



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
July 1, 2014
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Knights of Columbus**
5. **Approval of Minutes – June 17, 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**
11. **St. Thomas Preschool, 454 Lake Street - Special Use Permit to allow a preschool as part of the St. Thomas campus; Variations from the requirements of the minimum lot area of 40,000 sq. ft. to allow 13,087 sq. ft., the minimum lot width of 150 ft. to allow 99 ft., the minimum front yard setback of 30 ft. to allow 27 ft., the minimum rear yard setback of 50 ft. to allow 20 ft., the maximum impervious surface coverage of 40% to allow 48%, and the maximum building coverage of 20% to allow 33%; a Variation to allow the required parking for this use on an adjacent lot across Lake Street; a Variation from the requirements to inventory and replace the removed trees; and a Variation from the requirement of a 3-foot-high fence in the front or corner side yard to allow the replacement of an existing 4-foot high chain link fence with a new 4-foot-high chain link fence and installation of a new 4-foot high decorative fence around the playground area.**
12. **School for Dogs, 824 S. Main Street – Text Amendment to the Unified Development Ordinance to permit Pet Care as a Limited Use in the M Manufacturing Zoning District; and Special Use Permit to allow the School for Dogs at 824 S. Main Street.**
13. **Resolution authorizing execution of an agreement for the purchase and installation of a fuel dispensing system upgrade through the National Joint Powers Alliance (NJPA) Program.**
14. **Resolution appropriating MFT funds for the South Main Street improvement.**
15. **Resolution amending the Fiscal Year 2014/2015 budget for tree removal and replacement of trees affected by the Emerald Ash Borer.**

16. **Ordinance prohibiting motorized vehicles on the pedestrian path between Woodland Drive and East Avenue.**
17. **Council Inquiries and Requests**
18. **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.**
19. **Firefighters' Pension Fund Board of Trustees Appointment.**
20. **Reconvene to Regular Session**
21. **Adjourn**

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



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: July 1, 2014

Item: REPORT OF THE PLANNING & ZONING COMMISSION
#2014-20 St. Thomas Preschool SUP Amendment

- Requests:**
1. Special Use Permit to allow a preschool as part of the St. Thomas campus.
 2. Variations from:
 - a. Article 3 Density & Dimensional Standards Table 3-200A from the requirements of:
 - i. The minimum lot area of 40,000 SF to allow 13,087 SF, a variation of 26,913 SF.
 - ii. The minimum lot width of 150 feet to allow 99 feet, a variation of 51 feet.
 - iii. The minimum front yard setback of 30 feet to allow 27 feet, a variation of 3 feet.
 - iv. The minimum rear yard setback of 50 feet to allow 20 feet, a variation of 30 feet.
 - v. The maximum impervious surface coverage of 40% to allow 48%, a variation of 8% or 1,047 SF.
 - vi. The maximum building coverage of 20% to allow 33%, a variation of 13% or 1,701 SF.
 - b. Section 4-200 B 7 Off-Street Parking and Loading to allow the required parking for this use on an adjacent lot across Lake Street.
 - c. Section 4-300 Tree Preservation from the requirements to inventory and replace the removed trees.
 - d. Section 4-700 B 3a Fences, Walls & Screening from the requirement of a 3-foot-high fence in the front or corner side yard to allow the replacement of an existing 4-foot-high chain link fence with a new 4-foot-high chain link fence and installation of a new 4-foot high decorative fence around the playground area, a variation of 1 foot.

Petitioner: Joseph Gottemoller, attorney

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit Amendment and Variations for the St. Thomas preschool at 454 Lake Street.

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

Background:

- Existing Use: The property is currently a single-family residence.
- Proposed Use: A 4,580 square-foot preschool would be constructed, which includes 3 classrooms and downstairs meeting or recreation space. The kids would use the existing playground to the east of this lot.

Key Factors:

- Requests:
 - St. Thomas Church and school currently has a Special Use Permit approval. This would amend that approval to allow the preschool.
 - The petitioner is requesting variations from the standard R-2 lot bulk standards. These variations are necessary because this is being looked at as a stand-alone lot. If this lot were considered part of the St. Thomas campus, the building and lot coverage variations and the lot width and lot area variations would not be necessary.
 - Several other variations are necessary to complete the project as proposed including a fence variation to allow a 4-foot-high fence around the playground and to repair the existing 4-foot-high chain link fence on the Washington Street playground.
- Stormwater: The stormwater would be handled either on site in a rain garden or pumped across the street to another St. Thomas owned lot and drained into the ground and towards the lake.

PZC Highlights:

- The PZC thought the request made sense to complete the campus.
- The PZC discussed the traffic circulation. They had noted some concerns with children crossing the street and vehicles stacking along Lake or Washington Streets.
- The PZC reviewed the Findings of Fact and found that St. Thomas met the criteria for the Special Use Permit and Variations.

The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (St. Thomas, received 05/30/14)
 - B. Architectural Plans (Site Plan, Floor Plans and Elevations) (Apex Project Management, dated 05/30/14, received 06/02/14)

2. Site and Landscape Plan

- A. The petitioner shall submit a landscape plan, which complies with Article 4-400.
- B. The decorative fence must be an open “wrought-iron” style fence.
- C. The new sidewalk must be a minimum of 5 feet wide, it shall then taper to the existing 4-foot sidewalk.
- D. Provide a detailed utility plan.
- E. A grading plan shall be provided which illustrates the difference in impervious area from the existing improvements to the proposed preschool. Provide drainage calculations for review.
- F. “No Stopping, Standing or Parking” signs shall be posted along Lake Street and Washington Street to discourage drivers from blocking the lanes to enter into the stacking drop-off lane. Drivers must park and walk across to pick-up their child if the stacking drop-off lane is full.

3. Provide thicker aluminum frame and top cap around windows surrounded by the brick veneer around the elevations.

4. This project is located in the Crystal Lake Watershed.

5. This project’s stormwater drainage area is tributary to a known drainage problem area (Washington St & Pierson St). Additional runoff will result in additional adverse drainage impacts to adjacent properties in the area. Staff has met with the site design engineer to review three possible stormwater designs. Preliminary stormwater calculations were reviewed and staff is reasonably confident that a stormwater design can be prepared that would not exacerbate the Washington St. and Pierson St. drainage problem. However, the review still needs to be reviewed by the City’s Stormwater Consultant and any concerns will need to be addressed.

6. Should traffic flow become an issue, the City may require the evaluation of the entire campus area and work with the City to determine a viable solution.

7. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and the City’s Stormwater Consultant.

Votes Required to Pass: A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT
AND VARIATIONS
AT 454 LAKE STREET

WHEREAS, pursuant to the terms of a Petition (File #2014-20) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow a preschool as part of the St. Thomas campus; Variations from: A. Article 3 Density & Dimensional Standards Table 3-200A from the requirements of: (i) The minimum lot area of 40,000 SF to allow 13,087 SF, a variation of 26,913 SF; (ii) The minimum lot width of 150 feet to allow 99 feet, a variation of 51 feet; (iii) The minimum front yard setback of 30 feet to allow 27 feet, a variation of 3 feet; (iv) The minimum rear yard setback of 50 feet to allow 20 feet, a variation of 30 feet; (v) The maximum impervious surface coverage of 40% to allow 48%, a variation of 8% or 1,047 SF; and (vi) The maximum building coverage of 20% to allow 33%, a variation of 13% or 1,701 SF; B. Section 4-200 B 7 Off-Street Parking and Loading to allow the required parking for this use on an adjacent lot across Lake Street; C. Section 4-300 Tree Preservation from the requirements to inventory and replace the removed trees; and D. Section 4-700 B 3a Fences, Walls & Screening from the requirement of 3-foot high fence in the front or corner side yard to allow the replacement of an existing 4-foot high chain link fence with new 4-foot high chain link fence and installation of new 4-foot high decorative fence around the playground area, a variation of 1 foot for the property located at 454 Lake Street; and

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

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

Section I: That a Special Use Permit Amendment to allow a preschool as part of the St. Thomas campus; Variations from: A. Article 3 Density & Dimensional Standards Table 3-200A from the requirements of: (i) The minimum lot area of 40,000 SF to allow 13,087 SF, a variation of 26,913 SF; (ii) The minimum lot width of 150 feet to allow 99 feet, a variation of 51 feet; (iii) The minimum front yard setback of 30 feet to allow 27 feet, a variation of 3 feet; (iv) The minimum rear yard setback of 50 feet to allow 20 feet, a variation of 30 feet; (v) The maximum impervious surface coverage of 40% to allow 48%, a variation of 8% or 1,047 SF; and (vi) The maximum building coverage of 20% to allow 33%, a variation of 13% or 1,701 SF; B. Section 4-200 B 7 Off-Street Parking and Loading to allow the required parking for this use on an adjacent lot across Lake Street; C. Section 4-300 Tree Preservation from the requirements to inventory and replace the removed trees; and D. Section 4-700 B 3a Fences, Walls & Screening from the requirement of 3-foot high fence in the front or corner side yard to allow the replacement of an existing 4-foot high chain link

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fence with new 4-foot high chain link fence and installation of new 4-foot high decorative fence around the playground area, a variation of 1 foot for the property commonly known as 454 Lake Street (19-06-427-003, 19-06-427-009, 19-06-429-010), Crystal Lake, Illinois.

Section II: Said Special Use Amendment and Variations are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (St. Thomas, received 05/30/14)
 - B. Architectural Plans (Site Plan, Floor Plans and Elevations) (Apex Project Management, dated 05/30/14, received 06/02/14)
2. Site and Landscape Plan
 - A. The petitioner shall submit a landscape plan, which complies with Article 4-400.
 - B. The decorative fence must be an open “wrought-iron” style fence.
 - C. The new sidewalk must be a minimum of 5 feet wide, it shall then taper to the existing 4-foot sidewalk.
 - D. Provide a detailed utility plan.
 - E. A grading plan shall be provided which illustrates the difference in impervious area from the existing improvements to the proposed preschool. Provide drainage calculations for review.
 - F. “No Stopping, Standing or Parking” signs shall be posted along Lake Street and Washington Street to discourage drivers from blocking the lanes to enter into the stacking drop-off lane. Drivers must park and walk across to pick-up their child if the stacking drop-off lane is full.
3. Provide thicker aluminum frame and top cap around windows surrounded by the brick veneer around the elevations.
4. This project is located in the Crystal Lake Watershed.
5. This project’s stormwater drainage area is tributary to a known drainage problem area (Washington St & Pierson St). Additional runoff will result in additional adverse drainage impacts to adjacent properties in the area. Staff has met with the site design engineer to review three possible stormwater designs. Preliminary stormwater calculations were reviewed and staff is reasonably confident that a stormwater design can be prepared that would not exacerbate the Washington St and Pierson St drainage problem. However the review still needs to be reviewed by the City’s Stormwater Consultant and any concerns will need to be addressed.
6. Should traffic flow become an issue, the City may require the evaluation of the entire campus area and work with the City to determine a viable solution.

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7. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, Public Works Departments and of the City's Stormwater Consultant.

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

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

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

MAYOR

ATTEST:

CITY CLERK

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Agenda Item No: 12

**City Council
Agenda Supplement**

- Meeting Date:** July 1, 2014
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2014-28 School for Dogs
- Requests:**
- 1) Text Amendment to the UDO to permit Pet Care as a Limited Use in the M Manufacturing Zoning District.
 - 2) Special Use Permit for the School for Dogs at 824 S. Main Street.
- Petitioner:** Paula Gomoll, petitioner
- PZC Recommendation:** To approve the Planning & Zoning Commission recommendation and to adopt ordinances granting the Text Amendment allowing Pet Care as a Limited Use in the M, Manufacturing zoning district and granting a Special Use Permit for School for Dogs at 824 S. Main Street.
- Staff Contact:** James Richter II, Planning and Economic Development Manager
-

Background:

- Existing Use: This site is developed with three buildings. The buildings have a variety of commercial, office, service and commercial recreation uses as tenants.

Key Factors:

- Request: A Text Amendment to permit Pet Care as a Limited Use in the M, Manufacturing Zoning District. A Special Use Permit to allow the specific user, School for Dogs, at this location is also requested.
- UDO Requirement: The UDO currently allows Pet Care as a Limited Use in the F Farming, E Estate, O Office, B-2 General Commercial, B-4 Downtown Commercial and M-L Manufacturing Limited zoning districts. This amendment would also allow it as a Limited Use in the M Manufacturing zoning district.
- Special Use Permit: Since this petition cannot meet the Limited Use Criteria, specifically the outdoor fenced area, this requires a Special Use Permit. The dog training will be with 1 or 2 dogs at a time working on specific commands and scenarios. Dogs would not need an outdoor area for bathroom breaks because the petitioner is installing a grass potty area inside the building.

PZC Highlights:

- The PZC thought that the petitioner's business was a good one and would fit well in this area. They had concerns about larger operations that could come forward in the future.
- Chairman Hayden had voted no because he believed the property owner should change the zoning to B-2 as that is more the mix of tenants they have been attracting and it would help reduce those tenants needing to come before the PZC and City Council.
- As a note, in the future, the recently adopted UDO Text Amendment to establish an Alternate Use process in the M-L Manufacturing Limited and M Manufacturing zoning districts should limit these types of text amendments.

The PZC recommended **approval (6-1)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Paula Gomoll, received 05/30/14)
 - B. Site Plan (Plat and floor plan, received 05/30/14)
2. If dog noise becomes an issue with the adjoining tenants sound proofing of the space may be required.
3. The petitioner shall address all of the review comments and requirements of the Police, Fire Rescue, and Community Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 824 S. MAIN STREET

WHEREAS, pursuant to the terms of a Petition (File #2014-28) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a pet care facility for dog training for the property located at 824 S. Main Street; 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 pet care facility for dog training for the property commonly known as 824 S. Main Street (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 (Paula Gomoll, received 09/23/13)
- B. Site Plan (Pingree Rakow, dated 09/14/13, received 09/23/13)

2. If dog noise becomes an issue with the adjoining tenants, sound proofing of the space may be required.

3. The petitioner shall address all of the review comments and requirements of the Police, Fire Rescue, and Community 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 approval as provided by law.

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

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MAYOR

ATTEST:

CITY CLERK

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

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ORDINANCE NO. _____

FILE NO. _____

AN ORDINANCE AMENDING CHAPTER 650 OF THE CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS, PROVIDING FOR A TEXT AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

WHEREAS, a hearing of said Petition was held before the City of Crystal Lake Planning and Zoning Commission in the manner and in the form as prescribed by Ordinance and Statute;

WHEREAS, as a result of said hearing, the taking of evidence, and the viewing of exhibits advanced thereat, the Crystal Lake Planning and Zoning Commission did recommend to the City Council of the City of Crystal Lake the granting of the requested text amendment (File #2014-28); and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, that the Crystal Lake Unified Development Ordinance, and such Ordinance as amended, be and the same is hereby amended as follows:

SECTION 1

Article 2, Land Use is amended to include the following additions and corrections:

TABLE 2-300 Permitted Uses Table														
Service Uses														
		F	E	RE	R-1	R-2	R-3A	R-3B	O	B-1	B-2	B-4	M-L	M
Personal and Laundry Services	Pet Care	L	L						L		L	L	L	L

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: 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

DRAFT

ATTEST:

CITY CLERK

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Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

July 1, 2014

Item:

Fuel Dispensing System Upgrade

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Accurate Tank Technologies, North Aurora, IL for the purchase and installation of the FuelMaster system upgrade in the amount of \$34,945.00 through the National Joint Powers Alliance (NJPA) Program.

Staff Contact:

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

Background:

The Fiscal Year 2014-2015 Public Works budget included a request for a system upgrade of the City's fuel dispensing software/hardware. The current system has been experiencing communications issues as a result of an antiquated software version and modem connection. In addition, the hardware has failed several times in recent years. The new system will now communicate via network communications. The data will then reside on a server rather than one client computer.

Discussion:

The upgrade will include a new console and hardware at the fuel island, software revisions to the latest FuelMaster 3505 Plus level on the server and new radio frequency identification (RFID) hardware for 100 cars and light trucks. This new technology will eliminate erroneous meter input and relay any stored trouble code information from the vehicles' powertrain computer to the Fleet & Facility Services Division. This will allow for improved scheduling and capturing any faults in the powertrain management system early to improve the repair process.

As a participant in the National Joint Powers Alliance (NJPA) Program, the City is able to take advantage of the cooperative purchase program. The NJPA is a government-managed, public, national municipal contracting agency that facilitates the bidding and contracting process on behalf of its members. The NJPA contracts are solicited, awarded, and monitored by a public agency with a publicly elected board of directors. As a result, the NJPA offers its members the opportunity to purchase equipment through nationally-leveraged contracts.

Recommendations:

After careful examination, it is the recommendation of the Public Works Department to purchase the FuelMaster Fuel System hardware and software from Accurate Tank Technologies, Inc., through the National Joint Powers Association (NJPA) program in the amount of \$34,945.00. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority

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RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Accurate Tank Technologies for the purchase and installation of the FuelMaster system upgrade in the amount of \$34,945.00 through the National Joint Powers Alliance (NJPA).

DATED this _____ day of _____, 2014

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: July 1, 2014

Item: Appropriation of MFT funds for the South Main Street Improvement.

Staff Recommendation: Motion to adopt a resolution appropriating \$1,473,350 in MFT funds for the South Main Street improvement.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

It is requested that the Council allocate \$1,473,350 in Motor Fuel Tax (MFT) funds for the South Main Street Improvement. This allocation is for the following:

<i>Item</i>	<i>Amount</i>
Phase III Engineering	\$701,509
Phase III Engineering 10% Contingency	\$70,151
Right-of-way Acquisition	\$701,690
Total	\$1,473,350

The City Council approved Christopher B. Burke Engineering, Ltd. as the Phase III Engineering Consultant on July 16, 2013. The City completed ROW acquisitions earlier this year. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the engineering.

Votes Required to Pass:

Simple majority



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

July 1, 2014

Item:

Budget Amendment for Diseased Tree
Removal/Replacement

Staff Recommendation:

Motion to adopt a resolution amending the Fiscal Year 2014/2015 budget in the increased amount of \$475,300 from the unassigned fund balance of the General Fund for tree removal and replacement of trees affected by the Emerald Ash Borer.

Staff Contact:

Victor C. Ramirez, P.E., Director of Public Works
George Koczwar, Director of Finance

Background:

Of the 20,000 parkway trees throughout Crystal Lake, a survey conducted in 2010 revealed that approximately 6,000 were Green or White Ash trees. Since that time, 10% of these ash trees have been identified to be infested with the Emerald Ash Borer and have subsequently been removed.

The Emerald Ash Borer (EAB) is a destructive insect that, in its larval stage, feeds under the inner bark of Ash trees, disrupting the tree's ability to transport water and nutrients. An infested Ash tree will usually die within a year of noticeable decline, which occurs typically two or three years after the initial infestation.

Trees showing 50% decline are considered irrecoverable and slated for removal. Trees showing 75% or more decline can become hazardous as the limbs become brittle and become more susceptible to breaking. These trees are also more difficult to remove as they tend to break into many pieces during the removal process.

Many trees that were showing moderate decline last year never recovered after the winter. This spring/early summer of 2014, the Streets Division has seen a dramatic increase in the quantity of infested trees that have died, or displayed an irrecoverable decline. Two licensed arborists on staff have been inspecting the Ash trees in decline and 523 trees have been identified in Coventry and the south-of-Ackman Road areas alone. The entire City inspection should be completed by mid-July, 2014. Currently, the Public Works Department estimates a total of 1,400 trees will require removal.

This large increase in infected trees is quite evident throughout the City. While we have committed City staff crews to remove and stump grind the dead trees, we also have hired a contractor to supplement the removals.

Discussion:

Staff anticipated an increase in EAB-related removals this year. However, if the trends of the current inventory to date are consistent throughout the community, this year we anticipate almost a 250% increase over all other cumulative EAB removals.

The 2014 goal was to remove 600 dead or infested Ash trees and to replace removed trees within a year of removal, if possible. The plan was to remove approximately 300 with in-house staffing and 300 with a contractor.

The current budget for contractor removal is \$150,000. This would have addressed 286 trees at an average cost per tree of \$523. Since the City will be removing 300 trees in-house, additional funding would be required for additional contractor removal. Based on removing approximately 1,100 trees at \$523 per tree, the total contractual removal contract would be approximately \$575,300. Therefore, an additional \$425,300 is being requested for contractual removal services.

At the September 18, 2012 City Council meeting, the City Council awarded the bid for Tree Removal Services to the lowest responsive and responsible bidder, Central Forestry, LLC. and adopted a resolution authorizing the City Manager to execute a 15-month Tree Removal service agreement with Central Forestry, LLC., with an optional 12-month extension. The 12-month extension was approved at the February 18, 2014 City Council meeting. It will be Central Forestry, under their current agreement, which will be responsible for the contractual removal of trees.

While the City's priority is removal, part of a comprehensive reforestation plan is to replace the trees removed. The estimated cost to replace trees is \$250 per tree. Given the price associated, it may be inconceivable for the City to be able to replace all of the trees in one year. Realistically, the replacements will lag behind removals for several years as the EAB continues to progress through the City's Ash tree inventory. As removals persist, the City will replace 200 to 400 trees annually as budgeted funds allow. The price of new trees has increased throughout the Chicagoland area as the insect continues its devastation throughout the region.

With regard to re-planting of trees, the budget includes \$50,000 for contractor replacement trees (200 trees at \$250 per tree) and an additional \$30,000 to replace trees with in-house staff (250 trees at \$120 per tree). As part of this supplemental budget request, staff will seek to replant an additional 200 trees which would total 650 replacement trees. Therefore, an additional \$50,000 is being requested for the replanting of an additional 200 more trees by contract. There is not an existing contract for tree planting services. The bid for tree replanting services is anticipated to be presented to the City Council at a September 2014 City Council meeting with planting to occur in the Fall and next Spring.

Summary of Supplemental Request:

\$425,300	for tree removal
\$50,000	for tree planting replacement
\$475,300	total supplemental request

Budget Amendment:

The City's Financial Policies and Procedures provides for a mechanism for amending the budget. During the course of the year, the City may determine that a significant individual purchase or other unplanned event may cause a budgeted account to exceed the budgeted amount. The City may adjust the original budget by approving a budget amendment.

A budget amendment provides an addition to or reduction of existing budget authority, which results in a change to the Fund's bottom line. This type of change requires a resolution that amends the original budget and states the sources of funding for the incremental change.

In the case of the expanded EAP program, funding from this change will be from the unassigned fund balance of the General Fund. Unassigned fund balance is available expendable financial resources in the General Fund which are not otherwise assigned for other purposes.

The City's Financial Policies and Procedures establishes a fund balance target level of 25% to 50% of annual budgeted expenditures. This targeted fund balance is important to:

- provide financial stability,
- cash flow for operations, and
- the assurance that the City will be able to respond to emergencies with fiscal strength.

Since the start of the Great Recession, City staff has been able to submit a balanced operating budget through a mix of spending controls and the use of fund balance to pay for capital items. The use of fund balance to fund the increased EAB program is in keeping with the policy of utilizing fund balance to pay for one-time capital items. At the end of the current fiscal year, it is estimated that the fund balance will be 39.47% of annual General Fund operating expenditures. With the increased EAB program proposal, at the end of the current fiscal year, it is estimated that the fund balance will be 37.80%.

Recommendation:

The Public Works Department will continue to work diligently to respond to Emerald Ash Borer devastation. The inventory to date this year has already indicated that budgeted funds will be insufficient to respond appropriately. Staff recommends that the Fiscal Year 2014/2015 budget be amended by adding \$475,300 from the unassigned fund balance for tree removal and replacement of trees affected by the Emerald Ash Borer.

Votes Required to Pass:

Simple Majority



DRAFT

The City of Crystal Lake

R E S O L U T I O N

WHEREAS, the Emerald Ash Borer (EAB) is an invasive insect species from Asia that has spread throughout the United States, including Illinois; and

WHEREAS, an (EAB) infestation is both an environmental and economic threat to the City; and

WHEREAS, various Ash species and varieties comprise a significant component of the City's public tree inventory and are a dominant tree species of many parts of the City; and

WHEREAS, the cost to treat and/or remove trees in public lands is a burden on the City's budget and resources, without even considering the expenses related to private property removal; and

WHEREAS, the impact of the EAB infestation in this fiscal year is even greater than had originally been anticipated; and

WHEREAS, to continue its proactive mitigation approach, greater resources need to be devoted to address the impacts of the EAB infestation.

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

1. That the Fiscal Year 2014-2015 City Budget be amended to include an additional \$475,300 from the unassigned fund balance for tree removal and replacement of trees affected by the Emerald Ash Borer. That \$425,300 of these funds be programmed in the Streets Division tree removal account and \$50,000 of these funds be programmed in the Streets Division tree replacement account.

DATED this First Day of July, 2014.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL
ATTEST:

City Clerk

PASSED: July 1, 2014
APPROVED: July 1, 2014



Agenda Item No: 16

City Council Agenda Supplement

Meeting Date:

July 1, 2014

Item:

Prohibiting Motorized Vehicles on the Pedestrian Path between Woodland Drive and East Avenue

Staff Recommendation:

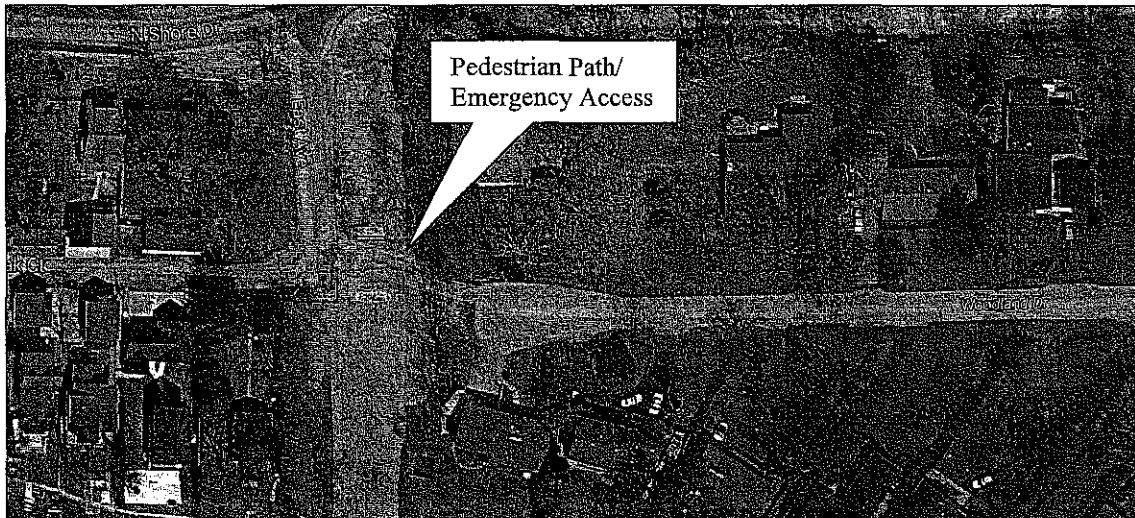
Motion to adopt an ordinance prohibiting motorized vehicles on the pedestrian path between Woodland Drive and East Avenue.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

During the August 2007 flooding event, an emergency access route was constructed at the end of Woodland Drive to provide access to East Avenue when North Shore Drive flooded. The access remained in place after the flooding event to provide a full-time pedestrian path and secondary access route from Woodland Drive. In 2012, a flooding improvement was completed in this area and the existing pedestrian path was improved.



The City's traffic safety committee received complaints that small motorized vehicles, such as scooters and motorcycles, have been using the pedestrian path as a cut-through, which is not its intended purpose. After exploring other options, members of the traffic safety committee determined that installing regulatory signs on both sides of the path that state "No Motorized Vehicles" is the best solution to discourage this behavior. The attached ordinance will make it unlawful for any motorized vehicle to use the path, except during emergencies.

Votes Required to Pass:

Simple majority of City Council present.

DRAFT



The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That motorized vehicles are prohibited from traveling on the pedestrian path that connects Woodland Drive to East Avenue.

SECTION II: That the City Manager, Fire Rescue Chief, Police Chief, or their designee may suspend the prohibiting of motorized vehicles traveling on the pedestrian path that connects Woodland Drive to East Avenue temporarily during emergencies.

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

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

SECTION VI: All ordinances and parts of ordinances in conflict herewith are hereby

DRAFT

repealed.

DATED at Crystal Lake, Illinois, this first day of July, 2014.

APPROVED:

MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: July 1, 2014

APPROVED: July 1, 2014

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