



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
September 17, 2013  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – September 3, 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**
10. **Resolution approving the Short-Term Valet Parking Permit for the Raue Center for the Arts' Stargazers Ball and waiver of the application fee.**
11. **Raue Center for the Arts Funding Request.**
12. **Bid award and resolution authorizing execution of a contract for the Water Main Distribution Improvements from Water Treatment Plant #4 construction and allowing for a 10% contingency for unforeseen expenses.**
13. **Bid award and resolution authorizing execution of an agreement for the purchase of Water Plant Valves and Actuators.**
14. **Bid award and resolution authorizing execution of an agreement for Fire Rescue Department auto extrication equipment.**
15. **Resolution authorizing execution of an agreement for the purchase of four (4) Ford Escape utility vehicles through the Suburban Purchasing Cooperative.**
16. **Resolution authorizing execution of an agreement for the purchase of a 2014 Ford F350 through the State of Illinois Joint Purchasing Program.**
17. **Resolution authorizing execution of agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick-Off Festival.**
18. **Unified Development Ordinance provisions relative to lake lots – Discussion Only.**

- 19. Council Inquiries and Requests.**
- 20. 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.**
- 21. Reconvene to Regular Session.**
- 22. 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: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:**

September 17, 2013

**Item:**

Raue Center for the Arts Short-Term Valet Parking Permit

**Recommendation:**

Motion to adopt a resolution approving the Short-Term Valet Parking Permit for the Raue Center for the Arts' Stargazers Ball on October 5, 2013, pursuant to the conditions listed below, and waiving the application fee.

**Staff Contact:**

George Koczwara, Deputy City Manager

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**Background:**

The City Code provides for a process for approval of short-term valet parking permits. Each request for valet parking is subject to City Council approval. Attached please find a request for the Raue Center for the Arts to allow for valet parking during their 2013 Stargazers Ball taking place at 26 N. Williams Street on October 5, 2013. The applicant is also requesting a waiver from the \$20.00 valet parking permit fee.

Valet parking areas can create parking relief for on-street parking. In order to mitigate any potential issues, the conditions listed below require the petitioner to work with the public safety departments to ensure that traffic and safety issues are addressed throughout the short-term valet parking permit period.

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

1. The Short-Term Valet Parking Permit shall be valid on Saturday, October 5, 2013 from 6:00 p.m. to 12:00 p.m.
2. The permit shall be in accordance with the City Code provisions and restrictions for valet parking. Traffic shall not be impeded by the activities of this permit.
3. The applicant will work with the public safety departments to ensure that traffic and safety issues are addressed throughout the permit period. The chiefs of the public safety departments, or their designees, may make modifications to this request, including suspending stopping, standing and parking restrictions, as needed, to ensure that traffic and safety issues are addressed.
4. Any additional requests for signage, beyond those required for the short-term valet parking permit, shall be made through the Building Division.

The applicant has been made aware of these recommended conditions and advised to attend the September 17, 2013, City Council meeting to answer any questions. A similar request was approved in 2011.

**Votes Required to Pass:**

Simple majority

**DRAFT**



**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that a Short-Term Valet Parking Permit for the Raue Center for the Arts' Stargazers Ball on October 5, 2013, pursuant to the approval conditions, is hereby approved.

**BE IT FURTHER RESOLVED** that the application fee for Short-Term Valet Parking Permit is hereby waived.

**BE IT FURTHER RESOLVED** that the chiefs of the public safety departments, or their designees, may make modifications to the Short-Term Valet Parking Permit request, including suspending stopping, standing and parking restrictions, as needed, to ensure that traffic and safety issues are addressed.

DATED at Crystal Lake, Illinois, this 17<sup>th</sup> day of September, 2013.

APPROVED:

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

ATTEST:

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

PASSED: September 17, 2013

APPROVED: September 17, 2013



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** September 17, 2013

**Item:** Raue Center for the Arts Funding Request

**Council Discretion:**

1. Motion adopting a resolution authorizing grant funding in the amount of \$179,539.58 to the Crystal Lake Civic Center Authority for exterior building maintenance repairs, or
2. Motion to maintain the earlier grant allocation of \$57,500.

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

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**Background:**

At the June 18, 2013 City Council meeting, the City Council adopted a resolution authorizing grant funding to the Crystal Lake Civic Center Authority for exterior maintenance repairs. This authorization was in response to a request from the Raue Center for the Arts for funding of exterior building maintenance repairs to their facility. The building maintenance repairs are being necessitated in order to further prevent moisture deterioration to the building.

Following the grant funding authorization, City staff engaged the services of Kellogg Brown & Root LLC (KBR) on behalf of the Civic Center Authority. KBR was awarded a Job Order Contracting (JOC) agreement by DuPage County. This agreement was also made available to all members of the National Intergovernmental Purchasing Alliance (National IPA), of which the City is also a member.

**National IPA**

The National IPA was established through a collaborative effort of public agencies across the United States with the specific purpose of reducing procurement costs by leveraging group volume. Each program consolidates the purchasing power of participating public agencies in order to receive larger volume discounts from suppliers. The programs under the National IPA are for public agencies operating for the benefit of the public.

All contracts offered by the National IPA have been competitively solicited by a Principal Procurement Agency, in this case the County of DuPage, incorporating language allowing intergovernmental contract usage (also known as a piggyback contract).

### Job Order Contracting (JOC)

Job Order Contracting (JOC) is a procurement system designed to accomplish small- and medium-sized projects with a single, competitively-bid contract. The system is based on customized, pre-priced construction tasks and empowers project managers to get repair and alteration projects completed quickly and cost effectively. It eliminates the time and expense of completing the normal design-bid-construction cycle for each project. JOC can also reduce unnecessary levels of engineering, design, and contract procurement time.

A major element of the JOC contracting process is the use of a unit price book (UPB), which provides preset costs for specific construction tasks. The unit price book can cover nearly every construction, repair or maintenance task. The unit price book utilized for this contract is the 2011 RS Means Facilities Construction Cost Data provided through Reed Construction Data.

A JOC contract follows certain procedures leading to an agreement focusing on achieving good work performance and reasonable costs. Among the procedures leading to the formalization of a JOC contract are the following items and provisions:

- Standard specifications established in a master contract with a summary of work, also including any specific or client-driven conditions.
- A unit price book containing preset unit prices for construction tasks.
- Costs for individual work orders are calculated by multiplying the preset unit prices by the quantities multiplied by the contractor's coefficient.

Since DuPage County issued a national contract for the JOC program, the bid price that bidders submitted was the coefficient above the base RS Means price. The RS Means price is a nationwide base price. Because costs for materials and labor differ from one region of the country to another, a coefficient is factored based on the local region. The DuPage County competitively bid coefficient is 1.2084 of the RS Means price.

### Raue Center Facility Construction

The initial quotes that were included as part of the grant authorization included the following:

#### Rebuild the back of the front parapet:

Removal of duct work - \$6,339.00

Masonry work - \$8,560.00

Roof repairs - \$3,400.00

#### Additional Tuck-pointing Repairs

Tuck-pointing - \$5,480.00

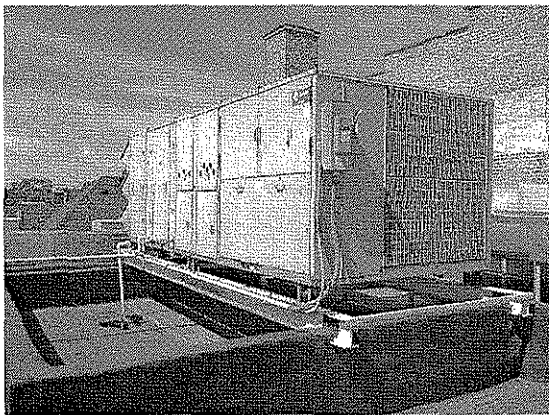
#### HVAC Replacement

Replacement of the 30-Ton Roof Top Unit - \$33,724.00

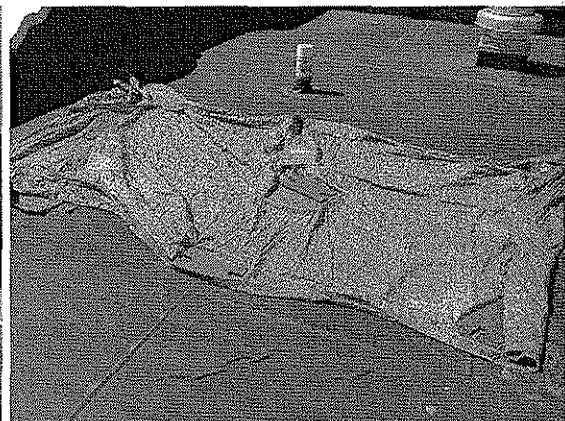
The total previous grant amount was approximately \$57,500.

After meeting with KBR and the contractors familiar with the needed repairs to the building (Copley Roofing, Althoff Industries, and Mac Restoration), it was determined that additional work is recommended in order to properly make the repairs without having to revisit a similar repair in the near future. Changes to the scope of the work were enhanced as follows:

1. HVAC (Althoff Industries, Crystal Lake, IL). The initial quote included the price for the replacement of the HVAC unit but it was not complete. In order to perform the HVAC replacement, the work will require additional insulation on the main trunk from the unit, new duct work modification connections, new re-routed supply gas line (in the way of the masons), and temporary ductwork to condition the space while the unit is down and masonry work is ongoing. A crane will be required to remove and replace the existing HVAC unit.



2. Roof Repairs (Copley Roofing, Crystal Lake, IL). The initial quote included pricing for spot roof repairs. The roof has been repaired on a number of occasions. The new price includes the complete replacement of the roof. The work would also include all new ridged insulation tapered and adjusted to assist in the flow of the water to the drainage outlets, new sheet metal flashing and drip edge, 40 MIL white welded PVC material all over, up parapet and exterior walls and up all roof mounted curbs), and 15-year warranty. The replacement of the roof with guarantee will mitigate the need for roof repair costs in the foreseeable future. Also, with the HVAC unit being replaced, this provides for an opportune moment to get into all areas of the roof for complete replacement.





3. Masonry Repairs (Mac Restoration, Chicago, IL). The initial quote included repairs to the front parapet, tuck-pointing and other masonry work. In 2010, similar repairs were done to the parapet only to fail again. The new quote includes a complete removal and replacement of the first course of brick on the backside of the front wall. Mortar and point all new brick, install new clay roof tiles and removal and replacing of coping joints in addition to the aforementioned work. The complete removal and rebuild of the front wall will mitigate the need for parapet repair costs in the foreseeable future.



The new contracted cost for building repairs is \$179,539.58.

**Discussion:**

The Raue Center building at 26 N. Williams Street is owned by the Crystal Lake Civic Center Authority, which is a municipal corporation established by State Statute. The board members of the Crystal Lake Civic Center Authority are appointed by the City Council. The Crystal Lake Civic Center Authority signed a lease with the not-for-profit Raue Center for the Arts, Inc. for a 99-year term. Under the terms of the lease agreement, the Raue Center for the Arts, Inc. is responsible for the maintenance of the building and property. Since the Civic Center Authority is the owner of the building at 26 N. Williams Street, if the Raue Center for the Arts, Inc. were to dissolve, the continued maintenance of the building would become the responsibility of the Civic Center Authority, which by law does not have any taxing authority, nor do they have the authority to borrow money.

**Votes Required to Pass:**

Simple majority vote of the City Council



**DRAFT**

**RESOLUTION**

WHEREAS, the City of Crystal Lake has received a grant funding request from the Crystal Lake Civic Center Authority in the approximate amount of \$179,539.58 for building maintenance repairs to the Raue Center for the Arts facility, including roof replacement, rebuilding the back of the front parapet, tuck-pointing repairs and HVAC replacement; and

WHEREAS, following City staff review, it has been determined that the repairs are necessary to prevent further moisture deterioration to the building.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to authorize funding to the Crystal Lake Civic Center Authority for the rebuilding of the back of the front parapet, tuck-pointing repairs and HVAC replacement for the Raue Center for the Arts facility:

BE IT FURTHER RESOLVED that funds for the repairs to the Raue Center for the Arts facility will be from the City's Capital Reserve Fund.

DATED this 17<sup>th</sup> day of September, 2013

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: September 17, 2013  
APPROVED: September 17, 2013



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

**Meeting Date:** September 17, 2013

**Item:** Water Main Distribution Improvements From Water Treatment Plant #4 Bid Award

**Staff Recommendation:** Motion to award the Water Main Distribution Improvements From Water Treatment Plant #4 construction bid to the lowest responsive and responsible bidder, Campanella & Sons, Inc., in the bid amount of \$824,556.35, and adopt a resolution authorizing the City Manager to execute a contract with Campanella & Sons, Inc., allowing for a 10 percent contingency.

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

**Background:**

On August 16, 2013, the City opened and publicly read the bids received for the Water Main Distribution Improvements from Water Treatment Plant #4 construction. The City received two bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Campanella & Sons, Inc. <sup>1</sup> Wadsworth, IL	\$824,556.35
Berger Excavating Contractors, Inc. Wauconda, IL	\$1,240,426.00

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

The only water main crossing the railroad tracks from Water Treatment Plant #4 (WTP#4) (400 Knaack Blvd) and moving distribution system water east to west is on Prairie Street. The project will install a new 16" water main under the railroad tracks from the City's property at WTP4, through easements granted by the Mathews Corporation, and down View Street. The project will allow for a looped water system which will improve flow characteristics for a large portion of the City that is served by WTP#4, including Indian Hill Trail subdivision, the Walkup at the Park subdivision, and even the Bryn Mawr subdivision. 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.

From a public improvement standpoint, providing an additional loop in the system will allow the City to circulate water more efficiently from the east side of the City to the west side. As noted previously, the nearest railroad track crossing to WTP#4 is a 6" water main on Prairie Street. The new 16" crossing directly adjacent to the plant will be able to immediately provide water to the City's northwest subdivisions, and will substantially increase fire flows to this area of the community.

In addition, the water in the mains along View Street and the surrounding neighborhoods currently draw their water from the western distribution system. Due to their proximity to the nearest treatment plant, the water delivered to these homes is likely to have been in the distribution system for days before use, which can cause water quality concerns. The new connection will be able to introduce water to these homes within hours after the treatment process.

This project was divided into three phases.

- Phase 1 adds new pipe from the treatment plant, through City property and under the railroad tracks.
- Phase 2 consists of the water main added to the Mathews Corp property.
- Phase 3 replaces the existing 4" water main on View Street, with a new 12" water main to provide improved flow and capacity.

The following is a breakdown of Campanella & Sons bids for each phase.

Phase 1 – WTP4 & Railroad Crossing	\$ 222,903.95
Phase 2 – Mathews Corporation	\$ 316,799.85
Phase 3 – View Street	\$ 284,852.55

The City expects to recoup the costs associated with Phase 2 from Mathews Corporation. Their staff has reviewed the bid and agrees with the pricing breakdown.

The City's consultant engineer, Postl-Yore, has reviewed the bids, and provided a recommendation to award the bid to Campanella & Sons, Inc. Postl-Yore expects this project to take no longer than 90 days to complete.

Campanella & Sons has completed two projects in the City last year: the Walkup/Rt 176 water main and storm sewer improvement, and the McHenry Avenue storm sewer improvement. Specifications were sent to various contractors, and standard bid advertisement procedures were followed.

**Votes Required to Pass:**

Simple majority

**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Campanella & Sons, Inc. for the Water Main Distribution Improvements from Water Treatment Plant #4 construction in the amount of \$824,556.35 with a 10% contingency for unforeseen expenses.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL

ATTEST

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

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

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



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

**Meeting Date:** September 17, 2013

**Item:** Water Plant Valves and Actuators

**Staff Recommendation:** Motion to award the bid for the purchase of Water Plant Valves and Actuators to the lowest responsive and responsible bidder, LAI, Ltd., and adopt a resolution authorizing the City Manager to execute a purchase agreement with LAI, Ltd. in the submitted bid amount of \$45,965.00.

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

**Background:**

The City of Crystal Lake's Water Treatment Plant #3 (WTP#3) (Virginia and Pyott) valves and actuators are over 40 years old and have begun to fail on a frequent basis. These valves and actuators control the flows of water within the water treatment plant through the water treatment process. Parts are difficult to obtain, and maintenance costs and time are a growing burden.

When the City installed the new softeners at Water Plant #4 (Knaack Blvd.) in 2011, different, newer types of valves and actuators were also installed. The Water Division has not experienced any problems with these new valves and actuators. This type of valve and actuator will be used as the replacement for the existing, failing valves and actuators at WTP#3.

**Discussion:**

On September 4, 2013, the City received bids from two companies to supply 26 valves and actuators with valve sizes ranging from 3"- 6". Water Division staff will be installing the equipment in-house. The following is the total price for all 26 valves and actuators:

√ LAI, Ltd. Rolling Meadows, IL	\$ 45,965.00
Rotork Controls Milwaukee, WI	\$ 52,476.25

√ Indicates the lowest responsive and responsible bidder.

**Recommendation:**

LAI, Ltd. submitted the lowest pricing for the valves and actuators. The City has purchased valves and actuators in the past and LAI, Ltd. has been a responsive supplier in the past. City staff has reviewed the bids submitted for completeness and accuracy in accordance with the Invitation to Bid document. It is the recommendation of staff to award the contract to the lowest responsive and responsible bidder LAI, Ltd., in the amount of \$45,965.00. Budgeted funds, as well as proceeds from the Water and Sewer Capital Improvement Bond, will be used to fund this improvement.

**Votes Required to Pass:**

Simple majority

**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and LAI, Ltd. for the purchase of Water Plant Valves and Actuators.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2013

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

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

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





**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** September 17, 2013

**Item:** Fire Rescue Department Auto Extrication Equipment Pricing Bid

**Staff Recommendation:** Motion to award the bid for Fire Rescue Department auto extrication equipment in the submitted bid amount to the lowest responsive and responsible bidder, 5 Alarm Fire and Safety Equipment LLC, and adopt a resolution authorizing the City Manager to execute an agreement with 5 Alarm Fire and Safety Equipment LLC.

**Staff Contact:** James P. Moore, Fire Rescue Chief

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**Background:**

The Crystal Lake Fire Rescue Department sought bids on new auto extrication equipment. The current auto extrication equipment is approximately 15-20 years old and is unable to meet the challenges presented by the types of materials being used to construct today's automobiles.

On Friday, August 30, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for Fire Rescue Department auto extrication equipment pricing. The lowest responsive and responsible bidder will furnish auto extrication equipment such as hydraulic pumps, spreaders and cutters along with other specified auto extrication equipment. This equipment will be placed on all front line engines (3) and the aerial ladder truck (1) to ensure a prompt and efficient response. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

The Fire Rescue Department has competitively bid this equipment among four vendors, carrying three particular manufacturers of tools. This equipment is being purchased from funds designated in the Fire Rescue Department budget, funds from the Crystal Lake Rural Foreign Fire Insurance Board, a donation from the Crystal Lake Fire Rescue Association and funds from the Crystal Lake Fire Rescue Foreign Fire Insurance Board.

The Fire Rescue Department compared the pricing package submitted by each bidder for the standard items as well as the optional items. Listed below is a comparison of pricing:

Bidder	Base Items	Supplemental Items	Total Cost
✓ 5 Alarm	\$70,400.00	\$8,126.00	\$78,526.00
Air One	\$80,712.00	\$8,325.00*	\$89,037.00
Paul Conway	\$86,338.00	\$635.00*	\$86,973.00
EMC, Inc.	\$88,494.00	\$9,678.00*	\$98,172.00
EMC, Inc. (Alt. Bid)	\$80,384.00	\$9,678.00*	\$90,062.00

\*Did not bid on all supplemental items.

✓ *Indicates recommended lowest responsive and responsible bidder*

**Recommendation:**

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

It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, 5 Alarm Fire and Safety Equipment LLC, in the submitted bid amount for the base and supplemental bid items.

**Votes Required to Pass:**

Simple majority

DRAFT



**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement between the City of Crystal Lake and 5 Alarm Fire and Safety Equipment LLC for the purchase of auto extrication equipment in accordance with the submitted bid.

DATED this 17<sup>th</sup> day of September, 2013

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED:  
APPROVED:



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:**

September 17, 2013

**Item:**

Suburban Purchasing Cooperative Vehicle Purchase

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Currie Motors of Frankfort, Illinois, for the purchase of four Ford Escape compact utility vehicles in the amount of \$92,923.00 through the Suburban Purchasing Cooperative.

**Staff Contact:**

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

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**Background:**

The Engineering and Building Department received approval for fleet vehicle replacement as part of the Fiscal Year 2013-2014 budget. New Ford Escape compact utility vehicles would replace two Chevrolet Cavalier sub-compact sedans and two rear-wheel drive Ford Police Interceptor full-size sedans (retired squad cars). These vehicles are experiencing severe paint deterioration and body rust, and will be declared surplus and sold at auction.

The Ford Escape utility vehicles would also address some of the operational shortcomings of the sedans. The benefits of a compact utility vehicle include improved fuel efficiency from a 1.5L 4-cylinder engine (versus 8-cylinder engines in the retired police squad cars) and cargo capacity for blueprints and tools. The new all-wheel drive vehicles would also afford the department with greater ground clearance and better traction on mass-graded construction sites or in deep snow. This will be a benefit for both regular field work and emergency response during winter storms.

The City is eligible to participate in the Suburban Purchasing Cooperative through the Northwest Municipal Conference (NWMC). This program allows for combined purchasing power, which enables for significant cost reductions on a number of items, including vehicles. All items that are bid follow the same public procurements statutes that the City follows for a competitive, sealed bidding process.

**Recommendation:**

It is the recommendation of the Public Works Fleet and Facility Services Division, the Engineering and Building Department, and the City Manager's Office to purchase four 2014 Ford Escape compact sport utility vehicles in the amount of \$92,923.00 from Currie Motors of Frankfort, Illinois, through the Suburban Purchasing Cooperative.

Sufficient funds have been included in the approved Fiscal Year 2013/2014 budget for this purchase.

**Votes Required to Pass:**

Simple Majority

**DRAFT**



**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Currie Motors of Frankfort, Illinois, for the purchase of a four Ford Escape sport utility vehicles. The funds to purchase these vehicles will be from the Fiscal Year 2013/2014 Budget.

**DATED** this seventeenth day of September, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: September 17, 2013  
APPROVED: September 17, 2013



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

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**Meeting Date:**

September 17, 2013

**Item:**

One (1) 2014 Ford F-350 4x4 pickup - State of Illinois Joint Purchasing Program

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Bob Ridings Inc. in Taylorville, IL for the purchase of a 2014 Ford F350, in the amount of \$26,404.00 through the State of Illinois Joint Purchasing Program.

**Staff Contact:**

Victor Ramirez, P.E., Director of Public Works  
Eric Helm, Deputy City Manager

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**Background:**

The Three Oaks Recreation Area Unit #804 is a 2000 Chevrolet K3500 dump with 54,500 miles. The current truck's body and understructure are extremely corroded. Prior to being assigned to the Three Oaks Recreation area, this unit was utilized by the Public Works Department for routine maintenance and operations, and as an alternate in the snow removal fleet. The Three Oaks Recreation Area requested approval for replacement of the above-mentioned vehicle as part of the 2013-2014 budget.

This truck will be used to haul equipment and materials, as well as clear snow around the Three Oaks complex in the winter.

**Recommendation:**

After careful examination of vendor material provided regarding Illinois State Contract# PSD4017340, it is the recommendation of the Public Works Department to purchase one (1) 2014 Ford F350 4x4 pickup in the amount of \$26,404.00 from Bob Ridings Inc. in Taylorville, IL, through the State of Illinois Joint Purchasing Program. Funds have been budgeted for this purchase.

**Votes Required to Pass:**

Simple Majority



DRAFT

## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City 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 Bob Ridings Inc. in Taylorville, IL for the purchase of one (1) 2014 Ford F350 4x4 pickup in the amount of \$26,404.00.

Dated this 17th day of September 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED:

APPROVED:





**Agenda Item: 17**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	September 17, 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 Koczwarra, 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. Lee Jensen Sales – Generator and Temporary Lighting Rental (\$955): The vendor will provide a large generator for the Main Stage area and temporary lighting for the former Wal-Mart parking area as well inside the Three Oaks Recreation Area.
2. Family Entertainment. Due to an injury, the previously approved magician/stilt walker Jason Kollum will be replaced with Michael Weiser, performing as Mickey Simple on Sunday afternoon. The previously approved rate of \$550 will remain the same.

3. Crystal Lake Historical Society Merchandising Agreement – At the previous City Council meeting, the City Council approved an agreement with Think Ink as the exclusive merchandising vendor for the Centennial year. Think Ink will sell apparel at the Opening Centennial event and also offer the opportunity to place orders for unique Centennial items throughout the year. In exchange for the exclusive apparel contract, for all items sold at the Opening Event, the City will receive 50% of the net profit. For any Centennial items sold outside of the Opening Event, the City will receive 25% of the net profit. Think Ink will create an online catalog that will be linked to the City’s Centennial website. Some of the items in the catalog may include historical pictures provided by the Crystal Lake Historical Society (CLHS). For any item that includes a CLHS provided image, the City and the CLHS will split the net profits. In these cases, the CLHS will receive 12.5% of the net profit. For example, one item that may be made available will be a blanket with a historical image of Crystal Lake. In this case, the CLHS and the City will each receive 12.5% of the net profit on the sale.
4. AAA Tentmasters –Tents/Tables/Chairs/Stage (\$11,521.30). At a previous City Council meeting, the City Council approved a contract with AAA Tentmasters. Since that time, additional tents and other rental items were determined to be required. This will allow for the increase in rental items.
5. Food Vendors – Food vendor applications were sent to Crystal Lake food establishments including those that are members of the Crystal Lake Chamber of Commerce and those that have a Crystal Lake liquor license. Prospective vendors were notified that vendor space was limited and would be approved on a first-come-first-serve basis. Also, prospective vendors were notified that a diverse menu was being sought in order to avoid multiple vendors selling similar food items. One vendor (Julie Ann’s) submitted a vendor application but had their application fee returned because their menu conflicted with another vendor that submitted their application earlier. The following will be food vendors at the Kick-Off festival:
  - Buena Vista, 406 Virginia
  - Crystal Lake Rib House, 5111 E. Terra Cotta Ave
  - Riverside Chocolate Factory, 2 N Williams
  - Culvers, 501 Pingree Road
  - Jamba Juice, 6000 NW Highway, Suite 56C
  - Georgio’s Pizza, 75 E. Woodstock Street
  - Galloway’s Subs, 1295 Randall Road
6. Reprographics - Festival Signs (\$452). The vendor will create all of the temporary signs that will used for the festival.
7. Home City Ice – Ice. The vendor will provide an ice box for \$100 and then provide ice bags at \$3.50 per bag. The ice will be resold to the food vendors at a cost of \$5.00 per bag.
8. Lumberjacks – Firewood (\$380). The vendor will provide firewood for fireplace in the pavilion area.

**Votes Required to Pass:**

Simple majority vote of the City Council.

**DRAFT**



**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Kick-Off Festival.

**DATED** this 17<sup>th</sup> day of September, 2013.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED:           September 17, 2013

APPROVED:       September 17, 2013



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	September 17, 2013
<b><u>Item:</u></b>	Unified Development Ordinance provisions relative to lake lots.
<b><u>Recommendation:</u></b>	Discussion only.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Planning & Economic Development

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**Background:**

At the August 6<sup>th</sup> City Council meeting, the Council reviewed a request from petitioners on North Shore Drive to allow a 4-foot-tall fence in the front yard, which for lake front lots is on the lake side. The Council tabled the item and directed staff to research and propose an amendment to the Unified Development Ordinance along with the possibility of adding standards for fences on lake lots.

Along with fences, staff would like to seek the Council's direction on other zoning issues related to lake lots, including accessory structures on the lake and building height.

***Key Factors***

**1. Fences**

**Existing Regulations**

Per Article 4-700, Fences, Walls and Screening of the UDO, fences, in any front yard (lake side yard) cannot exceed 3 feet in height. Additionally, for lots along Crystal Lake, the height of a fence in the rear yard (street side yard) is limited to 3 feet.

**Existing Conditions**

Staff completed a visual survey of properties along Leonard Parkway, Woodland Drive, Oak Court, North Shore Drive and Edgewater Drive. Along the street side, the most common fence types are a 3-foot or 4-foot picket fences. Some split rail or chain link fences are also seen. A few 6-foot board-on-board fences are also seen along North Shore Drive and Edgewater Drive. On the lake side, there are some board-on-board fences that are 6 feet along the side yard and transition to a 3-foot fence within the front (lake side) setback. There are a few chain link fences and a few instances of hedge rows which serve as natural fences.

Lake lots are considered as double frontage lots. There are several other double frontage lots in the City - along Briarwood Road, Swanson Road, Golf Course Road, Huntley Road or sections of Walkup Avenue, where similar requests for taller fences along the street could be requested in the future.

#### Discussion Points

- For lake lots, if a fence taller than 3 feet is requested, standards for fence material and opacity can be instituted.
- By creating a new definition for waterfront lots, this new standard would not affect the myriad of other double frontage lots in the City.

#### Recommended Language

While lake lots are double frontage lots, they are different in character than other double frontage lots that front two right-of-ways. Therefore, it is recommended that rather than defining the lake side yard as the 'front yard', it be defined as the 'waterfront yard'. The street side yard will continue to be the 'yard abutting street'.

The following definitions could be added to the UDO.

**GRADE, EXISTING:** The grade prior to excavating, filling, re-grading or other similar changes or improvements to the land.

**GRADE, FINISH:** The grade after excavating, filling, re-grading or other similar changes or improvements to the land.

**LOT, DOUBLE FRONTAGE:** An interior lot having frontage on two more or less parallel streets as distinguished from a corner lot. In the case of a lot abutting upon a street and a waterway, the yard separating the principal structure from the street shall be designated as the "side abutting street"; the yard separating the principal structure from the water shall be designated as the "waterfront yard".

**FENCE, NATURAL:** Trees, shrubs, or other woody landscaping materials that have been planted for the purpose of enclosing or screening areas of land or to mark a boundary. Such a fence typically consists of closely spaced plantings that, based on typical growing conditions, will form a visual or physical barrier thirty (30") inches or higher above ground level. Plant material in a natural fence may be planted in rows, staggered, or at random. Natural fence heights shall be measured from finished grade, as defined herein as defined herein, to the highest point of the landscape material or if the natural fence is planted on a fill area, the height shall be measured from the existing grade (as defined herein).

**WATER LINE:** In the case of a lot abutting Crystal Lake, the water line shall mean the line separating the above-ground portion of the lot from water or the sea wall, where present.

**SETBACK, WATERFRONT:** The setback for a principal structure determined by drawing a straight line between the adjacent homes on each side of the subject property, provided that the adjacent houses are within five hundred (500') feet of the subject property. Boat houses, decks, patios, porches and similar accessory structures or attachments shall be disregarded when determining the waterfront setback.

**YARD, WATERFRONT:** An open space extending the full width of the lot, the depth of which is the horizontal distance between the water line and the nearest building line (waterfront setback), as defined herein.

The following changes could be made to Article 4-700 Fences, Walls and Screening

3. Height Requirements for Fences, walls and screening

- a. Fences, walls or screening (including natural fences) in any front yard, corner side yard or yard abutting a street shall not exceed 3 feet in height and meet the clear view provisions listed in Section 4-700 B-4 below.
- b. Fences, walls or screening (including natural fences) shall not exceed 6 feet in height in any side or rear yard.
- c. Fences, walls or screening (including natural fences) in a waterfront yard shall not exceed 3 feet in height. Fences 4 feet in height are permitted only if split rail, wrought iron style, or picket, open fencing are used, such that the fence does not obscure visibility and is at least 75% open. Spacing between pickets must be at least three times the width of the picket.

2. Accessory Structures

a. Structures

Existing Regulations

Per Article 4-600 Accessory Structures and Uses, accessory structures are not permitted within either the front yard or corner side yard setback. Exceptions are made for boat docks, boat houses, piers, seawalls, benches, decks and any other structures used for water related activities, children's playhouses and play equipment.

Existing Conditions

An analysis of properties along Leonard Parkway, Woodland Drive, Oak Court, North Shore Drive and Edgewater Drive, reveals that other than decks and patios, there are very few detached accessory structures in the waterfront yard. These include storage sheds, screened porch, gazebos, and play equipment.

Discussion Points

- Are accessory structures such as screened porches and storage sheds considered water-related and therefore permitted in the waterfront yard?
- Research of other Ordinances provides that new boat houses, water line structures, sheds or other structures are not allowed or require special approval.

Recommended Language

If accessory structures, other than those already permitted by the Ordinance are allowed, it is recommended that they be approved as a Special Use. This will allow for a site specific analysis of each proposed structure and its impact on surrounding properties based on the conditions for each lot.

b. Patios, decks and seat walls

Existing Regulations

Decks and patios (that are at least 12 inches above the ground) are also considered as accessory structures per the UDO.

#### Existing Conditions

Most lakefront houses have a deck, patio, terrace or a combination thereof. Per the UDO, decks and patios are permitted a four-foot encroachment into the required setbacks.

#### Discussion Points

- A majority of homes have a deck, patio or terrace at the house and/or at the water's edge.

#### Recommended Language

Because of the unique nature of the lake lots, flatwork such as patios and decks not more than 12 inches above the ground are recommended to be permitted within the waterfront yard as long as the 5-foot side yard setbacks are met and the maximum allowable impervious coverage is not impacted. Seat walls no taller 18 inches in height are permitted. A continuous wall around the patio or deck is not considered a seat wall.

Retaining or landscaping wall may not exceed three (3) feet in height, measured at any point on either side of the wall, from the finished grade level adjacent to the wall to the top of the wall. Walls shall not be used to alter the overall natural topography of the land.

### **3. Height of Structure**

#### Existing Regulations

Per the UDO, Building Height is measured as the vertical distance from the curb level, or its equivalent established grade, opposite the middle of the front of the building. For lake lots, the front is on the lake side. Therefore, building height is measured on the lake side.

#### Existing Conditions

A visual survey of properties along Leonard Parkway, Woodland Drive, Oak Court, North Shore Drive and Edgewater Drive reveals that most of the homes are two stories high, predominantly with high knee walls. These are likely to be crawl space or basement knee walls. As the attached photo-survey indicates, some homes have a third story within the attic - which is considered a half-story (and therefore not counted as a story) where the wall plates are not more than 4 ½ feet above the finished floor level. There are a few examples of houses that have a full walk-out basement on the lake side. These have been built within the last decade or so.

#### Discussion Points

Where the natural contour of the land does not facilitate the creation of a walk-out, fill is brought on to the site to allow a walk-out to be created. This causes the resulting house to tower over the adjoining properties.

- Should building height for lake lots be measured along the lake side or the street side?

- If building height is measured on the lake side, where a lot naturally slopes to the lake, should an allowance be made for maximum building height?

Recommended Language

The 'Building Height' definition could be clarified to state where the height is measured and what the 'equivalent established grade' is.

The following definitions could also be added to the UDO.

**GRADE, EXISTING:** The grade prior to excavating, filling, re-grading or other similar changes or improvements to the land.

**GRADE, FINISH:** The grade after excavating, filling, re-grading or other similar changes or improvements to the land.

**HEIGHT, BUILDING:** Building Height, Lake lots: For buildings with a lower level walk-out, the maximum height may be increased by 10 feet for residential buildings having a lower level walk-out, provided that the walk-out was created because of the natural contour of the land, provided that the natural contour of the land provides a grade change of at least six (6') feet within the footprint of the proposed residential building.

**Votes Required to Pass:** Discussion only.