



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
March 3, 2015  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 17, 2015 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. **City Council Reports**
9. **Consent Agenda**
  - a. **Crystal Lake Anglers Shoreline Fishing Derbies - May 16 and September 12, 2015 – Request to approve the fishing derbies, erect a small canopy to promote the derbies and sell advance tickets on prior weekends at the Three Oaks Recreation Area, and a waiver of parking fees for non-resident participants who purchased tickets in advance.**
  - b. **Crystal Lake Park District – Request for issuance of ten Class 16 Temporary Liquor Licenses for 2015 Summer/Fall events.**
  - c. **Knights of Columbus – St. Elizabeth Ann Seton Council 10678 – Request for issuance of a Class 16 Temporary Liquor License for a dinner event on Saturday, March 14, 2015 at St. Elizabeth Ann Seton Church.**
  - d. **St. Thomas Church, 272 King Street – Request for the closure of Lake Street between the Church entrance and just south of the St. Thomas School parking lot on Sunday, June 7, 2015, for an outdoor mass.**
  - e. **Woods Creek Feet Meet – Request for the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane for the start of the 17<sup>th</sup> Annual Woods Creek Feet Meet on Sunday, April 26, 2015.**
  - f. **Glacier Ridge Paws for the Pantry – Request for the closure of Village Road between Moorland Drive and Driftwood Lane, and for the Paws for the Pantry Run on Sunday, April 26, 2015.**

- g. Run and Roll for the Dole – Request for approval of the event to be held on Sunday, October 4, 2015, including Police Department assistance along the race course, waiver of the speed limit and traffic laws for bicyclists and the closure of Country Club Road between Lake Avenue and Golf Road for the duration of the race.**
- h. Night Owl Bike Ride – Overnight between Saturday, August 1 and Sunday, August 2, 2015 - Request for approval of the use of the City Hall front parking lot for the staging and start/end of the race, and approval of a special use of the Three Oaks Recreation Area as part of the bike ride route for the race.**
- 10. Doherty Properties, 4420, 4501, 5201 and 5425 Route 176 – Annexation Public Hearing Continuation at the petitioner’s request.**
  - 11. Virginia Road Mini-Storage - Final Planned Unit Development for Phase 1 of the Virginia Road Mini-Storage facility at 201 South Virginia Road.**
  - 12. MJK Building, 5005 Northwest Highway – Sign Variation request for a freestanding sign height and size increase.**
  - 13. 5309 Terra Cotta Road (unincorporated) – County Zoning request for a Conditional Use for an offsite services business which includes indoor and outdoor storage of commercial equipment and vehicles on the property.**
  - 14. Taxicab License – Request for the issuance of a Taxicab License to American Taxi Dispatch, Inc.**
  - 15. Proposal Award for Engineering Services for the Poplar Street Water Tower Rehabilitation Project and adoption of a resolution authorizing execution of a service agreement for engineering services.**
  - 16. Bid Award for Turbo Blower Installation at Wastewater Treatment Plant No. 2 and adoption of a resolution authorizing execution of an agreement for Turbo Blower installation.**
  - 17. Resolution authorizing designation and auction of surplus equipment.**
  - 18. Council Inquiries and Requests**
  - 19. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
  - 20. Reconvene to Regular Session.**
  - 21. Adjourn.**

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



**Agenda Item No: 9a**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 3, 2015

**Item:**

Crystal Lake Anglers Shoreline Fishing Derby at Three Oaks Recreation Area

**Staff Recommendation:**

1. Motion to approve the Crystal Lake Anglers request to conduct fishing derbies at Three Oaks Recreation Area on Saturday, May 16, 2015 and Saturday, September 12, 2015.
2. Motion to approve a request to set up a small canopy to promote the shoreline fishing derby and sell tickets in advance on weekend dates prior to the derbies at the Three Oaks Recreation Area.
3. Motion to approve a request to waive parking fees for non-resident participants on the day of each fishing derby who purchased fishing derby tickets in advance.

**Staff Contact:**

Brad Mitchell, Assistant to the City Manager

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**Background:**

The Crystal Lake Anglers are requesting to conduct shoreline fishing derbies at Three Oaks Recreation Area on Saturday, May 16, 2015 (with a rain date of Saturday, June 6, 2015) and on Saturday, September 12, 2015 (with rain date of Sunday, September 20, 2015). The purpose of the derby is to raise funds for the Crystal Lake Anglers to support their outreach programs, raise awareness of catch-&-release fishing in the community and to promote the Three Oaks Recreation Area. A similar request was approved by the City Council in 2014. Below are details regarding the shoreline fishing derby:

- Each derby will take place from 7:00 a.m. to 1:00 p.m., with awards and prize distributions taking place at 1:30 p.m.
- It is anticipated that there may be up to 100 participants at each derby, however the Crystal Lake Anglers are prepared to serve up to 300 maximum.

- The Main Picnic Pavilion will be the derby headquarters, and the Peninsula (West) Trail will be used for the competition, with the East Trail reserved should it be needed.
- Ticket price will be \$10.00 per participant with 50% of the proceeds going towards the prize money to be split equally for the largest fish in each of the following four categories: Bass, Walleye, Musky/Northern, and Bluegill/Crappie/Yellow Perch.
- The Crystal Lake Anglers will also hold a \$5.00 raffle with the prizes being cash donated by area merchants. The Crystal Lake Anglers will complete the City of Crystal Lake Raffle Permit Application through the City Manager's Office.
- The derbies will be marketed through 100 12" x 18" posters, and small fliers to be distributed at the Parking Gate and Marina at the Three Oaks Recreation Area prior to the event.

In addition, the Crystal Lake Anglers are requesting permission to set up a small canopy on the picnic grounds lawn between the Picnic Pavilion and the Marina to promote each fishing derby and sell tickets in advance. This may occur on the weekend dates of May 1-3 and May 8-10 for the May 16, 2015 fishing derby, and weekend dates of August 28-30 and September 4-6 for the September 12, 2015 fishing derby. Also, with the swim beach being closed and the number of non-fishing visitors being reduced, the Crystal Lake Anglers are requesting a waiver of the parking fee for those non-residents who have purchased tickets in advance for each fishing derby. These participants would be required to show their ticket at the Parking Gate upon entry in order to receive free parking.

In summary, the Crystal Lake Anglers are requesting the following:

1. Conduct shoreline fishing derbies on Saturday, May 16, 2015 (with a rain date of Saturday, June 6, 2015) and on Saturday, September 12, 2015 (with a rain date of Sunday, September 20, 2015).
2. Permission to set up a small canopy to promote the shoreline fishing derby and sell tickets in advance on the following weekend dates: May 1-3, May 8-10, August 28-30 and September 4-6.
3. Waiver of parking fee for non-resident participants who purchase tickets in advance of each fishing derby.

Attached is the request letter from the Crystal Lake Anglers. Representatives from the Crystal Lake Anglers will be in attendance at the March 3, 2015 City Council Meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 9b**

## **City Council Agenda Supplement**

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**Meeting Date:** March 3, 2015

**Item:** Class 16 Temporary Liquor License Requests –  
Crystal Lake Park District 2015 Summer/Fall Events

**Staff Recommendation:** Motion to approve issuance of ten (10) Class 16 Temporary Liquor Licenses to the Crystal Lake Park District for the Park District's 2015 Summer/Fall events.

**Staff Contact:** Eric Helm, Deputy City Manager

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**Background:**

The City has received a request from the Crystal Lake Park District for issuance of Temporary Liquor Licenses for the Park District's 2015 summer/fall events. The Park District is requesting ten Class 16 Temporary Liquor Licenses for the scheduled events.

The 2015 summer/fall events include softball tournaments at Lippold Park on May 14-16, June 10-12, June 26-28, July 8-10, July 17-19, August 7-9, August 13-15, September 18-20, October 7-9 and "Blast on the Beach" at Main Beach on August 7-9.

Section 329-5-P of the City Code - Class "16" Temporary Liquor License - authorizes the retail sale of beer and wine for consumption upon the premises specified in the license where sold for a period not to exceed three (3) days for special events sponsored by a not-for-profit organization.

The Park District has submitted the requisite application forms, certificates of insurance and fees for the ten Class 16 Temporary Liquor Licenses.

**Votes Required to Pass:**

Simple majority



**Agenda Item No: 9c**

## **City Council Agenda Supplement**

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**Meeting Date:** March 3, 2015

**Item:** Temporary Liquor License – Knights of Columbus  
St. Elizabeth Ann Seton Council 10678

**Staff Recommendation:** Motion to approve issuance of a Class 16 Temporary Liquor License to the Knights of Columbus Council 10678

**Staff Contact:** Eric Helm, Deputy City Manager

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### **Background:**

The City has received a request from the Knights of Columbus Council 10678 for the issuance of a Class “16” Temporary Liquor Licenses in order to sell beer and wine at an “Irishfest” Dinner on Saturday, March 14, 2015 at the St. Elizabeth Ann Seton Church Community Center, 1023 McHenry Avenue.

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.

The Knights of Columbus Council 10678 has submitted the requisite application form, certificate of insurance, permission letter from St. Elizabeth Ann Seton Church and fees for the Class 16 Temporary Liquor License.

### **Votes Required to Pass:**

Simple majority



**Agenda Item No: 9d**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 3, 2015

**Item:**

St. Thomas the Apostle Church, 272 King Street, Street Closure Request

**Staff Recommendation:**

Motion to approve the closure of Lake Street between an area just north of the First Congregational Church entrance and an area just south of the St. Thomas School parking lot on Sunday, June 7, 2015, from 10:45 a.m. to 1:00 p.m. for an outdoor mass and procession submit to the conditions contained in this agenda supplement.

**Staff Contact:**

James Richter II, Planning and Economic Development Manager

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**Background:**

The City has received a request from St. Thomas the Apostle Church, at 272 King Street, for the closure of Lake Street between an area just north of the First Congregational Church entrance and an area just south of the St. Thomas School parking lot on Sunday, June 7, 2015. Set-up and dismantling for the event will occur between 8:00 a.m. to 3:00 p.m. However, the closure of Lake Street will be from 10:45 a.m. to 1:00 p.m. for an Outdoor Mass and procession. Closing Lake Street would make it safer for the participants to move between the St. Thomas school area to the parking lot and grassy area across the street from the school, as well as for those assisting with set-up and clean-up for the event. St. Thomas has received permission from First Congregational Church to block the south entrance off of Lake Street to First Congregational Church. Similar requests to close Lake Street have been approved in the past.

In addition, the Police Department has approved a parade application submitted by St. Thomas to conduct a procession following the outdoor mass (please see attached). The procession will be a joint celebration with their Anglo and Hispanic parishioners in honor of the Solemnity of Corpus Christi. Parishioners will walk from St. Thomas Church on Lake Street to St. Thomas Church on Oak Street. The route will start at the Lake Street Church, head east on Lake Street, turn right on Dole Avenue, cross over Virginia Street (Route 14), turn left on Oak Street and end at the Church on Oak Street. It is estimated that 300 parishioners will participate in the procession, which will take place between 12:00 noon and 1:00 p.m. St. Thomas will provide notification to all property owners along the route.

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

- 1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. The petitioner must complete and submit a Barricade Borrowing Application.
- 2) The petitioner must send a notice to all affected property owners along Lake Street.
- 3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 4) Emergency access to the School must be maintained throughout the event. The petitioner must provide a plan of the event layout.
- 5) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) The petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department at (815)-356-3640 for further review.
- 9) Any additional permits or requests for signage shall be made through the Community Development Department.
- 10) In the case of inclement weather, an alternate date can be approved by the City Manager.
- 11) This event will require two (2) officers to direct traffic and participants throughout City streets. Please contact the Police Department by May 1, 2015 to determine/arrange for police officers for traffic control, lead vehicle, etc. The applicant shall be responsible for paying for the Crystal Lake Police Services.

This event will require two officers to be located at various intersections throughout the route. The cost for 2 officers for a 2-hour detail would be a maximum of \$256.32. During last year's event, the Police Department was able to cover the event using on-duty officers for the short duration of the event. However, the Police Department may not be able to accommodate that request this year and therefore, the petitioner will plan to pay for off-duty officers to cover the event.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Lake Street and a map indicating the portion of the roadway to be closed have been attached for City Council consideration.

**Votes Required to Pass:**

Simple majority vote of the City Council.





**Agenda Item No: 9e**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 3, 2015

**Item:** Woods Creek Feet Meet

**Staff Recommendation:** Motion authorizing the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane for the start of the 17<sup>th</sup> Annual Woods Creek Feet Meet on Sunday, April 26, 2015 subject to the conditions contained in this agenda supplement.

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

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**Background:**

The Woods Creek Feet Meet Committee is requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane for the start of the 17<sup>th</sup> Annual Woods Creek Feet Meet 1M/5K Event to be held on Sunday, April 26, 2015. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council approved similar requests in years past.

City staff has reviewed the petitioners' request and does not have concerns regarding the street closure of Alexandra Boulevard, providing the following conditions are met:

- 1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 2) The Woods Creek Feet Meet Committee shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
- 4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
- 5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard.

- 6) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 8) All debris created by the event shall be cleaned up during and after the event.
- 9) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 10) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department at (815) 356-3640 for further review.
- 11) Any additional permits or requests for signage shall be made through the Community Development Department.
- 12) In the case of inclement weather, an alternate date can be approved by the City Manager.
- 13) This event will require one (1) sergeant and six (6) officers to direct traffic and race participants throughout City streets. Per previous approvals, the applicant was not required to pay for Police Services, which are hereby waived this year. Please contact the Police Department by March 15, 2015 to determine/arrange for police officers for traffic control, lead vehicle, etc.

In past years, the City Council has approved the closure of this portion of Alexandra Boulevard for the start of the event and has not required the school to pay for the police officers assisting with the race. The cost to the City for one (1) sergeant and six (6) officers for a 2.5 hour detail would be a maximum of \$1,145.07.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Alexandra Boulevard, information regarding the courses and safety precautions, maps of both courses, and a map indicating the portion of the street to be closed, have been attached for City Council consideration.

**Votes Required to Pass:**

Simple majority vote of the City Council.



**Agenda Item No: 9f**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 3, 2015

**Item:**

Glacier Ridge Elementary School "Paws for the Pantry" Run

**Staff Recommendation:**

Motion authorizing the closure of Village Road between Moorland Drive and Driftwood Lane, and Kingsgate Lane at Village Road, for the "Paws for the Pantry" Run on Sunday, April 26, 2015, subject to the conditions contained in this agenda supplement.

**Staff Contact:**

James Richter II, Planning and Economic Development Manager

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**Background:**

The PTA of Glacier Ridge Elementary School is requesting to hold the "Paws for the Pantry" Run on Sunday, April 26, 2015. The event includes a 1-mile walk/run, which is scheduled to begin at 8:00 a.m. and a 5K run, which is scheduled to begin at 8:30 a.m. As part of the request, the PTA is asking that a portion of Village Road between Moorland Drive and Driftwood Lane (in front of Glacier Ridge School), as well as Kingsgate Lane at Village Road be closed during the event. The City Council approved a similar request in 2013. The proceeds from the race will benefit the PTA of Glacier Ridge Elementary School and there will be food donations accepted for the Crystal Lake Food Pantry.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road, providing the following conditions are met:

- 1) The volunteers for both races shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 2) The Committee Race coordinators shall coordinate with the Crystal Lake Police Department regarding assistance during the event.

- 3) "Race In Progress" signs must be posted a minimum of two days prior to the event at the following intersections: Village/Moorland, Village/Driftwood, Village/Golf Course, Golf Course/Alexandra, Driftwood/Alexandra, Alexandra/Dogwood, and Driftwood/Dogwood.
- 4) Participants should use the sidewalk at the intersection of Golf Course Road and Village Road.
- 5) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
- 6) A "Local Traffic Only" sign must temporarily be placed at the intersections of Moorland Drive and Village Road, Kingsgate and Village Road, and Driftwood Lane and Village Road. Also, signs will be placed along the race course ahead of the event to notify motorists of the upcoming race.
- 7) The petitioner must send a notice to all affected property owners along Village Road.
- 8) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 9) Local traffic access to Village Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 10) All debris created by the event shall be cleaned up during and after the event.
- 11) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. All participants of the race must complete a Participant Waiver of Liability and Hold Harmless Agreement.
- 12) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 13) Any additional permits or requests for signage shall be made through the Community Development Department.
- 14) In the case of inclement weather, an alternate date can be approved by the City Manager.
- 15) This event will require one (1) sergeant and five (5) officers to direct traffic and race participants throughout City streets. Per previous approvals, the applicant was not required to pay for Police Services, which are hereby waived this year. Please contact the Police Department by March 15, 2015 to determine/arrange for police officers for traffic control, lead vehicle, etc.

In past years, the City Council has approved the closure of this portion of Village Road for the start of the event and has not required the school to pay for the police officers assisting with the race. The cost for 1 sergeant and 5 officers for a 2.5 hour detail would be a maximum of \$984.87.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road, information regarding the courses and safety precautions, maps of both courses, and a map indicating the portion of the street to be closed, have been attached for City Council consideration.

**Votes Required to Pass:**

Simple majority vote of the City Council.



**Agenda Item No: 9g**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	March 3, 2015
<b><u>Item:</u></b>	Run and Roll for the Dole
<b><u>Staff Recommendation:</u></b>	Motion authorizing approval of the Run and Roll for the Dole event, to be held on Sunday, October 4, 2015, subject to the conditions contained in this agenda supplement.
<b><u>Staff Contact:</u></b>	James Richter II, Planning and Economic Development Manager

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**Background:**

The Lakeside Legacy Foundation is requesting approval to conduct the Run and Roll for the Dole to be held on Sunday, October 4, 2015. The race will begin at 8:00 a.m. and finish at approximately 10:30 a.m. The race will consist of a 2-mile run, 20K (12.6 mile) bike course, and another 2-mile run. The 2-mile running course will take place on Crystal Lake roads (Exhibit A). The 20K bike ride will take place throughout the City of Crystal Lake, the Village of Lakewood and the Village of Lake in the Hills (Exhibit B). The City Council approved similar requests in 2013 and 2014.

The Lakeside Legacy Foundation is requesting:

- Assistance from the Crystal Lake Police Department along the race course that is within the City's jurisdiction. As was approved in last year's event the Lakeside Legacy Foundation is requesting that the City of Crystal Lake provide police services at no charge for the event this year. The recommended number of Police officers and volunteers for the event is detailed in the attached Exhibit C. Volunteers will be stationed along the race course to assist with safety and race direction only.
- A waiver of the speed limit and traffic laws for bicyclists, per State Law Chapter 625 Illinois Compiled Statutes 5/11-1514.
- The closure of Country Club Road between Lake Avenue and Golf Road for the duration of the race. This portion of Country Club Road is the beginning and end point of the race.

City staff has reviewed the petitioner's request and offers the following conditions:

- 1) Approval for the Run and Roll for the Dole is contingent upon approval from other participating jurisdictions. The Village of Lakewood and Village of Lake in the Hills shall be responsible for coordinating public safety services within and adjacent to their corporate boundaries. The Lakeside Legacy Foundation shall submit to the City a letter from the Village of Lakewood and Village of Lake in the Hills stating their approval for the event.
- 2) The City will have flexibility in designing the race course based on any concerns from the Police and Fire Rescue Departments.
- 3) The Lakeside Legacy Foundation must provide the City with a site plan for set-up at the Dole Mansion and parking plan for the event for review by City Departments.
- 4) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on the north half of Broadway.
- 5) The volunteers for both races will carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 6) The Lakeside Legacy Foundation Duathlon Committee shall coordinate with the Crystal Lake Police, Fire Rescue and Public Works Departments regarding assistance during the event.
- 7) "Race In Progress" signs must be posted a minimum of three (3) days prior to the event.
- 8) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
- 9) The petitioner must send a notice to all affected property owners along Country Club Road.
- 10) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 11) Local traffic access to Country Club Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 12) All debris created by the event shall be cleaned up during and after the event.
- 13) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 14) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
- 15) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 16) Any additional permits or requests for signage shall be made through the Community Development Department.
- 17) Compliance with State Law regarding Bicycle Racing;  
625 ILCS 5/11-1514 – (a) *Bicycle racing on a highway shall not be unlawful when a racing event has been approved by the State or local authorities on any highway*

*under their respective jurisdictions. Approval of bicycle racing events shall be granted only under conditions which assure reasonable safety for all race participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience highway users.*

*(b) By Agreement with the approving authority, participants in an approved bicycle highway racing event may be exempt from compliance with any traffic laws otherwise applicable thereto, provided that traffic control is adequate to assure the safety of all highway users.*

- 18) In the case of inclement weather, an alternate date can be approved by the City Manager.
- 19) This event will require one (1) sergeant and eleven (11) officers to direct traffic and race participants throughout City streets. Per previous approvals, the applicant was not required to pay for Police Services, which are hereby waived this year. Please contact the Police Department by September 1, 2015 to determine/arrange for police officers for traffic control, lead vehicle, etc.

In past years, the City Council has not required the Lakeside Legacy Foundation to pay for the Police Officers assisting with the race. The cost to the City for 1 sergeant and 11 officers for a 3 hour detail would be a maximum of \$2,335.29.

The applicant has been made aware of these recommended conditions and advised to attend the March 3, 2015 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote of the City Council





**Agenda Item No: 9h**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 3, 2015

**Item:** The Crystal Lake Night Owl Bike Ride

**Staff Recommendation:**

1. Motion to approve the use of the City Hall front parking lot for the staging and start/end of the Crystal Lake Night Owl Bike Ride to be held overnight between Saturday, August 1, 2015 and Sunday, August 2, 2015 subject to the conditions contained in this agenda supplement.
2. Motion to approve a special use of the Three Oaks Recreation Area as part of the bike ride route for the Crystal Lake Night Owl Bike Ride to be held overnight between Saturday, August 1, 2015 and Sunday, August 2, 2015 subject to the conditions contained in this agenda supplement.

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

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**Background:**

In an effort to promote bicycling as a viable transportation alternative in a unique and fun environment, the Land Conservancy of McHenry County will be hosting their annual Crystal Lake Night Owl Bike Ride, an overnight bike ride through the City of Crystal Lake between Saturday, August 1, 2015 and Sunday, August 2, 2015. In 2014, approximately 450 riders participated in this overnight bike ride event, including a large number of families. The ride start time will be the same as 2014. The ride is scheduled to begin at 11:00 p.m. and finish around 1:30 a.m. There is no rain date scheduled in case of inclement weather. Also, based on feedback received from last year's event, there will be an adult route, which is approximately 23 miles, and a family route, which is approximately 13.5 miles. The City Council approved similar requests in 2012, 2013, and 2014.

The proposed adult bike ride route (approximately 23 miles) is as follows:

- Start at City Hall and proceed east on Woodstock Street to Main Street;
- North on Main Street to East Prairie Street;

- East Prairie Street to Erick Street to Crystal Lake Avenue to Pingree Road;
- Pingree Road to Pingree Road Metra Station through Pingree Road Metra Station tunnel to Congress Parkway;
- Congress Parkway to Commonwealth Drive to McHenry County Conservation District (MCCD) bike path;
- MCCD bike path to Three Oaks Recreation Area via Main Street entrance;
- Loop in Three Oaks Recreation Area back out the Main Street entrance to the MCCD bike path;
- MCCD bike path to Berkshire Drive to Darlington Lane to Dartmoor Drive to Golf Course Road;
- Golf Course Road to Alexandra Boulevard to Swanson Road to Village Road to Carlemont Drive to Alexandra Boulevard to Golf Course Road;
- Golf Course Road to Barlina Road to Huntley Road to Lake Avenue to Dole Avenue to Oak Street;
- Oak Street to MCCD bike path to Walkup Avenue to Pleasant Hill Road to Dvorak Drive to Walkup Avenue;
- Walkup Avenue to Woodstock Street and end at City Hall.

The proposed family bike ride route (approximately 13.5 miles) is as follows:

- Start at City Hall and proceed east on Woodstock Street to Main Street;
- North on Main Street to East Prairie Street;
- East Prairie Street to Erick Street to Crystal Lake Avenue to Pingree Road;
- Pingree Road to Pingree Road Metra Station through Pingree Road Metra Station tunnel to Congress Parkway;
- Congress Parkway to Commonwealth Drive to McHenry County Conservation District (MCCD) bike path;
- MCCD bike path to Three Oaks Recreation Area via Main Street entrance;
- Loop in Three Oaks Recreation Area back out the Main Street entrance to the MCCD bike path;
- MCCD bike path to Berkshire Drive to Darlington Lane to Dartmoor Drive to Golf Course Road;
- Golf Course Road to Alexandra Boulevard to Swanson Road to Village Road to Carlemont Drive to Alexandra Boulevard to Golf Course Road;
- Golf Course Road to Barlina Road to St. Andrews Lane to Nash Road to Lake Avenue;
- Lake Avenue to Dole Avenue to Woodstock Street and end at City Hall.

The ride is open to all ages, and riders under the age of 17 must have a parent signature and be accompanied by a parent. Each participant will be required to sign a hold harmless agreement to include the City. There will be a rest stop at the half way point of the route at Lucky Brake. There will be adult volunteers at signaled intersections. Each rider will be required to wear a helmet, light, and the high visibility/reflective strap that they will receive as part of the registration fee. In addition, a sweep vehicle will follow the end of the ride for additional support, if necessary.

The applicant is requesting use of the City Hall front parking lot for staging and start/end of the event. Entrances to the parking lot would remain open during the event. Also, participants will

utilize the former public safety building parking lot at 121 W. Woodstock Street and the west end of the Alexander Commuter parking lot for parking during the event. Similar to last year, City Hall will be open for access to restroom facilities.

In addition, the Land Conservancy of McHenry County are requesting a special use of the Three Oaks Recreation Area as part of the bike ride route for the event. The proposed route includes riding a loop through the Three Oaks Recreation Area, entering and exiting from the Main Street entrance.

City staff met with representatives from the McHenry County Bicycle Advocates in order to review the proposed bike ride. The City's Police Department has reviewed and approved the request.

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

- 1) The City will have flexibility in altering the race course based on any concerns that may arise.
- 2) Participants shall obey all traffic laws.
- 3) Volunteers shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 4) The McHenry County Bicycle Advocates and the Land Conservancy of McHenry County shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 5) This event will require three (3) officers to direct traffic and race participants throughout City streets. Please contact the Police Department by July 1, 2015 to determine/arrange for police officers for traffic control, lead vehicle, etc. The applicant shall be responsible for paying for Crystal Lake Police Services.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 8) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
- 9) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 10) Any additional permits or requests for signage shall be made through the Community Development Department.
- 11) In the case of inclement weather, an alternate date can be approved by the City Manager.

This event will require three (3) officers to be located at various intersections throughout the route. Also for the safety of the participants a lead vehicle and trail car will also be required. The cost of 3 officers for a 3 hour detail would be a maximum of \$576.72. The applicant paid for Police Services during previous years' events.

The applicant has been made aware of these recommended conditions and advised to attend the March 3, 2015 City Council meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 3, 2015

**Item:** ANNEXATION PUBLIC HEARING

Doherty Properties Annexation Public Hearing Continuation  
4420, 4501, 5201 and 5425 Route 176

Patrick Doherty, petitioner

**Recommendation:** Motion to continue the Annexation Public Hearing per the petitioner's request.

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

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**Background:** The petitioner will be present at the meeting to request one more continuation of this item.

The petitioner has petitioned for annexation of four parcels that total approximately 2.5 acres, located north and south of Route 176, east of Route 31. The parcels are improved and unimproved, with Discount Flooring Warehouse, commercial buildings and a vacant parcel. In December of 2013, the PZC provided a unanimous positive recommendation of the petitioner's request.

City staff and the petitioner have been working to address outstanding questions on different development scenarios.

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



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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- Meeting Date:** March 3, 2015
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
#2015-12 Virginia Road Mini Storage
- Request:** Final PUD approval for mini-warehousing/self storage
- Petitioner:** Steven Schwartz, petitioner  
201 S. Virginia Road
- PZC Recommendation:** To approve the PZC recommendations and adopt an ordinance granting the Final PUD for Phase 1 of the Virginia Road Mini Storage at 201 S. Virginia Road.
- Staff Contact:** James Richter II, Planning and Economic Development Manager
- 

**Background:**

- Existing Use: The property is currently vacant. The site was previously occupied by the Alexander Lumber Company.

**Key Factors:**

- Requests: The petitioner is requesting approval of a Final Planned Unit Development for Phase 1 to allow the construction of the mini-warehousing/self-storage facility in the M zoning district.
- Preliminary PUD: The City Council approved the Preliminary PUD request at their January 20, 2015 meeting with two variations:
  - A five foot encroachment into the corner side yard along Dartmoor Drive for the 3,300 square foot mini storage building. The building would be 25 feet back from the right-of-way rather than the 30 feet required.
  - Variation from criteria c and d from the Self-Storage SUP criteria from the requirement for a solid fence and landscape around the drive-up buildings.
- The Council added a condition that the petitioner make changes to the building architecture for the Final PUD.

**PZC Highlights:**

- Staff had provided several recommendations that would enhance the overall appeal of the main buildings including, a gable roof and the continuous design of the stamped brick on the south elevation.
- The PZC reviewed the preliminary PUD conditions of approval. They made some changes to the architecture to meet the Council’s request to come back at Final with revised plans.
- The PZC felt that the Final PUD was in substantial compliance with the approved Preliminary PUD.

The PZC recommended **approval (7-0)** of the petitioner’s request for a Final PUD to allow mini-warehousing/self storage facility for Virginia Mini Storage with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Pearl Street Commercial LLC, received 02/12/15)
  - B. Elevations (Sullivan Goulette & Wilson, dated 02/10/15, received 02/12/15)
  - C. Site Plan (ARC Design, dated 02/10/15, received 02/12/15)
  - D. Landscape Plan (ARC Design, dated 02/10/15, received 02/12/15)
2. The conditions from Ordinance No. 7091 remain applicable unless modified by this request.
3. Work with staff to provide a final landscape plan as part of the building permit submittal.
4. The petitioner shall work with staff to minimize the landscape removal along Rakow to provide visibility to the freestanding sign.
5. Architecture – Building 1
  - A. ~~Provide a gable roof over the corner entrance area on both the east and south elevations.~~ **Provide an awning structure that is visible with its pitch over the display windows on both sides of the east and south elevations.** (Amended by PZC)
  - B. ~~Continue the design of the stamped brick panels and columns to the south elevation to provide continuity and improve the look of the building from the south.~~ **Extend the foundation planting area on the south elevation to approach the walk-in door, and change the color of the south elevation siding below the green banding between the storefront and overhead door to a complimentary red/brown color to match the brick and break up the mass of the south elevation.** (Amended by PZC)
  - C. Provide alternative color palettes for review and approval by the Planning and Zoning Commission, City Council and staff.
6. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City’s Stormwater Consultant.

**Votes Required to Pass:**

A simple majority vote.



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

**Meeting Date:** March 3, 2015

**Item:** MJK Building - Sign Variations at 5005 Northwest Highway to allow the freestanding sign height to be increased to 13 feet and 2 inches, a variation of 4 feet and 2 inches and the sign size to be 89.69 square feet, a variation of 9.69 square feet.

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

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

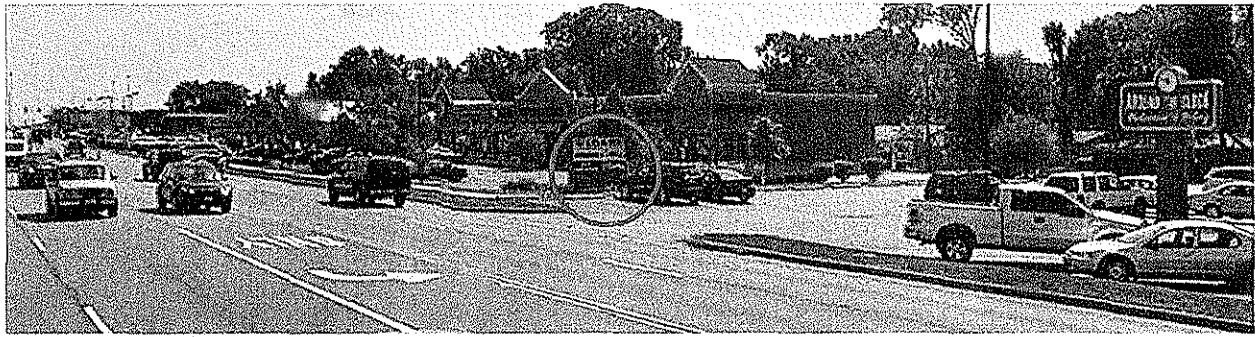
**Background:**

- Existing Use: The property is currently developed as a multi-tenant commercial building.
- Request: Due to the multi-tenant sign having poor visibility, the petitioner is requesting approval of an increase to the sign height and size. The existing sign meets the UDO standards and an increase in height and size requires a variation. The sign is set back 12 feet from the property line.

The table below illustrates the variations requested. The pictures attached illustrate the existing sign and its location in relation to neighboring businesses.

<b>Item</b>	<b>UDO Standard</b>	<b>Proposed Signage</b>	<b>Variation</b>
Height	9 feet	13 feet 2 inches	Yes, 4 feet 2 inches
Size	80 square feet	89.69 square feet	Yes, 9.69sq ft





Above:  
Westbound view  
of existing sign  
from Route 14  
Left: Eastbound  
view of existing  
sign from Route  
14

**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.

The petitioner has indicated that vehicles parking at Around the Clock Restaurant can block visibility of the sign for eastbound traffic. Additionally, landscaping on the subject property blocks visibility for westbound traffic.

**SIMILAR SIGNS**

Here is some data on other similar freestanding sign variations that have been approved elsewhere:

Location	Businesses	Height	Size (Area)	Variation
4912 NW Hwy	Noodles, Back-to-Bed, AT&T	16 feet	60 sq ft	Height to allow a 16-foot tall sign
5006 NW Hwy	Chipotle, Jersey Mike's, Little Cesar's, etc.	8 feet	72 sq ft	None
5765 NW Hwy	CD One, PNC, VisionWorks	9 feet	80 sq ft	None

**Recommended Conditions:**

1. Approved plan, to reflect staff comments, as approved by the City Council:
  - A. Application (North Shore Sign, received 02/09/15)
  - B. Sign Plan (North Shore Sign, received 02/09/15)
2. The petitioner shall comply with all of the requirements of the Community Development Department.

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



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 3, 2015

**Item:**

COUNTY ZONING REQUEST

Gary and Lisa Klatt, Owners  
5309 Terra Cotta Road (unincorporated)

**Staff Recommendation:**

City Council's discretion.

- a) Motion to object to the proposed conditional use, directing staff to proceed with an objection at the County zoning hearing.
- b) No action.

**Staff Contact:**

James Richter II, Planning & Economic Development Manager

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**Background:** On September 16, 2014, the City Council reviewed a similar request from the same petitioner, and passed a motion to object to the request. The City filed the objections to both the Zoning Board of Appeals and the County Board (attached).

The Wyndmuir residents appeared at the City Council meeting on September 16<sup>th</sup> to voice their concerns over the County request. The residents appreciate the City's support in previously filing an objection to the Klatt's request.

The petitioners have re-filed their request for a conditional use for an offsite services business which includes indoor and outdoor storage of commercial equipment and vehicles on the property. The petitioners' application indicates that they own and operate a concrete contracting business and that as part of their business, they intend to store the following commercial vehicles and equipment on the subject property:

1. Inside the large shed on the property:
  - a. Two (2) dually trucks
  - b. One (1) semi/dump trailer
2. Outside in the areas designated as container storage:
  - a. Metal containers holding concrete forms
  - b. Two (2) trucks for hauling said containers and forms

The property in question consists of approximately 2.4 acres and is zoned "A-1" Agricultural district, with "A-1C" Agricultural Zoning with Conditional Use to the north (County); and "M-

L” Manufacturing Limited zoning to the south (City); and “M” Manufacturing zoning to the west (City).

The hearing on this matter is to be held on March 5, 2015, at 1:30 p.m.

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



**Agenda Item: 14**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	March 3, 2015
<b><u>Item:</u></b>	Issuance of Taxicab License – American Taxi Dispatch, Inc.
<b><u>Staff Recommendation:</u></b>	Motion approving issuance of a taxicab license to American Taxi Dispatch, Inc.
<b><u>Staff Contact:</u></b>	Eric T. Helm, Deputy City Manager

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**Background:**

The City has received a request from American Taxi Dispatch, Inc. for the issuance of a taxicab license.

Section 4.185 of the City Code provides for the licensing of taxicabs in the City of Crystal Lake. The City Code allows six (6) taxicab companies to operate in the City. Currently, five (5) taxicab companies, A & M Taxi, Allstar Taxi, Crystal Lake Cab, and Metro Yellow Northwest Taxi, and Route 47 Taxi operate in the City.

American Taxi Dispatch, Inc. has paid the required license fee, the Police Department has conducted a background check on each driver, and all taxicabs have been inspected by both the City of Crystal Lake Police Department and a certified mechanic, showing all vehicles are in safe mechanical condition.

**Recommendation:**

It is staff's recommendation to adopt a motion approving the issuance of a taxicab license to American Taxi Dispatch, Inc.

**Votes Required to Pass:**

Simple Majority.



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 3, 2015

**Item:**

Engineering Services for Poplar Street Water Tower Rehabilitation Project

**Staff Recommendation:**

Motion to award the proposal for the engineering services for the rehabilitation of the Poplar Street Water Tower to the lowest responsive and responsible proposer, Dixon Engineering Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Dixon Engineering Inc., in the amount of \$30,928.00, and approve changes in scope by 10 percent of the original price.

**Staff Contact:**

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

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**Background:**

The City of Crystal Lake's water system includes four elevated water storage tanks and four ground water storage tanks. Seven of these water tanks are constructed of steel and one of concrete. The following tanks have been rehabilitated in the past five years: Ambutal Water Tower, McCormick Park Water Tower, Bard Road Water Tower, Water Treatment Plant #3 (Virginia Road) and Water Treatment Plant #4 (Knaack Blvd.) ground storage tanks. The Poplar Street Water tower is due for maintenance this year, and the Bard Road concrete ground storage tank will be due for maintenance work within the next five years.

The Poplar Street Water Tower is a 200,000-gallon steel elevated water storage tank located at 365 Poplar Street. The tower has not been repainted in over 30 years.

The Engineering firm shall inspect the tower and create specifications for all required rehabilitation work. Once the painting project is underway, the engineer will monitor field work to ensure the integrity of the welding, reliability of the containment, quality of the sandblasting, and that all work is performed in accordance with the plans and specifications as set forth in the contract. In addition, the resident engineer will inspect the re-installation of the cellular cables and antennas that are on this tower.

**Discussion:**

On February 19, 2015, the City received proposals from two engineering firms for the creation of rehabilitation specifications, inspection, and resident engineering services for the painting of the Poplar Street Water Tower. The following is a breakdown of the proposals received for engineering services for the Poplar Street Water Tower project.

	Hours Allotted	Price Submitted
√ Dixon Engineering Yorkville, IL	374	\$30,928.00
Tank Industry Consultants Indianapolis, IN	320	\$51,175.00
Strand Associates Joliet, IL	N/A	No Bid

√ Indicates the lowest responsive and responsible proposer.

Dixon has provided the engineering services for the City's last six tank painting projects. The services that their firm offers are specifically tailored to water tank painting. As such, they are able to submit the lowest qualified proposal by a large margin, which dissuades other firms from submitting proposals on these projects.

**Recommendation:**

It is the recommendation of staff to award the contract for the engineering and inspection services of the Poplar Street Water Tower Painting Engineering Services to the lowest responsive and responsible proposer, Dixon Engineering Inc., in the amount of \$30,928.00, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of this project.

**Votes Required to Pass:**

A simple majority vote is needed to approve the authorizing resolution.

**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 an agreement between the CITY OF CRYSTAL LAKE and Dixon Engineering, Inc. for the engineering services for the rehabilitation of the Poplar Street Water Tower in the amount of \$30,928.00 with a 10% contingency for unforeseen expenses.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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:** March 3, 2015

**Item:** Turbo Blower Installation

**Staff Recommendation:** Motion to award the bid for the Turbo Blower installation at Wastewater Treatment Plant #2 to the lowest responsive, responsible bidder, Independent Mechanical Industries Inc., and adopt a resolution authorizing the City Manager to execute a contract with Independent Mechanical Industries Inc., in the amount of \$165,175.00 with a 10% contingency for unforeseen expenses.

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

**Background:**

The City is purchasing two new high efficiency Turbo Blowers at Wastewater Treatment Plant #2, utilizing grant funding to replace older, less efficient blowers. To ensure that equipment would be delivered in time to meet the DCEO grant timeline, the purchase of the blower units were authorized at the November 18, 2014 City Council meeting. They are expected to arrive onsite during the first week in April.

On February 24, 2015, the City publicly opened and read aloud the bids received for the installation of this new equipment. The following is a summary of the bids received:

<b>Company</b>	<b>Total Bid Cost</b>
√ Independent Mechanical Industries Inc. Chicago, IL	\$165,175.00
Dahme Mechanical Industries Inc. Arlington Heights, IL	\$177,888.00
Marc Kresmery Construction, LLC Elgin, IL	\$358,000.00
R.J. O'Neil Montgomery, IL	No Bid
Landmarc Environmental Systems LLC Naperville, IL	No Bid

√ Indicates the lowest responsive and responsible bidder

**DCEO Grant**

Wastewater Treatment Plant #2 (WWTP #2) currently has five blowers that are used to produce air which is piped into the aeration tanks. Air is needed in the treatment process to keep the “bugs” that breakdown the solids alive. This project will replace two of the centrifugal blowers with energy efficient turbo blowers.

This project is made possible by grants through the Illinois Department of Commerce and Economic Opportunity (DCEO) and the Illinois Clean Energy Community Foundation (ICECF). The DCEO has tripled their standard incentive for the purchase of turbo blowers from a rate of \$0.12 per kw hour saved to \$0.36 per kw hour saved. The grant will cover the costs of the equipment (\$329,000.00). The City was also awarded a competitive grant for energy efficiency improvements by ICECF which will pay at a rate of \$0.12 per kw hour saved. The actual level of funding will be determined by the electrical savings generated and the bid prices received for equipment installation.

**Timeline Summary**

November 18, 2014 – City Council approval of turbo blower grant acceptance & consultant engineer selection

December 2, 2014 – City Council approval for purchase of two (2) turbo blowers

March 3, 2015 – City Council approval for turbo blower installation

April 6, 2015 – Estimated onsite arrival time of two (2) turbo blowers

May 15, 2015 – Deadline to have project completed per DCEO grant requirements.

**Estimated Cost Summary**

DCEO Grant	\$340,000
ICECF Grant	<u>\$113,616</u>
Total Grant	\$453,616
Turbo Blower Purchase	\$329,000
Turbo Blower Installation	\$165,175
Design Engineering	<u>\$19,900</u>
<b>Total Project Cost</b>	<b>\$514,075</b>
Less grant proceeds	(\$453,616)
<b>City share of project</b>	<b>\$60,459</b>

The total estimated City share of the \$514,075 project is \$60,459 or 11.76% of the total project cost. The DCEO and the ICECF grants will cover approximately 88.24% of the total project cost. The actual level of funding will be determined by the electrical savings generated once the equipment is installed and the final installation cost.

**Recommendation:**

Staff has reviewed the bids received for completeness and accuracy in accordance with the Invitation to Bid document. Independent Mechanical Industries, Inc. has the recommendation from the contracted engineering firm and staff has verified their references. It is the recommendation of staff to award the bid for the installation of a new Turbo Blower at Wastewater Treatment Plant #2 to Independent Mechanical Industries, Inc. in the amount of \$165,175.00 with a 10% contingency for unforeseen expenses.

Sufficient funds have been budgeted for this project.

**Votes Required to Pass:**

Simple majority

**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Independent Mechanical Industries Inc. for the Turbo Blower installation at Wastewater Treatment Plant #2 in the amount of \$165,175.00 with a 10% contingency for unforeseen expenses.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 3, 2015

**Item:**

Designation and Auction 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 an agreement with Obenauf Auction Service, Inc. for the sale of this surplus equipment utilizing their online auction, and further to authorize surplus items not sold or the 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, to be sold through a public online bidding process, is attached as Exhibit "A". This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Exhibit "A" identifies a list of surplus vehicles and non-utilized pieces of equipment, which have been compiled by the Public Works and Community Development 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.

**Recommendation:**

It is the recommendation of staff to designate the items in Exhibit "A" as surplus and authorize the City Manager to execute an agreement for the vehicles and equipment to be auctioned through a public online bidding process administered by Obenauf Auction Service, Inc. 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" are hereby designated as surplus; and
2. The City Manager is hereby authorized and directed to execute an agreement with Obenauf Auction Services, Inc. for auction services pertaining to all items listed on "Exhibit A" for a 3% sales commission.

DATED this 3rd day of March, 2015.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: March 3, 2015  
APPROVED: March 3, 2015