



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
November 4, 2014  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – October 21, 2014 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**  
*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.*
7. **Mayor's Report**
8. **Council Reports**
9. **Consent Agenda**
10. **Green Sprouts, 37 N. Williams Street – New Retailer Job Creation and Investment Program Matching Grant application.**
11. **Zukowski, Rogers, Flood & McArdle, 50 N. Virginia Street – Sign Variation to allow a temporary sign of 42 square feet with a zero-foot setback from the front property line and a future permanent sign with a zero-foot setback from the front property line for an office property.**
12. **Sumish Parikh, 560 N. Route 31 – Temporary Use Permit to allow farming on the vacant property located at 560 N. Route 31.**
13. **7010 Hillside Road – County Zoning request to rezone the property and for a conditional use permit to allow a barn to be converted to residential living space for family to live in.**
14. **Resolution designating items as surplus equipment, and authorizing execution of an agreement with Cobra Optical Robotics Environmental for the sale of used sewer camera equipment and an agreement with Obenauf Auction Service, Inc. for the sale of the remaining surplus equipment using their online auction, and to authorize surplus items not sold or whose proposed auction price is less than a scrap price be scrapped in accordance with the City's scrap metal policy.**
15. **Resolution authorizing a sign to be placed along the City rights-of-way recognizing the Crystal Lake Central High School wrestler, Andrew Marsden, for winning the 195 pounds Class AA State Wrestling Championship.**

16. **Bid award and resolution authorizing execution of a contract with H.R. Stewart, Inc. for Drywell Cleaning, including the bid alternate, and allowing for a 10 percent contingency.**
17. **Council Inquiries and Requests**
18. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
19. **Reconvene to Regular Session.**
20. **Adjourn**

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



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:**

November 4, 2014

**Item:**

New Retailer Job Creation and Investment Program Matching Grant application request #2014-23-05 for Green Sprouts, at 37 N. Williams Street, to request \$10,000 in matching grant funds.

Brooks and Tracy Green, Green Sprouts Inc.

**Recommendations:**

City Council's discretion:

1. Motion to approve the Grant Agreement with Green Sprouts, and to award \$10,000 in grant funding for the new retail business's furniture, fixtures and equipment and employees, subject to the staff condition;
2. Motion to deny the grant application request.

**Staff Contact:**

James Richter II, Planning and Economic Development Manager

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**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 New 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:**

GREEN SPROUTS INC. (37 N. Williams Street)

Green Sprouts would be a new retail business to be located in Downtown Crystal Lake at 37 N. Williams Street. They are a children's clothing, accessory and gift boutique catering to children up to 6 years old. Green Sprouts plans to spend \$24,585 on new furniture, fixtures, and equipment (FFE). In addition, Tracy Green would be the full-time employee and Brooks Green would be the part-time employee. In accordance with the matching grant program guidelines, Green Sprouts 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

*Staff is unsure about this criterion. The petitioner has provided data that estimates possible earnings would be \$108,000 per year. With niche market items there is a concern that the threshold will not be met, placing the applicant in the position of having to pay back the City the grant money.*

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 6 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 is \$80,000 budgeted for reimbursements to awarded recipients. The job creation and investment programs share the same funding source (\$80,000).

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2013-17-09	1776 Restaurant	397 W. Virginia St.		\$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	\$10,000.00
2014-23-05	Green Sprouts	37 N. Williams	\$10,000.00			\$10,000.00	
	<i>Totals</i>		<i>\$50,000.00</i>	<i>\$5,000.00</i>	<i>\$10,000.00</i>	<i>\$65,000.00</i>	<i>\$55,000.00</i>

A suggested condition for the City Council's consideration would be:

1) The grant will be disbursed after the signed agreement, receipts for FFE purchases and Wage Reports have been verified and not until after 15 months of Green Sprouts being open in order to verify one full year of taxable sales.

**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 Brooks and Tracy Green for Green Sprouts Inc., for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$10,000.

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

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED:  
APPROVED:



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** November 4, 2014

**Item:** Sign Variation to allow a temporary sign of 42 square feet with a zero-foot setback from the front property line and a future permanent sign with a zero-foot setback from the front property line for an office property.

Zukowski, Rogers, Flood & McArdle, petitioner  
50 N. Virginia Street

**Staff Recommendation:** City Council Discretion:  
A. Motion to approve an ordinance with the recommended conditions for the variation as requested.  
B. Motion to deny the variation request.

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

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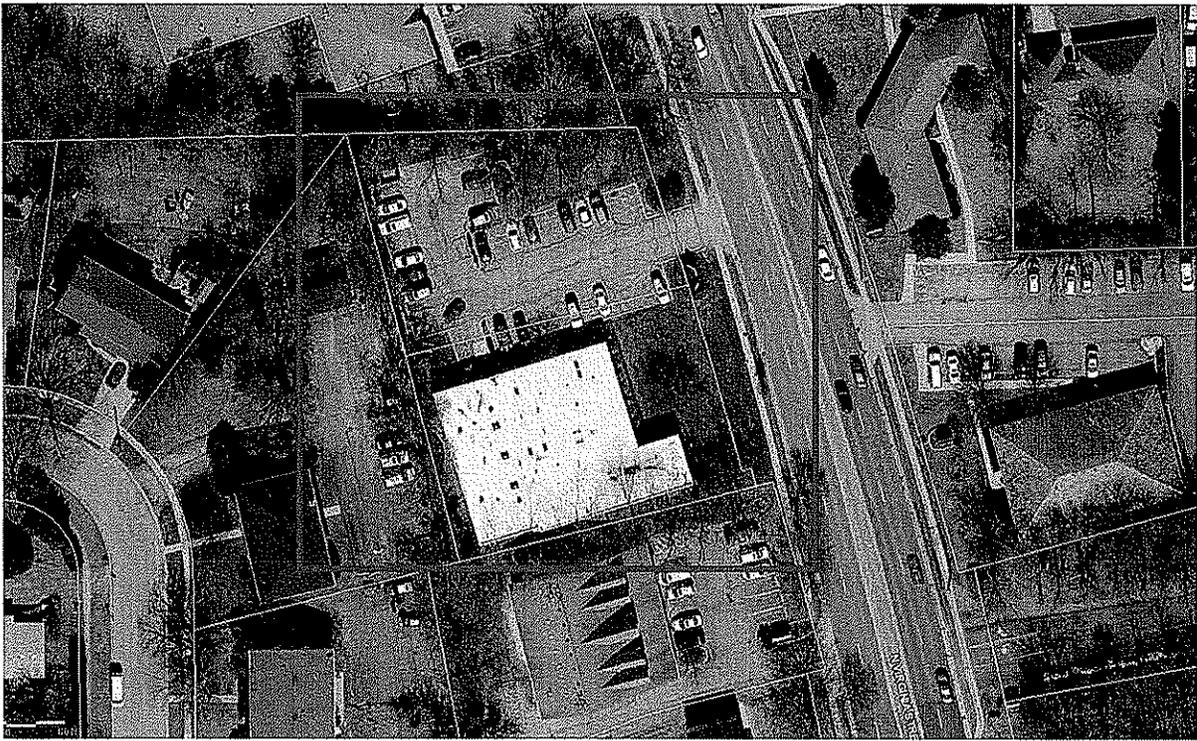
**Background:**

- **Existing Use:** The property is currently developed as a single-tenant office building.
- **Request:** Due to the right-of-way taking by IDOT for the Route 14 widening project, the existing brick sign will need to be moved. Rather than relocate the existing sign, the petitioner is requesting a new sign; which triggers all of the new UDO requirements for office signs. The petitioner is requesting approval of a 42 square-foot temporary sign with a zero-foot setback from the property line for approximately one year. The temporary sign will be replaced with a permanent sign, internally lit, with a zero-foot setback from the property line. The 10-foot setback is required to ensure sight lines are maintained for vehicles exiting the driveway. The petitioner is requesting the variation to preserve some of the existing mature trees, which would be cut down if the sign were to be placed 10 feet back. Due to the straightening of the curve with the road project, it appears that the site lines will not be compromised if the sign were to be placed 0 feet from the property line.

The new permanent sign meets all other UDO sign criteria; the sign will be 31 square feet in area and 6 feet in height. Both signs will be in the same general location, just closer to the building.

The table below illustrates the variations requested. The pictures illustrate the current sign and its location as well as the new property lines.

Item	UDO Standard	Proposed Temporary Signage	Variation	Proposed Permanent Signage	Variation
Setback	10 feet	0 feet	Yes, 10 feet	0 feet	Yes, 10 feet
Total Sign Area	32 square feet	42 square feet	Yes, 10 square feet	31 square feet	No



**Review Criteria:**

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:

1. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
2. 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.
3. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

**Recommended Conditions:**

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
  - A. Application (Home State Bank Trust No. 1347, received 10/27/14)
  - B. Sign Plan (Home State Bank Trust No. 1347, received 10/27/14)
2. The sign variation to locate the sign up to the property line at a 0-foot setback is hereby granted.
3. The petitioner shall work with the Building Division to adequately locate the sign on the property line, as not to negatively affect the ingress/egress sight lines of the property.
4. The temporary sign is granted for the duration of the Route 14 road construction project between Crystal Lake Avenue and Woodstock Street, and shall be removed 30 days after the substantial completion of the construction project.
5. The petitioner shall comply with all of the requirements of the Community Development Department.

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

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

AN ORDINANCE GRANTING A SIGN VARIATION FOR  
ZUKOWSKI, ROGERS, FLOOD & McARDLE, 50 VIRGINIA STREET

WHEREAS, pursuant to the terms of the request (File #2014-04-G) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow a temporary sign of 42 square feet with a zero foot setback from the front property line and a future permanent sign with a zero foot setback from the front property line for an office property for Zukowski, Rogers, Flood & McArdle; 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 temporary sign of 42 square feet with a zero foot setback from the front property line and a future permanent sign with a zero foot setback from the front property line for an office property for Zukowski, Rogers, Flood & McArdle located at 50 Virginia Street (PIN 14-31-451-027 & 028), Crystal Lake, Illinois with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
  - A. Application (Home State Bank Trust No. 1347, received 10/27/14)
  - B. Sign Plan (Home State Bank Trust No. 1347, received 10/27/14)
2. The sign variation to locate the sign up to the property line at a 0-foot setback is hereby granted.
3. The petitioner shall work with the Building Division to adequately locate the sign on the property line, as not to negatively affect the ingress/egress sight lines of the property.
4. The temporary sign is granted for the duration of the Route 14 road construction project between Crystal Lake Avenue and Woodstock Street, and shall be removed 30 days after the substantial completion of the construction project.

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5. The petitioner shall comply with all of the requirements of the Community Development Department.

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: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** November 4, 2014

**Item:** Designation and Sale of Surplus Equipment

**Staff Recommendation:** Motion to adopt a resolution to designate the items identified in Exhibit "A" as surplus equipment, and authorize the City Manager to execute agreements with:

- 1.) Cobra Optical Robotics Environmental for the sale of used sewer camera equipment, and
- 2.) Obenauf Auction Service, Inc. for the sale of the remaining surplus equipment utilizing their online auction,

and further to authorize surplus items not sold or whose proposed auction price is less than a scrap price be scrapped in accordance with the City's scrap metal policy.

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

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**Background:**

A list of equipment proposed as surplus is attached as Exhibit "A". The used sewer camera equipment is not currently functional. Staff had the equipment inspected and appraised by a local third-party industry representative who determined that the \$4,500.00 price quoted by Cobra Optical Robotics Environmental (CORE) exceeds that which can reasonably be expected at auction.

The remaining equipment is to be sold through a public online bidding process. This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Exhibit "A" identifies a list of surplus vehicles and a boat, which have been compiled by the Administration, Public Works, Police, and Fire Rescue Departments. The designation of equipment as surplus and subsequent auction of equipment provides the following benefits to the City:

- 1) Designating equipment as surplus would allow the City the ability to make space available that is currently being occupied by the non-utilized equipment.

- 2) Participation in the auction would minimize the costs and time required to sell the equipment through a bidding process. These costs include advertising, publishing legal notification, and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 3% commission for all items sold.
- 3) Participation in the auction would provide an additional avenue for the sale of the surplus equipment and vehicles to increase the likelihood that the City will maximize its return on the sale of the items.

**Discussion:**

All vehicles and equipment included in "Exhibit A" have been replaced, are being replaced or are no longer needed in operations. Squad 1037 included in "Exhibit A" was involved in an accident. Intergovernmental Risk Management Agency (IRMA) has declared this unit a total loss and will issue the City a check in the amount of \$7,225.00, File No. 165979-02. Squads 1023, 1027, and 1034 are Police Department patrol units. These Crown Victorias are being replaced as part of the patrol fleet's regular rotation cycle.

**Recommendation:**

It is the recommendation of staff to designate the items in Exhibit "A" as surplus and authorize the City Manager to execute agreements with CORE for the sale of used camera equipment, and with Obenauf Auction Services Inc. for the auction sale of the remaining vehicles and with a 3% sales commission for all items sold. City staff will properly dispose of any items found to have no value through the auction process per all relevant regulations.

**Votes Required to Pass:**

Simple majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT

1. The items identified on Exhibit "A" be and are hereby designated as surplus; and
2. The City Manager be and he is hereby authorized and directed to execute an agreement with Cobra Optical Robotics Environmental for the sale of used sewer camera equipment in the amount of \$4,500.00; and
3. The City Manager be and he is hereby authorized and directed to execute an agreement with Obenauf Auction Services, Inc. for auction services pertaining to all remaining items listed on "Exhibit A" for a 3% sales commission.

DATED this 4<sup>th</sup> day of November, 2014.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: November 4, 2014  
APPROVED: November 4, 2014



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:** November 4, 2014

**Item:** Championship Signs

**Staff recommendation:** Motion to adopt a resolution authorizing a sign to be placed along the City rights-of-way recognizing the Crystal Lake Central High School wrestler, Andrew Marsden, for winning the 195 pound Class AA State Wrestling Championship.

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

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**Background:**

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from the community who have won State championships. Because IDOT allows no more than two (2) championship signs on IDOT rights-of-way at a time, the Council approved the implementation of a program that places championship signs at the entrances to the City or around the high school(s) or private facility honoring those championship efforts when authorized by the City Council. The championship signs are to be installed for a one-year period, after which the signs will be taken down, with one sign given to the high school or club as a memento honoring the individual or team champions.

During the 2013/2014 season, Crystal Lake Central High School junior, Andrew Marsden, placed first in the state in the 195 pound Class AA State wrestling competition.

**Recommendation:**

Staff recommends that up to two signs be placed in relative proximity to Crystal Lake Central High School to recognize Andrew Marsden for his achievement.

**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 install championship signs, along the City rights-of-way, recognizing Crystal Lake Central wrestler Andrew Marsden for winning the 195 pound Class AA State Championship, for a one-year period.

DATED this 4th day of November, 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:** November 4, 2014

**Item:** Drywell Cleaning 2014 Bid Award

**Staff Recommendation:** Motion to award the Drywell Cleaning 2014 bid, including the bid alternate, to the lowest responsive and responsible bidder, H. R. Stewart, Inc., in the bid amount of \$31,610.00, and adopt a resolution authorizing the City Manager to execute the contract with H.R. Stewart, Inc., allowing for a 10 percent contingency.

**Staff Contact:** Abigail Wilgreen, City Engineer

**Background:**

On October 24, 2014, the bids received for Drywell Cleaning were opened and publicly read. The City received three bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
H. R. Stewart, Inc. <sup>1</sup> Cary, IL	\$31,610.00 <sup>3</sup>
American Vector Services, LLC Crystal Lake, IL	\$31,625.00 <sup>3</sup>
National Power Rodding Corp. Chicago, IL	\$62,150.00 <sup>3</sup>

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

<sup>2</sup> Amounts include alternate for disposal of spoil material

<sup>3</sup> Corrected Bid Amount Based on Submitted Unit Prices with Adjusted Quantities

On October 7, 2014, the City Council awarded the Hollow Stem Auger (Darcy Column Installation) bid to Earth Solutions, Inc., which allows the installation of Darcy columns through the bottom of existing drywells utilizing a hollow stem auger drilling machine. That bid did not include any cleaning service because no contractor does both auguring and cleaning. 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.

As part of that Darcy column bid, no interest was expressed for the work initially and in order to attract bidders, the scope of work was changed to remove the requirement for the drilling contractor to clean the drywells of spoils. The scope of work for this contract is to clean the drywells of the spoils produced during the drilling work for the Darcy columns.

Specifications were mailed to various contractors and standard bid advertisement procedures were followed. The City has worked with H.R. Stewart on many projects in the past and the City has been very satisfied with their work. The bid alternate includes the disposal of the spoil material at an offsite facility. Due to advantageous prices, the bid alternate is included in the final contract amount and quantities have been increased from the original bid to clean more drywells.

**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 H. R. Stewart, Inc. for drywell cleaning, including the bid alternate, in the amount of \$31,610.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this fourth day of November, 2014.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

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

PASSED: November 4, 2014

APPROVED: November 4, 2014