



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
August 19, 2014
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – August 5, 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**
 - a. **Knights of Columbus Council #3880 Class 16 Temporary Liquor License request for the Parish Annual Corn Boil.**
 - b. **Crystal Lake Teen Center (The BREAK) Class 16 Temporary Liquor License request for their Oktoberfest event to raise funds and awareness of the teen center.**
 - c. **Doherty Properties Annexation Public Hearing Continuation.**
10. **Sage YMCA Fun Walk/Run - Request to use Three Oaks Recreation Area for the Sage YMCA Fun Walk/Run on September 21, 2014 and request to waive parking fees at Three Oaks Recreation Area for non-resident Sage YMCA volunteers assisting with the walk/run event.**
11. **Raue Center for the Arts, 100 S. Main Street – Temporary Use Permit request to allow a stage, and food/vendor/activity tents, and Class 16 Temporary Liquor License request.**
12. **Anderson Motors, 5213 Northwest Highway – Sign Variations from Article 4-1000 Signs, to allow a third free-standing sign that does not meet the sign base and sign setback requirements.**
13. **New Retailer Job Creation and Investment Program Matching Grant application request for Mooyah Burger, 6500 Northwest Highway.**
14. **Clarification of the Existing Retailer Job Creation and Investment Program Matching Grant application request for ABC Supply Company and Donald L. Wolf Jr., the Rink of Crystal Lake, at 145 Erick Street.**
15. **Bid award and resolution authorizing execution of a contract for Sand Filter Building Projects at Wastewater Treatment Plants #2 and #3 with a 10% contingency for unforeseen expenses.**
16. **Bid award and resolution authorizing execution of an agreement for Wastewater Treatment Plant #3 Sludge Drying Bed Cleaning.**

17. **Rejection of all bids from the previous bid opening for Police Department uniforms; and bid award and resolution authorizing execution of an agreement for the pricing and purchase of Police Department uniforms.**
18. **Council Inquiries and Requests**
19. **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.**
20. **Reconvene to Regular Session.**
21. **Economic Development Committee Reappointments and Appointment.**
22. **Adjourn**

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



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: August 19, 2014

Item: Temporary Liquor License – Knights of Columbus Council #3880

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to the Knights of Columbus Council #3880

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Council #3880 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at the Parish Annual Corn Boil being held at the Oak Street Church Grounds and Community Center, located at 451 W. Terra Cotta Avenue, on August 30, 2014 from 11:00 a.m. to 5:00 p.m.

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

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

Votes Required to Pass:

Simple majority



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date: August 19, 2014

Item: Temporary Liquor License – Crystal Lake Teen Center
(The BREAK), 6292 Northwest Highway

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary
Liquor License to Crystal Lake Teen Center

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Crystal Lake Teen Center, also known as The BREAK, 6292 Northwest Highway, for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at an Oktoberfest Fundraiser on September 13, 2014, at Main Beach in Crystal Lake from 6:00 p.m. – 10:00 p.m.

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

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

Votes Required to Pass:

Simple majority



Agenda Item No: 9c

**City Council
Agenda Supplement**

Meeting Date: August 19, 2014

Item: Doherty Properties Annexation Public Hearing Continuation
Patrick Doherty, petitioner

Recommendation: Motion to continue the petitioner's request to the November 18, 2014, City Council meeting for the Annexation Public Hearing.

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

Background: The petitioner is requesting annexation of four parcels that total approximately 2.5 acres, located north and south of Route 176, east of Route 31. The parcels are improved and unimproved, with Discount Flooring Warehouse, commercial buildings and a vacant parcel.

City staff and the petitioner are finalizing details concerning recapture and utility locations. In addition, there are garage additions and storage buildings that are being designed for two of the parcels and the petitioner would like to have these details finalized before annexation. Due to these reasons, the petitioner respectfully requests that this matter be continued to the November 18, 2014, City Council meeting for the Annexation Public Hearing.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date: August 19, 2014

Item: Sage YMCA Fun Walk/Run

Council Discretion: City Council Discretion

1. Motion to approve the use of Three Oaks Recreation Area for the Sage YMCA Fun Walk/Run event on Sunday, September 21, 2014 from 9:00 a.m. to 10:30 a.m.
2. Motion to approve a waiver of parking fees at Three Oaks Recreation Area for non-resident Sage YMCA volunteers assisting with the walk/run event.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

Sage YMCA in Crystal Lake is requesting to conduct a 5K Fun Walk/Run, which includes the use of Three Oaks Recreation Area (please see attached request letter) on Sunday, September 21, 2014. The walk/run will start around 9:00 a.m. and conclude approximately at 10:30 a.m. It is anticipated that approximately 150 people will participate in this event. The purpose of the walk/run event is to raise funds for the Sage YMCA to support their youth sports, fitness, early childhood education, aquatics and violence prevention programs, to promote health and wellness, and to promote the benefit to having a recreational area in the community. This is the first year for this event. The proposed route for the walk/run is as follows:

- Start at Sage YMCA (701 Manor Road);
- Proceed down Sagers Lane;
- Turn left on Hemlock Street;
- Turn right on Three Oaks Road and cross Pingree Road to enter Three Oaks Recreation Area through the gated entrance;
- Continue on the service road leading to the Three Oaks parking lot;
- On the bike path leading to Main Street;
- Down to the West Trail;
- Back to the Three Oaks parking lot (coned off "lane" in front of the Lake House);

- On to the East Trail and cut back up to the service road and back out through the gated entrance on Pingree Road;
- Return to Sage YMCA by means of Three Oaks Road, Hemlock Street and Sagers Lane.

Attached for your review is a map of the proposed route, including the areas of Three Oaks Recreation Area to be used.

Sage YMCA will supply staff and volunteers for the event. Volunteers will be providing course guidance and will be running the 3 water stations. Sage YMCA staff and volunteers will also be responsible for garbage cleanup from the water stations. Sage YMCA is requesting that their non-resident volunteers be allowed to park at Three Oaks Recreation Area at no charge during the event. Participants of the event will be encouraged to park at the Sage YMCA or on surrounding streets. If participants choose to park at Three Oaks, and are a non-resident, they would be charged the \$5.00 parking fee.

For the safety of the participants, they are requesting police presence at appropriate road crossings. The hourly cost for services provided by the Police Department is \$46 per hour per officer assisting with the event. Sage YMCA will coordinate with the Police Department regarding the necessary assistance that will be needed for the event, as well as reach out to the County for potential assistance too. Also, Sage YMCA is requesting an on-duty ambulance to be present at the event with the understanding that the ambulance will leave if called for an emergency (similar to requests for other events). Sage YMCA will coordinate this assistance with the Fire Rescue Department. The Fire Rescue and Police Departments have reviewed the request and do not have any concerns regarding the event.

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

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

In summary, Sage YMCA is requesting the following:

1. Conduct a 5K Fun Walk/Run event that includes use of the Three Oaks Recreation Area on Sunday, September 21, 2014 beginning at 9:00 a.m. and concluding approximately at 10:30 a.m.
2. Waiver of parking fee for non-resident Sage YMCA volunteers assisting with the event. All other non-resident persons participating with the event that choose to park at Three Oaks Recreation Area will be charged the \$5.00 parking fee.

Attached is the request letter from Sage YMCA, including a map of the proposed walk/run route. Representatives from the Sage YMCA will be in attendance at the August 19, 2014 City Council Meeting.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: August 19, 2014

Item: Raue Center Oktoberfest Temporary Use Permit request to allow stage, food/vendor/activity tents, and Class 16 Temporary Liquor License request.

Recommendation: Motion to approve issuance of the Temporary Use Permit and Class 16 Temporary Liquor License for the Raue Center Oktoberfest pursuant to the recommendations below and waiver of the Temporary Use Permit and Temporary Liquor License application fees.

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

Background: The Raue Center is requesting a Temporary Use Permit for an Oktoberfest to be held at 100 S. Main Street on Friday, September 26, 2014 from 4:00 p.m. to midnight, and Saturday, September 27, 2014 from 2:00 p.m. to midnight. This is the first time an event such as this is being held. The applicant is striving for this event to be a family-oriented festival, which would include an activity area for the children, music, food and beer/wine. The event areas are proposed to be separate with fencing/barricades around each of them so the beer/wine will remain in the designated area and the children's area is close by but separate. The applicant has discussed with staff two (2) check points for the beer/wine wristbands. They are also working on a notification system between the stage and the children's area in case a parent/guardian is needed.

The stage they are proposing is a stand-alone unit that has the scaffolding and canned lighting attached. The event will use a generator, for which the size and location will be reviewed with the Fire Rescue Department.

The applicant has met several times with staff and is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

The Police Department has indicated that since this is a first-year event and since alcohol will be provided, the Raue will need to provide three police officers for the event, including a Sergeant and 2 officers for security and traffic control.

One of the concerns is the proposed starting time of the event on Saturday afternoon. The Downtown Main Street is also hosting the Johnny Appleseed/Great Ball Race that same day. The Great Ball Race is scheduled to be held between 3:00 p.m. and 4:00 p.m. This is the Downtown Main Street's largest fundraiser. Therefore, Staff is suggesting the Raue Center Oktoberfest begin at 4:00 p.m. on Saturday so as not to interfere with the previously approved Johnny Appleseed/Great Ball Race.

Since this is a fundraiser for the Raue Center, they are requesting that the Temporary Use Permit fee (\$40.00) and the Temporary Liquor License fee (\$20.00) be waived. The Raue Center has received waivers of the Temporary Use Permit fee for their annual Bob Blaizer Walk/Run for the Arts, but a Temporary Liquor License fee has not been waived for any fundraisers.

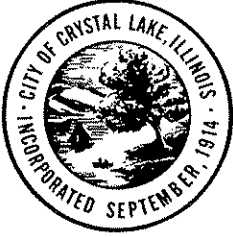
If the request is approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid on Friday, September 26, 2014 from 4:00 p.m. to midnight, and Saturday, September 27, 2014 from 4:00 p.m. to midnight.
2. Parking should be in the parking lots around the building not including the area directly to the west of the building where the stage and tent areas will be located. Small directional signs shall be posted directing vehicles to those areas.
3. Organizers are to contact the Police Department for official "No Parking" signs which are to be posted along Main Street and Crystal Lake Avenue. The "No Parking" signs are not to be posted on telephone poles and are to be removed the day after the event.
4. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
5. Tents/Canopies are to be anchored.
6. Submit stage lighting and canopy lighting specifications.
7. Provide male/female accessible restroom facilities.
8. Obtain approval from McHenry County Health Department.
9. Temporary wiring must comply with the 2005 National Electrical Code:
 - A. All exterior electrical equipment must be suitable for use in a wet location.
 - B. All 15A and 20A receptacles installed in a wet location must be within an enclosure that's weatherproof when an attachment plug is inserted. The outlet box hood must be listed for "extra-duty" use if supported by grade. Nonlocking-type 15A and 20A, 125V and 250V receptacles in a wet location must be listed as weather resistant.
 - C. Flexible electrical cords (extension cords) shall be UL listed for wet locations and extra hard usage (e.g. SEW, SEOW, SOW and STOW).
 - D. Cord connectors (plugs) shall not be laid on the ground unless listed for wet locations.
 - E. Use rubber cable protector / cable bridge where flexible electrical cords cross pedestrian paths.
 - F. Generator shall be grounded with two 8'-0" long ground rods, a minimum of 6'-0" apart, connected with a minimum #6 copper grounding conductor.
 - G. 2005 NEC, Sections 250-50, 250-56 and 250-66[A]
10. Schedule a meeting with the Fire Prevention Bureau, and the Police Department at least 1 week prior to the event to review final details or any changes.
11. The site shall be inspected the day prior to the event (September 25, 2014) for compliance with canopy spacing (if applicable) and electrical connections.
12. An access lane of a minimum of 20 feet must be maintained around the building for emergency access. The fire connections shall not be blocked.

13. The applicant shall provide at least three police officers for traffic control and security for the event. Contact Dan Dziewior in the Police Department (815-356-3793) by no later than Friday, August 22, 2014, to coordinate officers for the event. The applicant is required to pay for these officers at applicable overtime rates.
14. All trash shall be picked up at all times.
15. 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 August 19, 2014, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

August 19, 2014

Item:

Sign Variations from Article 4-1000, Signs, to allow a third free-standing sign that does not meet the sign base and sign setback requirements for Anderson Motors at 5213 Northwest Highway.

Staff Recommendation:

City Council Discretion:

- A. Motion to approve an ordinance with the recommended conditions for variations as requested.
- B. Motion to deny the variation requests.

Staff Contact:

James Richter II, Planning & Economic Development Manager

Background:

- Anderson Motors has relocated their Volkswagen franchise to this site. A new 30,494 square-foot building has been constructed on 5.8 acres. The property is approximately 300 feet deep and 850 feet wide.
- In 2013, the applicant received variations for landscaping and lighting for the dealership.
- In March 2014, the applicant received a Special Use Permit and variations to allow two free-standing signs for this property, including an Electronic Message Center sign.

Analysis

- The property at 5213 Northwest Highway is zoned "B-2" General Commercial. Per the Unified Development Ordinance, commercial properties in this area are permitted 1 free-standing sign, up to 9 feet in height, measuring no more than 80 square feet in area.
- The applicant's sign request is for a metal, pole-mounted sign to be located in an area that is intended to be visible when consumers are on-site. This sign would not be intended to draw traffic from Route 14. The sign would be non-illuminated and the face would be printed on a plastic or vinyl (likely a 3M product) material, attached to a piece of solid metal.
- The applicant is requesting this sign for the purpose of advertising special vehicles that will be on display in stock. The sign face could change, depending upon the type of stock that is available.

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

Item	UDO Requirement	Proposed Signage	Variation
Location/setback	All signs must be located 10 feet from all property lines	Sign would be located 1 foot from the property line	Yes
Quantity of Free-standing Signs	1 per property	This would be the third free-standing sign on the property	Yes
Size	80 square feet	60 square feet	No
Height (feet)	9 feet	9 feet	No
Sign Base	Shall be at least 80% of the width of the sign and incorporate architectural elements of the building	Would be mounted on two metal posts	Yes

- An application and details of the proposed signage are included.

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

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

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Anderson Motors, received 8/13/14.
 - B. Sign Details, received 8/13/14.
2. The face of the sign should be printed on plastic, 3M, or vinyl material and permanently mounted on a solid, metal sub-straight.
3. The applicant should wrap the pole bases with vinyl to match the color of the exterior of the building.
4. Changes to the sign face to reflect the special vehicle stock do not require permits, as long as the conditions of this Variation are met.
5. Separate illumination, besides the existing parking lot down-lighting, is not permitted for this sign.
6. The following sign variations are hereby granted:
 - A. A variation from Article 4-1000 Signs, for the maximum number of free-standing signs per property requirement, to allow a third free-standing sign, is hereby granted.
 - B. A variation from Article 4-1000 Signs to allow the base of the sign to be less than 80% of the sign width, is hereby granted.
 - C. A variation from Article 4-1000 Signs, for minimum 10-foot sign setback to allow a 1-foot setback from the front property line, is hereby granted.

Votes Required to Pass: Simple majority vote

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SIGN VARIATION FOR
ANDERSON VW, 5213 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of the request (File #2014-04-E) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow a third freestanding sign that does not meet the sign base and sign setback requirements for Anderson VW; and

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

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

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

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

SECTION I: That a sign variation be granted to allow a third freestanding sign that does not meet the sign base and sign setback requirements for Anderson VW located at 5213 Northwest Highway (PIN 19-09-200-039), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Anderson Motors, received 8/13/14.
 - B. Sign Details, received 8/13/14.
2. The face of the sign should be vinyl graphics permanently mounted on a solid, metal substraight.
3. The applicant should wrap the pole bases with a permanent material that matches the color and design of the exterior of the building, and create a matching frame around the sign face with similar material.
4. Separate illumination, besides the existing parking lot down-lighting, is not permitted for this sign.
5. The sign shall meet all of the other requirements in the UDO, as applicable.

DRAFT

6. The following sign variations are hereby granted:

A. A variation from Article 4-1000 Signs, for the maximum number of freestanding signs per property requirement, to allow a third freestanding sign, is hereby granted.

B. A variation from Article 4-1000 Signs to allow the base of the sign to be less than 80% of the sign width, is hereby granted.

C. A variation from Article 4-1000 Signs, for minimum 10-foot sign setback to allow a 1-foot setback from the front the property line, is hereby granted.

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

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

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

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: 13

**City Council
Agenda Supplement**

Meeting Date:

August 19, 2014

Item:

New Retailer Job Creation and Investment Program Matching Grant application request #2014-23-03 for Mooyah Burger at 6500 Northwest Highway, to request \$10,000 in matching grant funds.

Petitioner:

Tom Eilers Jr., Crystal Lake Limited Partnership; Mooyah - Crystal Lake, LLC

Recommendations:

City Council's discretion:

1. Motion to approve the Grant Agreement with Tom Eilers Jr., Crystal Lake Limited Partnership and Mooyah - Crystal Lake, LLC, and to award \$10,000 in grant funding for the new retail business's furniture, fixtures and equipment and employees;
2. Motion to deny the grant application request.

Staff Contact:

James Richter II, Planning and Economic Development Manager

Background:

- On November 1, 2011, the City Council approved the Retailer and Manufacturer Job Creation and Investment Programs, which provide grant funding to new and existing retailers who occupy vacant space and hire new full-time or part-time employees and/or install eligible furniture, fixtures, and equipment.
- In March of 2013, several changes were made to the grant program. The Retailer Job Creation and Investment program allows for grant funds to be disbursed to new businesses that purchase furniture, fixtures and equipment and hire new full-time and part-time employees.

Key Factors:

MOOYAH BURGER (6500 Northwest Highway)

Mooyah Burger is a fast food franchise specializing in hamburgers. Tom Eilers Jr., representing Crystal Lake Limited Partnership, has purchased the Mooyah Burger franchise area rights to help fill the vacant outlot space at 6500 Northwest Highway. Mooyah Burgers has a strong following and good branding with a national average of \$1,600,000 in annual sales. The Crystal Lake Limited Partnership and Mooyah - Crystal Lake, LLC, plan to spend \$45,000 on new furniture, fixtures and equipment (FFE) and plan to hire 22 full-time employees. In accordance with the matching grant program guidelines, the applicant is eligible for a \$10,000 grant award.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
 Meets *Does not meet*
2. Applicant must meet a minimum annual taxable sales threshold of at least \$100,000.
 Meets *Does not meet*
3. Applicant's business must provide a stocked retail showroom for retail products.
 Meets *Does not meet*
4. Applicant must provide written proof of employment recruitment and of FFE costs.
 Meets *Does not meet*
5. Applicant must file an application for grant funding prior to commencing improvements.
 Meets *Does not meet*
6. Grant recipient may re-apply after 5 years from the date of recipient's previous award.
 Meets *Does not meet*
7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
 Meets *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet 7 of the 7 eligibility criteria.

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the grant funding requests. For the 2014-2015 Fiscal Year, there would be \$80,000 budgeted for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source (\$80,000).

2013-2014 Matching Grant Summary

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2013-17-09	1776 Restaurant			\$5,000.00		\$5,000.00	\$5,000.00
2013-17-10	Which Wich	5899 NW Hwy	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-01	Xtreme Nutrition	6312 Nw Hwy, 220	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-02	Bioenergy Technology	340 Commerce #B	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-03	Mooyah - Crystal Lake, LLC	6500 NW Hwy	\$10,000.00			\$10,000.00	
	Totals		\$40,000.00	\$5000.00	\$0,000.00	\$45,000.00	\$35,000.00

Votes Required to Pass: A simple majority vote.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Crystal Lake Limited Partnership and Mooyah - Crystal Lake, LLC, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$10,000.

DATED this 19th day of August, 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: August 19, 2014

Item: Clarification of the Existing Retailer Job Creation and Investment Program Matching Grant application request #2013-17-02 for ABC Supply Company and Donald L. Wolf Jr., the Rink of Crystal Lake, at 145 Erick Street, for \$20,000.00 in matching grant funds.

Recommendations: Motion reconfirming the Matching Grant Award, Resolution, and Agreement for ABC Supply, adding Donald L. Wolf Jr., the Rink of Crystal Lake, for the previously-approved \$20,000 grant award for an expansion of ABC Supply.

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

Background:

On June 18, 2013, the City Council approved a matching grant for the expansion of ABC Supply, at 145 Erick Street. The application indicated that ABC Supply was the grant recipient, as it was understood (at that time) that ABC Supply would be making the improvements. As a policy, we have always awarded grants to the entity that is making the improvement/investments for which the grant is being calculated. In this case, the matching grant was integral to: a) facilitating an extension of the lease by ABC Supply on the subject property, b) for annexing a parcel to the south for ABC Supply's expansion, and c) for retaining the business and the sales tax revenues generated by this business, in Crystal Lake. Following the grant award, it was determined by the grant recipient that the improvements were to be made by the property owner, The Rink of Crystal Lake (Wolf).

This request is a matter of housekeeping to clarify the investments made by The Rink of Crystal Lake, and to identify them as the appropriate entity to receive the reimbursement as the matching grant recipient. ABC Supply is still obligated to remain in Crystal Lake for a minimum of 5 years, as stipulated in our matching grant agreement.

Votes Required to Pass: A simple majority vote.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Donald Jeziorski of ABC Supply Company, and Donald L. Wolf Jr., The Rink of Crystal Lake, for an Existing Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$20,000.

DATED this 19th day of August, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: August 19, 2014

Item: Wastewater Treatment Plants #2 and #3 Sand Filter Building Projects

Staff Recommendation: Motion to award the bid for Sand Filter Building Projects at Wastewater Treatment Plants #2 and #3 to the lowest responsive, responsible bidder, Marc Kresmery Construction, and adopt a resolution authorizing the City Manager to execute a contract with Marc Kresmery Construction, in the amount of \$61,014.00 with a 10% contingency for unforeseen expenses.

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

Background:

The sand filters are utilized at the end of the treatment process at both of the City's wastewater treatment plants. The City is experiencing maintenance issues in the sand filter buildings at both treatment plants. The scope of this project includes the following:

1. Wastewater Treatment Plant #2: Replace four sluice gates. The sluice gates are used to control the water flow into and out of the sand filters at this facility. The existing aluminum gates have corroded and failed making operation difficult in the event that one of the filters would have to be isolated or taken out of service. The replacement gates are to be fabricated from stainless steel and are expected to be operational for 20 years.
2. Wastewater Treatment Plant #3: Replace traveling bridge rails and wheels. The traveling bridge is used in the sand filter process to clean particle build-up off of the tops of the filters. It operates on a rail system similar to that of a train. Through years of continued operation in a moist environment, the rails have deteriorated and become inoperable in some sections. This project will replace the rails and wheels to allow for smooth operation across the whole sand filter bed.

On August 11, 2014, the City publicly opened and read aloud the bids received for the replacement of Sand Filter Gates at Wastewater Treatment Plant #2 and Sand Filter Rails at Wastewater Treatment Plant #3. The following is a summary of the bids received:

Company	Total Bid Cost
√ Marc Kresmery Construction, LLC Elgin, IL	\$61,014.00
Process Equipment Repair Service West Bend, WI	\$86,500.00

√ 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 worked for the City in the past with favorable results. It is, therefore, the recommendation of staff to award the bid for Wastewater Treatment Plants #2 and #3 Sand Filter Building Projects to Marc Kresmery Construction in the amount of \$61,014.00 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 Wastewater Treatment Plants #2 and #3 Sand Filter Building Projects in the amount of \$61,014.00 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: 16

**City Council
Agenda Supplement**

Meeting Date: August 19, 2014

Item: Award the bid for WWTP #3 Sludge Drying Bed Cleaning.

Staff Recommendation: Motion to award the bid for Wastewater Treatment Plant #3 Sludge Drying Bed Cleaning to the lowest responsive, responsible bidder, Marc Kresmery Construction, and adopt a resolution authorizing the City Manager to execute an agreement with Marc Kresmery Construction, in the amount bid.

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

Background:

The drying beds at Wastewater Treatment Plant #3 (400 Knaack Blvd.) have been in service for 20 years; This project will renew the drying beds back to their original condition. The scope of this project includes all project management, contractual services, parts, materials, and labor necessary to complete the removal of approximately 8"- 12" of birds' eye gravel and 4"- 6" of sand from the Southeast and Northeast sludge drying beds. Based on previous work completed, it is anticipated that the work will take no longer than 54 hours to complete.

The following is a summary of the proposals received:

Company	Hourly Rate	Total Bid Price (Based on 54 Hours)
√ Marc Kresmery Construction Elgin, IL	\$238.25	\$12,685.50
All Around Pumping Service DeKalb, IL	\$250.00	\$13,500.00
Zion Environmental Service Chicago Heights, IL	\$280.00	\$15,120.00
HR Stewart Inc Cary, IL	\$295.00	\$15,930.00

√ Indicates the lowest responsive, responsible bidder.

Recommendation:

Staff has reviewed the bids submitted for completeness and accuracy in accordance with the invitation to bid document. Marc Kresmery Construction has worked for the City in the past with favorable results. It is, therefore, the recommendation of staff to award the bid for Wastewater Treatment Plant #3 Sludge Drying Bed Cleaning to Marc Kresmery Construction, in the amount bid.

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 for the Wastewater Treatment Plant #3 Sludge Drying Bed Cleaning in the submitted bid amount.

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: August 19, 2014

Item: Police Department Uniform Bid

Staff Recommendation: Motion to:

1. Reject all bids from the previous bid opening for Police Department uniforms; and
2. Award the bid for the pricing and purchase of Police Department uniforms beginning August 2014 to the lowest responsive and responsible bidder, Ray O'Herron Co., Inc. and adopt a resolution authorizing the City Manager to execute a purchase agreement with Ray O'Herron Co., Inc. for the pricing and purchase of Police Department uniforms.

Staff Contact: James Black, Chief of Police

Background:

On Monday, July 28, 2014, the City of Crystal Lake publicly opened the bids received for Police Department uniform pricing valid through August 2016. The winning bidder will furnish dress uniforms, work uniforms, badges, nametags and leather goods purchased throughout the year by the Police Department. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

Listed below are the costs to outfit a new police officer with uniforms:

<u>Bidder</u>	<u>Original Bid</u>
Ray O'Herron Co. Inc. (Downers Grove, IL)	\$1,941.34 ✓
Today's Uniform (Crystal Lake, IL)	\$1,992.09
VCG Uniforms (Chicago, IL)	\$2,228.30

√Lowest responsive and responsible bidder

Ray O'Herron Co. Inc., is a regionally known uniform provider that works with many law enforcement agencies in Illinois. For example, Ray O'Herron Co., Inc. provides uniforms for the following agencies: Elgin Police Department, Lake County Sheriff's Office, Carpentersville Police Department, and Rockford Police Department.

Recommendation:

The City Manager's Office and the Police Department have reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is staff's recommendation to award the bid for police uniforms to Ray O'Herron Co., Inc. The bid agreement process received for the aforementioned equipment will be valid for two (2) years, beginning August 2014.

A previous attempt at this bid is being rejected because of discrepancies in the bid. There are sufficient funds in the FY 2014/2015 Budget and anticipated FY 2015/2016 Budget for these items.

Votes Required to Pass:

Simple majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a purchase agreement between the City of Crystal Lake and Ray O'Herron Co., Inc. for Police Department uniform pricing for two (2) years beginning August 2014.

DATED this August 19, 2014

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: August 19, 2014
APPROVED: August 19, 2014



Agenda Item No: 21

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	August 19, 2014
<u>Item:</u>	Economic Development Committee Reappointments and Appointment
<u>Mayor's Recommendation:</u>	Motion to reappoint and appoint members to the Economic Development Committee as indicated below.
<u>Contact:</u>	Aaron T. Shepley, Mayor

Background:

The membership terms of Peter Affrunti, Sr. and Steve Dalzell will expire on September 30th. Both Mr. Affrunti and Mr. Dalzell are interested in reappointment to a 3-year term on the Committee.

In addition, the Economic Development Committee is recommending the appointment of the new Chamber President, Mary Margaret Maule, to fill the position currently held by Gary Reece as Chamber representative on the Committee. Gary Reece is requesting that he be allowed to continue his membership on the Committee by filling the vacancy created by the resignation of member Andrew Hymes.

Appointments to the Economic Development Committee 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