



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

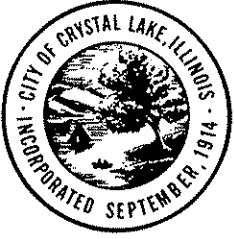
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
October 7, 2014
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamations**
 - a. **Lions Club Candy Days**
 - b. **Paul Hyland Salon & Day Spa 30th Anniversary**
 - c. **R/K Autobody 35th Anniversary**
 - d. **Gulgren Appliance 55th Anniversary**
 - e. **Rita Corporation 60th Anniversary**
 - f. **Ralph Helm Inc. 90th Anniversary**
5. **Approval of Minutes – September 16, 2014 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**

The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
 - a. **Immanuel Lutheran Church request for a temporary suspension of parking restrictions on the north side of Teckler Boulevard on October 18, 2014 from 7:00 a.m. to 7:00 p.m.**
 - b. **Knights of Columbus Council #3880 Class 16 Temporary Liquor License request.**
11. **TC Industries, Inc., 520 Dartmoor Drive – New Manufacturer Job Creation and Investment Program Matching Grant and Targeted Development Zone application.**
12. **Forge Fitness, 137 N. Main Street – Variation from the required number of parking spaces at 141 and 137 N. Main Street.**
13. **131 Baldwin Avenue – Simplified Residential Variation to allow an encroachment of 15 feet and 4 feet into the rear-yard setback and side-yard setback, respectively, for a principal structure.**
14. **Affinity for Gaming, 19 E. Berkshire Drive – Text Amendment to the Unified Development Ordinance to permit Hobby, Toy and Game Stores as a Special Use in the B-1 Neighborhood Commercial Zoning District, and Special Use Permit to allow Affinity for Gaming at 19 E. Berkshire.**

15. **Bucky's Express #907, 8108 Pyott Road – City Code Amendment to increase the number of Class “13” liquor licenses.**
16. **Bid awards and resolution authorizing execution of agreements for the provision of Liquid Anti-Icing & De-icing Chemicals and the provision of Calcium Chloride for snow removal operations.**
17. **Bid award and resolution authorizing execution of an agreement for sanitary sewer pipe joint grouting services.**
18. **Bid award and resolution authorizing execution of a contract for Hollow Stem Auger Darcy Column Installations and allowing for a 10 percent contingency.**
19. **Proposal award and resolution authorizing execution of an agreement for the Brink Street Parking Lot improvement for design engineering and approval of changes in scope by 10 percent of the original price.**
20. **Rejection of all bids from the September 4, 2014 bid opening for the 2014 Pavement Patching Program, bid award from the September 25, 2014 bid opening for the 2014 Pavement Patching Program, and resolution authorizing execution of a contract for the 2014 Pavement Patching Program and allowing for a 10 percent contingency.**
21. **Resolution authorizing execution of an agreement for Service and Maintenance and Telemetry Monitoring for Downtown Commuter Station Parking Terminals.**
22. **Resolution authorizing execution of a two-year lease agreement with Lou Street Lockup for the use of the property at 6210 Lou Street.**
23. **Ordinance prohibiting left-turns into the North Elementary School parking lot east entrance from eastbound Woodstock Street and prohibiting parking on the north side of Woodstock Street beginning at a point 580 feet west of the centerline of Oak Street to a point 1,020 feet west of the centerline of Oak Street from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. on school days.**
24. **Ordinance establishing a formal process for acceptance and documentation of donations made to the City.**
25. **Council Inquiries and Requests**
26. **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.**
27. **Reconvene to Regular Session.**
28. **Adjourn**

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



Agenda Item No: 10a

**City Council
Agenda Supplement**

Meeting Date:

October 7, 2014

Item:

Immanuel Lutheran Church request for a temporary suspension of parking restrictions on Teckler Boulevard

Staff Recommendation:

Motion to suspend no-parking restrictions on the north side of Teckler Boulevard from north of the Jewel entrance to the east termini of Teckler Boulevard on Saturday, October 18, 2014 from 7:00 AM to 7:00 PM.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

Immanuel Lutheran Church is requesting to suspend no-parking restrictions on the north side of Teckler Boulevard for its annual clinic and food truck on Saturday, October 18, 2014. Immanuel Lutheran is hosting the clinic and food truck to provide free services for the less fortunate in our community, including:

- Medical checks
- Dental exams
- Health Screens
- Vision and Hearing checks
- Haircuts
- Clothing
- Food from the Northern Illinois Food Bank

The church hosted a similar event last year and their parking lot was not large enough to accommodate all the participants. The limits of this suspension would be north of the Jewel entrance and end at the eastern termini of Teckler Blvd. They are requesting that the parking restriction be suspended from 7:00 AM to 7:00 PM. All other applicable parking codes remain in force. A similar request was granted earlier this year to accommodate overflow parking for the church's Easter Sunday services.

City staff reviewed the petitioner's request and have the following comments:

- Parking is not allowed on both sides Teckler Boulevard according to Sections D103.1 and D103.6.2 of the City's Fire Code. The street width of Teckler Boulevard would allow for temporary parking on one side of the street. Allowing parking on both sides would reduce the minimum required width of the fire apparatus access road and the Fire Rescue Department's ability to access the area for an emergency incident. In addition, the fire hydrants are located on the south side of Teckler Boulevard. Therefore, City staff recommends that the temporary parking restriction suspension only apply to the north side of Teckler Boulevard.
- Support of temporarily suspending parking restrictions on Teckler Boulevard is limited to this request given that the street is currently a dead-end and does not serve any other businesses or occupied lots. Future requests should not be approved after Teckler Boulevard is extended to Main Street, as this would be a collector route leading directly to Route 14.
- Parking along the rear service drive behind Jewel and Hobby Lobby is prohibited (currently signed no parking for the fire lanes).
- Parking should be avoided in the last 25 feet on the north side of Teckler Boulevard at the east termini to leave room to access the small temporary turnaround "hammerhead" to avoid vehicles having to drive in reverse several hundred feet due to the dead-end.

A map has been attached that shows the temporary parking restriction suspension.

Votes Required to Pass:

Simple majority



Agenda Item No: 10b

**City Council
Agenda Supplement**

Meeting Date: October 7, 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 Murder Mystery Dinner being held at the St. Thomas the Apostle Church Community Center, located at 451 W. Terra Cotta Avenue, on October 18, 2014 from 5:00 p.m. to 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: 11

**City Council
Agenda Supplement**

Meeting Date:

October 7, 2014

Item:

New Manufacturer Job Creation and Investment Program Matching Grant and Targeted Development Zone application request #2014-23-04 for TC Industries, Inc. at 520 Dartmoor Drive, to request \$10,000 in matching grant funds and a 50% fee reduction for properties outside of Routes 14, 31 and 176.

Petitioner:

Kathleen M. Martinez, TC Industries, Inc.

Recommendations:

City Council's discretion:

1. Motion to approve the Grant Agreement with TC Industries, Inc. and to award \$10,000 in grant funding for the new manufacturer's furniture, fixtures and equipment and employees and approve the 50% fee reduction for the Targeted Development Zone.
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 manufacturers who occupy vacant space and hire new full-time or part-time employees and/or install eligible furniture, fixtures, and equipment.

Key Factors:

TC INDUSTRIES (520 Dartmoor Drive)

TC Industries, Inc. provides heat-treated steel products. They treat steel bar, tubing, flats and plates. Their second location, here in Crystal Lake, will allow them to expand these operations. TC Industries will be purchasing a new Corbett Draw Furnace at a cost of \$65,000.00 for this location. They plan to use existing employees, but will also be hiring new employees to work at this location. In accordance with the matching grant program guidelines, the applicant is eligible for a \$10,000 grant award.

TARGETED DEVELOPMENT ZONE FEE REDUCTION

In order to stimulate the development and redevelopment of these highly visible corridors, Route 14, Route 31 and Route 176 in Crystal Lake, have been designated as Targeted Development Zones. Properties within the Route 14, Route 31 and Route 176 corridors are entitled to a waiver of 50% of

all associated City review, permit and inspection fees for any commercial improvement valued at \$250,000 or greater. Properties on the periphery of these corridors may qualify for the fee waiver by consent of the City Council.

TC Industries will exceed the \$250,000 minimum threshold for investments to bring this portion of their manufacturing business to Crystal Lake. 520 Dartmoor Drive is located approximately 3,900 feet from Route 14. Based upon the work that they will perform to repurpose the building for occupancy, it is estimated that the total permit fees would not exceed \$2,500. At 50%, the total incentive for TC Industries would not exceed \$1,250.

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. Improvement to overall appearance of location/building will be completed.
 Meets *Does not meet*
2. There will be an aesthetic impact to the surrounding areas.
 Meets *Does not meet*
3. The petitioner will provide new employees to the location.
 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. The property will be used for a new business.
 Meets *Does not meet*
7. The use of the property will contribute to the economic vitality of the area and of Crystal Lake as a whole.
 Meets *Does not meet*
8. The use of the property is compatible with surrounding uses.
 Meets *Does not meet*
9. Grant recipient may re-apply after 5 years from the date of recipient's previous award.
 Meets *Does not meet*
10. 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. The current application would meet 10 of the 10 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 is \$80,000 budgeted for reimbursements to awarded recipients. The job creation and investment programs share the same funding source (\$80,000).

2014-2015 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	\$10,000.00
2014-23-04	TC Industries	520 Dartmoor Dr.			\$10,000.00	\$10,000.00	
	Totals		\$40,000.00	\$5000.00	\$10,000.00	\$55,000.00	\$45,000.00

Votes Required to Pass: A simple majority vote.

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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 hereby authorized and directed to execute an agreement with TC Industries, Inc., for a Manufacturer Job Creation and Investment Program grant in an amount not to exceed \$10,000.

DATED this 7th day of October, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 12

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 7, 2014
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2014-38 137 N. Main Street (Forge Fitness)
<u>Request:</u>	Variation from the required number of parking spaces.
<u>Petitioner:</u>	Michael Kelly (Forge Fitness), petitioner
<u>PZC Recommendation:</u>	To approve the PZC recommendations and adopt an ordinance granting the variation from the required number of parking spaces at 137 N. Main Street.
<u>Staff Contact:</u>	James Richter II, Planning and Economic Development Manager

Background:

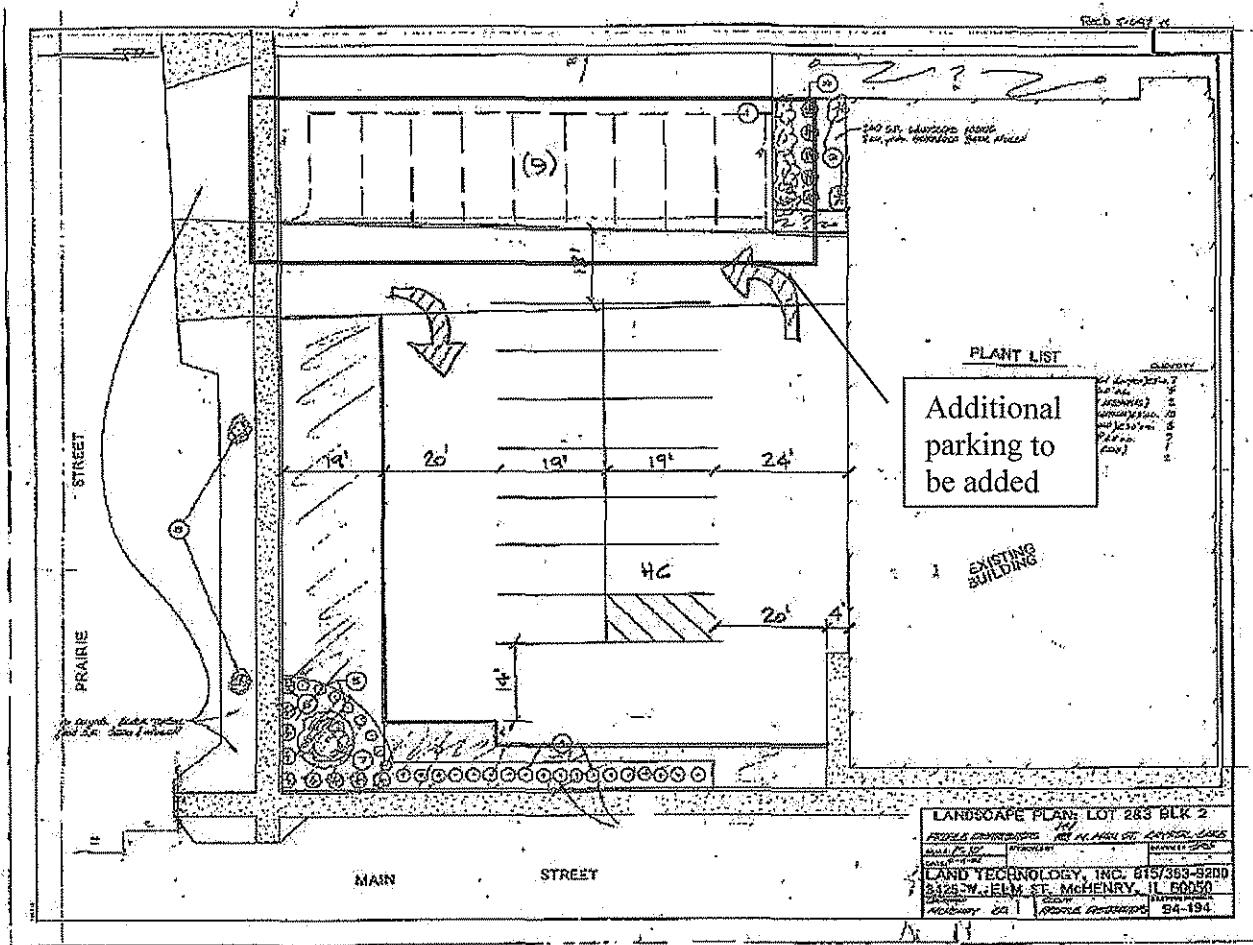
- Existing Use: The property is improved with a commercial recreational use.
- Background: The petitioner is expanding Forge Fitness, a fitness center. Forge Fitness currently occupies approximately 6,906 square feet at 141 N. Main Street.
- Previous Approval: The petitioner's business was granted a variation of 18 spaces from the required 34 spaces in 2012, for 141 N. Main Street, to allow them to use the existing parking lot on site. The variation required them to seek further approval if their use was expanded.

Key Factors:

- Request: The expansion of the fitness center would require additional off-street parking spaces. The petitioner is requesting a variation from the downtown off-street parking requirement of 14.5 spaces for the new space added at 137 N. Main Street.
- UDO Standard: 6.4 spaces per 1,000 square feet of gross floor area are required for physical fitness facilities. A 30 percent reduction from the required number of spaces is allowed for the properties in the "B-4" zoning district. The required number of parking spaces for 137 N. Main Street is 14.5 spaces.

PZC Highlights:

- The PZC found that the variation was acceptable for Forge Fitness and asked them to use parking lot option B as the best choice for the business and the neighboring homes.



90° PARKING (13 SPACES) + (9 FUTURE)

Option B

- The petitioner stated that the addition to the fitness center is to increase services for current members. The goal of the addition is not to attract new members.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (6-0)** 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 (Michael Kelly, Forge Fitness, received 08/25/14)
 - B. Site Plan (received 08/25/14)
 - C. Parking Options (staff, received 1/10/12)
2. A variation from the required number of parking spaces, is hereby granted.
3. Additional parking spaces shall be paved and striped as shown in Option B.

4. If the facility is expanded in size or intensity at any time, the petitioner shall be required to consult with staff to determine if a further variation is necessary.
5. If more than 25 parking spaces are provided, two (2) accessible parking spaces are required per the Illinois Accessibility Code.
6. An engineering plan must be submitted showing the proposed parking lot and grading indicating how the drainage will flow to existing or proposed storm structures.
7. Petitioner shall work with staff to augment the landscaping along Prairie Street and the alley to prevent, as far as possible, the light from the vehicles shining into residences.
8. 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 simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 137 N. MAIN STREET

WHEREAS, pursuant to the terms of a Petition (File #2014-38) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Variation from Article 4-200 from the required number of 14.5 parking spaces; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variation 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 a Variation from Article 4-200 be granted from the required number of 14.5 parking spaces at the property commonly known as 137 N. Main Street (14-33-309-006), 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 (Michael Kelly, Forge Fitness, received 08/25/14)
 - B. Site Plan (received 08/25/14)
 - C. Parking Options (staff, received 1/10/12)
2. A variation from the required number of parking spaces is hereby granted.
3. Additional parking spaces shall be paved and striped as shown in Option B.
4. If the facility is expanded in size or intensity at any time, the petitioner shall be required to consult with staff to determine if a further variation is necessary.
5. If more than 25 parking spaces are provided, two (2) accessible parking spaces are required per the Illinois Accessibility Code.
6. An engineering plan must be submitted showing the proposed parking lot and grading indicating how the drainage will flow to existing or proposed storm structures.

7. Petitioner shall work with staff to augment the landscaping along Prairie Street and the alley to prevent as far as possible, the light from the vehicles from shining into residences.

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

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: 13

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 7, 2014
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2014-39 131 Baldwin Ave (Heisler)
<u>Request:</u>	Simplified Residential Variation to allow an encroachment of 15 feet and 4 feet into the rear-yard setback and side-yard setback, respectively, for a principal structure.
<u>Petitioner:</u>	Jim Heisler, petitioner
<u>PZC Recommendation:</u>	To approve the PZC recommendations and adopt an ordinance granting the variations from the required 7-foot side-yard and 20-foot rear-yard setback at 131 Baldwin Avenue.
<u>Staff Contact:</u>	James Richter II, Planning and Economic Development Manager

Background:

- **Existing Use:** The property is improved with a single family home. The principal structure and garage are currently connected with a breezeway. Breezeways open on both sides along the length of the pedestrian pathway between structures are considered insignificant attachments.
- **Background:** The petitioner is connecting the principal structure and the garage with a second-story walkway, making the garage subject to principal structure setback requirements. The walkway is enclosed and includes additional storage areas; therefore, the walkway is considered a significant attachment.
- **Previous Approval:** A variation (89-43) was granted in 1989 for the construction of the garage and breezeway in its current location.

Key Factors:

- **Request:** The connection of the garage and the principal structure with a second-story walkway will subject the garage to principal structure setback requirements. The petitioner is requesting a variation from the side-yard and rear-yard setback requirements.
- **UDO Standard:** The R-2 Single Family zoning district requires a 7-foot side-yard setback and a 20-foot rear-yard setback.

PZC Highlights:

- The PZC found that the 15-foot and 4-foot encroachments on the rear-yard and side-yard setbacks, respectively, would not be an issue.
- Dormers will be added to the side of the garage loft that faces northeast.
- The petitioner wishes to keep the breezeway open and does not have plans to close it.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (6-0)** 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 (Heisler, received 08/25/14)
 - B. Plat of Survey (John Jennings Surveyor, dated 01/08/88, received 08/25/14)
 - C. Proposed Breezeway Extension Dormer Addition (Repholz Studio, dated 08/18/14, received 08/25/14)
2. Petitioner has the option to enclose the area immediately below the existing breezeway/connecting link to the house, provided that there are no structural or stormwater concerns. A permit will be required for this action to be completed.
3. 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 simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 131 BALDWIN AVENUE

WHEREAS, pursuant to the terms of the Application (File #2014-39) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 3-200, from the minimum side and rear yard setback requirements for a principal structure. The principal structure will have approximately a 5-foot setback for the rear-yard and a 3-foot setback for the side-yard instead of the 20-foot rear-yard and the 7-foot side-yard requirement; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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

SECTION I: That a Variation be granted from the Crystal Lake Unified Development Ordinance Article 3-200, from the minimum side and rear yard setback requirements for a principal structure. The principal structure will have approximately a 5-foot setback for the rear-yard and a 3-foot setback for the side-yard instead of the 20-foot rear-yard and the 7-foot side-yard requirement

at the property at 131 Baldwin Avenue (19-06-108-004), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Heisler, received 08/25/14)
 - B. Plat of Survey (John Jennings Surveyor, dated 01/08/88, received 08/25/14)
 - C. Proposed Breezeway Extension Dormer Addition (Repholz Studio, dated 08/18/14, received 08/25/14)

2. Petitioner has the option to enclose the area immediately below the existing breezeway/connecting link to the house, provided that there are no structural or stormwater concerns. A permit will be required for this action to be completed.

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

SECTION III: That the City Clerk be and is hereby directed to amend the official zoning map of

DRAFT

the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of a Simplified Residential 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**

Meeting Date:

October 7, 2014

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2014-36 Affinity for Gaming

Requests:

- 1) Text Amendment to the UDO to permit Hobby, Toy and Game Stores as a Special Use in the B-1 Neighborhood Commercial Zoning District.
- 2) Special Use Permit for Affinity for Gaming at 19 E. Berkshire.

Petitioner:

Michael Purn, petitioner

PZC Recommendation:

To approve the PZC recommendation and to adopt ordinances granting the Text Amendment allowing Hobby, Toy and Game Stores as a Special Use in the B-1, Neighborhood Commercial zoning district and granting a Special Use Permit for Affinity for Gaming at 19 E. Berkshire Drive.

Staff Contact:

James Richter II, Planning and Economic Development Manager

Background:

- Existing Use: The site is developed with a multi-tenant building. This lot is adjacent to another multi-tenant building at 35 E. Berkshire, Coventry Plaza.
- Previous Approvals: Coventry Plaza has a Planned Unit Development overlay which allows a specific list of uses not typically permitted in the B-1 zoning district. Both properties have a shared parking and cross access agreement.

Key Factors:

- Request: A Text Amendment to permit Hobby, Toy and Game Stores as a Special Use in the B-1, Neighborhood Commercial Zoning District. A Special Use Permit to allow the specific user, Affinity for Gaming, at this location.
- The petitioner sells retail gaming products such as specialty board games and card games. For the patrons who purchase these, the petitioner hosts tournaments where they can test their skills. The tournaments are limited by the number of seats and people win prizes from the store such as card packs or a game.

- UDO Requirement: The UDO currently allows Hobby, Toy and Game Stores as a Permitted Use in the B-2 General Commercial and B-4 Downtown Commercial zoning districts. This amendment would also allow it as a Special Use in the B-1 zoning district.
- Special Use Permit: The petitioner is requesting a Special Use Permit for his use. There are no specific criteria for this use, just the general SUP criteria.

PZC Highlights:

- The PZC had concerns over the board game and card game tournaments that would be held at the store. They were concerned over the possibility of parking issues. The petitioner agreed to the conditions requiring his customers to park adjacent to his tenant suite and in the adjacent lot and not across the street or at any other business locations.
- The petitioner explained that they only have room for about 36 participants in the tournaments. There may be a few people watching or a few parents, but most people are respectful and quiet for those that are playing.
- The PZC found that the petition met the Findings of Fact.

The PZC recommended **approval (6-0)** 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 (Michael Purn, received 07/23/14)
 - B. Project Description and Floor Plan (Purn, received 07/23/14)
2. The applicant shall be responsible to have adequate parking in the shopping center for this use. No vehicles shall be parked on the street or in the gas station or daycare lots or any parking lots for businesses along Virginia Road.
3. The petitioner shall instruct the tournament participants to park in the spaces directly adjacent to the tenant suite and then in the spaces along the perimeter at the ends of the aisles of the larger parking area along Berkshire in order to have the least impact on adjacent businesses as possible.
4. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue Departments.

Votes Required to Pass: A simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 19 E. BERKSHIRE DRIVE

WHEREAS, pursuant to the terms of a Petition (File #2014-36) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a Hobby, Toy and Game Store for Affinity for Gaming for the property located at 19 E. Berkshire Drive; 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 Hobby, Toy and Game Store for Affinity for Gaming for the property commonly known as 19 E. Berkshire Drive (19-08-426-006), 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 (Michael Purn, received 07/23/14)
 - B. Project Description and Floor Plan (Purn, received 07/23/14)
2. The applicant shall be responsible to have adequate parking in the shopping center for this use. No vehicles shall be parked on the street or in the gas station or daycare lots or any parking lots for businesses along Virginia Road.
3. The petitioner shall instruct the tournament participants to park in the spaces directly adjacent to the tenant suite and then in the spaces along the perimeter at the ends of the aisles of the larger parking area along Berkshire in order to have the least impact on adjacent businesses as possible.
4. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue 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

DRAFT

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

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



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

October 7, 2014

Item:

City Code Amendment to Increase the Number of Class "13" Liquor Licenses – Applicant: Bucky's Express #907, 8108 Pyott Road.

Staff Recommendation:

Council Discretion:

- 1) Motion to adopt an ordinance increasing the number of Class "13" Liquor Licenses from the current permitted 22 licenses to 23 licenses.
- 2) Deny the petitioner's request

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Bucky's Express, a recently approved gasoline service station and a convenience store located at 8108 Pyott Road, for the adoption of an ordinance providing for an amendment to the liquor license provisions of the City Code increasing the number of Class "13" Liquor Licenses from the current permitted 22 licenses to 23 licenses. As the Council may recall, at the June 17, 2014 City Council meeting, the City Council approved a Preliminary Planned Unit Development's Special Use Permit to allow a Gasoline Service Station and Convenience Store and other variations at 8108 Pyott Road. The site will include a 7,054 square foot convenience store and a 20-pump gas fueling area.

The City Code permits the issuance of a Class "13" liquor license for the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday, and 7:00 a.m. Saturday and 2:00 a.m. Sunday, and 7:00 a.m. Sunday and 2:00 a.m. Monday.

The applicant does not currently hold a liquor license with the City of Crystal Lake and a fingerprint/background search by the Illinois State Police and FBI revealed no criminal history under the applicant's name.

While the City Code does not specifically prohibit gasoline stations from receiving a liquor license, generally the City Council has not granted liquor licenses to gasoline service stations. The existing locations that dispense gasoline and have a liquor license are listed below:

- *Sam's Club (5670 Northwest Highway) – Class 13*
Sam's Club received a Class 13 liquor license in 1992 when the fueling station was not operational. The fueling station was approved in 2004.

The following liquor licenses were granted as part of an annexation into the City:

- *Citgo Convenience Store (7615 U.S Route 14) – Class 13*
- *Open Pantry / Shell #801 (4811 Northwest Highway) – Class 13*
- *Crystal Lake Gas Depot (4410 Northwest Highway) – Class 15*

The following chart compares the size of the Bucky's Express with other convenience establishments that have a liquor license:

	<i>Address</i>	<i>Liquor License</i>	<i>Approx. Sq. Footage</i>
7-Eleven	60 W. Terra Cotta	Class 13	1,345
Oak Street Food and Liquor	256 N. Oak St.	Class 13	2,000
Convenient Food Mart	201 E. Virginia	Class 13	2,400
Open Pantry/Shell	4811 Route 14	Class 13	2,975
Citgo Convenience Store/McDonalds	7615 Route 176	Class 13	4,500
General Store	1309 North Ave.	Class 13	4,800
<i>Bucky's Express</i>	<i>8108 Pyott Rd.</i>	<i>Pending</i>	<i>7,054</i>
Walgreens	151 Route 14	Class 13	7,200

In addition, the below table shows the approximate square footages of several gasoline stations that do not have liquor licenses:

	<i>Address</i>	<i>Approx. Sq. Footage</i>
Mobil	Route 14 and Florence	1,000
Shell	681 Terra Cotta (Route 14 and 176)	1,200
Marathon	220 W. Virginia (Route 14 and McHenry)	1,500

Other establishments currently holding a Class "13" liquor license include 7-Eleven, Cardinal Wine & Liquors, Convenient Food Mart, Crystal Lake Food & Liquor, CVS Pharmacy, Fresh Market, General Store, Joseph's Marketplace, Kmart, LaRosita of Mesos Group, Oak Street Food & Liquor, Osco Drug, Target, Teddy's Liquors, Walgreens, Walmart, and Cost Plus World Market.

Votes Required to Pass:

Simple majority



DRAFT

**ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 13 License shall be increased from 22 to 23.

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

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 7th day of October, 2014.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: October 7, 2014

APPROVED: October 7, 2014

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:

October 7, 2014

Item:

Liquid Anti-Icing & De-Icing Chemicals and Calcium Chloride for Snow Removal Operations

Staff recommendation:

Motion to award the bid for the provision of Liquid Anti-Icing & De-icing Chemicals to the lowest responsive and responsible bidder, SNI Solutions Inc., and the bid for the provision of Calcium Chloride to the lowest responsive and responsible bidder, Industrial Systems Ltd., and adopt a resolution authorizing the City Manager to execute a one-year purchase agreement for Liquid Anti-Icing & De-Icing Chemical with SNI Solutions and one-year purchase agreement for Calcium Chloride with Industrial Systems Ltd. in the submitted bid amounts.

Staff Contact:

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

Background:

On September 26, 2014, the City of Crystal Lake publicly opened and read aloud bids received for a one-year provision of liquid anti-icing and de-icing chemicals to be used in the City's snow-fighting efforts. The City uses organic anti-icing chemicals in conjunction with rock salt to de-ice roads during or after major snow/ice events. As weather conditions warrant, calcium chloride is added to the organic chemical to lower the effective temperature and burn any ice bond on the street. The Public Works Department estimates it will utilize 20,000 gallons of the organic anti-icing chemical and 8,000 gallons of Calcium Chloride for its snow and ice control operations this winter.

The following is a breakdown of the bids received:

Vendor	Organic Chemical Price per gallon	Organic Chemical Specified	Calcium Chloride Price per gallon
SNI Solutions Inc. Geneseo, IL	✓\$0.87	Biomelt AG 64	No bid
Industrial Systems Ltd Lakemoor, IL	\$0.98	Thermapoint C Organic	✓\$0.59
K-Tech Specialty Coatings Ashley, IN	\$1.22	BEET HEET	No bid

✓ Indicates the lowest responsible and responsive bidder

Discussion:

Organic materials are used as anti-icing agents during snow-fighting operations to pre-wet roads, as conditions warrant, to prevent ice from bonding with the pavement. They are also used to pre-wet salt to ensure that it sticks to the roadway and starts the melting process as quickly as possible. Because of the advancements in organic snow-fighting materials over the last several years, calcium chloride use is limited to only extremely cold conditions.

Due to the salt shortage the area is currently experiencing, SNI Solutions was unable to competitively bid calcium chloride this year. The winter products offered by K-Tech Specialty Coatings are primarily focused on their line of organic materials. They do not offer calcium chloride for distribution.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. SNI Solutions and Industrial Systems Ltd. have provided the City with these materials in the past. It is staff's recommendation to award the bid to the lowest responsible, responsive bidders, SNI Solutions for liquid anti-icing and de-icing chemicals, and Industrial Systems Ltd. for Calcium Chloride.

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 between the CITY OF CRYSTAL LAKE and SNI Solutions for the provision of Organic Anti-Icing & De-Icing Chemicals and execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and Industrial Systems Ltd. for the provision of Calcium Chloride 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: October 7, 2014

Item: Sanitary Sewer Grouting Services

Staff Recommendation: Motion to award the bid for sanitary sewer pipe joint grouting services to the lowest responsive and responsible bidder, National Power Rodding Corporation, and to adopt a resolution authorizing the City Manager to execute a service agreement with National Power Rodding Corporation in the submitted bid amounts.

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

Background:

On September 23, 2014, the City of Crystal Lake publicly opened and read aloud the bids received for sanitary sewer joint grouting. The completion of this project will eliminate documented sources of heavy inflow and infiltration (I&I) to the City's wastewater collection system. I&I puts a great burden on the City's wastewater treatment plants during heavy rain events. By grouting these critical sections of sewer, the volume of I&I within the sanitary sewer system will be reduced, which will ultimately reduce the operating costs and restore capacity to the collections system and wastewater plants.

The City will be utilizing a sewer pipe joint grouting process, which costs one-third the amount of the common cured-in-place pipe lining process, but will be just as effective at removing I&I. The contract identifies the following areas to be grouted:

- Green Oaks Drive
- Fair Oaks Avenue
- Leonard Parkway
- Woodland Drive
- Lakeshore Drive
- Eagle Street
- Dole Avenue
- Virginia Street

During the grouting process, a small mechanical device is deployed into the sewer. At each pipe joint, the device seals the sewer and performs a pressure test of the joint to determine if air leaks exist. As leaking joints are identified, they are sealed with grout and then retested.

Due to the specialized equipment required to perform the grouting process, there are not many vendors in the area capable of performing this type of work. As a result, the City received only

two bids for this project. The following is a breakdown of the bids received on single unit pricing:

Bidder	Bid Per Joint Tested Only 8"	Bid Per Joint Tested & Grouted 8"	Bid Per Joint Tested Only 10"	Bid Per Joint Tested & Grouted 10"
✓ National Power Rodding Corporation Chicago, IL	\$80.00	\$130.00	\$80.00	\$130.00
Michels Pipe Services Brownsville, WI	\$93.00	\$153.00	\$110.00	\$184.00

✓ Indicates lowest responsive and responsible bidder

The full contract cost will be based on the total amount of joints tested and grouted. Based on the age and size of the sections of pipe identified in the bid, staff anticipates a 50% failure rate of all joints tested.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department recommends that the bid for Sanitary Sewer Joint Grouting services be awarded to the lowest responsive and responsible bidder, National Power Rodding Corporation, in the submitted bid amount. The City has worked with National Power Rodding Corporation in the past for sewer joint grouting work with very favorable results. Funds are available 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 National Power Rodding Corporation for sanitary sewer pipe joint grouting services of City infrastructure 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: 18

**City Council
Agenda Supplement**

Meeting Date:

October 7, 2014

Item:

Hollow Stem Auger (Darcy Column Installation) Bid Award

Staff Recommendation:

Council Discretion

1. Motion to award the Hollow Stem Auger (Darcy Column Installation) bid to the lowest responsive and responsible bidder, Earth Solutions, Inc, in the bid amount of \$48,159.02, and adopt a resolution authorizing the City Manager to execute a contract with Earth Solutions, Inc, allowing for a 10 percent contingency, or
2. Motion to reject all bids

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

Over the years, hundreds of drywells have been installed throughout the City as a means of infiltrating stormwater back into the ground where downstream storm sewers were not available. The use of drywells has been very successful due to the granular soils in many parts of the City. However, over time the drywells tend to clog and not infiltrate the water as efficiently as when first installed. This contract would install Darcy columns through the bottom of existing drywells utilizing a hollow stem auger machine. A Darcy column is essentially a deeper column of porous material drilled into the ground below the bottom of the drywell. The Darcy column will allow more water to infiltrate back into the ground and help restore the original intended function of the drywell. A sand medium will be placed, under a separate contract, at the bottom of the drywell, which will allow the Public Works Department a means of better cleaning out the drywells in the future.

Location of Work

The drywell maintenance will be completed in flood prone areas that rely on infiltration. Areas which are included are:

- Mary Lane near Union Street
- Union Street from College Street to Wallace Avenue
- Everett Avenue around Linn Avenue

- Oak Street between Crystal Lake Avenue and Dole Avenue
- Catherine Court
- Hickory Drive and Ridge Avenue south of IL Route 176
- Woodland Drive

Project Bid

On September 3, 2014, the City scheduled to open and publicly read bids for the Drywell Maintenance (Darcy Column Installation). No interest was expressed and the deadline was extended to September 10, 2014. No bids were received at the bid opening on September 10, 2014.

Staff reached out to contractors in an effort to determine why they did not bid on this type of project. The scope of work was changed to remove the requirement for the drilling contractor to clean the drywells of spoils, restore the parkways or install the sand layer. Staff will work with the Public Works Department and/or a separate contractor to complete this work.

The revised bid, with the updated scope of work, followed standard bid advertisement procedures. In addition, staff directly contacted 26 potential contractors including soil boring contractors, soil testing contractors, well drilling contractors, drywell contractors, large roadway contractors, and environmental contractors. Staff also talked to a supplier who forwarded the bid documents to applicable contractors. Thirteen of the contractors informed the City that they do not have the capability or equipment to complete the hollow stem auguring; eleven contractors did not reply. Another contractor who could perform the work informed the City that “Our team had reviewed the project and has come to the conclusion that we will not have crews or equipment to support the shaft construction in the schedule given.”

On September 26, 2014, the City opened and publicly read the bids. The City received one bid and the result is tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Earth Solutions, Inc St. Charles, IL	\$48,159.02

Recommendation

It is the recommendation to move forward with Earth Solutions, Inc for the Hollow Stem Auger (Darcy Column Installation) project. This specialty work will improve the overall drainage of these areas which solely rely on the drywells properly functioning to mitigate flooding of the roadways and nearby homes. Reference checks were very positive for this firm. The price is very competitive when compared with the scope and cost of work when it was completed in the late 1990s at the Greenbrier Park Subdivision detention pond. Research results as to the available contractors in Northern Illinois who had the ability to perform hollow stem auguring of this size and who could meet our completion date requirements was very limited. Other methods of restoring existing drywell efficiencies which include the removal and replacement of the entire structure are very intrusive and much more costly.

Votes Required to Pass:

Simple majority

DRAFT



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Earth Solutions, Inc., for the Drywell Maintenance (Darcy Column Installation) bid in the amount of \$48,159.02. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventh day of October, 2014.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: October 7, 2014

APPROVED: October 7, 2014



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date:

October 7, 2014

Item:

Consultant Selection Approval for the Brink Street Parking Lot improvement for Design Engineering.

Staff Recommendation:

Motion to award the proposal for the Brink Street Parking Lot improvement for design engineering to the lowest responsible and responsive proposer, Engineering Resources Associates, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Engineering Resources Associates, Inc. in the amount of \$33,021.00, and approve changes in scope by 10 percent of the original price.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

The Brink Street Parking Lot was originally constructed in the late 1980s and the pavement is beyond its usable life. The functionality, efficiency and aesthetics of the existing lot can be improved as opposed to just resurfacing the pavement; therefore, a qualified engineering consultant is recommended to be utilized. The consultant's scope of services includes the following evaluations:

- Resurfacing versus reconstruction of the existing lot;
- Alternate parking layouts to maximize the number of available parking spaces;
- Electrical operations including additional outlets to be utilized during events; and
- Use of a permeable surface material

Consultant Selection Process

The City sent the Request for Qualifications & Proposal (RFQ&P) directly to qualified engineering firms. The City also placed an advertisement of the RFQ&P in the *Northwest Herald*. Through this notification process, the City received eight proposals.

Staff from the Community Development Department reviewed the proposals based on their qualifications and proposed cost. The qualifications criteria considered during the review were:

- Proposal completeness
- Firm's reputation and integrity
- General experience and history of performance on similar projects
- Current or past projects related to the scope of services
- Understanding of the project
- Experience of personnel
- Miscellaneous – additional items which made the firm stand out

The following outlines the proposal cost for each firm:

<i>Firm</i>	<i>Proposal Cost</i>
Engineering Resource Associates ¹	\$33,021.00
Thomas Engineering Group	\$34,574.38
Hampton, Lenzini & Renwick	\$35,462.00
Ciorba Group	\$36,923.39
Civiltech Engineering	\$39,450.00
Primera Engineers	\$39,706.00
Baxter & Woodman	\$40,760.00
Chastain & Associates	\$41,230.70

¹Indicates lowest responsive and responsible proposer

The proposals were reviewed and Engineering Resource Associates was selected as a qualified and responsible proposer. References were checked since the City has not previously worked with Engineering Resource Associates. The references were very positive. It is the recommendation of staff to select Engineering Resource Associates to perform the Brink Street Parking Lot improvement for design engineering.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Engineering Resources Associates, Inc for the Brink Street Parking Lot improvement for design engineering in the amount of \$33,021.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventh day of October, 2014.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: October 7, 2014

APPROVED: October 7, 2014



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

October 7, 2014

Item:

2014 Pavement Patching Program Bid Award

Staff Recommendation:

1. Motion to reject all bids from the September 4, 2014 bid opening for the 2014 Pavement Patching Program and,

2. Motion to award the 2014 Pavement Patching Program bid from the September 25, 2014 bid opening to the lowest responsive and responsible bidder, Chicagoland Paving Contractors, Inc., in the bid amount of \$84,999.75, and adopt a resolution authorizing the City Manager to execute a contract with Chicagoland Paving Contractors, Inc., allowing for a 10 percent contingency.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

On September 4, 2014, the City opened and publicly read the bids received for the 2014 Pavement Patching Program. The City received one bid and the result is tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Lorig Construction Company Des Plaines, IL	\$114,618.00

As only one bid was received, the project was rebid. The City opened a second round of bids for the 2014 Pavement Patching Program on September 25, 2014. Three bids were received, and the results are tabulated on the following page.

<i>Firm</i>	<i>Amount of Bid</i>
Chicagoland Paving Contractors, Inc. ¹ Lake Zurich, IL	\$84,999.75
Lorig Construction Company Des Plaines, IL	\$117,125.50
Geske and Sons, Inc. Crystal Lake, IL	\$161,413.00

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

Specifications were mailed to various contractors, including several Illinois Department of Transportation (IDOT) approved paving contractors in the Chicagoland area and standard bid advertisement procedures were followed. The Engineering Division checked the referenced provided by the contractor, and they were acceptable.

SCOPE OF WORK

This past winter, the City experienced water main breaks along state routes at Route 176/Main Street, Route 176/Ridge, and Route 14/Crystal Lake Avenue. A water main break also occurred along McHenry Avenue, south of Golf Road. Temporary asphalt was put in place after the breaks were fixed. IDOT requires a full-depth patch, which would be completed with this program.

The decorative crosswalk in the northbound left-turn lane at the intersection of Route 14/McHenry Avenue is not performing as expected. Consultations with the contractor confirm that the base material underneath the crosswalk is most likely causing the excessive cracking and breaking of the material. With this program, the contractor will remove and replace 12 inches of asphalt to ensure a consistent base material. After the patching is complete, the crosswalk contractor will replace the decorative material at no cost to the City.

Other patching locations were identified along North Main Street, Berkshire Drive, Wiltshire Court and Cog Circle. These streets are generally in good pavement condition with the exception of specific areas which will be patched. Patching these areas will extend the usable life of the overall roadway.

The Public Works Department has completed and will continue to complete pavement patching along residential streets as part of the City's pavement preservation initiative. A contractor has been selected to complete the locations outlined in this program due to the high traffic volumes along these roadways.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Chicagoland Paving Contractors, Inc., for the 2014 Pavement Patching Program in the amount of \$84,999.75. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventh day of October, 2014.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: October 7, 2014

APPROVED: October 7, 2014



Agenda Item No: 21

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 7, 2014
<u>Item:</u>	Service and Maintenance Contract and Telemetry Monitoring Program for Downtown Commuter Station Parking Terminals
<u>Staff Recommendation:</u>	A motion renewing the previously awarded proposal for Service and Maintenance and Telemetry Monitoring for the downtown commuter station parking terminals and adopting a resolution authorizing the City Manager to execute a five-year agreement with Total Parking Solutions.
<u>Staff Contact:</u>	George J. Koczwarra, Finance Director

At the September 15, 2009 City Council meeting, the City Council approved a five-year proposal for Service and Maintenance and Telemetry Monitoring for the downtown commuter station parking terminals to Total Parking Solutions (TPS) following an RFP process. With the pending expiration of the five-year agreement, TPS has proposed an extension of the agreement for an additional five years. The cost per year for the next five years would be locked at the most recent contract amount.

Background:

In 2006, the City entered into an agreement with Metra whereby, as part of the rehabilitation of the Downtown train station, Metra installed the current commuter parking terminals at the downtown train station. This project included replacing the previous commuter pay-boxes located in the commuter parking lots in order to eliminate the line-ups that formed as individuals attempted to pay for parking before boarding the trains. Due to the age of the previous pay-boxes, they were frequently out of service and this problem was exacerbated by the fact that replacement parts for the previous pay-boxes were no longer readily available.

The current centrally located multi-space pay stations replaced the pay-boxes and honor boxes that were previously located at individual parking lots. The replacement of the previous pay-boxes, however, could not be accomplished under the previous funding scenario, since previous revenues generated from commuter collections did not adequately cover the costs of maintaining and enforcing the commuter lots, let alone pay for new pay stations. As part of an agreement, Metra coordinated and funded the complete installation of an upgraded parking fee collection system at a cost in excess of \$250,000.

The current system includes fourteen (14) automated pay stations. Three (3) stations are located at each platform shelter with two (2) additional stations located adjacent to the south side of the depot building. The 14 pay stations replaced the previous 7 pay stations. The pay stations are individually linked via wireless connection (telemetry), allowing for the ability of a commuter to pay at any station. Instead of the previous remote locations of the pay stations, all of the pay stations are located near the shelters and station. Any pay station can be used to pay for parking, thus eliminating the problem of lines forming

whenever a machine is out of order. The pay stations are located on the side of the platform on which commuters board trains to Chicago.

The current pay stations accept coins, bills, credit cards and parking debit cards. Parking debit cards are available for purchase inside the train depot building and can be replenished at any pay station. Residents are able to utilize discount cards for the pay stations, which allow them to pay a lower daily rate than those of non-residents.

As part of the installation of the current commuter parking terminals, the City also requested that Metra include three years of service and maintenance for the parking terminals. Therefore, during that three-year period, the City did not have to pay for service issues as well as routine preventative maintenance. Prior to the expiration of the three-year service and maintenance contract, staff sought proposals for this service. On Thursday, September 10, 2009, the City of Crystal Lake publicly opened and read aloud proposals received for the service and maintenance contract and telemetry monitoring program for the downtown commuter station parking terminals. Below is a breakdown of the proposal received:

<u>Company</u>	<u>2009-10</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-14</u>
Total Parking Solutions	\$29,938	\$30,537	\$31,453	\$33,026	\$34,017
Downers Grove, IL					

The Service and Maintenance component provides for total support of the parking terminals at a fixed price. It also includes preventative maintenance in order to provide regular care for the equipment investment, thereby reducing the frequency of breakdowns and improving performance. TPS has agreed to maintain the 2013-14 price of \$34,017 each year for the term of the new five-year agreement.

The Telemetry Monitoring component includes the continuation of a dedicated wireless connection for each terminal that is linked to a central web server. This allows for the monitoring of each parking terminal, including all maintenance alarms, statistical and financial information, on-line credit card processing and remote enforcement.

In 2009, the City received only one proposal for this contract despite attempts to seek additional proposers. Notification of the proposal was posted in the *Northwest Herald* and was also advertised on DemandStar, the electronic bid service utilized by the City. Proposals were also sent to the manufacturer and the parking contractor responsible for Chicago's on-street parking enforcement. As indicated in the attached letter from the manufacturer, Cale Parking USA, Total Parking Solutions has the exclusive right for service for this area. They therefore are a sole source vendor.

In addition to providing this service to Metra and other neighboring communities, Total Parking Solutions has been the service provider for the City of Crystal Lake since the parking terminals were installed.

Recommendation

It is staff's recommendation to approve a five-year extension agreement for Service and Maintenance and Telemetry Monitoring with Total Parking Solutions, Inc. for the downtown commuter station parking terminals and authorize the City Manager to execute the attached agreement with Total Parking Solutions. The revenue generated at the parking terminals will be utilized to cover the contract amounts.

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 five-year agreement for Service and Maintenance and Telemetry Monitoring with Total Parking Solutions, Inc. for the downtown commuter station parking terminals.

DATED this 7th day of October, 2014

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: October 7, 2014
APPROVED: October 7, 2014



Agenda Item No: 22

City Council Agenda Supplement

Meeting Date:

October 7, 2014

Item:

Lease Agreement with Lou Street Lockup

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute a two (2) year lease agreement with Lou Street Lockup for the use of the property at 6210 Lou Street, at a rate of \$2,000 per month.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City's Police Department utilizes off-site storage for vehicles and equipment that have been impounded and are required to be stored. Since 2007, the City has utilized Lou Street Lockup, located at 6210 Lou Street, for this purpose. Since the rent has not increased since 2007, and the facility currently meets the City's needs, it is recommended that the lease with Lou Street Lockup continue until July 17, 2016.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized an directed to execute a two (2) year lease agreement with Lou Street Lockup for the use of the property at 6210 Lou Street, Suite 1 at a rate of \$2,000 per month.

DATED this 7th day of October, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED:

APPROVED:



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

October 7, 2014

Item:

North Elementary School Area Traffic Control Changes

Staff Recommendation:

Motion to adopt an Ordinance prohibiting left-turns into the North Elementary School parking lot east entrance from eastbound Woodstock Street and prohibiting parking on the north side of Woodstock Street beginning at a point 580 feet west of the centerline of Oak Street to a point 1,020 feet west of the centerline of Oak Street from 8:00 AM to 9:00 AM and 3:00 PM to 4:00 PM on school days.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

The Traffic Safety Committee received a request from District 47 to review the traffic impacts and congestion along Woodstock Street during the morning drop-off and afternoon pick-up times for North Elementary School. The current drop-off/pick-up procedure is for vehicles to queue along the north side of Woodstock Street in the on-street parking area and in the school parking lot with children exiting/entering the vehicles at the north end of the parking lot, see attached exhibit.

The Traffic Safety Committee and the School District representative identified two issues which cause the current traffic congestion:

Eastbound Traffic Backing Up Due to Left Turners

The School District has observed westbound vehicles backing up along Woodstock Street as they wait for vehicles turning left into the parking lot. The Traffic Safety Committee and School District representative agreed that restricting left-turns into the North Elementary School east entrance during the morning drop-off (8:00 AM to 9:00 AM) and afternoon pick-up (3:00 PM to 4:00 PM) will mitigate the congestion issue for eastbound Woodstock Street traffic. The roadway network in the area is sufficient for parents to navigate around the school and enter the designated queuing area along the north side of Woodstock Street.

Parked Cars on the North Side of Woodstock Street in Queue Area

Currently, 15-minute parking is allowed on the north side of Woodstock Street in front of the school. The School District has observed cars routinely parking in this area during the drop-off/pick-up times.

This causes disruptions to the traffic flow for the parents that are queued waiting to drop-off/pick-up their children at the proper location. The Traffic Safety Committee and School District representative agreed that prohibiting parking during the morning drop-off (8:00 AM to 9:00 AM) and afternoon pick-up (3:00 PM to 4:00 PM) will significantly improve traffic flow for the drop-off/pick-up queue. Similar to changes completed at other schools, implementing no parking during these specific times will allow parents to wait in their cars to enter the school's parking lot.

The School District plans to implement these changes right after the Columbus Day holiday in October. School officials will notify and educate the parents about the traffic pattern changes. A letter of support for these changes is attached from District 47.

Votes Required to Pass:

Simple Majority

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 it shall be unlawful for a motor vehicle to turn left into the North Elementary School parking lot east entrance from eastbound Woodstock Street between the hours of 8:00 AM to 9:00 AM and 3:00 PM to 4:00 PM on school days.

SECTION II: That it shall be unlawful to park a motor vehicle on the north side of West Woodstock Street beginning at a point 580 feet west of the centerline of Oak Street to a point 1,020 feet west of the centerline of Oak Street between the hours of 8:00 AM to 9:00 AM and 3:00 PM to 4:00 PM on school days.

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 repealed.

DRAFT

DATED at Crystal Lake, Illinois, this seventh of October, 2014.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: October 7, 2014

APPROVED: October 7, 2014

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



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: October 7, 2014

Item: Donations Ordinance

Staff Recommendation: Motion to adopt a Donations Ordinance

Staff Contact: George J. Koczwarra, Director of Finance

Background:

Periodically, the City is approached by individuals and/or corporations who are interested in making donations to the City of Crystal Lake. The purpose of the attached ordinance is to establish a formal process for acceptance and documentation of donations made to the City. This ordinance will provide guidance when individuals, community groups, and businesses wish to make donations to the City.

The following summarizes the proposed ordinance:

- Donations may be offered in the form of cash, real or personal property and may be designated for a specific purpose or for unspecified use.
- Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City.
- The following points list the threshold amounts for donation acceptance.
 - o Offers of donations of cash or items valued at \$10,000 or below may be accepted by the City Manager.
 - o Offers of donations of cash or items valued at more than \$10,000 must be accepted by the City Council.
- Based on the value of the donation offer, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation.
- The City of Crystal Lake reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City.

Recommendation:

It is staff's recommendation to adopt the attached Donations Ordinance. The City's Special Counsel has reviewed the attached Ordinance.

Votes Required to Pass:

Simple majority



DRAFT

AN ORDINANCE AMENDING CHAPTER 102
OF THE CRYSTAL LAKE CITY CODE

WHEREAS, the City of Crystal Lake desires to update Chapter 102 of the Crystal Lake City Code as provided in this Ordinance to provide for fair, efficient, effective, and transparent standards and procedures for acceptance of donations by the City.

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

SECTION I: Recital. The foregoing recital is incorporated into this Ordinance as a finding of the Mayor and City Council.

SECTION II: Amendment of Chapter 102. The title of Chapter 102 of the Crystal Lake City Code is hereby changed to the following: Purchasing and Contributions.

SECTION III: Amendment of Chapter 102. Chapter 102 is hereby amended by inserting the following:

Article 3 - Donations

§ 102-24 Purpose:

The purpose of this ordinance is to establish a formal process for acceptance and documentation of donations made to the City. This ordinance provides guidance when individuals, community groups, and businesses wish to make donations to the City. The City Manager shall have the authority to promulgate rules, regulations and guidelines regarding donations in accordance with this article.

§ 102-25 Types of Donations:

Donations may be designated or undesignated and may be offered in the form of cash, real or personal property. "Designated donation" means those donations that the donor specifies for a particular City department, location, or purpose. "Undesignated donation" means those donations that are given to the City for an unspecified use.

§ 102-26 Consistency with City Interests:

Designated donations may only be accepted when their purpose is lawful and consistent with the City's goals and objectives and in the best interest of the City. The City must always consider the public trust and comply with all applicable laws when accepting donations.

§ 102-27 Acceptance of Undesignated Donations of Cash or Tangible Items:

All undesignated donations to the City, including offers to employees related to the City, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below,

appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance:

- A. Offers of donations of cash or items valued at \$10,000 or below may be accepted by the City Manager.
- B. Offers of donations of cash or items valued at more than \$10,000 may be accepted only when presented with a written agreement consistent with these guidelines and approved by the City Council.

§ 102-28 Acceptance of Designated Donations of Cash or Tangible Items:

Based on the value of the donation offer as outlined in Section 102-27, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include, but are not limited to:

- A. Consideration of an immediate or initial expenditure is required in order to accept the donation;
- B. The potential and extent of the City's obligation to maintain, match, or supplement the donation.

§ 102-29 Acknowledgement of Donations

- A. A Donation Acceptance Form is required to be completed by the City Manager's Office for all donations provided to the City.
- B. Acknowledgement of the donation should be in writing, and a copy of the acknowledgement agreement should be forwarded to donors.
- C. The Donor Acceptance Form including the donor names and donation amounts are public information subject to disclosure pursuant to the Illinois Freedom of Information Act.

§ 102-30 Declined Donations:

The City of Crystal Lake reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined, in the sole discretion of the City, to not be in the best interests of the City.

§ 102-31 Distribution of Donations:

- A. Tangible items will be distributed to appropriate City departments for use or, at the discretion of the Department Director or City Manager, disposed of in an appropriate manner according to this policy.
- B. Designated donations of cash will be deposited into the appropriate revenue account for the designated City department.
- C. Undesignated donations of cash in an amount of \$10,000 or less will generally be deposited into the City's General Fund, but may be deposited into other City Funds at the discretion of the City Manager. Undesignated donations in an amount over \$10,000 will be distributed at the direction of City Council.

§ 102-32 Dissemination of Information:

- A. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the City Council by the City Manager's Office.

B. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.

§ 102-33 Acceptance of Gifts:

A. Officers and employees of the City shall follow the provisions of Chapter 44, Ethics, of the City Code, as they relate to the receipt of gifts.

B. Officers and employees of the City are required to be objective and fair in dealing with the public and persons or firms doing business with the City. Officers and employees of the City shall not solicit or accept gifts or gratuities for the performance of their City responsibilities.

C. No officer or employees of the City shall directly or indirectly solicit, accept, or attempt to accept any money, fee, credit, gift, gratuity, object of value, or compensation of any kind which the officer or employee knows, or has reason to know is being offered:

1. For the purpose of improperly obtaining or rewarding favorable treatment;
2. With interest to influence the official or employee in the discharge of official duties or;
3. In consideration of having exercised official powers or performed official duties.

SECTION IV: Savings Provision. If any section, paragraph, subdivision, clause, sentence, or provision of this Ordinance is determined in a final order by a court of competent jurisdiction to be invalid such final order shall not affect, impair, invalidate, or nullify any other provision of this Ordinance, which other provisions shall remain and continue in full force and effect.

SECTION V: Effectiveness. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION VI: Repeal of Conflicts. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 7th day of October 2014.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: October 7, 2014

APPROVED: October 7, 2014

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