former site of Crystal Auto Body. Signature Auto received a Use Variation on May 7, 2013 to allow an "Automobile Dealer" and a variation to allow the temporary parking on crushed asphalt/gravel; however, the actual use of the property did not comply with the zoning approval.

The petitioner is now seeking to amend their approval to allow the actual use of their property. The PZC recommended **denial (8-0)** of the petitioner's request for the Special Use Permit, Use Variation Amendment and Variations. City staff met with the petitioner after the PZC meeting to discuss a course of action to address the PZC concerns.

The petitioner respectfully requests that this matter be referred to the August 21, 2013, Planning & Zoning Commission meeting for zoning consideration. The referral back to the PZC would provide an opportunity to meet with the neighbors, address their concerns, and return to the PZC for another chance to address the issues with the request.

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



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 6, 2013

**Item:** COUNTY ZONING REQUEST

David Hinz, Owner, and Mixed Media, LLC, Tenant  
10216 Route 31, Algonquin, IL (unincorporated)

**Staff Recommendation:** Motion to object to the proposed variation, directing staff to proceed with an objection at the County zoning hearing.

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

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**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 0.48 acres and is zoned "B-1V" Neighborhood Business district with "B-1" zoning to the north and south, "R-1" zoning to the east and Village of Algonquin manufacturing zoning to the west.

A year ago, the petitioners were requesting a variation to allow a digital billboard sign that was 242 square feet in area to be setback 65 feet from the residential zoning to the east, instead of the County's required 100-foot setback from residential zoning. The City Council directed staff to object at the County zoning hearing, as did the Village of Algonquin. The sign was never pursued further at the County level given the moratorium for electronic billboards that was approved by the County Board.

Currently, the petitioners are requesting a variation to allow a 300-square-foot billboard sign that is 35 feet in height to be setback 10 feet from Route 31 instead of the required 35 feet. The variation request pertains to the setback only. Please reference the attached County information.

The hearing on this matter is to be held on August 8, 2013 at 9am.

The County has a moratorium in place that restricts electronic billboards. Based on the City Council's past position regarding billboards, it is recommended that the Council file an objection to the proposed variation at the County zoning hearing.

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



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 6, 2013

**Item:** Crystal Lake Avenue barrier median update and East Street/East Crystal Lake Avenue left turn and parking restriction ordinance.

**Staff Recommendation:** Motion to adopt an ordinance:

- A. Restricting left turns into East Street from East Crystal Lake Avenue;
- B. Restricting left turns out of East Street at East Crystal Lake Avenue; and
- C. Implementing parking restrictions on both sides of East Crystal Lake Avenue from Main Street east to the City limits 250 feet west of Pingree Road.

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

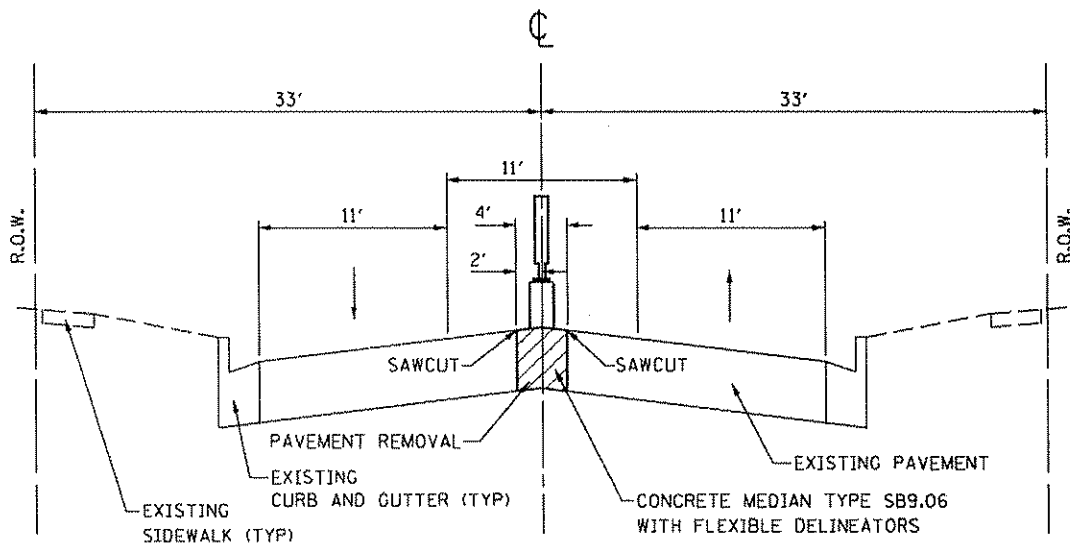
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**Background:**

Pursuant to the discussion at previous City Council meetings, City staff evaluated the concerns with regards to the proposed median along East Crystal Lake Avenue at the East Street intersection near the railroad tracks. Alternatives to the barrier median were proposed by the City and direction from both the Illinois Department of Transportation (IDOT) and the Illinois Commerce Commission (ICC) was requested. A meeting with area residents was also held on December 20, 2012 and attended by IDOT, the ICC, and City staff.

Following that meeting, it was determined by both State agencies that the City must install a barrier median that will physically prohibit both left turns into and left turns out of East Street. The attached ICC correspondence dated December 21, 2012 and the IDOT correspondence dated February 25, 2013 details this determination. The ICC also provided subsequent direction for a narrower barrier median design that would still comply with their recommendations but enhance the ability for larger vehicles to turn right onto Crystal Lake Avenue from East Street.





The following timeline outlines the recent coordination history regarding the barrier median:

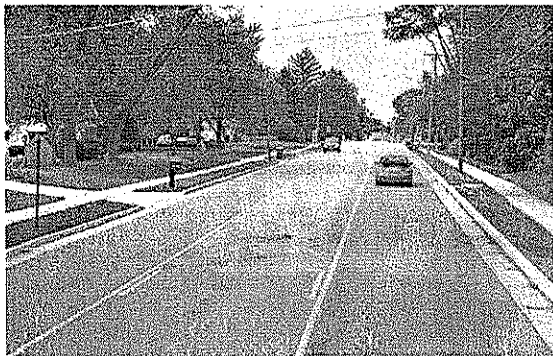
- **November 21, 2012** – City request to IDOT and ICC for consideration of alternatives to the barrier median in the approved plan.
- **December 20, 2012** – Resident meeting with IDOT, ICC, and City staff.
- **December 21, 2012** – ICC letter with final direction regarding the barrier median.
- **February 25, 2013** – IDOT letter concurring with the ICC’s final direction regarding the barrier median.
- **March 7, 2013** – ICC provided sample plans with a narrower median cross section that had been approved in the past and would comply with their recommendations from the December 21, 2012 letter (see example photo on right).
- **May 22, 2013** – Revised plans submitted to the ICC for review, based upon the March 7, 2013 direction.
- **June 24, 2013** – ICC approval of the revised plans.
- **June 26, 2013** – IDOT approval of the revised plans.
- **Summer/Fall 2013** – City staff will coordinate with the contractor to complete the installation of the median in accordance with the written direction received from IDOT and the ICC.



**Traffic Control Ordinance:**

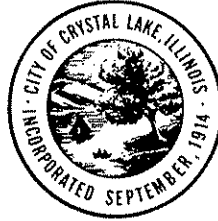
With the completion of the East Crystal Lake Avenue improvement, the work zone traffic control will be removed. Separate ordinances for the permanent left turn restrictions are recommended in addition to the median installation to aid in enforcement. This ordinance would support the restriction of left turns into Crystal Lake Avenue from southbound East Street as well as the restriction of left turns into East Street from eastbound Crystal Lake Avenue.

The parking restrictions would be implemented in accordance with the three-lane cross section that is currently present in the recently improved segments of East Crystal Lake Avenue.



**Votes Required to Pass:**

Simple Majority of City Council Present



**DRAFT**

**The City of Crystal Lake Illinois**

**ORDINANCE**

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

SECTION I: That it shall be unlawful for any motor vehicle to make a left turn from eastbound East Crystal Lake Avenue onto northbound East Street.

SECTION II: That it shall be unlawful for any motor vehicle to make a left turn from southbound East Street onto eastbound E. Crystal Lake Avenue.

SECTION III: That it shall be unlawful to park any vehicle on both sides of E. Crystal Lake Avenue from East Street to the City limits 250 feet west of Pingree Road.

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

SECTION V: That any person, firm or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

SECTION VII: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**DRAFT**

**DATED** at Crystal Lake, Illinois, this sixth day of August, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal  
Corporation

BY: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

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

PASSED: August 6, 2013

APPROVED: August 6, 2013

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



**Agenda Item No: 18**

## **City Council Agenda Supplement**

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**Meeting Date:**

August 6, 2013

**Item:**

State of Illinois Joint Purchase Contract for Computer Desktops

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with CDS Office Technologies for the purchase of fifty (50) computer desktops in the amount of \$48,556.00 through the State of Illinois Joint Purchasing Program.

**Staff Contact:**

Greg Fettes, Director of Information Technology

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**Background:**

Every year, as a part of the budget preparation process, Information Technology staff review the City's inventory of data processing equipment, in concert with long-term planning for equipment replacement, to determine the necessity for replacements during the next Fiscal Year. As a part of this review, age of the equipment, what role the equipment plays in the organization, and the types of repair orders received over the course of the unit's lifetime are all taken into consideration.

The typical replacement cycle for corporate desktop machines that are in continuous use is generally every four (4) to five (5) years. As a computer ages, particularly machines that are in continuous use, their electronic components deteriorate. The most noticeable result of this deterioration is a marked increase in component failures and a significant slowdown in the performance of the machine. As machines become slower and must be taken out of service more often for repairs, a significant impact on employee productivity can result. In addition, after several years of service, computer monitors begin to lose their clarity and brightness which results in difficulty for employees viewing the information on their screens.

Over the past several years, the City has been able to delay the replacement of many machines throughout the organization resulting in significant cost savings. As a result, over the past two years, the City has been increasing the number of machines being replaced in order to remove

these older machines from service and to replace machines containing the Windows XP operating system.

All of the machines proposed for replacement were purchased and built when Windows XP was the flagship operating system from Microsoft. Windows XP was originally released in 2001. Since that time, Microsoft has released the Windows Vista (released in 2007), Windows 7 (released in 2009) and Windows 8 (released in 2012) operating systems. The Windows XP operating system is currently scheduled for termination of support by Microsoft on April 8, 2014. This termination of support will result in Microsoft no longer releasing updates for the operating system and no longer providing support for machines that encounter software issues related to the operating system after that date.

The core design of Windows operating systems was changed significantly first with Windows Vista (which was not generally well received) and then again with Windows 7. As a result, many new software products and pieces of hardware began to drop support for Windows XP in favor of Windows 7, which can result in difficulties rolling out new software packages and equipment. Older machines running Windows XP generally cannot be updated to the Windows 7 or Windows 8 operating systems because the BIOS (Basic Input Output System) for the motherboard (the main controller in the machine) will not support the newer operating systems. Software drivers for the older video cards, network interface controllers and other machine hardware also generally do not support the newer operating systems.

As a part of the FY2013-2014 budget, a total of fifty (50) new and replacement desktop machines were identified. Almost all of the machines identified for replacement have already reached or will reach an age of at least six (6) years by the time they are replaced, and many will be at least seven (7) years of age.

State Joint Purchasing contracts have been awarded to CDS Office Technologies for Desktop 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 fifty (50) computer desktops and monitors from CDS Office Technologies in the amount of \$48,556.00 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 a contract with CDS Office Technologies for the purchase of fifty (50) computer desktops in the amount of \$48,556.00, from the State of Illinois Joint Purchasing Program.

**DATED** this 6<sup>th</sup> day of August, 2013.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: August 6, 2013

APPROVED: August 6, 2013



## Agenda Item No: 19

### City Council Agenda Supplement

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**Meeting Date:**

August 6, 2013

**Item:**

Suburban Purchasing Cooperative Contract #125A Vehicle Purchase- 2014 Ford Taurus SE

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Bredemann Ford in Glenview, IL for the purchase of one (1) 2014 Ford Taurus in the amount of \$21,970.00 through the Suburban Purchasing Cooperative, contract # 125A.

**Staff Contact:**

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

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**Background:**

The Police Department received approval for fleet vehicle replacement as part of the Fiscal Year 2013-2014 Budget. A new 2014 Ford Taurus SE will feature front wheel drive, replacing a rear-wheel drive Ford Crown Victoria.

The Taurus sedan has a 3.5 liter V6 engine compared to the 4.6 liter V8 of the Ford Crown Victoria, which will offer greater fuel economy. Furthermore, it will more efficiently handle harsh weather conditions with its front-wheel drive and provide for greater cargo capacity.

As members of the Suburban Purchasing Cooperative Program, the City is able to take advantage of the cooperative members' leveraged contract. This program allows members to combine purchasing power, which enables significant cost reductions. All items that are bid through the Cooperative 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 and Police Departments to purchase one (1) 2014 Ford Taurus in the amount of \$21,970.00 from Bredemann Ford in Glenview, IL through the Suburban Purchasing Cooperative 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 Suburban Purchasing Cooperative 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 Bredemann Ford in Glenview, IL for the purchase of one (1) 2014 Ford Taurus SE in the bid amount of \$21,970.00 from Suburban Purchasing Cooperative Contract # 125A for the Police Department.

DATED this 6<sup>th</sup> day of August 2013.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: August 6, 2013  
APPROVED: August 6, 2013



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

**Meeting Date:** August 6, 2013

**Item:** Emergency Vehicle Equipment Installation / Changeover

**Staff Recommendation:** A motion to award the bid for vehicle equipment installation/changeover services and parts for Police Department emergency response vehicles to the lowest responsive, responsible bidder, Ultra Strobe Communications Inc., and adopt a resolution authorizing the City Manager to execute a one-year agreement for the equipment installation/changeovers with Ultra Strobe Communications Inc. in the bid amount, with the option of two, one-year extensions.

**Staff Contact:** James Black, Chief of Police  
Victor Ramirez, Director of Public Works

**Background:**

On Monday, July 8, 2013, the City of Crystal Lake publicly opened and read aloud the one bid received for the vehicle equipment installation/changeover services for Police Department Emergency Vehicles.

The services for this bid include all wiring and mounting of computer systems, emergency lighting, radios, video cameras, flashlight chargers, and other electronic equipment, as well as transferring prisoner transport equipment and gun racks from existing units. The following is a breakdown of the bid received:

√ Ultra Strobe Communications, Inc. Crystal Lake, IL	Base Bid 2013 Price (Per Vehicle)	Optional 2013 Increase	Optional 2014 Increase
Outfitting Marked Sedan or SUV	\$1,600.00	\$1,625.00	\$1,650.00
Outfit Canine Transport Version	\$1,800.00	\$1,825.00	\$1,850.00
Outfit New Administrative Sedan	\$1,000.00	\$1,000.00	\$1,000.00

√ Indicates the lowest responsive, responsible bidder

The 2013 program consists of outfitting four marked SUVs and one administrative sedan. Based on the pricing submitted, the 2013 program will total \$7,400.00 plus the cost for equipment.

Historically, the award has been given to Ultra Strobe Communications based on lowest bid. While prior to 2012 other vendors have placed bids, during the past two years, no other vendor has submitted such a bid. The City strongly prefers to have multiple bids; however, due to Ultra Strobe Communication's consistent low bid proposals, other vendors have chosen not to submit prices.

<b>Bidder-2012</b>	<b>Base Bid 2012 Price (Total for 7 Vehicles)</b>	<b>Optional 2013 Increase</b>	<b>Optional 2014 Increase</b>
√ <b>Ultra Strobe Communications, Inc. Crystal Lake, IL</b>	\$10,885.00	\$6,425.00	\$6,525.00

<b>Bidder-2011</b>	<b>Six Marked Cars</b>	<b>One Unmarked Car</b>	<b>Total for All Cars</b>
√ <b>Ultra Strobe Communications, Inc. Crystal Lake, IL</b>	\$1,500.00	\$1,500.00	\$10,500.00
<b>Auto Truck Bartlett, IL</b>	\$3,480.00	\$2,760.00	\$23,640.00
<b>Lund Industries Wheeling, IL</b>	No Bid	No Bid	N/A
<b>*Harvey Communications Lake Bluff, IL (bid rescinded by bidder)</b>	\$1,450.00	\$1,450.00	\$10,150.00

<b>Bidder-2008</b>	<b>2009 Crown Victoria</b>	<b>2008 Ford Explorer</b>
√ <b>Ultra Strobe Communications, Inc. Crystal Lake, IL</b>	\$1,195.00	\$1,195.00
<b>Chicago Communications Elmhurst, IL</b>	\$2,095.56	\$2,822.83

Since the Crown Victoria was discontinued by Ford, the Department is continuing the practice of purchasing SUV style vehicles rather than the sedan style. Both the SUV and new sedan models are similar in price and fuel efficiency. Due to these factors, the SUV style is preferred, as it handles more effectively during harsh weather, provides greater cargo capacity, and offers enhanced visibility.

As the existing Crown Victorias are retired, new equipment and/or equipment from previous fleet vehicles will need to be retrofitted with the new models. The bid announcement required vendors to breakdown equipment costs for these changeovers. The following are costs provided by Ultra Strobe Communications, Inc.:

<b>Description</b>	<b>Unit Cost</b>	<b>Optional 2014 Cost</b>	<b>Optional 2015 Cost</b>
Federal Signal Legend 45 Light Bar with Arrow Stick and LED take down alley package with center opticom pre-exemption	<b>\$1,196.00</b>	<b>+3%</b>	<b>+3%</b>
CODE 3 solar panel with trickle charger model #SOLAR	<b>\$215.95</b>	<b>+3%</b>	<b>+3%</b>
Push Bumper Setina #PB400	<b>\$284.95</b>	<b>+3%</b>	<b>+3%</b>
Center Console Premier Brand	<b>\$310.00</b>	<b>+3%</b>	<b>+3%</b>
Sentina Brand Prisoner Partition Model 10XL	<b>\$629.00</b>	<b>+3%</b>	<b>+3%</b>
Laguna Brand rear plastic ABS slipcover with redi-buckle and integrated cargo divider	<b>\$1,024.00</b>	<b>+3%</b>	<b>+3%</b>
Whelen Vertex Clear LED	<b>\$69.00</b>	<b>+3%</b>	<b>+3%</b>
CODE 3 red/blue LED #XT4RB	<b>\$49.00</b>	<b>+3%</b>	<b>+3%</b>

**Recommendation:**

It is the recommendation of the Public Works and Police Departments to award the bid to Ultra Strobe Communications, Inc., who has submitted the lowest responsive, responsible bid for the vehicle equipment installation/changeover services for five (5) Police Department emergency response vehicles in accordance with the terms and conditions of the contract. Ultra Strobe has previously performed this work for the City.

There are sufficient funds in the FY 2013/2014 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 be and he is hereby authorized and directed to execute a purchase agreement between the City of Crystal Lake and Ultra Strobe Communications, Inc. for Police Department Emergency Vehicle Equipment Installation / Changeover pricing listed in the bid, beginning August 2013, with the option of two, one-year extensions for upcoming years.

DATED this 6<sup>th</sup> day of August 2013.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: August 6, 2013  
APPROVED: August 6, 2013



## Agenda Item No: 21

### City Council Agenda Supplement

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**Meeting Date:**

August 6, 2013

**Item:**

Police Directed Towing Services

**Staff Recommendation:**

Motion to award contracts for police directed towing services to the lowest responsive, responsible bidders: Anchor Towing, Inc.; Herrick Auto Rebuilders, Inc.; Ormsby Motors, Inc.; and Whitey's Towing, Inc., and adopt a resolution authorizing the City Manager to execute two-year agreements for police directed towing services with Anchor Towing, Inc.; Herrick Auto Rebuilders, Inc.; Ormsby Motors, Inc.; and Whitey's Towing Inc. in the bid amount.

**Staff Contact:**

James Black, Chief of Police

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**Background:**

On Tuesday, May 7, 2013, the City Council adopted an ordinance amending Chapter 476, Towing. While there were numerous revisions, the most significant change concerned how the towing companies were selected to provide police directed towing services. Once the City Council approved competitive bidding for this selection process, staff developed bid specifications, with the assistance of area towing companies. The services for this bid included towing, service calls, recovery fees, storage charges, clean-up fees, and special handling fees. A set of bidding documents, including comprehensive specifications and a model towing services contract developed by staff, was issued to potential bidders on June 18, 2013.

On Monday, July 8, 2013, the City publicly opened and read aloud four bids for police directed towing services. The four bidders included Anchor Towing, Inc.; Herrick Auto Rebuilders, Inc.; Ormsby Motors, Inc.; and Whitey's Towing, Inc.

The bid process resulted in four bidders submitting different rates for different services, as described below. Staff thus decided that the most equitable method for evaluating the bids was to determine the lowest bid for each service and to award contracts to all of the four bidders that would be agreeable to providing each service at the lower bid amount. Staff identified the lowest

bids and then met with each bidder to review the results and discuss any issues discovered during the bid process.

One issue was the distinction in the bid documents between “regular business hours” and “after hours.” Operationally, the towing agencies preferred to have one set rate. Staff agreed with the bidders’ concern and eliminated the distinction.

Another issue was debris clean-up. The City’s previous ordinance set this service rate at \$40 and this bidding process resulted in a lower rate of \$30. Several bidders voiced concern with the lower rate due to labor/supply costs, and those bidders requested that the \$40 service fee remain. Staff agreed with this concern as well and recommends that the rate stay at \$40.

The proposed contract reflects both of these determinations, with no separate rate for “after hours” services and a \$40 rate for debris clean-up. The following chart sets out the key bid result details:

Service	Ormsby	Anchor	Herrick	Whiteys	Previous City Ordinance	Low Bid
TOW FEE <12,000 lbs	\$150	\$170	\$165	\$165	\$135-\$150	\$150
TOW FEE-DISABLED <12,000 lbs	\$90	\$125	\$90	\$100	\$75-\$90	\$90
TOW FEE 12,000 lbs-26,000 lbs (crash, arrest, other)	\$200	\$260	\$200	\$215	\$180-\$200	\$200
TOW FEE 12,000 lbs-26,000 lbs (flat rate)	\$170	\$225	\$175	\$185	\$150-\$170	\$170
ALL OUT OF TOWN MILEAGE CHARGE SHALL NOT EXCEED	\$3.50	\$4.00	\$3.50	\$3.50	\$3.50	\$3.50
SERVICE CALL FEE (no tow)	\$75	\$125	\$85	\$85	\$75-\$85	\$75
RECOVERY FEE <26,000 lbs	\$170	\$160	\$175	\$185	\$160-\$170	\$160
RECOVERY FEE (HEAVY DUTY REQUIRED-SHALL NOT EXCEED)	n/a	n/a	n/a	\$350	\$170-\$180	\$350
RECOVERY FEE-Additional charges	\$80	\$125	\$80	\$90	\$80	\$80
RECOVERY FEE-Special handling charges	\$95	\$120	\$100	\$105	\$95	\$95
MISC. Fee-Debris clean up	\$40	\$30	\$45	\$45	\$40	\$30
MISC. Fee-Police vehicles	\$45	\$65	\$45	\$45	\$45	\$45

<b>MISC. Fee-Standby time per hour</b>	\$60	\$80	\$60	\$65	\$60	\$60
<b>MISC. Fee- Outside City limits</b>	\$60	\$125	\$160	\$60	\$60	\$60
<b>MISC. Fee-Outside mileage rates per mile</b>	\$3.50	\$4.00	\$3.50	\$3.50	\$3.50	\$3.50
<b>MISC. Fee- Oil clean up</b>	\$25	\$40	\$15	\$15	\$12	\$15
<b>STORAGE CHARGES &lt;12,000 lbs</b>						
<b>Outside storage</b>	\$45	\$50	\$45	\$45	\$45	\$45
<b>Inside storage</b>	\$55	\$60	\$55	\$55	\$55	\$55
<b>STORAGE CHARGES &gt;12,001 lbs</b>						
<b>Outside storage</b>	\$60	\$60	\$60	\$60	\$60	\$60
<b>Inside storage</b>	\$70	\$70	\$70	\$70	\$70	\$70

The City's new towing regulations and the bid specifications allow the selection of up to four tow companies for police directed towing services. Each of the four bidders have agreed to provide each service at the lowest bid for that service. Further, each towing company has met or is in the process of meeting all of the bid specifications and the City's new ordinance requirements. All four towing companies have previously performed work for the City.

Legal staff has reviewed the resolution.

**Recommendation:**

The City Manager's Office and the Police Department have reviewed all bids received for completeness and accuracy in accordance with bid requirements. Staff thus recommends that all four bidders be awarded a contract for police directed towing services.

**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 towing services contracts between the City of Crystal Lake and Anchor Towing, Inc.; Herrick Auto Rebuilders, Inc.; Ormsby Motors, Inc.; and Whitey's Towing, Inc. for Police Department directed towing, for two years beginning August 2013.

DATED this 6<sup>th</sup> day of August 2013.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: August 6, 2013

APPROVED: August 6, 2013



**Agenda Item No: 22**

**City Council  
Agenda Supplement**

**Meeting Date:**

August 6, 2013

**Item:**

Final Clarifier #4 Rehabilitation

**Staff Recommendation:**

Motion to award the proposal for Final Clarifier #4 rehabilitation and repair work at Wastewater Treatment Plant #2 to the lowest responsive, responsible proposer, Process Equipment Repair Services, Inc., and adopt a Resolution authorizing the City Manager to execute a service agreement with Process Equipment Repair Services, Inc. in the amount bid with a 10% contingency for unforeseen expenses.

**Staff Contact:**

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

**Background:**

The Public Works Department has implemented a scheduled program to inspect and rehabilitate the final clarifiers at Wastewater Treatment Plant #2, and make repairs to any defects or problems that would impair the unit in the future. Four of the five units were installed in 1981 and have not been rebuilt since. The City specified one unit for rehabilitation this year with an option to repair one additional unit in the next twelve months as funding allows.

On July 18, 2013, the City received proposals from two qualified vendors to perform rehabilitation and necessary repairs to the City's final clarifiers. The rehabilitation and maintenance program includes the inspection, disassembly, rehabilitation, sandblasting, and painting of the existing unit, and the replacement of the existing ducking skimmer with a new beach system. This price includes the cost to replace the main drive unit if the rebuild option is unable to be performed due to excessive wear. However, that will not be known until the unit can be disassembled and inspected. The following is a breakdown of the total proposals received.

<b>Proposer</b>	<b>Rehab Price with New Drive Unit</b>	<b>Rehab Price if Drive can be Rebuilt</b>
√ Process Equipment Repair Services (PERS), Inc. West Bend, WI	\$ 177,300.00	\$ 150,600.00
DPS Equipment Inc. Caledonia, IL	\$ 216,600.00	\$ 166,265.00

√ Indicates the lowest responsive and responsible proposer

The five final clarifiers at Wastewater Treatment Plant #2 are used near the end of the wastewater treatment process to skim any remaining grease or settable solids from the water. After the final clarifiers, the water passes through a sand filter and an ultraviolet treatment system before leaving the plant.

The above pricing is based on the rehabilitation of one final clarifier. PERS indicated in their bid that they would hold their pricing for twelve (12) months if the City elects to rehab a second clarifier in the next fiscal year.

**Recommendation:**

Both companies that have submitted proposals are qualified to rehabilitate the clarifier equipment at the City's facilities. Staff has reviewed the proposed cost estimates submitted, and recommends awarding the work to Process Equipment Repair Services (PERS), Inc. PERS has performed work for the City in the past with favorable results. The rehabilitation of this drive is estimated to help extend the unit's useful service life for another 20 years.

There are sufficient funds in the FY 2013/2014 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 be and he is hereby authorized and directed to execute an agreement with Process Equipment Repair Services, Inc. for Final Clarifier #4 rehabilitation and repair work at Wastewater Treatment Plant #2 in the submitted bid amount with a 10% contingency for unforeseen expenses.

DATED this 6<sup>th</sup> day of August, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: August 6, 2013  
APPROVED: August 6, 2013



**Agenda Item No: 23**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 6, 2013

**Item:** Bio-Solids Building Rehabilitation

**Staff Recommendation:** Motion to award the proposal for Bio-Solids Building Rehabilitation to the lowest responsive, responsible proposer, Marc Kresmery Construction LLC, and adopt a resolution authorizing the City Manager to execute an agreement with Marc Kresmery Construction LLC in the amount of \$586,550.00 with a 10% contingency for unforeseen expenses.

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

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**Background:**

Bio-solids are stored in a steel building at Wastewater Treatment Plant #2 to contain odors and keep materials dry. The gasses produced by the bio-solids create a very corrosive environment that have deteriorated much of the steel building and purlins that support the roof. This issue was initially noted during a July 11, 2011 storm when a portion of the building's roof was blown off by the wind. In preparing the Wastewater Treatment Master Plan, HR Green's structural engineers noted the following:

- The main support beams appeared to be in good condition with the exception of surface corrosion. Secondary members (purlins) have experienced severe corrosion.
- There should be no issues with replacing building cladding provided that the replacement cladding and fasteners are galvanized, and that similar fastener spacing are used to attach the cladding to the secondary members.
- Sand-blasting and painting the primary and secondary members would be a very important step towards extending the useful life of the structure.

In their review, HR Green also reviewed other sludge drying processes to determine if the rehabilitation of the building as it is currently configured was the most logical, cost-effective approach. Other approaches considered included mechanical drying, solar drying, and composting. After costing other options and weighing short-term and long-term impacts, HR Green recommended that the City rehabilitate the bio-solids building and maintain current drying practices.

On July 22, 2013, the City received proposals from two qualified vendors to perform rehabilitation and necessary repairs to the bio-solids building. This price includes the disassembly of deteriorated structures including walls and the roof, rehabilitation of the main support beams, and installation of a new skin, fans, and an odor control system for the 20,000 sq. ft. building. The following is a breakdown of the proposals received.

Proposer	Total Price
√ Marc Kresmery Construction LLC. Elgin, IL	\$ 586,550.00
Tri-State Enterprises Romeoville, IL	\$ 652,786.00

√ Indicates the lowest responsive and responsible proposer

All new hardware installed will be stainless steel, and any steel components will be painted or galvanized. As indicated above, these measures should protect the steel from the corrosive gasses and ensure the integrity of the building going into the future.

**Recommendation:**

Both companies that have submitted proposals are qualified to rehabilitate the bio-solids building at WWTP#2. Staff has reviewed the proposals, and recommends awarding the contract to the most responsive, responsible bidder, Marc Kresmery Construction, LLC. Staff has contacted the references provided by Marc Kresmery Construction and received favorable results. The rehabilitation of this building will help to extend the longevity of its useful service life for another 20 years.

There are sufficient funds in the FY 2013/2014 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 be and he is hereby authorized and directed to execute an agreement with Marc Kresmery Construction LLC for the Bio-Solids Building Rehabilitation at Wastewater Treatment Plant #2 in the submitted bid amount of \$586,550.00 with a 10% contingency for unforeseen expenses.

DATED this 6<sup>th</sup> day of August, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: August 6, 2013  
APPROVED: August 6, 2013



**Agenda Item No: 24**

**City Council  
Agenda Supplement**

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**Meeting Date:**

August 6, 2013

**Item:**

Consultant Selection Approval for the completion of a Sanitary Sewer Evaluation Study

**Staff Recommendation:**

Motion to award the proposal for engineering services for a Sanitary Sewer System Evaluation Study to the most responsible and responsive proposer, Baxter & Woodman, and adopt a resolution authorizing the City Manager to execute an agreement with Baxter & Woodman in the amount of \$109,000.00 and approve changes in scope by up to 10 percent of the original price.

**Staff Contact:**

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

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**Background:**

During the June 26, 2013 storm event that poured over three inches of water on the City in less than an hour, the Public Works Department noted Inflow & Infiltration (I&I) of rainwater into its sanitary sewer system. The following areas were of particular concern:

1. North Shore Drive Basin (Tributary to Lift Station 13)
2. Green Oaks Basin (Tributary to Lift Station 13)
3. Oriole Trail Basin (Tributary to Lift Station 9)
4. Areas North of the Lift Station 13 Tributary Area
5. Lift Station 14 Basin (Tributary to Lift Station 13)

Since the event, Sewer & Lifts Division staff have televised these areas to attempt to identify any potential causes of public I&I. These efforts did not reveal any significant defections with the City's sanitary sewers.

In conjunction with the televising efforts, staff solicited proposals from select engineering firms who are experienced in Sanitary Sewer Evaluation Studies to perform such a service in the areas impacted by the June 26<sup>th</sup> storm. The following components are included in the study:

1. Manhole Inspections: Since manholes may be a direct source of inflow or infiltration, they should be thoroughly inspected to ensure that they have a proper seal and the integrity of the column is not deteriorated.



2. **Smoke Testing:** Smoke testing can reveal improper connections to the sanitary sewer system, significant defects in the sewer or service lateral, or cross connections between a sanitary and storm sewer.
3. **Building Inspections:** A thorough canvassing of the impacted areas is important, as some of the most significant causes of I&I could be sump pump or downspout connections.
4. **Dye Testing:** Dye testing will be conducted based on the findings of the smoke testing and building inspections. This process is used to determine the exact path that water may take to infiltrate a sanitary sewer.
5. **Review of Televising Footage:** The contractor will review the City's televising footage of the area to ensure that no deformities or abnormalities were overlooked.
6. **Excess Flow Evaluation:** As an additional failsafe, consideration will be given to the possibility of installing an excess flow chamber to hold sewage during high flow events.
7. **Improvement Oversight:** It is anticipated that while some significant improvements may be necessary, there will likely be minor improvements identified that could be completed in the near term. The Engineer was asked to include time to design and oversee such improvements.

Three firms provided price proposals for the aforementioned work. Below is a summary of the proposals received.

<b>Firm</b>	<b>Total</b>
Baxter & Woodman Crystal Lake, IL	\$109,000.00
RJN Group Wheaton, IL	\$119,600.00
Clark-Dietz Kenosha, WI	\$176,500.00

**Discussion:**

All of the firms who responded to the City's Request for Proposals are experienced with Sanitary Sewer System Evaluation Studies. Baxter & Woodman performs ten such studies annually, and has staff that is experienced with all components of this project. In addition, their proposal put an emphasis on customer service, which is particularly important given the level of resident interaction that is involved in this project.

**Recommendation:**

Based upon the qualifications, cost, and analysis of each firm's project approach relative to the RFP&Q requirements, staff's recommendation is to select Baxter & Woodman to perform the Sanitary Sewer System Evaluation Study. Work will begin immediately, with the final report to be completed by January 2014.

**Votes Required to Pass:**

Simple majority



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**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with Baxter & Woodman for the Sanitary Sewer System Evaluation Study in the amount of \$109,000.00 and approve changes in scope by up to 10% of the original price

DATED this 6<sup>th</sup> day of August, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

MAYOR

SEAL  
ATTEST

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

PASSED: August 6, 2013  
APPROVED: August 6, 2013



**Agenda Item No: 25**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	August 6, 2013
<b><u>Item:</u></b>	Agreement with Union Pacific Railroad
<b><u>Staff Recommendation:</u></b>	Motion to adopt a resolution authorizing the City Manager to execute a pipeline crossing agreement with the Union Pacific Railroad Company to install a water main under Railroad property.
<b><u>Staff Contact:</u></b>	Victor Ramirez, P.E., Director of Public Works

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**Background:**

The City has been in negotiations for a pipeline crossing agreement with the Union Pacific Railroad Company to install a new water main under their property. The new 16" water main will run from Water Treatment Plant #4 (400 N. Knaack Blvd.), under the railroad tracks and MCCD property, adjacent to the Mathews Corporation and down Industrial Drive to View Street. Not only will this project improve flow characteristics for a large portion of the City that is served by WTP#4, but it will also provide sufficient flows to accommodate Mathews Corp. upon their annexation to the City, which will be considered by the City Council in the near future.

The project is to be completed utilizing a combined open cut and directional bore style of installation to limit disruption to infrastructure and the facade of the surface.

As is the case for many roadways, railroad crossings are often dead-end points for water mains. This additional crossing will ultimately improve water quality in adjacent areas as it increases flow circulation north of Route 176.

**Agreement:**

The attached agreement authorizes the City to install the water main and casing on railroad property. Per the agreement, the pipeline crossing access is to be sold to the City for a sum of five thousand two hundred dollars (\$5,200.00).

**Recommendation:**

It is the recommendation of staff to adopt a resolution authorizing the City Manager to enter into an agreement with Union Pacific Railroad for a pipeline crossing, which will improve water flows and allow for future potential expansion of the City.

**Votes Required to Pass:**

Simple majority vote.



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**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 to execute a pipeline crossing agreement with the Union Pacific Railroad Company to install a water main under Railroad property.

DATED this 6<sup>th</sup> day of August, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: August 6, 2013  
APPROVED: August 6, 2013



**Agenda Item: 26**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	August 6, 2013
<b><u>Item:</u></b>	Crystal Lake Centennial Kick-Off Festival Agreement Authorization for Vendors, Operators, and Entertainers.
<b><u>Staff Recommendation:</u></b>	Motion to adopt a Resolution authorizing execution of agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick- Off Festival.
<b><u>Staff Contact:</u></b>	George Koczwar, Deputy City Manager Jeffrey Mawdsley, Administrative Analyst

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**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.

In order to proceed with this kick-off festival, authorization for the City Manager to execute additional agreements with vendors, operators and entertainers is requested. These agreements include:

1. Beer Pouring – The Lions Club of Crystal Lake will staff the pouring of the beer and wine for the event. They will receive 10 percent of gross beer and wine sales plus tips.

2. Electrical Setup – Pody Engineering (\$2,000): Three days of electrical setup in the main stage area and food court. Power to the main stage and food court will be provided through generators. Pody Engineering will be responsible for cabling and hookup.
3. Temporary Restrooms – Crown Restrooms (\$7,021.00): Three days of temporary restroom facilities including ADA restrooms, hand wash stations, and servicing of units.
4. Local Live Bands for day entertainment prior to headline bands-
 

Jimmy Nick & Don't Tell Mama	Fri	4pm-6:30pm	\$400.00
Dog & Wolf	Sat	Noon-12:30	\$150.00
Face for Radio	Sat	1pm-3pm	\$300.00
Mustangs	Sat	3:30pm-5pm	\$150.00
Aunt Janet Band	Sat	5:30pm-7pm	\$300.00
Mark Sengstock	Sun	Noon-1:30pm	\$150.00
Midnight Exchange	Sun	2pm-3:30pm	\$200.00
5. Family Entertainer – Sarah Jayne Lane and her band: Sarah Jayne Lane and her band will be the family entertainer that will alternate performances with magician John Messner on Saturday. The cost for the entertainer will not exceed \$675.00.
6. Merchandising – Café Press: There is no cost to the City. CafePress.com sells t-shirts, bags, mugs, wall clocks, calendars, and a myriad of other products. The site allows users to have a virtual CafePress "shop" including an online storefront and website hosting, order management, fulfillment, payment processing, and customer service. The products are made on-demand using the City's centennial logo. The benefit to this is that the selection of Centennial merchandise is greater, there are no out-of-pocket costs to the City, there is no inventory to maintain and the City receives a percentage of the sales proceeds to help off-set the Centennial celebrations.
7. Ticket Purchasing Website – Punchsmart: Punchsmart is a website that offers promotional ticket sales similar to Groupon. Punchsmart is a local company started by Crystal Lake Chamber of Commerce member Derek Rauchenberger. In the case of the Opening Festival, we will use the Punchsmart website to offer promotional sales of tickets to the main stage (beer garden). Entrance to the main stage will be \$5 for individuals over 21. Anyone under 21 will get in free. Individuals will be able to purchase 4 tickets for the price of three (\$15 instead of \$20). When they arrive at the venue, they will present their voucher via their smartphone and Festival personnel will redeem it. The fee to the City for this application is 10 percent of the sale.

Other remaining agreements for such items as food vendors, temporary fence rental, and portable generator and lights will be presented at a future City Council meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council.



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**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 agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick-Off Festival.

**DATED** this sixth day of August, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: August 6, 2013

APPROVED: August 6, 2013



**Agenda Item No: 27**

**City Council  
Agenda Supplement**

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**Meeting Date:** August 6, 2013

**Background:** Adjustment of Water and Sewer Connection fees, Ordinance 241-14(5) (a) and 241-15(5) (a) for the Dolphin Club, 825 Munshaw.

**Staff Recommendation:** Motion to allow City staff to recalculate the connection fee for the Dolphin Club, 825 Munshaw, Crystal Lake, from the third year of operation to the fourth year of operation, with the ability for an adjustment after the 36 months of operations, based on extra-ordinary circumstances.

**Staff Contact:** Mark F. Nannini, Director of Finance  
Victor Ramirez, Director of Public Works

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**Background:**

The City of Crystal Lake, in accordance with Ordinance 241-14 and 241-15, provides the method for the calculation of connection fees for water and sewer. Connection fees are based upon an engineering estimate of the impact which an anticipated use will have upon the capacity of the water and sewer system. In order to estimate this impact, the City Code requires that a measurement be recorded of the total water use for the property during the first and the third year of operation.

The Dolphin Swim Club, 825 Munshaw, in Crystal Lake was constructed as a new facility in 2010. The owner, Tyler Brewer, paid his initial fee once a calculation for water consumption on his property was completed for the first year of operation. In 2012, Mr. Brewer and his plumbing contractor discovered several leaks, including a major leak along the pool, under the concrete for the pool deck. This went unnoticed because of constant splashing and run-off from swimmers exiting the pool. In the fall of 2012, the owner noticed that the pool deck had constant standing water. This leak required the pool's automated equipment to fill the pool to keep it at an acceptable level. Although the owner has paid for all of the water that was consumed in order to keep the pool filled, he is contending that utilizing the measurement of water consumption during the third year, for purposes of establishing the final amount due for the connection fee,



would be unwarranted, as the third year is an aberration caused by the leak and does not provide a true assessment of the average water consumption.

**Staff Recommendation**

Based on the circumstances, staff is requesting that the method for calculating the connection fee be altered to allow the second measurement to be made during the fourth year of operation rather than the third year. As the leak has been repaired, this would provide a much fairer method for estimating the impact which the club will have upon the capacity of the City system. Staff will continue to monitor consumption for an additional 36 months to make certain the above findings and resolution of the leak is permanent.

**Votes Required to Pass:**

A simple majority of the City Council.



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A RESOLUTION AUTHORIZING THE ADJUSTMENT OF RECALCULATION PERIOD  
FOR THE CONNECTION FEES OF THE DOLPHIN SWIM CLUB, LOCATED AT 825  
MUNSHAW, CRYSTAL LAKE, ILLINOIS

WHEREAS, in 2010, Learn to Swim, Incorporated, (the "Owner") constructed a new facility for use by the Dolphin Swim Club at 825 Munshaw, in Crystal Lake (the Facility); and

WHEREAS, pursuant to Section 241-14 and 241-15 of the City of Crystal Lake Municipal Code ("the Code"), connection fees were charged to the Owner for the connection of water and sewer services to the Facility ("the Connection Fees"); and

WHEREAS, pursuant to Sections 241-14 and 241-15, Connection Fees were based upon engineering estimates of water consumption and waste water conveyance and treatment related to the Facility and the anticipated impact which such consumption, conveyance and treatment would have upon the water and sewer facilities of the City; and

WHEREAS, pursuant to Sections 241-14(5)(a) and 241-15(5)(a), a recalculation of the Connection Fees is required at the end of one (1) year following commencement of operations of the Facility (the "First Recalculation") and at the end of three years following the commencement of operations of the Facility (the "Final Recalculation"); and

WHEREAS, in November of 2010 the Owner commenced operation at the Facility; and

WHEREAS, pursuant to the Code, a recalculation of the Connection Fees was performed twelve months following the commencement of operations at the Facility and the Owner paid the recalculated Connection Fees; and

WHEREAS, in 2012, it was determined that a previously undetected leak beneath the pool deck of the Facility existed and required repair, and

WHEREAS, the Owner has paid all fees for water and sewer usage; and

WHEREAS, the Owner has requested that in light of the previously undetected leak the City adjust the time period for the Final Recalculation, in order to utilize a more accurate record of true water consumption; and

WHEREAS, the Mayor and City Council, having reviewed the request of the Owner, have found and determined that applying the Final Recalculation to a date which is four years following

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the first date of operation of the Facility would provide a more fair and equitable manner of determining the true impact which the operation of the Facilities have upon the water and sewer facilities of the City and a more equitable method of determining the Connection Fees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Crystal Lake as follows:

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated herein as if fully set forth.

SECTION TWO: Adjustment to Date of Final Recalculation. The date for the Final Recalculation in connection with the Facilities shall be based upon the total of water usage for the Facility from the date of commencement of operations in November of 2010 through November of 2014.

DATED this 6th day of August, 2013

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL  
ATTEST

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

PASSED: August \_\_, 2013  
APPROVED: August \_\_, 2013