



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
February 18, 2014  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamations**
  - a. **Mueller Interiors**
  - b. **Labemi's Tavern**
  - c. **Herrick Auto Rebuilders**
5. **Approval of Minutes – February 4, 2014 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**

*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.*
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
  - a. **First Congregational Church Class 16 Temporary Liquor License request.**
  - b. **Crystal Lake Park District request for the issuance of twelve Class 16 Temporary Liquor Licenses for the Park District's 2014 Summer/Fall events and 2015 Spring League 12" In-House event.**
  - c. **McHenry County Bicycle Advocates/Land Conservancy of McHenry County request to use the City Hall front parking lot and Three Oaks Recreation Area for the Crystal Lake Night Owl Bike Ride event to be held between August 2, 2014 and August 3, 2014.**
11. **Prairie State Cycling Series Temporary Use Permit request to allow temporary closure of Williams Street, Crystal Lake Avenue, Grant Street, Brink Street, Minnie Street, and Woodstock Street and vendor/activity tents for a bike race.**
12. **City of Crystal Lake Pump Station No. 12, 330 Terra Cotta Avenue – Variation to allow a building addition to the existing Pump Station No. 12, on the west edge of the existing building, from the required minimum side yard setback of 15 feet to allow 9 feet and the required minimum front yard setback of 30 feet to allow 24.66 feet.**
13. **TV-VCR Clinic, 835 Virginia Road – Special Use Permit to allow a TV-VCR clinic as a special use in the "M" Manufacturing district at the specified location.**
14. **Hotel/Motel Tax Funding Allocation Requests.**

15. **Bid award and resolution authorizing execution of a contract for gateway and wayfinding signage and approval of up to 10% in justifiable contract amendments from a contingency allowance.**
16. **Bid award and resolution authorizing execution of a contract for the Country Club Area Water Main Replacement Stage 2 construction and allowing for a 10 percent contingency.**
17. **Bid award and resolution authorizing execution of an agreement for Final Clarifier #3 rehabilitation and repair work at Wastewater Treatment Plant #2 with a 10% contingency for unforeseen expenses.**
18. **Resolution authorizing execution of a contract extension for Tree Removal Services.**
19. **Resolution authorizing execution of an agreement for the purchase of two (2) Trailer-Mounted Diesel Generators through the US General Service Administration Disaster Purchasing Program.**
20. **Resolution authorizing execution of an agreement for STARCOM 21 radio services.**
21. **Water and Sewer Utility Bill City Code Amendment.**
22. **Resolution authorizing execution of the lease termination agreement between the City of Crystal Lake and Nextel West Corp. for the McCormick Park Water Tower.**
23. **Resolutions rescinding the matching grant award for Dream Gowns, modifying the matching grant award for Shay, and modifying the matching grant award for Crystal Lake Furniture and Mattress.**
24. **Council Inquiries and Requests**
25. **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.**
26. **Planning and Zoning Commission Reappointments**
27. **Reconvene to Regular Session**
28. **Adjourn**

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



**Agenda Item No: 10a**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

**Item:** Temporary Liquor License – First Congregational Church

**Staff Recommendation:** Motion to approve issuance of a Class “16” Temporary Liquor License to First Congregational Church

**Staff Contact:** Eric Helm, Deputy City Manager

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**Background:**

The City has received a request from First Congregational Church for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at a concert and reception being held on March 8, 2014 and March 9, 2014 to celebrate Barb Thorsen’s 60 years of service as organist at First Congregational Church.

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: 10b**

## **City Council Agenda Supplement**

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**Meeting Date:**

February 18, 2014

**Item:**

Class "16" Temporary Liquor License Requests – Crystal Lake Park District 2014 Summer/Fall Events and 2015 Spring League 12" In-House event.

**Staff Recommendation:**

Motion to approve issuance of twelve (12) Class "16" Temporary Liquor Licenses to the Crystal Lake Park District for the Park District's 2014 Summer/Fall events and 2015 Spring League 12" In-House event.

**Staff Contact:**

Eric Helm, Deputy City Manager

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**Background:**

The City has received a request from the Crystal Lake Park District for issuance of Temporary Liquor Licenses for the Park District's 2014 summer/fall events and 2015 Spring League 12" In-House event. The Park District is requesting twelve (12) Class "16" Temporary Liquor Licenses for the scheduled events.

The 2014 summer/fall events include softball tournaments at Lippold Park on May 1-3, May 30-June 1, June 11-13, June 20-22, July 9-11, July 18-20, August 8-10, August 15-17, September 19-21, and October 9-11, as well as the Blast on the Beach at Main Beach event on August 8-10.

The 2015 Spring League 12" In-House event will be held at Lippold Park on April 24-26.

Section 329-5-P of the City Code - Class "16" Temporary Liquor License - authorizes the retail sale of beer and wine for consumption upon the premises specified in the license where sold for a period not to exceed three (3) days for special events sponsored by a not-for-profit organization.

The Park District has submitted the fees required for twelve (12) Class "16" Temporary Liquor Licenses and the required applications.

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 10c**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 18, 2014

**Item:**

The Crystal Lake Night Owl Bike Ride

**Staff Recommendation:**

City Council Discretion

1. Motion to approve the use of the City Hall front parking lot for the staging and start/end of the Crystal Lake Night Owl Bike Ride to be held overnight between Saturday, August 2, 2014 and Sunday, August 3, 2014.
2. Motion to approve a special use of the Three Oaks Recreation Area as part of the bike ride route for the Crystal Lake Night Owl Bike Ride to be held overnight between Saturday, August 2, 2014 and Sunday, August 3, 2014.

**Staff Contact:**

Brad Mitchell, Assistant to the City Manager

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**Background:**

In an effort to promote bicycling as a viable transportation alternative in a unique and fun environment, the McHenry County Bicycle Advocates and the Land Conservancy of McHenry County will be hosting their annual Crystal Lake Night Owl Bike Ride, an overnight bike ride through the City of Crystal Lake between Saturday, August 2, 2014 and Sunday, August 3, 2014. In 2013, approximately 300 riders participated in this overnight bike ride event, including a large number of families. Due to the large number of families that are again anticipated to participate, the ride start time is being adjusted for 2014. The ride is scheduled to begin at 11:00 p.m. and finish around 1:30 a.m. There is no rain date scheduled in case of inclement weather. Also, based on feedback received from last year's event, there will be an adult route, which is approximately 23 miles, and a family route, which is approximately 13.5 miles. The City Council approved similar requests in 2012 and 2013.

The proposed adult bike ride route (approximately 23 miles) is as follows:

- Start at City Hall and proceed east on Woodstock Street to Main Street;
- North on Main Street to East Prairie Street;
- East Prairie Street to Erick Street to Crystal Lake Avenue to Pingree Road;

- Pingree Road to Pingree Road Metra Station through Pingree Road Metra Station tunnel to Congress Parkway;
- Congress Parkway to Commonwealth Drive to McHenry County Conservation District (MCCD) bike path;
- MCCD bike path to Three Oaks Recreation Area via Main Street entrance;
- Loop in Three Oaks Recreation Area back out the Main Street entrance to the MCCD bike path;
- MCCD bike path to Berkshire Drive to Darlington Lane to Dartmoor Drive to Golf Course Road;
- Golf Course Road to Alexandra Boulevard to Swanson Road to Village Road to Carlemont Drive to Alexandra Boulevard to Golf Course Road;
- Golf Course Road to Barlina Road to Huntley Road to Lake Avenue to Dole Avenue to Oak Street;
- Oak Street to MCCD bike path to Walkup Avenue to Pleasant Hill Road to Dvorak Drive to Walkup Avenue;
- Walkup Avenue to Woodstock Street and end at City Hall.

The proposed family bike ride route (approximately 13.5 miles) is as follows:

- Start at City Hall and proceed east on Woodstock Street to Main Street;
- North on Main Street to East Prairie Street;
- East Prairie Street to Erick Street to Crystal Lake Avenue to Pingree Road;
- Pingree Road to Pingree Road Metra Station through Pingree Road Metra Station tunnel to Congress Parkway;
- Congress Parkway to Commonwealth Drive to McHenry County Conservation District (MCCD) bike path;
- MCCD bike path to Three Oaks Recreation Area via Main Street entrance;
- Loop in Three Oaks Recreation Area back out the Main Street entrance to the MCCD bike path;
- MCCD bike path to Berkshire Drive to Darlington Lane to Dartmoor Drive to Golf Course Road;
- Golf Course Road to Alexandra Boulevard to Swanson Road to Village Road to Carlemont Drive to Alexandra Boulevard to Golf Course Road;
- Golf Course Road to Barlina Road to St. Andrews Lane to Nash Road to Lake Avenue;
- Lake Avenue to Dole Avenue to Woodstock Street and end at City Hall.

The ride is open to all ages, and riders under the age of 17 must have a parent signature and be accompanied by a parent. Each participant will be required to sign a hold harmless agreement to include the City. There will be a rest stop at the half way point of the route at Lucky Brake. There will be adult volunteers at signaled intersections. Each rider will be required to wear a helmet, light, and the high visibility/reflective strap that they will receive as part of the registration fee. In addition, a sweep vehicle will follow the end of the ride for additional support, if necessary.

The McHenry County Bicycle Advocates and the Land Conservancy of McHenry County are requesting use of the City Hall front parking lot for staging and start/end of the event. Entrances to the parking lot would remain open during the event. Also, participants will utilize the former public safety building parking lot at 121 W. Woodstock Street and the west end of the Alexander Commuter parking lot for parking during the event. Similar to last year, City Hall will be open for access to restroom facilities.

In addition, the McHenry County Bicycle Advocates and the Land Conservancy of McHenry County are requesting a special use of the Three Oaks Recreation Area as part of the bike ride route for the event. The proposed route includes riding a loop through the Three Oaks Recreation Area, entering and exiting from the Main Street entrance.

City staff met with representatives from the McHenry County Bicycle Advocates in order to review the proposed bike ride. The City's Police Department has reviewed and approved the request.

City staff has reviewed the petitioner's request and does not have concerns regarding the event, providing the following conditions are met:

- 1) The City will have flexibility in altering the race course based on any concerns that may arise.
- 2) Participants shall obey all traffic laws.
- 3) Volunteers shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 4) The McHenry County Bicycle Advocates and the Land Conservancy of McHenry County shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 5) All debris created by the event shall be cleaned up during and after the event.
- 6) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 7) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
- 8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 9) Any additional permits or requests for signage shall be made through the Community Development Department.
- 10) In the case of inclement weather, an alternate date can be approved by the City Manager.

Attached for your information is the request for the Crystal Lake Night Owl Bike Ride from the McHenry County Bicycle Advocates and the Land Conservancy of McHenry County to be held overnight between Saturday, August 2, 2014 and Sunday, August 3, 2014.

The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2014 City Council meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 18, 2014

**Item:**

Prairie State Cycling Series Temporary Use Permit request to allow temporary closure of Williams Street, Crystal Lake Avenue, Grant Street, Brink Street, Minnie Street, and Woodstock Street and vendor/activity tents for a bike race.

**Recommendation:**

City Council's discretion:

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

**Staff Contact:**

Michelle Rentzsch, Director of Community Development

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**Background:** The Prairie State Cycling Series is requesting a Temporary Use Permit to hold a racing event in Downtown Crystal Lake on Sunday, July 20, 2014. This request is using the same layout as the bike race held last year.

The applicant is proposing to completely close Williams Street, Crystal Lake Avenue, Grant Street, Brink Street, Minnie Street, and Woodstock Street from 2 hours prior to the race to allow time to set up the course until 1 hour after the last race is completed for cleanup. The roads will be closed from approximately 7 a.m. to approximately 7:30 p.m.

The Downtown Main Street/Crystal Lake has reviewed this request and is in support of this event with several conditions. The letter of support is attached.

The Crystal Lake Park District will be partnering with the applicant to provide activities between races for the spectators and families of the participants.

The applicant is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

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

1. The Temporary Use Permit shall be valid on Sunday, July 20, 2014.
2. Races cannot start until all members of the Command Post are in place. The representatives from the race organizer are to remain in the Command Post and/or with other supervisory staff from Police/Fire/Park District/etc.



3. Verify location of expo area. Provide staff with a site plan for the expo area, stage, games/carnival area(s), participant parking, temporary resident/business parking, etc.
4. Provide an emergency action plan specific to Crystal Lake for the race.
5. The entire race course shall be closed off from spectators to eliminate hazards from uncontrolled pedestrian crossings due to the speed and format of this race. Controlled crossings of the race course are also needed so pedestrians can safely navigate through downtown.
6. Signs indicating the "Road Closed" and "No Parking – Tow Zone" are to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department to avoid overnight and early morning parking. Traffic control and signage may be required throughout the race course. The applicant shall meet with the City's Police, Engineering and Building, and Public Works Departments to discuss signage needed.
7. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
8. The race organizers shall provide or rent additional traffic control (MUTCD compliant barricades, cones, detour signs, etc.). Proper barricades must be placed and utilized at all access points to/from the course – i.e. vehicles entering course from Home State Bank parking/drive-up lanes.
9. The barricades on Brink Street east of Williams Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around.
10. A dedicated Crystal Lake Ambulance with staff may be required. An evaluation of the emergency action plan and past races will be needed to determine the requirement. Please contact the Fire Rescue Department by June 23, 2014 to arrange for ambulance coverage.
11. All directly affected businesses and residents along and immediately adjacent to the race route shall be notified 2 weeks prior to the event. Alternate parking locations shall also be provided and these locations provided to staff.
12. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
13. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by June 23, 2014 to determine/arrange for police officers for traffic control, lead vehicle, etc.
14. Placement of the emergency command post is to be determined. One (1) person representing the race organizers who has immediate contact with volunteers and officials shall be positioned in the command post at all times. If an emergency arises, it can be communicated immediately to the volunteers.
15. Streets are not to be marked with paint or any permanent materials.
16. The site shall be inspected the morning of the race for compliance with canopy spacing (if applicable) and electrical connections. A site visit on July 8 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.

17. Should the Raue Center be used for the award ceremony, the occupancy limit shall not be exceeded during the award ceremony.
18. All trash shall be picked up along the race route, as well as in the downtown area.
19. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
20. A temporary sign permit shall be obtained from the Community Development Department for any signage/banners.
21. Comply with the requirements of the 2005 National Electrical Code.
22. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.
23. If there is to be any food preparation and/or cooking, please contact the McHenry County Department of Health for their requirements.
24. Provide off-site parking for the race participants and volunteers and indicate this location(s) on the site plan.

The applicant has been made aware of these recommended conditions and will be attending the February 18, 2014, City Council meeting to answer any questions.

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



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

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

#2014-07 City of Crystal Lake, 330 Terra Cotta Avenue

Variation to allow a building addition to the existing Pump Station No. 12, on the west edge of the existing building from:

1. The required minimum side yard setback of 15 feet to allow 9 feet; and
2. The required minimum front yard setback of 30 feet to allow 24 feet 8 inches.

Victor Ramirez, City of Crystal Lake, petitioner

**PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting variations to allow expansion of the existing pump house at 330 Terra Cotta Ave.

**Staff Contact:** James L. Richter II, Planning and Economic Development Manager

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**Background:**

- Zoning: "M" Manufacturing
- Request: Variation from the minimum side and front yard setbacks to allow an addition on the west side of the existing pump station.

**Land Use Analysis:**

- Details: The property is located on the north side of Terra Cotta Ave. The property is surrounded by an approximately 9-acre vacant parcel, zoned Manufacturing.
- The equipment at Pump Station 12 is being replaced and will require the expansion of the facility to accommodate the new equipment. A 9' x 16'-4" addition is proposed on the west side. The addition will be as close as 9' to the west property line and 24'-8" to the front property line, thereby requiring a variation from the minimum interior side and front setbacks. The structure will meet the combined side setback for the "M" district. Along with

the addition to the building, the City will be adding sidewalks and concrete flatwork at the location at this time.

**PZC Highlights**

- At the Planning and Zoning Commission meeting, the Commission had no concerns with the request.
- The PZC recommended **approval (6-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - a. Application, dated 1-22-2014
  - b. Site Plan, Baxter and Woodman,
2. A variation from the required minimum interior side setback of 15 feet to allow 9 feet and the required front yard setback of 30 feet to allow 24'-8" is hereby granted.
3. The applicant shall meet all the conditions of the Community Development, Fire Rescue, Public Works and Police Departments.

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

**DRAFT**

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

AN ORDINANCE GRANTING VARIATIONS  
AT 330 TERRA COTTA AVENUE

WHEREAS, pursuant to the terms of a Petition (File #2014-07) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of variations to allow a building addition to the existing Pump Station No. 12, on the west side of the existing building from the required minimum side yard setback of 15 feet to allow 9 feet; and the required minimum front yard setback of 30 feet to allow 24 feet 8 inches; and

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

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

Section I: That variations be granted to allow a building addition to the existing Pump Station No. 12, on the west side of the existing building from the required minimum side yard setback of 15 feet to allow 9 feet; and the required minimum front yard setback of 30 feet to allow 24 feet 8 inches;

at the property commonly known as 330 Terra Cotta Avenue (14-33-181-003), City of Crystal Lake,.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - a. Application, dated 1-22-2014
  - b. Site Plan, Baxter and Woodman,
2. A variation from the required minimum interior side setback of 15 feet to allow 9 feet and the required front yard setback of 30 feet to allow 24'-8" is hereby granted.
3. The applicant shall meet all the conditions of the Community Development, Fire, Public Works and Police Departments.

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

Section IV: That this Ordinance shall be in full force and effect from and after its passage and

**DRAFT**

approval as provided by law.

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

\_\_\_\_\_  
MAYOR

ATTEST:

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

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**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
#2013-59 TV-VCR Clinic, 835 Virginia Road

Special Use Permit pursuant to Article 2, Land Use of the Unified Development Ordinance to allow a TV-VCR clinic as a special use in the "M" Manufacturing district at the specified location.

Dale Wagner, 835 Virginia Road, petitioner

**PZC Recommendation:** Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a special use permit to allow a TV-VCR clinic at 835 Virginia Road

**Staff Contact:** James L. Richter II, Planning and Economic Development Manager

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**Background:**

- **Location:** 835 Virginia Road, Unit F
- **Zoning:** "M-PUD" Manufacturing PUD
- **Co-Tenants:** Colon Health, Minuteman Press, In House Apparel
- **Request:** Special Use Permit to allow a TV-VCR clinic as a special use in the "M" Manufacturing district

**Land Use Analysis:**

- **Details:** The petitioner would like to locate a TV-VCR clinic in an approximately 600-square-foot tenant suite at this location. The facility would provide service for televisions, VCRs and stereos.
- **History:** This property was developed as a Planned Unit Development in 1988. Even though the property is zoned for manufacturing uses, over the years since its approval, several Special Use Permits were issued for this property to allow various uses such as Chung's Martial Art, The North Wall, Dobry Personal Training, Sea Level Diving, and The Other Side.

- Permitted Uses: The proposed use is considered as ‘Other Personal and Household Goods Repair and Maintenance’ per Article 2, Land Use of the UDO, which is not permitted by right in the “M” Manufacturing district; therefore, requiring a special use approval.
- Parking: There are no specific standards in the UDO for the proposed use. Based on the tenant mix at this location, it appears that there would be no parking concerns.

**PZC Highlights**

- At the Planning and Zoning Commission meeting, the Commission had no concerns with the request.
- The PZC felt that the petitioner met the Findings of Fact and recommended **approval (6-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application, SMK, received 11-22-2013
2. If the facility is expanded in area or intensity, the petitioner shall be required to seek a SUP amendment.
3. All proposed signage must meet the provisions of the UDO. Permits through the Building Division must be obtained for all signs.
4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

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



**DRAFT**

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

AN ORDINANCE GRANTING A SPECIAL USE PERMIT  
AT 835 VIRGINIA ROAD

WHEREAS, pursuant to the terms of a Petition (File #2013-59) before the Crystal Lake Zoning Board of Appeals, the Petitioner has requested the issuance of a Special Use Permit to allow a TV-VCR clinic as a special use in the "M" district at the specified location for the property located at 835 Virginia Road; and

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

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

Section I: That a Special Use Permit be issued to allow a TV-VCR clinic as a special use in the "M" district at the specified location for the property commonly known as 835 Virginia Road (19-08-427-005), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application, SMK, received 11-22-2013
2. If the facility is expanded in area or intensity, the petitioner shall be required to seek a SUP amendment.
3. All proposed signage must meet the provisions of the UDO. Permits through the Building Division must be obtained for all signs.
4. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

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

Section IV: That this Ordinance shall be in full force and effect from and after its passage and

**DRAFT**

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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<b><u>Meeting Date:</u></b>	February 18, 2014
<b><u>Item:</u></b>	Hotel/Motel Tax Funding Allocation Requests
<b><u>Staff Recommendation:</u></b>	City Council Discretion
<b><u>Staff Contact:</u></b>	Brad Mitchell, Assistant to the City Manager

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**Background:**

The City has received hotel/motel tax funding requests for the 2014/2015 fiscal year from the Lakeside Legacy Foundation, the McHenry County Convention and Visitors Bureau, and Williams Street Repertory Theatre Company. Requests for funding total \$21,000.

Below is a summary of each request, with application materials attached. Requests are listed in alphabetical order, with funding category qualifications provided.

**Lakeside Legacy Foundation – Operating Support of the Christmas at the Dole & Winter Fest - \$10,000**

The Lakeside Legacy Foundation is requesting \$10,000 for operating support for the 2<sup>nd</sup> Annual Christmas at the Dole and Winter Fest. In addition, they are requesting support from the City for Public Works assistance with parking setup, ground fencing, signage, and holiday exterior/tree lights. The funds will be utilized to support attractions and activities at the event. An estimated 1,500 to 3,000 spectators are expected to attend. At the February 5, 2013 City Council meeting, the Lakeside Legacy Foundation was awarded \$35,400 in hotel/motel tax funding for the 2014/2015 fiscal year for operating support of pillar events. This request may be considered in the greater than \$5,000 category.

**McHenry County Convention and Visitors Bureau – Tour de Crystal Lake 2014  
\$10,000**

The McHenry County Convention and Visitors Bureau (MCCVB) is requesting \$10,000 for the Tour de Crystal Lake 2014. The funds will be used to assist in paying for the Prairie State Cycling Series' race fee and marketing efforts. The estimated overall

expenditures is \$18,000 and the additional monies will be obtained through sponsorships. An estimated 1,000 to 2,000 spectators are expected to attend, with as many as 50 overnight visitors estimated. At the February 5, 2013 City Council meeting, the McHenry County Convention and Visitors Bureau was awarded \$4,000 in hotel/motel tax funding for the 2014/2015 fiscal year for marketing initiatives. This request may be considered in the greater than \$5,000 category.

#### **Williams Street Repertory Theatre Company – Operating Support - \$1,000**

The Williams Street Repertory Theatre Company is requesting \$1,000 for operating support of the Williams Street Repertory 2014-2015 season. The Williams Street Repertory Theatre Company is an outgrowth of the Raue Center for the Arts. The Williams Street Repertory Theatre Company recently obtained a stand-alone 501(c)(3) charitable organization status. The funds will be used for programming support. The estimated attendance for the season of shows is 7,200 people, with 300+ overnight guests. This request can be considered in the \$5,000 or less category.

As the City Council may recall, at the February 5, 2013 City Council meeting, the City Council awarded hotel/motel tax funding allocations for both the 2013/2014 and 2014/2015 fiscal years, subject to the amount of funds available. By allocating funds for two years, this allowed the local organizations to properly budget for these funds over a two-year period, and the local organizations would not have to go through the hotel/motel process for funding requests for the 2014/2015 fiscal year. Since hotel/motel tax funding allocations were awarded for two years, it was determined by the City Council that if any organization were to submit an additional funding request for the 2014/2015 fiscal year, that the City Council would address those requests as they come in. The City Council would resume the normal hotel/motel tax funding request process in the 3<sup>rd</sup> year, for 2015/2016 fiscal year funding requests. Attached for your information is a chart showing the hotel/motel tax funding allocations for the 2014/2015 fiscal year that were approved at the February 5, 2013 City Council meeting.

The City's hotel/motel tax rate is currently at 5.0%. Based on preliminary estimates, the City is projected to collect approximately \$290,000 in hotel/motel tax receipts during the 2014/2015 fiscal year. The hotel/motel tax expenditures for 2014/2015 fiscal year are to be \$292,200, which is the same as the 2013/2014 fiscal year, and which was awarded by the City Council at the February 5, 2013 City Council meeting. Based on the remaining hotel/motel tax receipts that the City is anticipated to collect for the 2013/2014 fiscal year, the projected year-end balance that the City will have in reserve on April 30, 2014 will be \$101,474.22.

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

Simple majority vote of the City Council



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

**Item:** Gateway and Wayfinding Signage Bid

**Staff Recommendation:** A motion awarding the gateway and wayfinding signage bid and adopting a resolution authorizing the City Manager to execute a contract with the lowest responsive and responsible bidder, Bright Light Sign Company, for gateway and wayfinding signage per the submitted bid price and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**Staff Contact:** Michelle Rentzsch, Director of Community Development  
Eric T. Helm, Deputy City Manager

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**Background:**

On Monday, February 10, 2014, the City of Crystal Lake publicly opened and read aloud the bids received for gateway and wayfinding signage. This signage program was discussed and presented to the City Council on various occasions, including the:

- January 14, 2012 Strategic planning workshop meeting
- 2012/2013 Budget Workshop
- 2013/2014 Budget Workshop

Moreover, the actual sign concepts were presented for City Council review in a June 2013 packet. As a result of Council discussions, funds were budgeted in the FY 2013/2014 budget to pay for a portion of the signage program. These new signs would replace all the existing gateway signage and create a new wayfinding signage program.

**Sign Construction and Locations**

The gateway signs would be made of exterior grade foamcore material with a standard faux stone finish. The foundations of the gateway signs would be concrete with breakaway hardware.

The wayfinding signs would be aluminum side mounted signs with a black post. The foundation would be concrete with steel cage reinforcement.

The signs will be installed at various locations around the City, depending on visibility and right of way access.

*Gateway Monument Sign Locations*

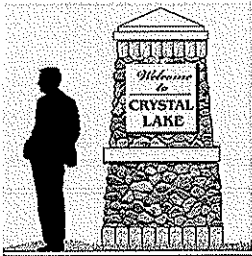


- Route 31, North of Brighton Lane (Fountains of Crystal Lake)
- Route 176, West of Barreville Road
- Route 14, Between Route 31 and Sands Road
- Randall Road, South of Alexandra Blvd.
- Route 176, East of Route 47
- Pyott Road, South of Rakow

*The installation of the following signs will be delayed due to pending roadway improvements:*

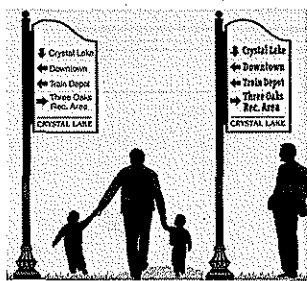
- Route 14, at Ridgefield Road
- Route 31, South of Rakow (Just South of Walmart property)

*Gateway Column Sign Locations*



- North Walkup, South of Hillside
- East Crystal Lake Avenue, West of Terra Cotta Road
- Three Oaks Road, East of Sands/Lutter Road
- Lake Avenue at Riverside Drive

*Wayfinding Pole Sign Locations*



- North side of Route 14 at Pingree Road
- South side of Route 14 at Pingree Road
- Route 14 at Exchange Drive
- Route 14 at Three Oaks Recreation Area entrance
- North side of Route 14, east of Main Street
- South side of Route 14, west of Main Street
- Rakow Road at Virginia Road
- Route 31, north of Terra Cotta Ave.
- Route 176, north of Terra Cotta Ave.

*The installation of the following signs will be delayed due to pending roadway improvements:*


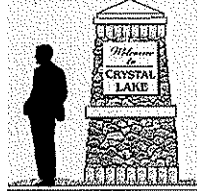
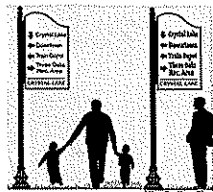
- Main Street at Three Oaks Recreation Area entrance
- Virginia Road, east of Pyott Road/Main Street
- Pyott Road, south of Virginia Road
- Route 176, west of Route 14
- Route 14 at Crystal Lake Ave.
- Route 14, north of Route 176

**Bid Specifications and Installation Timeline**

The bid specifications require that the contractor manufacture and install the signage. This includes providing shop drawings and coordinating the permit process.

Bid pricing will be held through May 1, 2015 to allow for a phased installation. IDOT roadwork will require the delay in the installation of two (2) monument signs and three (3) wayfinding signs. These signs most likely will be installed in 2015 or 2016. The City’s South Main Street improvement will require delay in the installation of three (3) wayfinding signs. These signs will be installed in 2015. Except for these eight signs, it is anticipated that a majority of the signs will be installed in 2014.

**Bid Results**

<u>Bidder</u>	<u>Sign “A” Gateway Sign Monument 8 total signs</u> 	<u>Sign “B” Gateway Sign Column 4 total signs</u> 	<u>Sign “C” Wayfinding Pole 15 total signs</u> 	<i>Total Cost to install 27 signs:</i>
	<i>Price for Each:</i>	<i>Price for Each:</i>	<i>Price for Each:</i>	
√ Bright Light Sign Co. Lake Zurich, IL	\$12,450	\$4,725	\$3,230	\$166,950
QT Sign Inc. Schaumburg, IL	\$12,580	\$4,768	\$3,898	\$178,182
The Baldus Company Fort Wayne, IN	\$13,875	\$6,685	\$5,460	\$219,640
North Shore Sign Libertyville, IL	\$16,370	\$6,988	\$4,460	\$225,812
Hughes and Son, Inc. Crystal Lake, IL	No Bid	No Bid	\$5,100	NA

√ - Indicates lowest responsive and responsible bidder

**Recommendation**

The City Manager’s Office and Community Development Department have reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document and have checked references. It is staff’s recommendation to award the contract for gateway and wayfinding signage to Bright Light Sign Company per the sign prices listed in the bid document.

The manufacture and installation of the 27 signs noted in this agenda supplement will be \$166,950. The installation of the 27 signs was contemplated to be performed in two phases. Funds have been budgeted for the first phase in the FY 2013/2014 budget. Funds are included in the proposed FY 2014/2015 budget for the second phase.

**Votes Required to Pass:**

Simple majority vote of the City Council.

**DRAFT**



**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract for gateway and wayfinding signage between the City of Crystal Lake and Bright Light Sign Company per the submitted bid price, and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 18<sup>th</sup> day of February, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED:  
APPROVED:





**Agenda Item No: 16**

**City Council  
Agenda Supplement**

**Meeting Date:** February 18, 2014

**Item:** Country Club Area Water Main Replacement Stage 2  
Construction Bid Award

**Staff Recommendation:** Motion to award the Country Club Area Water Main Replacement Stage 2 construction bid to the lowest responsive and responsible bidder, Patnick Construction Inc., in the bid amount of \$822,395.00, and adopt a resolution authorizing the City Manager to execute a contract with Patnick Construction, and allow for a 10 percent contingency.

**Staff Contact:** Victor C. Ramirez, Director of Public Works  
Abigail Wilgreen, Engineering Services Manager

**Background:**

On February 7, 2014, the City opened and publicly read the bids received for the Country Club Area Water Main Replacement Stage 2 Construction. The City received nine bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Patnick Construction <sup>1</sup> Bensenville, IL	\$822,395.00
R.A. Mancini, Inc. Prairie Grove, IL	\$901,938.00
Maneval Construction Grayslake, IL	\$995,659.14
Copenhaver Construction Gilberts, IL	\$1,036,029.00
City Construction Company Chicago, IL	\$1,043,424.21 <sup>2</sup>
Berger Excavating Contractors, Inc. Wauconda, IL	\$1,061,460.70

Stenstrom Excavation & Blacktop Rockford, IL	\$1,074,768.90
Bolder Contractors Deerfield, IL	\$1,266,349.50
Campanella & Sons, Inc. Wadsworth, IL	\$1,524,795.80

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

<sup>2</sup> Corrected Bid Amount Based on Unit Prices Provided

The water mains in the Country Club area were installed in the 1960s and are far beyond the serviceable life. The existing water main sizes range from four inches to eight inches. This improvement will be constructed in three stages over a three-year period. Stage 1, which was completed in the 2013 construction season, included the installation of new water main along Country Club Road from Meridian Lane to Golf Road and along Broadway Avenue from Meridian Lane to Country Club Road.

Stage 2 includes the replacement of water main on Essex Lane, Riverside Drive West, Riverside Drive East, and Lakeside Avenue from Country Club Road to Broadway Avenue.

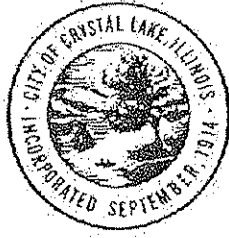
Stage 3, which is expected to be bid for the 2015 construction season, includes the replacement of water main on Meridian, Melrose, Cumberland, and Oxford Lanes from Country Club Road to Broadway Avenue.

**Recommendation:**

City staff and the City's engineering consultant Hampton, Lenzini & Renwick (HLR) have reviewed the bid submitted by Patnick Construction Inc. for completeness and accuracy in accordance with the invitation to bid document. In addition, references were verified, and all indicated a positive experience working with the company. It is therefore the recommendation of staff to award the bid for the Country Club Area Water Main Replacement Stage 2 Construction to the lowest responsive, responsible bidder, Patnick Construction, Inc., in the amount of \$822,395.00 and allow for a 10% contingency for unforeseen expenses.

**Votes Required to Pass:**

Simple majority



**DRAFT**

**The City of Crystal Lake Illinois**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute a contract with Patnick Construction, Inc. for the Country Club Area Water Main Replacement Stage 2 improvement in the amount of \$822,395.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this 18<sup>th</sup> day of February, 2014.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

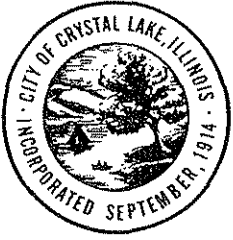
BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

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

PASSED: February 18, 2014

APPROVED: February 18, 2014



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

**Meeting Date:** February 18, 2014

**Item:** Final Clarifier #3 Rehabilitation

**Staff Recommendation:** Motion to award the bid for Final Clarifier #3 rehabilitation and repair work at Wastewater Treatment Plant #2 to the lowest responsive, responsible bidder, 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 four final clarifiers at Wastewater Treatment Plant #2, and make repairs to any defects or problems that would impair the units in the future. These four units were installed in 1981 and are due for major maintenance and rehabilitation. The first unit, Clarifier #4, was rehabilitated in 2013. When the work on Clarifier #4 was bid, an option was included to rehabilitate one additional unit, Clarifier #3, within twelve months for the same price.

On July 8, 2013, the City received bids 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. Prices were requested to rebuild the main drive unit, but also to replace the 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 bids received.

<b>Bidder</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 bidder

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

**Recommendation:**

Staff has reviewed the submitted bids for completeness and accuracy in accordance with the invitation to bid document, and recommends awarding the work to Process Equipment Repair Services (PERS), Inc. PERS has performed work for the City in the past, and was very thorough and attentive during the rehabilitation of Clarifier #4. 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 2013 bond issue 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 #3 rehabilitation and repair work at Wastewater Treatment Plant #2 in the submitted bid amount with a 10% contingency for unforeseen expenses.

DATED this 18<sup>th</sup> day of February, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: February 18, 2014  
APPROVED: February 18, 2014



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

**Meeting Date:** February 18, 2014

**Item:** Tree Removal Services Bid Extension

**Staff Recommendation:** Motion to extend the awarded bid for Tree Removal Services to Central Forestree, LLC and adopt a resolution authorizing the City Manager to execute a 12-month extension for Tree Removal Services with Central Forestree, LLC in the submitted bid amounts.

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

**Background:**

On September 18, 2012, the City Council awarded the bid for the services relating to the removal and disposal of trees from public properties to Central Forestree, LLC. The base contract period was for a 15-month period ranging from October 2012 through December 2013. In the bid, additional prices were requested for a one-year contract extension for the 2014 calendar year to be exercised at the City's discretion based on the performance during the base contract term.

Prices were bid based on size of the tree diameter within seven categories for complete tree removal including stump grinding, and for stump grinding only. The actual value of the contract will be determined based on the number of trees removed or stumps ground by the contractor. The following table represents a breakdown of the total bids received for the 2014 option, based on one item from each category. A table of the complete bid prices can be found attached to this document.

	Complete Tree Removal	Stump Grinding Only	Total
√Central Forestree Hoffman Estates, IL	\$6,675.00	\$1,660.00	\$8,335.00
Clean Cut Tree Service Lake Villa, IL	\$7,625.00	\$2,355.00	\$9,980.00
John's Tree Service McHenry, IL	\$9,300.00	\$945.00	\$10,245.00
Davey Tree Expert East Dundee, IL	\$18,845.00	\$2,985.00	\$21,830.00

√ Indicates recommended lowest responsible and responsive bidder

**Discussion:**

Tree removal services have historically been used on large trees that exceed the Public Works Department's tree removal capabilities, or City trees that have suffered significant storm damage that require a technical removal around power lines. However, as the Emerald Ash Borer (EAB) continues to devastate the trees throughout the community, the role of the City's tree removal contractor has morphed to include the removal of dead or diseased trees. In the first year of their contract, Central Forestree, LLC was deployed to remove trees as an extension of the work that City crews are performing. This utilization is expected to continue throughout the 2014 calendar year.

**Recommendation:**

The Public Works Department has worked well with Central Forestree, LLC and had admirable results over the last 15 months. It is the recommendation of staff to approve the optional one-year extension with Central Forestree due to their cooperative work ethic and competitive pricing.

**Votes Required to Pass:**

Simple Majority



RESOLUTION

**DRAFT**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a 12-month extension between the CITY OF CRYSTAL LAKE and Central Forestree, LLC for tree removal services in the submitted bid amounts.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

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

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



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

**Item:** Purchase of Two (2) Trailer-Mounted Diesel Generators

**Staff Recommendation:** Motion to adopt a resolution authorizing the City Manager to execute an agreement with Magnum Power Products, LLC for the purchase of two (2) Magnum MMG130 Trailer-Mounted Diesel Generators in the amount of \$92,031.80 through the US General Service Administration Disaster Purchasing Program.

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

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**Background:**

The Sewer & Lifts Division has five portable generators to power 13 lift stations that do not have a permanent backup power supply. Two of these portable units are not operational and have been budgeted for replacement. With these two units being out of service, the ability to supply power in emergency situations to lift stations is greatly compromised.

The remaining three trailer-mounted generators in the fleet are operational and capable of powering all 13 lift stations without on-site backup; however, such a ratio requires Sewer & Lifts Division staff to jockey the generators very strategically in the event of a large power outage. Having the two additional generators will improve the Division's response to a large power outage, and sizing the new generators with a larger kilowatt rating will allow for a redundant power supply to most of the lift stations that have permanent generators.

**Discussion:**

After a careful review of the different manufacturers in this equipment market, staff determined that the Magnum MMG130 unit best meets the needs of the Department, has a proven track record of dependability, and is manufactured domestically, in Wisconsin, where parts are readily available. The Magnum MMG130 unit is currently available to local governments through the US General Service Administration (GSA) Disaster Purchasing Program for \$45,715.90 each, or \$92,031.80 for two (including shipping) as recommended by staff. The unit is capable of producing 100 kilowatts of power, which is sufficient for all lift stations without on-site generators as well as all but one lift station that has on-site generators.

Section 102-10 of the Crystal Lake City Code authorizes the use of cooperative purchasing arrangements for the procurement of goods and services. The U.S. Government General Services Administration (GSA) is one of the City Council authorized governmental purchasing

cooperatives. GSA maintains a large list of multiple-award purchasing schedules. The GSA requires most-favored customer pricing, which provides state and local governments with a price advantage based on federal purchasing economies of scale.

**Recommendations:**

After detailed examination, it is the recommendation of the Public Works Department to replace the two non-operational trailer-mounted generators with two (2) new Magnum MMG130 units from Magnum Power Products, LLC, through the US General Service Administration Disaster Purchasing Program in the amount of \$92,031.80.

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 is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Magnum Power Products, LLC for the purchase of two (2) Magnum MMG130 Trailer-Mounted Diesel Generators in the amount of \$92,031.80 through the US General Service Administration Disaster Purchasing Program.

DATED this 18<sup>th</sup> day of February, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: February 18, 2014  
APPROVED: February 18, 2014



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

**Item:** Agreement between the Crystal Lake Police Department and Motorola Solutions, Inc. for Starcom21 radio services

**Staff Recommendation:** Motion to adopt a resolution authorizing the Chief of Police to execute an Agreement with Motorola Solutions, Inc. for Starcom21 radio services.

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

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**Background:**

On September 3, 2013, the City Council approved a resolution allowing the Police Department to enter into an Intergovernmental Agreement with the Illinois Criminal Justice Information Authority for participation in the Starcom21 equipment grant program. After the approval, the department worked with Motorola Solutions, Inc. to obtain two Starcom21 radios. The next step in the grant program is completing an agreement with Motorola Solutions, Inc. for radio service. Motorola works exclusively with the State of Illinois to facilitate the official state wide public safety radio network. Normally, an agency requesting access to the Starcom21 radio network pays a monthly service fee; however, since the Police Department is participating in this grant program, the service fee is waived for two years.

Legal counsel has reviewed the agreement.

**Votes Required to Pass:**

Simple majority

DRAFT



**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the Chief of Police be and he is hereby authorized and directed to execute an Agreement with Motorola Solutions, Inc. for STARCOM21 radio services.

DATED this 18<sup>th</sup> day of February, 2014

CITY OF CRYSTAL LAKE, an  
Illinois Municipal corporation,

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

SEAL

ATTEST

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

PASSED: February 18, 2014

APPROVED: February 18, 2014



**Agenda Item No: 21**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

**Item:** Water and Sewer Utility Bill Adjustments

**Staff Recommendation:** Motion to adopt an ordinance amending Chapter 515, Water and Sewer

**Staff Contact:** George Koczwar, Interim Finance Director  
Victor Ramirez, Director of Public Works

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**Background:**

This year's harsh winter has caused a number of challenges, including the freezing of water service lines. The unusually cold winter has caused frost levels in the streets and yards to extend below the buried depth of some water service lines. To date, twenty-two service lines in the City have required crews to thaw-out frozen service lines. The process of unfreezing service lines is costly and time consuming.

For properties that are at risk of experiencing frozen service lines, the best approach is to turn on one faucet inside the property and leave it running at a constant stream, with the water stream no wider than a pencil. This will allow the water to flow through the pipes which will help prevent them from freezing.

The attached ordinance would provide authority to City staff to adjust water and sewer bills, including in cases where City crews are distributing instructions to customers who are at risk of experiencing frozen service lines. The cost of running a water stream continuously is far less than the cost of de-thawing a service line.

Legal counsel has reviewed this ordinance.

**Recommendation:**

It is staff's recommendation to adopt an ordinance amending Chapter 515, Water and Sewer, in the City Code.

**Votes Required to Pass:**

Simple majority



DRAFT

## ORDINANCE AMENDING THE CRYSTAL LAKE CITY CODE

BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

Section 1: Amendment of City Code Chapter 515. Chapter 515, titled "Water and Sewer," of the City Code is hereby amended by adding the following:

### § 515-22. Adjustment of Water and Sewer Utility Bills.

A. A water and sewer utility customer may present a request to the Finance Director to adjust the amount due for such water or sewer service, in the event of a billing dispute. The customer making such request shall provide to the Finance Director with documentation or other evidence in support of such request for adjustment. The Finance Director shall be authorized to determine the sufficiency of such evidence or documentation in support of the billing dispute and make such adjustments to the disputed billing, and any penalty imposed pursuant to Section 515-15, as the Finance Director believes is equitable and supported by the information submitted by the customer.

B. In cases where cold weather has caused frost levels to extend below the buried depth of water service lines, the Finance Director shall be authorized to adjust water and sewer utility bills for those customers to whom the City has sent written notification advising such customers: 1) to run their water lines continuously in order to prevent freezing of water service lines, and 2) that the City will consider adjustments to water and sewer utility bills during such period as the Director of Public Works may determine that such action is advisable.

Section 2: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

DATED at Crystal Lake, Illinois, this 18th day of February 2014.

APPROVED:

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

ATTEST:

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

PASSED: February 18, 2014

APPROVED: February 18, 2014

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





**Agenda Item No: 22**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 18, 2014

**Item:**

Nextel Ground Lease Agreement Termination

**Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute the lease termination agreement between the City of Crystal Lake and Nextel West Corp. for the McCormick Park Water Tower.

**Staff Contact:**

George J. Koczvara, Interim Finance Director

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**Background:**

Previously, the City entered into an agreement with Nextel to lease space at the McCormick Park water tower. The lease agreement, dated February 11, 2000, includes termination provisions which Nextel is now exercising because of its dissolution. A number of years ago, Nextel was purchased by Sprint. Recently, Sprint dissolved the Nextel portion of its business.

Attached please find a termination agreement between the City and Nextel. Under the agreement, Nextel agrees to turn over their building structure to the City after the termination date. The building will be made available to any potential future cell phone carrier that would enter into a lease agreement with the City. With regard to their lease payments, Nextel is current in their payments.

It is staff's recommendation to execute the lease termination agreement between the City of Crystal Lake and Nextel for the McCormick Park water tower. Legal counsel has reviewed the termination agreement.

**Votes Required to Pass:**

Simple majority



DRAFT

## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute the Ground Lease Termination Agreement between the City of Crystal Lake and Nextel West Corp. for the McCormick Park water tower.

DATED this 18<sup>th</sup> day of February, 2014

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: February 18, 2014  
APPROVED: February 18, 2014



**Agenda Item No: 23**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 18, 2014

**Item:** Matching grant program resolutions: a) rescinding the matching grant award for Dream Gowns, and b) modifying the matching grant awards to Shay and Crystal Lake Furniture and Mattress.

**Staff Recommendation:** Motion to adopt resolutions rescinding the matching grant award for Dream Gowns, in the amount of \$10,000; and modifying the matching grant award for Shay by \$5,604.58; and modifying the matching grant award for Crystal Lake Furniture and Mattress by \$1,500; thereby making \$17,104.58 available to future matching grant applicants.

**Staff Contact:** James Richter II, Planning and Economic Development Manager

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**Background:**

The City's new and existing retailer matching grant programs serve as successful economic development tools that provide incentives to assist the City in its attraction and retention efforts. The matching grant programs provide new retailers with a grant for as much as \$10,000. The program guidelines and grant agreement provisions ensure that the City receives the grant funds back from recipients over a period of four years through sales taxes.

Grants are awarded to businesses by the City Council prior to occupancy based upon estimated eligible expenses. Recipients are required to provide final documentation following occupancy in order to receive grant reimbursement from the City.

Dream Gowns was awarded a \$10,000 matching grant for a location in the Crystal Lake Plaza, but was unable to secure financing and did not commence operation in Crystal Lake. Shay (30 N. Williams St, Unit D) received a matching grant for \$10,000, and provided documentation for \$4,395.42 in eligible expenses, leaving \$5,604.58 with the City. Crystal Lake Furniture and Mattress (18E Crystal Lake Plaza), was also awarded a \$10,000 matching grant, and provided documentation for \$8,500 in eligible expenses, leaving \$1,500 with the City.

Following the City Council's approval, matching grant funds are set aside and reserved for the awarded businesses until such time as they: a) occupy their new location, b) commence business, and c) provide the required documentation to receive reimbursement.

The current requests are to rescind the \$10,000 matching grant awarded to Dream Gowns, and modify the matching grant awards for Shay (\$4,395.42), and Crystal Lake Furniture and Mattress (\$8,500), thereby making \$17,104.58 available for future grant applicants.

**Recommendation:**

Staff recommends that the City Council approve resolutions rescinding the matching grant approval for Dream Gowns and modifying the matching grant approvals for Shay and Crystal Lake Furniture & Mattress, totaling \$17,104.58, and making these funds available for future applicants.

**Votes Required to Pass:**

Simple majority vote.

DRAFT



**RESOLUTION**

WHEREAS, on April 2, 2013, the Mayor and City Council approved an application for a \$10,000 grant award to Dream Gowns in connection with a project to occupy space in the Crystal Lake Plaza, in the City of Crystal Lake; and

WHEREAS, said approval and grant award were subject to the applicant's completion of the project, the submittal of required documents in connection with the project and the execution by the applicant of a grant award agreement with the City; and

WHEREAS, Dream Gowns did not proceed with the occupancy of space by its business in the City of Crystal Lake and has advised City Staff that it does not intend to proceed with the business that was the subject of the proposed grant.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the grant award previously approved by the City Council is hereby rescinded and that the \$10,000 award amount previously designated for Dream Gowns shall be made available for award to other applicants under the City's matching grant award program.

DATED this 18th day of February, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

SEAL  
ATTEST

**DRAFT**

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CITY CLERK

PASSED:  
APPROVED:

DRAFT



## RESOLUTION

WHEREAS, on October 16, 2012, the Mayor and City Council approved an application for a \$10,000 grant award to Kimberly Welz in connection with a lease for Crystal Lake Furniture & Mattress to occupy space in the Crystal Lake Plaza at 18 E. Crystal Lake Plaza, in the City of Crystal Lake; and

WHEREAS, said approval and grant award were subject to the applicant's completion of the project, the submittal of required documents in connection with the project and the execution by the applicant of a grant award agreement with the City; and

WHEREAS, the project which was the subject of the grant award approval was completed on November 19, 2012; and

WHEREAS, the City has received documentation from Kimberly Welz that justifies a reimbursement of \$8,500 for eligible furniture, fixtures, and equipment expenses associated with the new occupancy of 18 E. Crystal Lake Plaza.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the grant award previously approved by the City Council is hereby modified from \$10,000 to \$8,500. The remaining \$1,500 previously designated for Kimberly Welz for Crystal Lake Furniture & Mattress shall be made available for award to other applicants under the City's matching grant award program.

DATED this 18th day of February, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

MAYOR

**DRAFT**

SEAL  
ATTEST

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CITY CLERK

PASSED:  
APPROVED:



DRAFT



## RESOLUTION

WHEREAS, on November 5, 2013, the Mayor and City Council approved an application for a \$10,000 grant award to Lynda Walsh in connection with a lease for Shay to occupy space in the Brink Street Market, at 30 North Williams Street, Unit D, in the City of Crystal Lake; and

WHEREAS, said approval and grant award were subject to the applicant's completion of the project, the submittal of required documents in connection with the project and the execution by the applicant of a grant award agreement with the City; and

WHEREAS, the project which was the subject of the grant award approval was completed on November 22, 2013; and

WHEREAS, the City has received documentation from Lynda Walsh that justifies a reimbursement of \$4,395.42 for eligible furniture, fixtures, and equipment expenses associated with the new occupancy of 30 North Williams Street, Unit D.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the grant award previously approved by the City Council is hereby modified from \$10,000 to \$4,395.42. The remaining \$5,604.58 previously designated for Lynda Walsh for Shay, at 30 North Williams, Unit D, shall be made available for award to other applicants under the City's matching grant award program.

DATED this 18th day of February, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

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

MAYOR

**DRAFT**

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CITY CLERK

PASSED:  
APPROVED: