



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – March 4, 2014 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. **Raue Center Bob Blazier Walk/Run for the Arts – Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents, and request for waiver of the Temporary Use Permit application fee.**
11. **Kiwanis Santa Run for Kids – Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents, and request for waiver of the Temporary Use Permit application fee.**
12. **Car Dealerships Temporary Use Permit requests for 2014 Special Promotions.**
13. **900 Pyott Road – Variations to allow a building addition 10 feet from the property line into the required 50-foot rear yard setback and to allow an impervious surface coverage of 81% above the 70% permitted coverage.**
14. **175 and 179 Edgewater – Simplified Residential Variation to allow an open “wrought iron” style 4-foot fence in the front yard setback for lakefront houses.**
15. **Ordinance authorizing execution of a property use agreement for a cable wakeboard park facility at the Three Oaks Recreation Area.**
16. **Bid award and resolution authorizing execution of agreements for the provision of unleaded gasoline and diesel fuel.**
17. **Bid award and resolution authorizing execution of a contract for Lift Station #12 and Wastewater Treatment Plant #2 Hydraulic Improvements with a 10% contingency for unforeseen expenses.**

18. **Bid award and resolution authorizing execution of a contract for the Turbo Blower installation at Wastewater Treatment Plant #2 with a 10% contingency for unforeseen expenses.**
19. **Proposal award and resolution authorizing execution of an agreement for residential/small business electrical aggregation and municipal electricity purchasing consultant services.**
20. **Resolution approving the negotiated sum, authorizing the execution of any agreement or documents, and authorizing payment to a property owner for right-of-way and easements needed for the South Main Street Improvement.**
21. **Resolution appropriating MFT funds for FY 2014-2015 street resurfacing, traffic signal and street light maintenance, illuminated street name signs, and snow-fighting material purchases.**
22. **Ordinance making it unlawful to stop, stand, or park any vehicle at any time on the east side of North Main Street between Prairie Street and a point 65 feet south of the centerline of Prairie Street.**
23. **Council Inquiries and Requests**
24. **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.**
25. **Reconvene to Regular Session**
26. **Committee and Commission Appointments**
27. **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**

Meeting Date:

March 18, 2014

Item:

Raue Center Bob Blazier Walk/Run for the Arts Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for the Raue Center Bob Blazier Walk/Run for the Arts pursuant to the recommendations below and waiver of the Temporary Use Permit application fee.

Staff Contact:

James Richter II, Planning & Economic Development Manager

Background: Again this year, the Raue Center is requesting a Temporary Use Permit for the Bob Blazier Walk/Run on Sunday, May 4, 2014. This request has been approved for several years, which includes the temporary closure of Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

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.

Since this is a fundraiser for the Raue Center, they are requesting that the Temporary Use Permit fee (\$40.00) be waived, which has been approved for several years.

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

1. The Temporary Use Permit shall be valid on Sunday, May 4, 2014.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.
5. 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.

6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
7. The barricades on Brink 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. Also place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
10. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
11. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. Streets are not to be marked with paint or any permanent materials.
14. The site shall be inspected the morning of the festival for compliance with canopy spacing (if applicable) and electrical connections. A site visit on April 30 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.
15. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
16. The occupancy limit for the Raue Center shall not be exceeded during the award ceremony.
17. Please contact the Fire Rescue Department by April 1, 2014 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
18. This event will require eight (8) officers and a minimum of five (5) volunteers to direct traffic and race participants throughout City streets. 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 April 1, 2014 to determine/arrange for police officers for traffic control, lead vehicle, etc.
19. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
20. All trash shall be picked up along the race route, as well as in the downtown area.
21. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
22. A temporary sign permit shall be obtained from the Building Division for any signage/banners.
23. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

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

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: March 18, 2014

Item: Kiwanis Santa Run for Kids Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation: Motion to approve issuance of the Temporary Use Permit for the Kiwanis Santa Run for Kids pursuant to the recommendations below and waiver of the Temporary Use Permit application fee.

Staff Contact: James Richter II, Planning & Economic Development Manager

Background: The Crystal Lake Kiwanis Club is requesting a Temporary Use Permit for the Kiwanis Santa Run for Kids on Sunday, December 7, 2014. This request is using the same layout as the Raue Center's Bob Blaizer Run for the Arts that has received approval for several years, including the request to close Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

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.

Since this is a fundraiser for the Kiwanis, they are requesting that the Temporary Use Permit fee (\$40.00) be waived, which has been approved for the past several years.

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

1. The Temporary Use Permit shall be valid on Sunday, December 7, 2014.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.

5. 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.
6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
7. The barricades on Brink 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. Also place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
10. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
11. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. Streets are not to be marked with paint or any permanent materials.
14. The site shall be inspected the morning of the festival for compliance with canopy spacing (if applicable) and electrical connections. A site visit on November 24 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.
15. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
16. Should the Raue Center be used for the award ceremony, the occupancy limit shall not be exceeded during the award ceremony.
17. Please contact the Fire Rescue Department by November 3, 2014 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
18. This event will require eight (8) officers and a minimum of five (5) volunteers to direct traffic and race participants throughout City streets. 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 November 3, 2014 to determine/arrange for police officers for traffic control, lead vehicle, etc.
19. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
20. All trash shall be picked up along the race route, as well as in the downtown area.
21. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
22. A temporary sign permit shall be obtained from the Building Division for any signage/banners.
23. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The applicant has been made aware of these recommended conditions and will be attending the March 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

<u>Meeting Date:</u>	March 18, 2014
<u>Item:</u>	Car Dealerships Temporary Use Permit requests for 2014 Special Promotions.
<u>Recommendation:</u>	Motion to approve the Temporary Use Permits for the 2014 Car Dealership Special Promotions pursuant to the recommendations below.
<u>Staff Contact:</u>	James Richter II, Planning & Economic Development Manager

Background: For the past several years, Staff has worked with auto dealerships to obtain an annual Temporary Use Permit for all of the dealerships' special advertising needs. This allows car dealerships to hold their promotions within the time-frames required by the manufacturers without the need for seeking individual Temporary Use Permit approval. Also, this conserves City resources by allowing all promotions to be reviewed simultaneously through a single review. This year, staff has contacted all of the car dealerships within the City limits and is presenting their requests to the City Council simultaneously. Attached please find the application and promotional information for: Martin Chevrolet, 5220 Northwest Highway; M'Lady Nissan, 5656 Northwest Highway; Courtesy Buick GMC, 6305 Northwest Highway; Brilliance Honda, 210 N. Route 31; Anderson Motors, 360 N. Route 31; Pauly Toyota, 1035 S. Route 31; and Anderson VW, 5213 Northwest Highway.

Auto manufacturers require their dealers to hold various promotional events during the year as part of the manufacturer's overall advertising program. These promotional events are inconsistently timed throughout the year and given to the dealers with little or no advance notice. The challenge for the auto dealers occurs when they are sent the promotional materials, banners, and program requirements and given very short notice to begin advertising for the promotions. The promotional events can last as few as five days and, therefore, by the time the temporary use permit and signage permits are applied for and obtained, the promotion is already over.

Staff has worked with our dealers to draft promotional schedules that allow the dealerships the flexibility to commence promotions throughout the year as needed, without being required to return to the City for individual approvals for each promotion. The petitioners are each requesting approvals that are in accordance with their manufacturer's advertising program for the year 2014.

The proposed schedule and the details for each of the events, including event length, and promotional items (banners and tents) are listed on the attached schedule. This will also eliminate the need for limited duration sign permits.

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

1. The Temporary Use Permits shall be valid during the 2014 calendar year.
2. The installation of a tent requires an inspection prior to occupancy by the Fire Prevention Bureau. The additional conditions for the tents are:
 - A. All tents must be labeled fire retardant and anchored properly.
 - B. At least one fire extinguisher must be under the tent.
 - C. No automobiles will be allowed under the tent with the batteries connected.
 - D. Fuel levels must be less than ¼ tank or not more than 5 gallons, whichever is less.
 - E. Fuel tank openings must be secured to prevent the escape of vapors.
 - F. Provide a 20-foot access for emergency vehicles to gain access to the building, Fire Rescue Department connection, and the event site. The tents may need to be adjusted.
 - G. The tent placement on the provided plan will require a 12-foot separation from other tents, canopies, and the parking of cars.
 - H. All tents/canopies shall be anchored using stakes, sand, or concrete blocks.
3. Banners should be positioned so as not to prohibit sight lines. They shall be a minimum of 10 feet from the property line/sidewalk at intersections.
4. On-site traffic flow must be maintained around the building, Fire Rescue Department connection, and the event site (minimum of 20 feet).
5. A meeting with the Fire Prevention Bureau shall be scheduled at least one week prior to the first time of setting up tents to review the placement of the canopy/tent.
6. If there will be any food vendors, they will require approval from the McHenry County Health Department.
7. All electrical connections and lighting shall comply with the 2005 National Electric Code.
8. On-site traffic flow must be maintained. Adjust employee parking as necessary to accommodate customer parking.
9. Temporary vehicle display on non-approved surfaces (e.g. grass) shall be located on private property, not within City or State rights-of-way.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: March 18, 2014

Item: REPORT OF THE PLANNING & ZONING COMMISSION
#2014-09 900 Pyott Road

Request: Variations to allow a building addition 10 feet from the property line into the required 50-foot rear yard setback, a variation of 40 feet and to allow an impervious surface coverage of 81% above the 70% permitted coverage, a variation of 11%.

Petitioner: David Schaefer, petitioner
900 Pyott Road

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Variations to allow the 40-foot encroachment into the rear yard setback and the 81% impervious surface coverage at 900 Pyott Road.

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

Background:

- Existing Use: The property is currently a warehouse and office facility.
- Proposed Use: The owner would be expanding the warehouse portion in phase 1 for vehicle storage. Phase 2 would be garage storage for classic cars.
- Detention: Two existing drywells on site handle the current detention requirements. The architect has also provided detention calculations, which show they are able to route some of the storm-water from the new addition into the detention basin on 930 Pyott Road. There is some extra capacity in that detention basin to handle the new building addition. Staff does not have a current detention agreement between the two properties, this will be required as part of the building permit submittal.

Key Factors:

- Request: Variation to allow a building addition 10 feet from the property line into the required 50-foot rear yard setback. The rear yard setback is 50 feet because of the adjacent City-owned water tank property that is zoned RE Residential Estate. A typical rear yard setback is 20 feet.

- Request: Variation from the total impervious surface coverage to allow up to 81%. The site is currently at 77% and this new addition will add 4% impervious.
- UDO Requirement: The UDO requires the 50-foot setback adjacent to residentially zoned property and limits the overall impervious surface coverage for manufacturing properties to 70% of the site.

PZC Highlights:

- The PZC discussed the numerous right-of-way takings which occurred along the frontage of this property for the Main Street improvement project, which is currently scheduled for a June 2014 letting. These numerous takings are forcing any new addition to be located in the rear of the property causing the encroachment into the setback and the high impervious surface percentage. The PZC found this request met the Findings of Fact.

The PZC recommended **approval (8-0)** of the petitioner's request for a Variation to allow an encroachment into the rear yard setback and allow the 81% impervious surface coverage with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Schaefer, received 02/04/14)
 - B. Plat of Survey/Site Plan (Professional Land Surveying, Inc., dated 10/18/13, received 02/04/14)
2. Work with staff to add some landscape materials near the east property line in the landscape island and to the north and south of the parking lot to help screen the proposed overhead garage doors of phase 2.
3. Prior to the issuance of a building permit, the petitioner shall provide a Plat of Easement dedicating the MUE, along the western property line, for review and approval by staff. The petitioner shall record the easement and provide 1 Mylar and 5 paper copies to the City.
4. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works, and Fire Rescue Departments.
5. **Provide shared detention agreement with adjacent lot, for staff to review, prior to City Council meeting.** (Added by PZC)
6. **Ensure no shared parking agreement with the business to the north is needed during this business's hours.** (Added by PZC)

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING VARIATIONS
AT 900 PYOTT ROAD

WHEREAS, pursuant to the terms of a Petition (File #2014-09) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of the Variations from Article 3-200 B6 to allow a building addition to extend 40 feet into the required 50-foot rear yard setback and to allow an impervious surface coverage of 81% rather than the 70% permitted; 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 the Variations be granted from Article 3-200 B6 to allow a building addition to extend 40 feet into the required 50-foot rear yard setback and to allow an impervious surface coverage of 81% rather than the 70% permitted

at the property commonly known as 900 Pyott Road (19-08-429-004), City of Crystal Lake.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Schaefer, received 02/04/14)
 - B. Plat of Survey/Site Plan (Professional land Surveying, Inc., dated 10/18/13, received 02/04/14)
2. Work with staff to add some landscape materials near the east property line in the landscape island and to the north and south of the parking lot to help screen the proposed overhead garage doors of phase 2.
3. Prior to the issuance of a building permit, the petitioner shall provide a Plat of Easement dedicating the MUE, along the western property line, for review and approval by staff. The petitioner shall record the easement and provide 1 Mylar and 5 paper copies to the City.
4. The petitioner shall address all of the review comments and requirements of the Engineering and Building, and Planning and Economic Development Departments.

DRAFT

5. Provide shared detention agreement with adjacent lot for Staff to review, prior to City Council meeting.

6. Ensure no shared parking agreement with the business to the north is needed during their business hours.

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 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**

<u>Meeting Date:</u>	March 18, 2014
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2013-33 Rumford and Buelow
<u>Request:</u>	Simplified Residential Variation to allow an open “wrought iron” style 4-foot fence in the front yard setback for lakefront houses. Michael Rumford and Robert Buelow 175 and 179 Edgewater
<u>PZC Recommendation:</u>	The PZC reaffirmed their motion to deny the petitioners’ request
<u>Staff Contact:</u>	James Richter II, Planning and Economic Development Manager

Background:

- Timeline: The following illustrates the timeline of the request by the petitioner:
 - July 17, 2013, the request was heard at the PZC; they voted 6-2 to deny the request.
 - August 6, 2013, the request was heard by the City Council. The Council tabled the item until they could review the full UDO text amendment for lake lots.
 - November 12, 2013, the PZC reviewed the UDO text amendments. They approved the changes to the clarification on how building height is measured, allowing accessory structures subject to the Limited Use criteria and the 4-foot open style fence amendment by a vote of 7-0.
 - November 19, 2013, the Council reviewed the UDO text amendments. The Council was split on the various amendments. The following shows the changes:
 - ◇ Council approved the clarification that building height is measured at the street side by a vote of 6-1.
 - ◇ Council approved the changes to allow accessory structures in the lake front yard subject to the Limited Use criteria by a vote of 6-1.
 - ◇ The motion to approve the open-style 4-foot fence failed 4-3.
 - December 17, 2013, Council referred the petitioner’s request back to the PZC for further consideration.
 - February 19, 2014, the Planning and Zoning Commission reaffirmed their previous motion of denial by a vote of 8-1.

Key Factors:

- Request: To construct a 4-foot fence along both property lines from the house to the seawall, requiring a variation for the fence height in the front yard setback.
- UDO Standard: Fences, walls or screening in any front yard or yard abutting a street shall not exceed 3 feet in height.
- Past Lakeside Fence Variations: A variation at 611(formerly 615) Leonard Parkway was approved in 2005. It allowed a 6-foot solid fence along the boat launch and a 4-foot solid fence along the other side of the lot to the water's edge. This is the only other fence variation approved on a lake side lot. The meeting minutes are attached.
- Fence Variations:
 - Over the past 20 years, 47 petitioners throughout the City have requested fence variations. 36 of these variations have been approved.
 - Of these 36 variations, 13 were for double-frontage lots – 10 of these were along Walkup Avenue due to the road widening project. Double-frontage lots have a roadway on both the front and back of the house or, in the case of lake lots, a roadway and the lake. An exhibit illustrating the double frontage lots around the lake with fence variations is included.
 - The remaining variations were for corner lots. The attached map illustrates the fence variations in relation to the 15,000 housing units in the City.

PZC Highlights:

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

- Commission Member Greenman stated that he felt the petitioners had a hardship and their lots, including the other lake lots, were unique and not common to other R-2 or double frontage lots. The other Commission members did not agree.
- The Commission did not want to reopen the item for discussion and did not want to take new action.

The Planning and Zoning Commission recommended **denial (7-1)** of the petitioners' request.

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

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

4. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works, and Fire Rescue Departments.

Votes Required to Pass: A super majority vote (**5 votes**) is required to overturn the PZC's motion for denial.



Agenda Item No: 15

City Council Agenda Supplement

<u>Meeting Date:</u>	March 18, 2014
<u>Item:</u>	Concessionaire and Property Use Agreement between City of Crystal Lake and Copley McGinnis Group LLC
<u>Staff Recommendation:</u>	Motion to adopt an ordinance authorizing the City Manager to execute a property use agreement with Copley McGinnis Group LLC for a cable wakeboard park facility at the Three Oaks Recreation Area.
<u>Staff Contact:</u>	Eric T. Helm, Deputy City Manager

Background:

The concept of a cable wakeboard park on the North Lake at the Three Oaks Recreation Area was originally discussed at an October 30, 2012 City Council Workshop. As a result of this workshop, City Staff created an RFP requesting proposals for a privately developed cable park at the Three Oaks Recreation Area.

On February 1, 2013, the City received three development proposals. The proposal received from Copley McGinnis Group LLC was potentially the most advantageous for the City. On June 30, 2013, the City Council directed City Staff to enter into negotiations with Copley McGinnis Group LLC for the construction and operation of a cable wakeboard park.

Concessionaire Property Use Agreement Terms

As a result of negotiations, the City created a "Concessionaire and Property Use Agreement", which outlines the terms and conditions of the cable park development. The proposed property use agreement between the City and Copley Group McGinnis LLC (or "Concessionaire") is attached. A summary of the document is outlined below:

- *Agreement Term:* The agreement term is ten (10) years, with two five (5) year renewal options. Including the renewal terms, the entire agreement term could be twenty (20) years.
- *Designated Premises for Cable Park:* The designated premises will be approximately 32 acres on the North Lake of the park. The area will encompass the building, cable towers, access beach, and parking lot/trails.
- *Permitted Use:* The concessionaire shall only be allowed to operate a cable wakeboard park on the designated premises. If the concessionaire desires to expand operations or offer other amenities, it would need the written approval of the City.

- *Defines Scope of the Cable Park Facility:* The concessionaire is proposing a 5,000 square foot building, with one six-tower wakeboard system and two “two-tower” systems.
- *Site Work and Utilities:* The concessionaire will construct an 80-space parking lot that will serve the wakeboard park customers and the general public. In addition, the concessionaire will pay for the construction of all utilities, including water, sewer, electric and natural gas.
- *Rent:* The City will receive at least 5% of the concessionaire’s gross revenues as rent. The City will receive this rent as a combination of (1) a percentage of gross revenues and (2) enhanced parking revenues attributable to the cable park operations. Rent payments, as a percentage of gross revenues, will be verified with certified reports from the Concessionaire’s auditor.
- *Performance Letter of Credit and Security:* The City will receive a letter of credit for the construction of the facility and a security, which shall be used to guarantee the Concessionaire’s obligations outlined in the lease.

The managers of the Copley McGinnis Group LLC, Charles Copley and Patrick McGinnis, have signed the attached agreement and submitted an email letter of support for the project.

Restaurant and Liquor License

As the negotiations were concluding, the Concessionaire presented a proposal for the establishment of a full-service restaurant with liquor sales. Attached to this agenda supplement are a letter, draft floor plan, and a sample menu. The concessionaire proposes operating the restaurant daily in conjunction with the cable park operations.

While a liquor license would need to be approved by the City Council at a later date, the property use agreement contains the following language:

- *Concessionaire allowed to apply for liquor license:* In the event that the Concessionaire elects to operate a restaurant to service patrons of the cable park wakeboard park, the Concessionaire may apply for a liquor license.
- *Alcohol limited to restaurant and patio:* Alcoholic liquor sold by the Concessionaire upon the Designated Premises shall only be consumed within the restaurant and related patio upon the Designated Premises.
- *Safety:* All patrons of the Concessionaire shall be issued and required to wear a wristband to designate their authorization to participate in the wakeboard park activities. No person shall be permitted to ride the wakeboard park attractions unless such person is wearing a wristband. No alcoholic liquor shall be sold or served to any person until such time as they have completed their use of the wakeboard park activities and have surrendered their wristband to the Concessionaire.

Next Steps

Pending Council approval of the Property Use Agreement, City Staff will work with Copley McGinnis Group LLC to supply final documents for project review. Similar to the treatment of other new development in the City, the review process would follow the below timeline:

1. Copley McGinnis will submit a facility plan and a site plan. This plan will contain building and engineering plans that are “40%” complete, including:
 - Preliminary engineering and site plan
 - Architectural elevations for buildings and tower/cable elements
 - Floor and landscaping plans
 - General signage information
2. Following the submittal of the facility plan and site plan, City Staff will review these documents and provide information for the Planning and Zoning Commission’s review.
3. After the PZC review, the facility and site plan, along with the PZC recommendation, will come to the City Council for final approval.
4. Pending City Council review, the developer will submit the remaining facility and site plans for Community Development permit review.
5. Once permits have been issued, construction can commence, with facility opening anticipated in 2015.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT



CITY OF CRYSTAL LAKE

ORDINANCE _____

AN ORDINANCE APPROVING A CONCESSIONAIRE AND PROPERTY USE AGREEMENT
BETWEEN THE CITY OF CRYSTAL LAKE AND COPLEY MCGINNIS GROUP, LLC

WHEREAS, the City of Crystal Lake (the "City") is Home Rule Municipality and is the Owner of the Three Oaks Recreation Area ("Three Oaks") in the City of Crystal Lake; and

WHEREAS, Three Oaks contains approximately 500 acres and provides recreational areas and activities for residents of the City; and

WHEREAS, portions of the North Lake area within Three Oaks are not presently required to serve the existing recreational needs and programs of the City of Crystal Lake; and

WHEREAS, the addition of a cable park/wakeboard park would enhance the recreational use of North Lake and provide additional recreational amenities to residents of the City, and

WHEREAS, the Mayor and City Council have found and determined that it would be in the best interests of the City and its residents to enter into a Concessionaire and Property Use Agreement with Copley McGinnis Group, LLC to allow for the construction and operation of a cable park/wakeboard park in the North Lake area of Three Oaks, in substantially the form attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF MCHENRY, STATE OF ILLINOIS, AS FOLLOWS:

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

SECTION TWO: Approval of Concessionaire and Property Use The Mayor and City Council of the City of Crystal Lake, Illinois hereby approve the Concessionaire and Property Use Agreement with Copley McGinnis in substantially the form set forth in Exhibit A (hereinafter the "Property Use Agreement").

SECTION THREE Authorization for the Execution and Attestation of Property Use Agreement. The City Manager is hereby authorized to execute the Property Use Agreement.

SECTION FOUR Effective Date: This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

DATED at Crystal Lake, Illinois, this 18th day of March, 2013

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED:

APPROVED:

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



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: March 18, 2014

Item: Unleaded Gasoline and Diesel Fuel

Staff Recommendation: Motion to extend the awarded bids for the provision of unleaded gasoline and diesel fuel to the lowest responsive and responsible bidder, Petroleum Traders Corporation, and for generator diesel fuel to the lowest responsive and responsible bidder, Olson Service Company, and adopt a resolution authorizing the City Manager to execute one-year purchase agreements with Petroleum Traders Corporation and Olson Service Company in the amount bid.

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

Background:

On March 26, 2013, the City of Crystal Lake publicly opened the bids received for a one-year contract for fuel, including unleaded gasoline and diesel fuel for the City's fleet, as well as diesel fuel for the various off-site generator locations. At that time, bids were requested for an optional one (1) year extension to the contract to be exercised at the discretion of the City.

The annual contract is based on a per-gallon fee for delivery of the fuel. The actual cost of the fuel is based on surcharges to the low-rack posting price per gallon as published in the Oil Price Information Service (OPIS) price listing for the Chicago market on the day of each fuel delivery.

The following is a breakdown of the bids received:

Company	Unleaded (+) Price Year 1	Unleaded (+) Price Year 2	Diesel (+) Price Year 1	Diesel (+) Price Year 2	Generator Diesel (+) Price Year 1	Generator Diesel (+) Price Year 2	Diesel winter additive cost per gallon	Diesel winter additive cost per gallon
✓ Petroleum Traders Corp. Fort Wayne, IN	0.0308	0.0328	0.0255	0.0275	No bid	No bid	0.0175	0.0200
✓ Olson Service Co. Fox Lake, IL	No bid	No bid	No bid	No bid	0.2190	0.2190	0.03	0.03
RKA Petroleum Romulus, MI	0.0335	0.0335	0.0675	0.0675	0.2980	0.2980	0.0175	0.0175
Al Warren Oil Co. Summit, IL	0.0679	0.0679	0.0679	0.0679	0.45	0.45	No bid	No bid
Mansfield Oil Co. Gainesville, GA	0.2535	0.2535	0.2888	0.2888	No bid	No bid	No bid	No bid

✓ Indicates lowest responsive and responsible bidders

Recommendation

The Public Works Department has worked well with Petroleum Traders and Olson Services Company for the last year and has had a positive customer experience. It is the recommendation of staff to approve the optional one-year extension with Petroleum Traders and Olson Services Company due to their commendable delivery service and competitive pricing.

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 one-year Purchase Agreement extension between the CITY OF CRYSTAL LAKE and Petroleum Traders Corporation for the provision of unleaded gasoline and diesel fuel; and with Olson Service Company for the provision of generator diesel fuel 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: 17

**City Council
Agenda Supplement**

Meeting Date: March 18, 2014

Item: Lift Station #12 and WWTP#2 Hydraulic Improvements

Staff Recommendation: Motion to award the bid for the Lift Station #12 and Wastewater Treatment Plant #2 Hydraulic Improvements to the lowest responsive, responsible bidder, Keno & Sons Construction Company, and adopt a resolution authorizing the City Manager to execute a contract with Keno & Sons Construction Company, in the amount of \$1,157,900 with a 10% contingency for unforeseen expenses.

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

Background:

On March 7, 2014, the City publicly opened and read aloud the bids received for the installation of a screening system at Lift Station #12 and hydraulic improvements at Wastewater Treatment Plant #2. The following is a summary of the bids received:

Company	Total Bid Cost
√Keno & Sons Construction Company Lake Bluff, IL	\$1,157,900.00
Maxim Construction Corporation Inc. Volo, IL	\$1,253,900.00
Boller Construction Company Inc. Waukegan, IL	\$1,255,000.00

√ Indicates the lowest responsive and responsible bidder

The Wastewater Master Plan, recently completed by HR Green, identified a number of projects to improve the flow characteristics of the treatment plants as well as mechanical improvements to improve efficiencies and protect equipment that is currently in place. Two such projects posed great benefit to Wastewater Treatment Plants #2 and #3, respectively.

It was discovered through the master plan review process that Wastewater Treatment Plant #2 (Coventry Lane) has a number of hydraulic deficiencies that either produce bottlenecks in the

plant, limit operational flexibility, or distribute flows unevenly during specific phases of the treatment process. The recommended improvements are as follows:

1. Primary Tanks – Flow into the primary tanks favors two of the six tanks, which pushes solids through those tanks before they can settle and be removed. This causes the filtration systems downstream to be overloaded. The improvement will allow the flows to equalize between all six tanks, allowing for an even distribution of solids.
2. Secondary Clarifiers 2 & 4 – There is a bottleneck in flows leaving these two clarifiers which causes the clarifiers to be surcharged above the weirs. This issue has the potential to cause a solids washout into the sand filters. Increasing the size of the pipe from the clarifiers will allow the clarifiers to properly process the solids as designed.
3. Sand Filter and UV Channel Bypass – Currently, all flows must go through the sand filters and Ultraviolet channel. Creating a bypass around these units will maximize the amount of flow that can be processed through the plant and allow a sand filter and UV channel to be taken offline for maintenance.

In addition to the hydraulic improvements at WWTP #2, this project also included the installation of a screening system at Lift Station #12 (Rt. 176). This lift station serves as the headworks for Wastewater Treatment Plant #3 (Knaack Boulevard), which means all flows that enter the treatment plant are pumped from Lift Station #12.

The lift station currently has a channel monster installed as pump protection to grind large materials before they enter the pumps, and ultimately the treatment plant. While the materials are made smaller, they are not removed before entering the pumps, which is particularly noteworthy for fibrous materials, such as plastic or cloth, that do not breakdown throughout the treatment process. These materials tend to get clogged in pumps or in the pack towers and should be removed prior to entering the plant to protect the equipment. The new screening system will filter such materials and remove any objects over ¼” prior to being pumped to the treatment plant.

Recommendation:

Staff, along with the City’s consulting engineer, Baxter & Woodman, have reviewed the bids received for completeness and accuracy in accordance with the Invitation to Bid document, and verified the references for Keno & Sons Construction Company. It is the recommendation of staff to award the bid for Lift Station #12 and WWTP#2 Hydraulic Improvements to Keno & Sons Construction Company in the amount of \$1,157,900.00 with a 10% contingency for unforeseen expenses.

These projects were included in the FY13/14 bond issuance.

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 service agreement with Keno & Sons Construction Company for the Lift Station #12 and WWTP#2 Hydraulic Improvements in the amount of \$1,157,900.00 with a 10% contingency for unforeseen expenses.

DATED this _____ day of _____, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: March 18, 2014

Item: Turbo Blower Installation

Staff Recommendation: Motion to award the bid for the Turbo Blower installation at Wastewater Treatment Plant #2 to the lowest responsive, responsible bidder, Marc Kresmery Construction, LLC, and adopt a resolution authorizing the City Manager to execute a contract with Marc Kresmery Construction, LLC, in the amount of \$33,885.00 with a 10% contingency for unforeseen expenses.

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

Background:

The City is purchasing a new high efficiency Turbo Blower at Wastewater Treatment Plant #2 utilizing grant funding to replace an old, less efficient blower. To ensure that equipment would be able to arrive in time to meet the DCEO grant timeline, the purchase of the blower unit was authorized at the December 17, 2013 City Council meeting. It is expected to arrive onsite during the first week in April.

On March 7, 2014, the City publicly opened and read aloud the bids received for the installation of this new equipment. The following is a summary of the bids received:

Company	Total Bid Cost
√ Marc Kresmery Construction, LLC Elgin, IL	\$33,885.00
Independent Mechanical Industries Inc. Chicago, IL	\$49,280.00
Dahme Mechanical Industries Inc. Arlington Heights, IL	\$64,999.00
Hayes Mechanical Inc. Chicago, IL	\$106,300.00

√ Indicates the lowest responsive and responsible bidder

Recommendation:

Staff has reviewed the bids received for completeness and accuracy in accordance with the Invitation to Bid document. Marc Kresmery Construction has been the contractor for a number of recent projects at the wastewater treatment plants, including the blower room MCC replacement project. It is the recommendation of staff to award the bid for the installation of a new Turbo Blower at Wastewater Treatment Plant #2 to Marc Kresmery Construction, LLC in the amount of \$33,885.00 with a 10% contingency for unforeseen expenses.

Sufficient funds have been budgeted for this project.

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 service agreement with Marc Kresmery Construction, LLC for the Turbo Blower installation in the amount of \$33,885.00 with a 10% contingency for unforeseen expenses.

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**

Meeting Date: March 18, 2014

Item: Residential/Small Business Electrical Aggregation and Municipal Electricity Purchase Consultant Services and Process Approval

Staff Recommendation: Motion to:

1. Award the proposal for consultant services for residential/small business electrical aggregation and municipal electricity purchasing to Northern Illinois Municipal Electrical Collaborative.
2. Adopt a resolution authorizing the City Manager to execute an agreement with Northern Illinois Municipal Electrical Collaborative for consultant services in the submitted proposal amount of \$0.0002/kWh.

Staff Contact: George Koczvara, Interim Director of Finance
Eric T. Helm, Deputy City Manager

On March 20, 2012, City of Crystal Lake voters approved a referendum allowing the City of Crystal Lake to have the authority to arrange, through aggregation, for the supply of electricity for its residential and small commercial retail customers. As a result of this referendum, the City Council, in July 2012, entered into a two-year agreement with First Energy Corporation to supply electricity for all City residential and small commercial retail customers who have not opted out of the program. The agreement resulted in an electrical supply rate of 4.69 cents per kWh, which is a 22% savings versus the current ComEd rate of 6.023 cents. This has resulted in a cumulative savings of over \$3,375,000, as of November 2013. On June 30, 2014, the City's contract with First Energy Corporation will expire. Due to the expiration of this contract, the City will need to reevaluate its electrical supply options.

Electrical Aggregation Bid Pricing Forecast

Attached are two articles that discuss the future of electrical aggregation pricing. One from the *Northwest Herald* dated Sunday, January 19, 2014 and another from the ILCMA newsletter, entitled "The Ever-changing World of Municipal Aggregation...What is Best for Your Residents?" Both make the following observations:

1. *Future electrical prices, in general, will most likely rise:* Electrical pricing over the last several years has been historically low and for various reasons, prices will rise. Aggregation programs have recently seen per kWh pricing between 5.52 cents and 6.23 cents, which is higher than the City's current price of 4.69 cents.
2. *Aggregation may not provide a future savings:* Due to changing rate structures, it will be more difficult for aggregation pricing to be lower than the ComEd pricing. In fact, some

communities that first adopted electrical aggregation are now reverting back to ComEd to supply their power.

Despite these observations, it would be beneficial for the City to bid out aggregation pricing, with the hope that aggregation pricing will save residents money. Once bid prices are received, the City is not obligated to accept the bids and may revert to ComEd as the supplier of electricity at any time.

Aggregation Consultant Selection

In order to bid out the aggregation of electrical supply to the City, it is important to contract with a consultant/broker.

The broker will be responsible for drafting the operations plan, completing the RFP, overseeing the transition to the new Alternative Retail Electric Supplier (ARES), and monitoring the contract. Although the City would not be responsible for paying any of the brokers directly, brokers do receive compensation from the winning ARES through the final electric supply rate charged to the residents. Without a consultant, the implementation of a municipal aggregation program brings about its own set of unique challenges. The City would need to be able to compile, review and analyze load data, develop the requirements for a successful RFP process, conduct negotiations with the ARES, and provide the staff required to manage day-to-day contract monitoring on behalf of the residents.

Based on the result of a competitive proposal process performed by the McHenry County Council of Governments in 2012, it is recommended that the City select the Northern Illinois Municipal Electric Collaborative (NIMEC) for its aggregation consultant services. As the Council may recall, NIMEC was selected in March 2012 to perform the initial electrical aggregation bid. During the entire process, City staff has been very satisfied with the services provided by NIMEC and would recommend using them again. The proposed contract with NIMEC is also attached. If the City does not select any of the bids received, and chooses not to pursue electrical aggregation, NIMEC will not receive compensation and the contract with the broker consultant will be nullified. NIMEC has also agreed to hold its pricing offered in 2012 of \$0.0002/kWh. This charge is added to each customer bill and is not a direct fee for the City.

Electrical Aggregation Bid Process

The City, with the help of the consultant/broker, will receive electrical supply aggregation bid pricing on the morning of Tuesday, April 15, 2014. The bids will be received by the consultant electronically and communicated to the City shortly after the bids arrive. The City then has 24 hours to evaluate the bid pricing and provide the bidder a response. Since a Council meeting occurs the night of Tuesday, April 15th, City Staff will place the evaluation of the bids on the agenda for this meeting. Prior to the City Council meeting, City Staff will provide the pricing information, along with a recommendation, to the City Council for consideration.

In addition, the agreement with the selected ARES will include the elimination of termination fees, allowing residents and small businesses to revert back to the ComEd rate without suffering any financial penalty.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE

WHEREAS, the City of Crystal Lake, on March 20, 2012 ballot voters approved a referendum allowing the City of Crystal Lake to undertake municipal electric aggregation, as allowed under the Illinois Power Agency Act, 20 ILCS 3855/1-92; and

WHEREAS, the process of municipal electric aggregation requires technical expertise possessed by certain professional consulting practices and the City of Crystal Lake, through a formal review process, has determined that Northern Illinois Municipal Electric Collaborative is best qualified to provide the desired services.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Crystal Lake that the Northern Illinois Municipal Electric Collaborative (NIMEC) is hereby appointed as the City's broker for purposes of obtaining a supply of electricity for residential and small business customers through the aggregation of electricity and for the City's municipal needs, and City Staff is hereby directed to take all actions necessary to establish said broker relationship.

BE IT FURTHER RESOLVED that the City Manager be and he is hereby authorized and directed to execute a contract for consultant services for residential/small business electrical aggregation and municipal electricity purchasing to the lowest responsible, responsive proposer, Northern Illinois Municipal Electrical Collaborative in the submitted proposal amount of \$0.0002/kWh.

DATED this 18th day of March, 2014

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: March 18, 2014
APPROVED: March 18, 2014



Agenda Item No: 20

City Council Agenda Supplement

Meeting Date:

March 18, 2014

Item:

Acquisition of Right-of-way and Easements for the South Main Street Improvement

Staff Recommendation:

Motion to adopt a resolution approving the negotiated sum, authorizing the execution of any agreement or documents, and authorizing payment to a property owner for right-of-way and easements needed for the South Main Street Improvement.

Staff Contact:

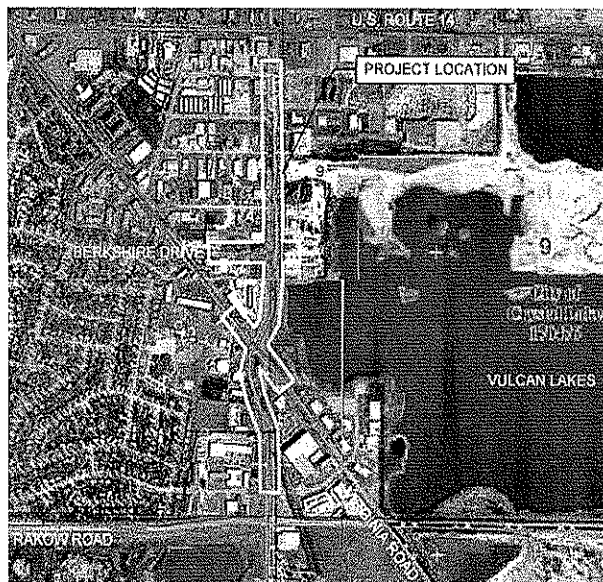
Abigail Wilgreen, City Engineer

Background:

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

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

- Widening and resurfacing;
- Upgraded storm sewer;
- Upgraded traffic signals with illuminated street name signs; and
- Installation of dual modular block retaining walls in front of Mayfair Carpet.



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

In order to complete the project, the City needs to acquire right-of-way and easements from property owners adjacent to South Main Street using the Federal Process. Appraisals were completed for each property using an approved negotiator to negotiate a price for the needed right-of-way and easements with the property owners.

<i>Property Address</i>	<i>PIN</i>	<i>Appraisal Amount</i>	<i>Settlement Amount</i>	<i>Area Acquired (Acres)</i>	<i>Deeded To</i>
7502 South Main St.	19-09-100-023	\$322,000	\$346,140	1.383	City

City Council and staff reviewed the settlement amount and deemed it acceptable. The City Attorney has also reviewed the information and deemed it acceptable.

The City has budgeted for this acquisition, and has sufficient reserves in its MFT fund for the acquisition. This is the final parcel necessary for this improvement.

Votes Required to Pass:

Simple majority of City Council present.



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 negotiated sum for right-of-way and easements needed for the South Main Street Improvement for the following properties are hereby acceptable, that the City Manager be authorized to execute any agreements or documents related to acquiring the right-of-way or easements, and that City staff be authorized to remit payment for right-of-way and easements:

- 7502 South Main Street (PIN 19-09-100-023): \$346,140

DATED this eighteenth day of March, 2014.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 18, 2014
APPROVED: March 18, 2014



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: March 18, 2014

Item: Allocation of MFT funds for traffic signal maintenance, street light maintenance, street resurfacing, illuminated street name signs, and snow-fighting material purchases.

Staff Recommendation: Motion to adopt a resolution appropriating \$1,532,063.00 in MFT funds for FY 2014-2015 street resurfacing, traffic signal and street light maintenance, illuminated street name signs, and snow-fighting material purchases.

Staff Contact: Abigail Wilgreen, City Engineer
Victor C. Ramirez, Director of Public Works

Background:

The City has traditionally used Motor Fuel Tax (MFT) funds to fund traffic signal maintenance, street light maintenance, and snow-fighting material purchases, and has budgeted to do so again this year. The Illinois Department of Transportation (IDOT) requires the City to appropriate MFT funds, through a City Council resolution, for these purposes annually.

Traffic Signal and Street Light Maintenance

The City maintains traffic signals for intersections under City jurisdiction, as well as certain intersections along IDOT routes per agreements between the City and IDOT. The City is responsible for the maintenance of 32 signalized intersections. For this maintenance period, City staff estimates that traffic signal maintenance and repairs will cost \$85,000. This includes an allotment for the City's routine signal maintenance, which is performed under contract for a fixed amount per intersection and an allocation for emergency repairs, such as knockdowns and lightning strikes. City staff also estimates that \$40,000 will be needed for MFT-funded street light maintenance and repairs, and \$5,000 will be needed to fund the City's share of traffic signals that IDOT maintains on Illinois Route 31.

Emergency Vehicle Preemption

The City will also be spending \$10,063 for replacement of an Emergency Vehicle Preemption (EVP) unit for IDOT's Illinois Route 176 and Illinois Route 31 project as part of the upcoming

intersection improvement by the State. The City is rebudgeting this because IDOT is not expected to invoice the City for this cost in FY 2013-2014.

Illuminated Street Name Signs

The City is proposing installing illuminated street name signs at three signalized intersections along U.S. Route 14: Teckler Boulevard, Virginia Road and Keith Avenue/Devonshire Lane. The estimated cost is \$67,000.

Snow-Fighting Materials

The Public Works Department estimates that it will spend \$325,000 on snow-fighting material purchases in the next fiscal year. This \$325,000 will be sufficient for the City's salt purchases for snow-fighting, including road salt, calcium chloride, and bag salt for sidewalks. The City also uses a snow-fighting material called Super Mix, which is a combination of salt brine, liquid calcium chloride, and an anti-icing agent derived from sugar beets. This mixture is combined with road salt and increases its effectiveness, while decreasing the amount of salt runoff, when temperatures fall below 25 degrees.

Street Resurfacing

During the development of the FY 2014-2015 City Budget, it was determined that in order to maintain the street resurfacing program level and to continuously improve the overall quality of streets in the City, \$1,000,000 in MFT funds would need to be used for the annual street resurfacing program. An additional \$1,000,000 will be funded through the Road and Vehicle License fund, for a total program of \$2,000,000. This funding level is consistent with the resurfacing programs of the last few years.

Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

Votes Required to Pass:

Simple majority vote by the City Council.

DRAFT



Illinois Department of Transportation

Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the Mayor and City Council of the City of Crystal Lake, Illinois, that there is hereby appropriated the sum of \$1,532,063.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from May 1, 2014 to April 30, 2015.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Mr. Nick Kachiroubas Clerk in and for the City of Crystal Lake, County of McHenry

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on March 18, 2014

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 18th day of March, 2014

(SEAL) _____ City _____ Clerk
(City, Town or Village)

Approved

Regional Engineer
Department of Transportation

Date



Agenda Item No: 22

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 18, 2014
<u>Item:</u>	Parking Restriction on North Main Street at Prairie Street
<u>Staff Recommendation:</u>	Motion to adopt an Ordinance making it unlawful to stop, stand, or park any vehicle at any time on the east side of North Main Street between Prairie Street and a point 65 feet south of the centerline of Prairie Street.
<u>Staff Contact:</u>	Abigail Wilgreen, City Engineer

Background:

Due to the proximity of the on-street parking to Prairie Street, visibility is partially obstructed when vehicles are present in these spaces. With the recent opening of Forge Fitness at the southeast corner of this intersection, an increased utilization of these parking spaces has been observed.

N. Main Street:

- Two-lane major collector
- No separate turn lanes
- Posted speed limit of 30-mph
- Four parallel parking spaces on the east side between Prairie Street and Gates Street

Prairie Street:

- Two-lane local street
- No separate turn lanes
- Posted speed limit of 30-mph



The adjacent businesses and Downtown Crystal Lake organization were notified of this proposed safety improvement. No comments were received as a result of this outreach. The notification letter and flyer depicting the location of the parking space that would be removed is attached.

The elimination of one on-street parking space on the east side of North Main Street, just south of Prairie Street, is recommended to help mitigate sightline and safety concerns at this intersection.

If approved, the City would install the appropriate signage and place temporary pavement striping to reflect the elimination of the parking space. Permanent striping would be completed this spring with the annual thermoplastic program.

Votes Required to Pass:

Simple majority of City Council present.



The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That it shall be unlawful to stop, stand, or park a vehicle at any time on the east side of North Main Street from Prairie Street to 65 feet south of the centerline of Prairie Street measured along the centerline of North Main Street.

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

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

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

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

DRAFT

DATED at Crystal Lake, Illinois, this eighteenth day of March, 2014.

APPROVED:

MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 18, 2014

APPROVED: March 18, 2014

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



Agenda Item No: 26a

**City Council
Agenda Supplement**

Meeting Date:

March 18, 2014

Item:

Ad Hoc Clean Air Counts Advisory Committee

Staff Recommendation:

Council discretion:

- 1) Motion to approve the nomination of Terry Dieckhoff to the Ad Hoc Clean Air Counts Advisory Committee.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

In September 2007, the City Council formed an Ad Hoc Clean Air Counts Advisory Committee ("Committee"). The purpose of the Committee is to assist the City in meeting the goals of the Clean Air Counts Campaign, which the City became a member of in August 2007.

In August 2009, the Mayor and City Council approved a resolution increasing the Committee size to nine (9) members. There are currently two vacancies on the Committee. Attached is a list of the current Committee members. At the March 10, 2014 Committee meeting, the Committee voted unanimously to recommend the nomination of Crystal Lake resident Terry Dieckhoff to the Committee. Mr. Dieckhoff has been a volunteer with the Committee for over two years. The Committee would benefit from the input and participation of Terry Dieckhoff as an official member of the Committee. Attached for your review is the application submitted by Mr. Dieckhoff to serve on the Committee.

Votes Required to Pass:

Simple majority of City Council present



Agenda Item No: 26b

**City Council
Agenda Supplement**

Meeting Date: March 18, 2014

Item: Historic Preservation Commission Appointment

Staff Recommendation: Council Discretion:
Motion to approve the nomination of Brent Hollenberg to the Historic Preservation Commission.

Contact: Aaron T. Shepley, Mayor

Background:

- There is currently a vacancy on the Historic Preservation Commission due to the resignation of HPC member Brenda Sompolski.
- Brent Hollenberg has submitted his request for appointment to the vacancy with a term expiration of June 30, 2016. Please see the attached letter and resume from Mr. Hollenberg.
- The members of the Historic Preservation Commission discussed the appointment of Mr. Hollenberg to the Commission at the February 6, 2014 HPC meeting and the Commission's approval of the appointment is recorded in the attached minutes of the meeting.

Appointments to the Historic Preservation Commission are nominated and confirmed by the Mayor and City Council.

Should the Council have any questions, please contact Mayor Shepley.

Votes Required to Pass: Simple majority