



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

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation**
  - a. **Girl Scout Troop 421-Pay It Forward Week**
5. **Approval of Minutes – March 17, 2015 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**

*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.*
8. **Mayor's Report**
9. **City Council Reports**
10. **Consent Agenda**
  - a. **McHenry County Patriot Run – Sunday, June 28, 2015-Waiver of Temporary Use Permit Fee and Street Closure.**
  - b. **Downtown Crystal Lake/Main Street - Temporary Use Permit request to allow the Farmers' Market to be held in Downtown Crystal Lake every Saturday morning from June 6, 2015 through October 17, 2015 and waiver of the Temporary Use Permit application fee.**
  - c. **Crystal Lake Brewing- Temporary Use Permit request for a Maibock Festival/May Day Festival to be held at 150 N. Main Street on Friday, May 1, 2015 and Saturday, May 2, 2015.**
  - d. **Annexation Petition Referral – Oak Hollow Subdivision, West of Ashton Pointe along Oak Hollow Road – Refer the petitioner's request to the April 22, 2015 Planning & Zoning Commission meeting for zoning consideration and to the May 5, 2015 City Council meeting for the Annexation Public Hearing.**
  - e. **Resolution placing the proposed Annual Budget on public display and setting the Public Hearing date for the proposed Annual Budget for Fiscal Year 2015/2016 for the April 21, 2015 regular City Council meeting.**

11. **Danca, Crystal Lake Chrysler Jeep – Request of a Temporary Use Permit to allow for the temporary storage of vehicles at 330 Route 31.**
12. **Cardinal Pack, 6704 Pingree Road- Sign Variation to allow a Freestanding Sign to be 67.25 square feet in size and 9 feet and 9 inches tall and to allow a 75 square-foot wall sign on a multi-tenant building.**
13. **Resolution to execute a Plat of Dedication of 13 feet to the City of Crystal Lake for public purposes along McHenry Avenue along the east side of the planned Auto Tech site.**
14. **Bare Bones Choppers Event, Saturday, May 9, 2015 at 111 and 115 Erick Street- Temporary Use Permit request for a Special Promotion – Open House, and issuance of a class 16 Temporary Liquor License to Clothe and Feed US for the event.**
15. **Ordinance restricting parking along a portion of West Crystal Lake Avenue 430 feet west of the intersection of Route 14 and West Crystal Lake Avenue.**
16. **Ordinance granting a one-year extension to the plat of subdivision and PUD zoning approvals.**
17. **Ordinance reserving the State of Illinois volume cap for private activity bonds.**
18. **Resolution authorizing a State of Illinois Joint Purchase Contract for Mobile Data Computers for Public Safety Vehicles.**
19. **Bid Award – Unleaded Gasoline and Diesel Fuel.**
20. **Bid Award – 2015 Sidewalk Saw Cutting Program.**
21. **Bid Award – 2015 Downtown Sidewalk Replacement and Empty Fiber Optic Conduit Installation Project.**
22. **Bid Award – Landscape Maintenance for 2015-2017.**
23. **Council Inquiries and Requests.**
24. **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.**
25. **Reconvene to Regular Session.**
26. **Adjourn.**

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



**Agenda Item No: 10a**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	April 7, 2015
<b><u>Item:</u></b>	McHenry County Patriot Run Street Closure.
<b><u>Recommendation:</u></b>	Motion for approval of the McHenry County Patriot Run pursuant to the recommended staff conditions.
<b><u>Staff Contact:</u></b>	Abigail Wilgreen, City Engineer

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**Background:** The applicant is requesting a Temporary Use Permit for the second annual McHenry County Patriot Run on Sunday, June 28, 2015. This request will be held at McHenry County College (MCC) and the route for the running/walking event will start on the south side of MCC's building, heading northeast along Tarton Drive to Ridgefield Road, then south to the McHenry County Conservation District (MCCD) bike path, then west to Route 14 and then following the bike path north to the starting line. Organizers for the race anticipate 400 runners will participate and Tarton Drive will be closed off for the beginning of the event.

The applicant has been working with MCC, the County Sheriff's Department, and MCCD since the majority of the event will impact County roads. Last year's event was on the same day as another event in the City and the City's Police services were used at the other event. There were no incidents at the inaugural event last year and therefore City Police services will be very minimal.

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

Since this is a fundraiser for the Transitional Living Services and Veterans Assistance Commission who service the many veterans in our area, they are requesting that the Temporary Use Permit fee (\$40.00) be waived.

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

1. The Temporary Use Permit shall be valid on Sunday, June 28, 2015.
2. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the County Sheriff's Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Community Development, and Public Works Departments to discuss the signage needed.

3. Provide a Certificate of Insurance for this event. A hold harmless agreement has been provided.
4. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
5. Streets and the bike path must not to be marked with paint or any permanent materials.
6. A site visit on June 26 is recommended to address any problems prior to race day.
7. Contact the Fire Rescue Department at (815)356-3640 by June 1, 2015 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
8. Provide verification from MCC and the County Sheriff's Department regarding street closures, traffic control, and security for the event. Also provide verification from MCCD regarding the use of the bike path.
9. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
10. All trash shall be picked up along the race route, as well as on the MCCD bike path on a continuous basis during the event.
11. For any temporary signage or banners, a temporary sign permit must be obtained from the Building Division.

The applicant has been made aware of these recommended conditions and will be attending the April 7, 2015 City Council meeting to answer any questions.

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



**Agenda Item No: 10b**

**City Council  
Agenda Supplement**

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- Meeting Date:** April 7, 2015
- Item:** Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Farmers' Market)
- Recommendation:** Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Farmers' Market), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.
- Staff Contact:** James Richter II, Planning & Economic Development Manager
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**Background:** The applicant has applied for a Temporary Use Permit to allow the Farmers' Market to be held in Downtown Crystal Lake. The event would be held every Saturday morning from June 6, 2015 through October 17, 2015.

Downtown Crystal Lake/Main Street is requesting to again this year use the space on both the east and west sides of the drive, as well as the drive itself, near the Veterans' Memorial (see attached map) due to an increased demand for vendors and the recent improvements to the park. They have received a verbal approval from the Union Pacific Railroad, owner of the depot property, for the use of the lot for the Farmers' Market on Saturdays. The official letter is forthcoming.

The applicant is also requesting a waiver of the \$40.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit is valid on Saturday mornings from June 6, 2015 through October 17, 2015.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each market day.
3. Adequate trash receptacles shall be supplied.
4. Signs shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Farmers' Market.
7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County

Health Department.

9. Access

- A. During the Farmers' Market events, the closure of the depot driveway is approved.
- B. Barricades can be borrowed from Public Works to block the drive aisle during the Farmers' Market. Emergency vehicle access shall be maintained on the drive aisle.
- C. A restriction should be placed which allows only accessible vehicles and buses to enter the drive aisle from Grant Street. Pedestrian drop-off and taxicab standing shall be located in the "horseshoe" area just south of the one-way drive aisle (see attached aerial photo).
- D. Signs shall be placed along Grant Street and Woodstock Street, which direct vehicles to the temporary drop-off area. Placement of signage and content of signs must be approved by the City.
- E. Barricades shall be placed, as shown in aerial photo, to ensure adequate turning space for a bus if all accessible spaces are in use.
- F. Access both in and out of all accessible spaces must be maintained at all times.
- G. Structures shall not be located in the sight-line triangles where the driveway intersects with Woodstock Street. The sight-line triangle is determined by the two intersecting street center lines and a third line connecting a point located on each of the street center lines at points one hundred feet from the junction of the street center lines.

10. Tents/Canopies

- A. No smoking is permitted in or under any tents or canopies.
  - B. Enclosed tents shall be 20 feet from all buildings and other tents/canopies tents open on all sides are required to be 12 feet away from any structure.
  - C. The tents shall be properly anchored.
  - D. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
  - E. A portable fire extinguisher shall be present.
11. Inspections from the Fire Rescue Department may be completed.
12. The approval letter from the Union Pacific Railroad shall be provided.

The applicant has been made aware of these recommended conditions and advised to attend the April 7, 2015 City Council meeting to answer any questions.

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



**Agenda Item No: 10c**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	April 7, 2015
<b><u>Item:</u></b>	Crystal Lake Brewing Temporary Use Permit request to allow stage, food/vendor/activity tents.
<b><u>Recommendation:</u></b>	Motion to approve the Temporary Use Permit for the Crystal Lake Brewing pursuant to the recommendations below.
<b><u>Staff Contact:</u></b>	James Richter II, Planning & Economic Development Manager

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**Background:** Crystal Lake Brewing is requesting a Temporary Use Permit for a Maibock Festival/May Day Festival to be held at 150 N. Main Street on Friday, May 1, 2015 from 3:00 p.m. to 11:00 p.m., and Saturday, May 2, 2015 from noon to 11:00 p.m. This is the first year for this event. The event will include music, food and beer. The event area is proposed to be in the parking lot of the business with fencing to separate the event area from Gates Street. The applicant has discussed with staff check points for the beer wristbands.

Crystal Lake Brewing has a Class 26 Liquor License which allows beer in an outdoor, open, unroofed area.

The stage they are proposing is a stand-alone unit. They are proposing to use the electricity from the building for the event.

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

The Police Department has indicated that Crystal Lake Brewing will have sufficient staff to monitor the event and no additional police officers will be needed.

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

1. The Temporary Use Permit shall be valid on Friday, May 1, 2015 from 3:00 p.m. to 11:00 p.m., and Saturday, May 2, 2015 from noon to 11:00 p.m.
2. Organizers are to contact the Police Department for official "No Parking" signs which are to be posted along Gates Street. The "No Parking" signs are not to be posted on telephone poles and are to be removed the day after the event. Signs shall be posted directing attendees to various City parking lots that can be used during the event.

3. If City barricades are planned to be borrowed, please provide a completed form to Community Development to reserve the barricades.
4. Provide highly visible and moveable traffic barriers for the pedestrian areas.
5. Tents/Canopies to be used for this event:
  - A. Shall be of a flame resistant material, or treated as such.
  - B. If tents are open on all sides, they can be placed side by side up to 700 square feet. If there will be sides on the tents, a 12 foot fire separation is required.
  - C. Tents shall be placed 12 feet from any structure or parked vehicles.
  - D. No smoking in/under any tents or canopies.
  - E. No open flame cooking is permitted under tents/canopies.
  - F. Any propane tanks shall be located a minimum of 10 feet from the tent.
  - G. Provide a fire extinguisher of minimum size 2A10BC for the tent and cooking areas.
  - H. Waste materials in/under and within 30 feet of all tents/canopies needs to be stored in approved containers.
  - I. Tents are to be anchored by an approved method (stakes, weighted legs on all four support poles by use of sand, water, concrete or weights designed for this purpose).
6. Maximum occupancy limits of the building must be maintained throughout the event.
7. Provide adequate lighting for participants during night hours. Submit stage lighting and canopy lighting specifications if applicable.
8. Provide male/female restroom facilities and 1 handicap accessible facility at each cluster and on an accessible route.
9. Obtain approval from McHenry County Health Department.
10. Temporary wiring must comply with the 2005 National Electrical Code:
  - A. All exterior electrical equipment must be suitable for use in a wet location.
  - B. All 15A and 20A receptacles installed in a wet location must be within an enclosure that's weatherproof when an attachment plug is inserted. The outlet box hood must be listed for "extra-duty" use if supported by grade. Nonlocking-type 15A and 20A, 125V and 250V receptacles in a wet location must be listed as weather resistant.
  - C. Flexible electrical cords (extension cords) shall be UL listed for wet locations and extra hard usage (e.g. SEW, SEOW, SOW and STOW).
  - D. Cord connectors (plugs) shall not be laid on the ground unless listed for wet locations.
  - E. Use rubber cable protector / cable bridge where flexible electrical cords cross pedestrian paths.
  - F. Generator shall be grounded with two 8'-0" long ground rods, a minimum of 6'-0" apart, connected with a minimum #6 copper grounding conductor.
  - G. 2005 NEC, Sections 250-50, 250-56 and 250-66[A]
  - H. If a generator or other internal combustion power sources shall be separated from tents, canopies, or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
11. Schedule a meeting with the Fire Prevention Bureau (815-356-3640) and the Police Department (815-356-3793) at least 1 week prior to the event to review final details or any changes.
12. Provide electrical plan/layout for stage and food tents.
13. The site shall be inspected the day prior to the event (April 30, 2015) for compliance with canopy spacing (if applicable), electrical connections, etc.
14. An access lane of a minimum of 20 feet must be maintained around the building for emergency access. The fire connections shall not be blocked.



15. All trash from the event shall be picked up after the event.

The applicant has been made aware of these recommended conditions and will be attending the April 7, 2015, City Council meeting to answer any questions.

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



**Agenda Item No: 10d**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 7, 2015

**Item:** #2015-20 Oak Hollow Subdivision - Annexation Referral  
James Truesdell, D.R. Horton Homes, petitioner

**Recommendation:** Motion to refer the petitioner's request to the April 22, 2015, Planning & Zoning Commission meeting for zoning consideration and to the May 5, 2015, City Council meeting for the annexation public hearing.

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

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**Background:** The petitioner is requesting annexation of an approximately 21-acre parcel located west of Ashton Pointe along Oak Hollow Road. The property is currently vacant, though there is a small house and garage on one of the residential lots. The petitioner is seeking annexation to construct a new single-family subdivision and improve the City's infrastructure by connecting Oak Hollow Road and extending City water and sewer.

The petitioner respectfully requests that this matter be referred to the April 22, 2015, Planning & Zoning Commission meeting for zoning consideration and the May 5, 2015, City Council meeting for the annexation public hearing.

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



**Agenda Item No. 10e**

**City Council  
Agenda Supplement**

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**Meeting Date:**

April 7, 2015

**Item:**

Public Display and Setting of Public Hearing Date for the Proposed Annual Budget for the Fiscal Year 2015/2016

**Staff Recommendation:**

Motion to adopt a resolution placing the Proposed Annual Budget on public display and setting the Public Hearing date for the Proposed Annual Budget for FY2015/2016 for the April 21, 2015 Regular City Council meeting.

**Staff Contact:**

George Koczvara, Director of Finance/Treasurer

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**Background:**

The adoption of this resolution would have the effect of placing the Proposed Fiscal Year 2015/2016 Budget document on public display at the Office of the City Manager. This resolution also sets the date for the Public Hearing on the proposed budget for Tuesday, April 21, 2015.

**Votes Required to Pass:**

Simple majority.



**DRAFT**

**The City of Crystal Lake**

**RESOLUTION**

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

**SECTION 1:** That the proposed annual budget for the City of Crystal Lake for the fiscal year May 1, 2015 through April 30, 2016 is now available for public inspection at the Office of the City Manager from April 8, 2015 through the date of its adoption by the Crystal Lake City Council.

**SECTION 2:** A public hearing on the proposed Fiscal Year 2015/2016 Budget will be held on Tuesday, April 21, 2015 at 7:30 p.m., during the regular City Council meeting, held in the City Council Chambers of the Crystal Lake City Hall, 100 W. Woodstock Street, Crystal Lake, Illinois.

**DATED** this 7<sup>th</sup> day of April, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 7, 2015

**Item:** Danca – Crystal Lake Chrysler Jeep of Prairie Grove Temporary Use Permit request for the temporary storage of vehicles.

**Recommendation:** City Council's discretion:

1. Motion to approve the Temporary Use Permit for Danca – Crystal Lake Chrysler Jeep for temporary storage of vehicles located at 330 Route 31 pursuant to the recommendations listed below.
2. Motion to deny petitioners' request.

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

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**Background:** Jeffrey Danca, property owner, along with Crystal Lake Chrysler Jeep of Prairie Grove, located in Prairie Grove, are requesting a Temporary Use Permit for temporary storage of vehicles at 330 Route 31, across from their auto dealership. The applicants are requesting that this Temporary Use Permit be valid from April 1, 2015 through April 1, 2016.

Crystal Lake Chrysler Jeep has indicated that they are in need of additional vehicle storage area for inventory. The plan is to utilize the subject parking lot as well as the unimproved portion of the lot to address the inventory storage issue, temporarily.

The Police Department has raised concerns with the potential increase of pedestrian traffic, especially by customers many with small children in tow, across Route 31 between the dealership and the extra storage lot. There is not a designated cross walk in that area and the traffic could catch the pedestrians by surprise at the speed at which the traffic travels.

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

1. The Temporary Use Permit shall be valid from April 1, 2015 through April 1, 2016.
2. Provide a 20-foot access for emergency vehicles to gain access around the building, to the Fire Department Connection, and the stored vehicles.
3. A three (3) foot access in all directions shall be provided for any fire hydrant on or near the property.
4. Contact the Fire Prevention Bureau at (815) 356-3640 three (3) days prior to the commencement of the vehicle storage for a site inspection.

5. For the duration of the Temporary Use Permit, only storage of inventory vehicles will occur at this site.
6. Provide adequate lighting during night hours.

The applicant has been made aware of these recommended conditions and advised to attend the April 7, 2015, City Council meeting to answer any questions.

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



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

**Meeting Date:** April 7, 2015

**Item:** Cardinal Pack - Sign Variations at 6704 Pingree Road:  
 1. To allow a freestanding sign to be 67.25 square feet in size and 9'9" tall.  
 2. To allow a 75 square-foot wall sign on a multi-tenant building.

**Staff Recommendation:** City Council's 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 industrial building. There are two freestanding signs on the property, Paws on Pingree was granted a sign variation to add the second freestanding sign.
  - Request 1: Due to the multi-tenant sign being fully utilized, the petitioner is requesting approval to increase the height of the existing sign to 9 feet 9 inches. The petitioner initially requested a third freestanding sign for the property, but was encouraged by staff to add a panel to one of the existing freestanding signs as an alternative.
  - Request 2: The petitioner is requesting approval of a variation to add a 75 square-foot wall sign. The building is setback approximately 240 feet from Pingree Road and the sign would be located in a recessed portion of the building.

The table below illustrates the variations requested.

Sign	Item	UDO Standard	Proposed Signage	Variation
Freestanding	Height	8 feet	9 feet 9 inches	1-foot 9 inches
	Size	50 square feet	67.25 square feet	17.25 sq ft
Wall	Size	50 square feet per sign on multi-tenant building	75 square feet	25 sq ft

**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 comments, as approved by the City Council:
  - A. Application (Penny Hughes, received 3/5/15)
  - B. Sign Plan (Hughes Signs, received 3/5/15)
2. The petitioner shall improve the freestanding sign by adding landscaping as required by the Unified Development Ordinance.
3. The petitioner shall comply with all of the requirements of the Community Development Department.

**Votes Required to Pass:**

A simple majority vote.



**DRAFT**

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

AN ORDINANCE GRANTING A SIGN VARIATION FOR  
CARDINAL PACK, 6704 PINGREE ROAD

WHEREAS, pursuant to the terms of the request (File #2015-04-B) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow: A. A freestanding sign to be 67.25 square feet in size and 9 feet 9 inches tall; and B. A 75 square foot wall sign on a multi-tenant building for Cardinal Pack; 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. A freestanding sign to be 67.25 square feet in size and 9 feet 9 inches tall; and B. A 75 square foot wall sign on a multi-tenant building for Cardinal Pack located at 6704 Pingree Road (PIN 19-03-301-009), Crystal Lake, Illinois with the following conditions:

1. Approved plan, to reflect staff comments, as approved by the City Council:
  - A. Application (Penny Hughes, received 3-5-15)
  - B. Sign Plan (Hughes Signs, received 3-5-15)
2. The petitioner shall improve the freestanding sign by adding landscaping as required by the Unified Development Ordinance.
3. 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: 13**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	April 7, 2015
<b><u>Item:</u></b>	Dedication of property, along McHenry Avenue, to the City of Crystal Lake, for public purposes.
<b><u>Staff Recommendation:</u></b>	Motion to adopt a resolution to execute a Plat of Dedication of 13 feet of property to the City of Crystal Lake for public purposes along the east side of the planned AutoTech site along McHenry Avenue.
<b><u>Staff Contact:</u></b>	Abigail Wilgreen, City Engineer

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**Background:**

The attached plat of dedication addresses one of the conditions of approval for the AutoTech development, located at 350 Virginia Street, which stated:

Site Improvements

- A. Provide a Plat of Dedication for the 13 feet of additional right-of-way along McHenry Avenue including the corner for the future intersection improvements. The building shall maintain a 5-foot setback from the new property line.

The City of Crystal Lake required thirteen feet of property to be dedicated to the City for public purposes. This section of property will be used for utilities, future right-of-way for McHenry Avenue intersection improvements, sidewalks, and any other public improvements. The AutoTech site has been designed to meet the required 5-foot building setback from this new dedication. The site would not meet the parking lot setback. Property owners do not need to seek variations if their site becomes non-conforming due to the dedication of property for roadway purposes.

**Votes Required to Pass:**

Simple majority of City Council present.



DRAFT

## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that it hereby accepts a certain plat of dedication along McHenry Avenue prepared by Schmitt Engineering, an Illinois Land Surveyor, and dated 01/06/2015, for the property legally described as follows:

That part of Lot 26 in the Original Plat of the Village (now City) of Crystal Lake, a Subdivision of part of the Southwest Quarter of Section 5, Township 43 North, Range 8 East of the Third Principal Meridian according to the Plat thereof recorded April 21, 1840 in Book "B" of Deeds, Page 128; Also that part of Lots 2 and 3 in Walter Buehler's Subdivision of Lots 13 and 14 in Block 10 of Pierson's Addition to Crystal Lake, a Subdivision of Part of the Southwest Quarter of Section 5, Township 43 North, Range 8 East of the Third Principal Meridian according to the Plat thereof, Recorded July 29, 1946 as Document No. 193701 in Book 20 of Records, Page 91: Also that part of Lot 14 in Block 10 in Pierson's Addition to Crystal Lake, a Subdivision of Part of Sections 5 and 6 Township 43 North, Range 8 East of the Third Principal Meridian according to the Plat thereof Recorded September 18, 1868 in Book 43 of Deeds, Page 303, described as follows:

Commencing at a chiseled cross found on top of a retaining wall at the most Westerly Corner of said Lot 3 in Walter Buehler's Subdivision; Thence along the Southwesterly line of said Lot 3, South 39 Degrees 16 Minutes 02 Seconds West, 173.98 feet (measured) to a point on the existing Northwesterly right-of-way line of McHenry Avenue, said point being the Point of Beginning; Thence along said existing right-of-way line, South 37 Degrees 42 Minutes 38 Seconds west, 114.99 feet to a chiseled cross found in the top of an existing curb, Thence continuing along said existing right-of-way line, South 37 Degrees 43 Minutes 48 Seconds West, 0.20 feet to a point on the most Northerly line of a parcel acquired for roadway purposes in case 84ED15; Thence

along said Northerly line, South 83 Degrees 42 Minutes 21 Seconds West, 18.08 feet; Thence along a line parallel with and 13 feet Northwesterly of said existing right-of-way line of McHenry Avenue, North 37 Degrees 43 Minutes 38 Seconds East, 243.45 feet to the Northwesterly line of said Lot 2 in Walter Buehler's Subdivision; Thence along the Northeasterly line of said Lot 2, South 39 Degrees 16 Minutes 02 Seconds west, 13.34 feet to a point on said existing Northwesterly right-of-way line of McHenry Avenue; Thence along said existing right-of-way line, South 37 Degrees 43 Minutes 38 Seconds west, 112.90 feet to the Point of Beginning.

BE IT FURTHER RESOLVED that the City Clerk be and is hereby authorized and directed to cause said plat of dedication to be filed with the Recorder of Deeds of McHenry County, Illinois.

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

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED:  
APPROVED:



## Agenda Item No: 14

### City Council Agenda Supplement

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**Meeting Date:**

April 7, 2015

**Item:**

Bare Bones Choppers Temporary Use Permit request for an Open House-Special Promotion.

Clothe and Feed US Temporary Liquor License in conjunction with the Special Promotion.

**Recommendation:**

City Council's discretion:

1. Motion to approve the Temporary Use Permit for The Bare Bones Choppers Open House-Special Promotion and to approve issuance of a Class 16 Temporary Liquor License to Clothe and Feed U.S., pursuant to the recommendations below.
2. Motion to deny petitioners' request.

**Staff Contact:**

James Richter II, Planning & Economic Development Manager  
Eric Helm, Deputy City Manager

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**Background:** The Bare Bones Choppers is requesting a Temporary Use Permit to allow a Special Promotion to hold an Open House for their new business location. The event will include customized motorcycle and vehicle displays, various auto and motorcycle part vendors, a live band, food, and other vendors. The event would be held on Saturday, May 9, 2015, from 9:00 a.m. to 9:30 p.m. This is the first year for this event.

The event will be held at 111 and 115 Erick Street, two industrial properties on the east side of Erick Street. The majority of the activities for the event, with the exception of attendee parking, would be on the west side of the former Eltek property, adjacent to Erick Street. This would minimize impact on the residents living on Blackthorn Drive and Primrose Lanes, east of the Eltek property.

The City has received a request from Clothe and Feed U.S., for the issuance of a Class 16 Temporary Liquor License in order to serve alcoholic beverages at the event from 9:00 a.m. to 9:00 p.m. All proceeds for the sale of beer and wine will go to Clothe and Feed U.S., a not-for-profit organization. The liquor license application and letter is attached to this supplement.

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.

Staff has been in contact with the petitioners for details about the event and recommends the following conditions:

1. The Temporary Use Permit shall be valid from 9:00 a.m. to 9:30 p.m. on Saturday, May 9, 2015 with live music to end by 7:00 p.m. The event shall follow the approved site plan.
2. The City suggests sending letters to the adjacent residential and commercial property owners to inform them of the event.
3. Provide written confirmation from the owners of the properties where the event will be held, authorizing the event.
4. Care needs to be taken to be sure that patrons from the alcohol sales area do not leave that area and remain in a fenced area.
5. "NO PARKING" signs shall be posted along the west side of Erick Street between Poplar and Prairie Streets.
6. Provide additional sites for overflow parking. Written permission from the property owners for the alternative parking shall be obtained and provided to staff by May 1, 2015.
7. The event and its associated customer parking shall not interfere with any accessible parking spaces, emergency access (fire lanes), and fire hydrants. A 20-foot access shall be provided for emergency vehicles to gain access to the building, fire department connection, and the event site.
8. Fire hydrants in the area shall not be blocked by parking and "NO PARKING" signs shall be posted.
9. Any junk or debris that may be created by the event shall be cleaned up on a continuing basis.
10. Any other permits or requests for signs shall be made through the Building Division.
11. Tent/canopy placement will require a 12-foot separation from the parking of cars/motorcycles and the buildings.
12. Tents/canopies shall be anchored using weights or stakes.
13. Written approval from the Health Department must be obtained for the food vendors. Provide approval to Planning and Economic Development.
14. Any electrical power chords, receptacles and lighting shall be suitable for wet location. Provide GFCI protection and adequate separation for generators..
15. Provide rubber cable protector /cable bridge where flexible electrical cords cross pedestrian paths.
16. Provide an electrical plan for the stage and food tents to Mike Magnussen, Building Commissioner, for review and approval by April 17, 2015.
17. If portable toilets are provided, at least 5%, but not fewer than one handicap accessible toilet shall be available at each cluster and on an accessible route (at grade).
18. The petitioner shall comply with the City Code regarding the Class 16 Temporary Liquor License including the following conditions:
  - A. Clothe and Feed U.S. shall provide the City proof of insurance, per City Code.
  - B. Proof of permission from the owner of the premises authorizing the sale of beer and wine during the time requested.
  - C. The petitioner shall comply with the State Liquor Code and the Illinois Liquor Control Commission and receive the appropriate State license for the selling of beer and wine at this event.

19. The applicant is providing private security for this event in lieu of hiring Police officers. The following shall be adhered to:

A. An adequate number of persons acting as private security remain present throughout the event.

B. Any violations of law (physical disputes, reckless conduct, ejections from site etc.) will be promptly reported to on-duty officers by calling 9-1-1.

C. No attendees under 21 years of age will be allowed in the event areas.

D. Lewd, obscene, lascivious or immoral behavior is strictly prohibited.

E. No weapons are allowed at the event site, and posted "No Firearms" in compliance with Illinois concealed carry statutes.

F. Arrivals/departures will remain orderly upon public roadways. In the event of attendance beyond 250, the Police Department shall be notified for assistance with traffic control. Please contact the officer on duty at 815-459-2020.

G. Parking regulations to be adhered to. No parking on the grass, parkways or the side of any public roadway.

20. At the discretion of the Police Department, if the petitioner fails to adhere to any of these conditions, the Police Department may close or terminate the event at any time.

The applicant has been made aware of these recommended conditions and will be attending the April 7, 2015 City Council meeting to answer any questions.

**Votes Required to Pass:**

A simple majority vote.





**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 7, 2015

**Item:** West Crystal Lake Avenue Parking Restriction

**Staff Recommendation:** Motion to adopt an ordinance making it unlawful to stop, stand, or park any vehicle on the southern side of West Crystal Lake Avenue from the intersection of Route 14 and West Crystal Lake Avenue to a point 430 feet west of the intersection of Route 14 and West Crystal Lake Avenue.

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

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**Background:**

A concern was brought to the City's Traffic Safety Committee regarding parking along Crystal Lake Avenue west of Route 14. The concern is that this portion of Crystal Lake Avenue is narrow, and it is difficult for vehicles to travel along this section of road when vehicles park on both sides of the street. The committee reviewed the matter and concurred that the parking congestion is problematic for traffic flow, especially for emergency vehicles. The committee recommends that parking be prohibited on the southern side of the street from the intersection of Route 14 and West Crystal Lake Avenue to a point 430 feet west of the intersection.

The committee sent a letter to residents and businesses in the area advising them of the proposed parking restriction. The City did not receive any responses.

**Votes Required to Pass:**

Simple majority



**DRAFT**

**The City of Crystal Lake Illinois**

**AN ORDINANCE RESTRICTING PARKING ALONG A  
PORTION OF WEST CRYSTAL LAKE AVENUE**

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

**SECTION I:** That it shall be unlawful to stop, stand, or park any vehicle on the southern side of West Crystal Lake Avenue from the intersection of U.S. Route 14 and West Crystal Lake Avenue to a point 430 feet west of the intersection of U.S. Route 14 and West Crystal Lake Avenue.

**SECTION II:** That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

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

**SECTION V:** All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**DATED** at Crystal Lake, Illinois, this seventh day of April, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal  
Corporation

BY: \_\_\_\_\_  
Mayor

SEAL

ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: April 7, 2015

APPROVED: April 7, 2015

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



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

**Meeting Date:** April 7, 2015

**Item:** Zoning Approval Extensions

**Recommendation:** Motion to approve the ordinance granting a one-year extension to the plat of subdivision and PUD zoning approvals.

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

**Background:** The City's Unified Development Ordinance sets expiration time periods for certain approvals. A preliminary plat of subdivision approval is valid for one year, unless extended by the City Council. A special use permit and a planned unit development approval are valid for two years, unless extended by the City Council.

The Unified Development Ordinance allows Special Use Permits to seek an unlimited number of one-year extensions, while PUDs are limited to three, one-year extensions. Property owners with approvals pending expiration were recently notified in writing as a reminder of their pending expiration dates. Several of those that were notified have failed to reply. The following chart for the current extension requests outlines the petitioners' approval extension history:

Petition # / Name	Original Approval Date	Extension History	Proposed Extension Date
2005-29 Badger Midwest (PUD) Fairfield Inn hotel @ 900 COG Circle	10-4-05	4-20-11 (1st) 9-2-11 (2nd) 9-2-14 (3rd) 9-2-15 (4th)	9-2-16
2006-88 Ashwood Estates (Plat) 28 single family lots Located west of Huntley Rd.; south of Lake Ave.; north of Bard Rd.	3-20-07	3-20-09 (1st) 3-20-10 (2nd) 3-20-11 (3rd) 3-20-12 (4th) 3-20-15 (5th)	3-20-16
2007-21 Bard/Bartley Square (PUD) 38 townhouse units Located at the southwest corner of Bard and Huntley Roads	3-4-08	3-4-13 (1st) 3-3-15 (2nd)	3-3-16
2007-108 City Square (PUD) 48 townhouse units	4-1-08	4-1-11 (1st) 4-11-12 (2nd)	4-1-16

Located at 110 W. Woodstock St.		4-1-15 (3rd)	
2009-58 Crystal Lake Office (PUD) 741 S. McHenry Ave.	3-2-10	3-2-15 (1st)	3-2-16
2010-03 Creekside Office (PUD) 850 McHenry Ave	3-16-10	2-16-15 (1st)	2-16-16
2010-26 Crystal Creek (PUD) 92 townhouse units Located north of Miller Road.; west of Randall Road	6-1-10	6-1-15 (1st)	6-1-16

The economy has greatly reduced the speed of development, and the City has previously granted a mass three-year extension to all valid zoning approvals. In an effort to provide continued flexibility for development of the properties that have existing zoning approvals, an extension of the abovementioned approvals is suggested. This would provide some additional time for property owners, given the lag in the economy that is slowly turning around.

The petitioners have been requested to attend the City Council meeting to answer any questions about their pending projects.

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

# DRAFT

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

## AN ORDINANCE GRANTING EXTENSIONS FOR CERTAIN APPROVALS

WHEREAS, various petitions have been granted approval by the Mayor and City Council since 2007 that contain certain expirations, as regulated by the Unified Development Ordinance; and

WHEREAS, certain petitions were granted extensions on various dates; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the zoning approvals be granted further extensions

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

SECTION I: That extensions be granted to the following petition approvals as follows:

Petition # / Name	Proposed Extension Date
2005-29 Badger Midwest (PUD)	9-2-16
2006-88 Ashwood Estates (PUD)	3-20-16
2007-21 Bard/Bartley Square (PUD)	3-3-16
2007-108 City Square (PUD)	4-1-16
2009-58 Crystal Lake Office (PUD)	3-2-16
2010-03 Creekside Office (PUD)	2-16-16
2010-26 Crystal Creek (PUD)	6-1-16

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, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

ATTEST:

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



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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- Meeting Date:** April 7, 2015
- Item:** Private activity bond volume cap reservation.
- Recommendation:** Motion to adopt an ordinance reserving the State of Illinois volume cap for private activity bonds.
- Staff Contact:** James Richter II, Planning & Economic Development Manager
- 

**Background:** The City of Crystal Lake received notification from the Governor's office regarding the reservation of Crystal Lake's volume cap. Private activity bonds can be issued as Industrial Revenue Bonds using the volume cap allocation. The State requires that all eligible municipalities pass an Ordinance to reserve their volume cap for the fiscal year.

For 2015, each home rule municipality is authorized a volume cap amount equal to \$100 per capita. Using this formula, Crystal Lake's allocation equals \$4,038,800, based upon the State's assigned population of 40,388.

At this time, there have been no official applications from private businesses for the City to allocate our volume cap in the form of Industrial Revenue Bonds. However, staff has had discussions with several businesses recently regarding the issuance of Industrial Revenue Bonds for pending or prospective developments. According to the State Office of Management and Budget, after the volume cap has been reserved, the municipality is supposed to allocate the amount reserved for private activity bonds by December 31 of that year. If the City does not allocate our volume cap by December 31, we can request to carry-over our allocation for up to three years for a variety of different projects, but not for qualified small issue bonds (Industrial Revenue Bonds). The attached ordinance reserves the City's allocation for possible future use.

There is no obligation to the municipality in issuing Industrial Revenue Bonds. All the payment responsibility rests with the private party. The lien is on the property, secured by the Industrial Revenue Bonds. Under Federal law, the City can utilize the authorized volume cap as additional incentive for industrial firms to relocate or expand facilities within its jurisdiction. Industrial Revenue Bonds can be attractive to industrial firms because of the difference to the bond buyers between the tax-free interest rates and the prevailing taxable interest rates.

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

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



DRAFT

AN ORDINANCE RESERVING VOLUME CAP IN CONNECTION WITH  
PRIVATE ACTIVITY BOND ISSUES, AND RELATED MATTERS.

WHEREAS, the City of Crystal Lake, McHenry County, Illinois (*the "Municipality"*), is a Municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (*the "Code"*), provides that the Municipality has volume cap equal to \$100 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, *30 Illinois Compiled Statutes 1998, 345/1 et seq.*, as supplemented and amended (*the "Act"*), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2015 to be applied toward the issuance of private activity bonds (*the "Bonds"*), for unidentified projects, as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

SECTION I: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2015, in the amount of \$4,038,800, based upon the State of Illinois assigned population of 40,388, is hereby reserved by the Municipality, which shall issue Bonds using such volume cap, or shall transfer such cap, without further action required on the part of the Municipality; and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds, provided that any such transfer shall be evidenced by a written instrument executed by the Mayor or any



other proper officer or employee of the Municipality.

SECTION II: That the City of Crystal Lake shall maintain a written record of this Ordinance in its records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

SECTION III: That the Mayor, the City Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

SECTION IV: That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase, or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases, and provisions of this Ordinance.

SECTION V: 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 7<sup>th</sup> day of April, 2015.

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MAYOR

ATTEST:

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CITY CLERK

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



**Agenda Item No: 18**

## **City Council Agenda Supplement**

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**Meeting Date:**

April 7, 2015

**Item:**

State of Illinois Joint Purchase Contract for Mobile Data Computers for Public Safety Vehicles

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with CDS Office Technologies for the purchase of eight (8) mobile data computers and accessories in the amount of \$36,405.00 through the State of Illinois Joint Purchasing Program.

**Staff Contact:**

Greg Fettes, Director of Information Technology

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**Background:**

Every year, as a part of the budget preparation process, Information Technology staff review the City's inventory of Mobile Data Computers with the Public Safety Departments, in concert with long-term planning for equipment replacement, to determine the necessity for replacements during the next Fiscal Year. As a part of this review, age of the equipment and the types of repair orders received over the course of the unit's lifetime are all taken into consideration.

Mobile Data Computers are utilized in both Police and Fire Rescue Department vehicles to provide computer aided dispatching, communications and geographic information system information in the vehicles. In addition, the Mobile Data Computers provide the ability for report writing and computer aided citation issuance as well.

The typical replacement cycle for Mobile Data Computers that are in continuous use is generally every four (4) to five (5) years. As a computer ages, particularly machines that are in continuous use, their electronic components deteriorate. This component deterioration can be hastened and made worse through the challenging conditions encountered by Public Safety vehicles, namely the extremes of heat and cold experienced throughout the year and the constant vibration experienced as the vehicle is driven. The most noticeable result of electronic component deterioration is a marked increase in component failures and a significant slowdown in the performance of the machines.

The current Fiscal Year budget provides for the replacement of seven (7) Mobile Data Computers in the Police Department and one (1) Mobile Data Computer in the Fire Rescue Department, for a total of eight (8) replacement units. Over the past year, the Public Safety Departments and Information Technology have been reviewing new technology in the public safety field regarding the implementation of hardened tablet-based computers in the vehicles, rather than the previously utilized Toughbook laptop devices. These tablets are much more robust than standard tablets such as the iPad. These tablets are designed to be used in the temperature and vibration extremes encountered in public safety vehicles and are Windows-based, using a full version of the Windows 7 operating system, which allows the tablet to run any program designed to run on a normal desktop computer. In addition, as future technology develops in the public safety field, these units have the capability of being removed from the vehicle for field use, which is extremely difficult with the existing laptop-style units. The attached quotation from CDS Office Technologies, who holds the state purchasing contract for this equipment, includes a removable keyboard to facilitate easier typing in the vehicle and mounting hardware for each unit.

State Joint Purchasing contracts which have been publicly procured by the State of Illinois, have been awarded to CDS Office Technologies for Mobile Data Computer Technology. The hardware in the State Joint Purchase contracts is Panasonic Toughpad branded hardware. The City has utilized Panasonic hardware in public safety vehicles for many years with excellent results.

Sufficient funding is available in the FY2014-2015 budget for this project.

**Recommendation:**

It is the recommendation of Information Technology to purchase eight (8) mobile data computers from CDS Office Technologies in the amount of \$36,405.00 through the State of Illinois Joint Purchasing Program.

**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 is authorized to participate in the State of Illinois Joint Purchasing Program and that the City Manager is authorized to execute a contract with CDS Office Technologies for the purchase of eight (8) mobile data computers in the amount of \$36,405.00, from the State of Illinois Joint Purchasing Program.

**DATED** this 7<sup>th</sup> day of April, 2015.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: April 7, 2015

APPROVED: April 7, 2015



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

**Meeting Date:** April 7, 2015

**Item:** Unleaded Gasoline and Diesel Fuel Bid Award

**Staff Recommendation:** Motion to award the bid for the provision of unleaded gasoline and diesel fuel to the lowest responsive and responsible bidder, Gas Depot, Inc. and adopt a resolution authorizing the City Manager to execute one-year purchase agreement with Gas Depot, Inc. in the amount bid with the option to extend the agreement for one additional year.

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

**Background:**

On March 20, 2015, the City of Crystal Lake publicly opened the bids received for a one-year contract for unleaded gasoline and diesel fuel for the City's fleet, with an option for a one (1) year extension.

The annual contract is based on a per-gallon fee for delivery of the fuel. The actual cost of the fuel is based on surcharges to the low-rack posting price per gallon as published in the Oil Price Information Service (OPIS) price listing for the Chicago market on the day of each fuel delivery.

The following is a breakdown of the bids received:

Company	Unleaded (+) Price Year 1	Unleaded (+) Price Year 2	Diesel (+) Price Year 1	Diesel (+) Price Year 2	Generator Diesel (+) Price Year 1	Generator Diesel (+) Price Year 2	Diesel winter additive cost per gallon	Diesel winter additive cost per gallon
✓ Gas Depot Morton Grove, IL	0.0275	0.0275	0.0275	0.0275	No Bid	No Bid	0.0175	0.0175
Olson Service Co. Fox Lake, IL	No bid	No bid	No bid	No bid	0.2595	0.2595	0.03	0.03
Petroleum Traders Corp. Fort Wayne, IN	0.0334	0.0354	0.0382	0.0402	No Bid	No Bid	0.025	0.025
Mansfield Oil Co. Gainesville, GA	0.0544	0.0570	0.0563	0.0589	No Bid	No Bid	0.025	0.025
Al Warren Oil Co. Summit, IL	0.06	0.0635	0.06	0.0635	No Bid	No Bid	0.025	0.025

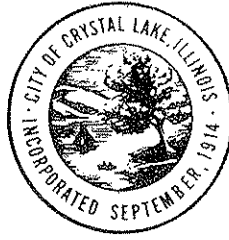
✓ Indicates lowest responsive and responsible bidders

**Recommendation**

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. An analysis of the fuel bid submittals substantiates that the apparent low bidder for the categories of fleet fuel is Gas Depot. Gas Depot has provided fuel delivery for the City in the past with favorable results. It is, therefore, the recommendation of City staff to award the bid to the lowest responsive and responsible bidder, Gas Depot, for the provision of unleaded gasoline and diesel fuel for the 2015 contract period with an optional one-year extension to the contract. Also specified in the bid specifications was the provision for generator diesel fuel. Since only one bidder submitted a bid for this item, and since there are limited transactions of generator fuel, city staff will, instead, request written quotes when orders are needed.

**Votes Required to Pass:**

Simple majority



**The City of Crystal Lake**

**DRAFT**

**RESOLUTION**

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

1. That the City Manager is authorized to execute a one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and Gas Depot, Inc. for the provision of unleaded gasoline and diesel fuel with the option to extend the agreement for one additional year.

**DATED** this 7<sup>th</sup> day of April, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: April 7, 2015

APPROVED: April 7, 2015



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

**Meeting Date:** April 7, 2015

**Item:** 2015 Sidewalk Saw Cutting Program Bid Award

**Staff Recommendation:** Motion to award the 2015 Sidewalk Saw Cutting Program bid to the lowest responsive and responsible bidder, Sidewalk Savers, LLC, in the bid amount of \$52,000.00, and adopt a resolution authorizing the City Manager to execute the contract with Sidewalk Savers, LLC, and allowing for a 10 percent contingency.

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

**Background:**

On February 20, 2015, the City opened and publicly read bids received for the 2015 Sidewalk Saw Cutting Program. The City received one bid and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid<sup>2</sup></i>
Sidewalk Savers, LLC <sup>1</sup> Wauwatosa, WI	\$52,000.00

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

<sup>2</sup> Corrected Bid Amount Based on Submitted Unit Prices with Adjusted Quantities

Standard bid advertisement procedures were followed. A bid package was also sent directly to Safe Step, another contractor staff was aware of that performed sidewalk saw cutting to remove trip hazards. They did not submit a bid. The Engineering Division contacted them to inquire why a bid was not submitted. Their representative informed staff that they were not willing to provide a per-cut price as specified in the bid as their pricing is based on the amount of the sidewalk displacement (per inch/foot of cut). Providing a bid price utilizing this method does not allow for an upfront lump sum price.

Because only one bid was received, staff also reached out to sixteen concrete saw cutting companies to inquire if they completed sidewalk saw cutting to remove trip hazards. Of the sixteen, fourteen informed staff they do not do this type of work and two were unresponsive despite the City contacting them multiple times.



For comparison purposes, the City requested a quote from Safe Step. They quoted the City a rate of \$26.25 per inch/foot of cut. On average the cuts that the City typically repairs are for displacements that are one and a half inches high for a length of four feet, which works out to about \$157.50 per cut. This is far above Sidewalk Savers bid price of \$65 per cut. Below is the estimated Safe Step cost for the 800 locations planned as part of this project.

<i>Firm</i>	<i>Comparable Quantity</i>
Safe Step (Hortonville, WI)	\$126,000.00

Sidewalk saw cutting is a relatively new process of eliminating sidewalk trip hazards due to displacement. The saw cutting process horizontally saws off trip hazards which are displaced, bringing the location in compliance with American Disabilities Act standards. Currently, sidewalk saw cutting can be completed by hand or by machine. Sidewalk Savers utilizes a proprietary specialized machine to cut the sidewalk cleanly. Safe Step uses saw cutting by hand to cut the sidewalk which would provide a decent result but it wouldn't be as consistent and would take longer. Sidewalk cutting as compared to the traditional removal and replacement is:

<i>Item</i>	<i>Remove and Replace</i>	<i>Saw Cutting (By Hand)</i>	<i>Saw Cutting (Machine)</i>
Quicker (Approximate Time Frame)	5-7 days (concrete to cure)	1 hour	½ hour
Cost Effective (Approximate Cost to Remove One Trip Hazard)	\$200	\$157.50	\$65
Number of Trip Hazard Removals (assume \$52,000 budget)	260 locations	330 locations	800 locations
Impact to Trees	Roots need to be cleanly cut	None	None
Impact to Adjacent Homeowners/Businesses	Sidewalk closed for up to a week	Minimal	Minimal

Not all trip hazard locations can be eliminated using sidewalk cutting, such as displacements over 2.5 inches and severe cracking or spalling; therefore, full removal and replacement will still be necessary at some locations. The City's customary sidewalk program with full removal and replacement for later this summer is still recommended for the more severe situations.

The City conducted a test in 2014 of this process using Sidewalk Savers at 145 locations. The results were extremely favorable.

This project is included in the proposed Fiscal Year 2015-2016 budget.

**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 Sidewalk Savers, LLC, for the 2015 Sidewalk Saw Cutting Program in the amount of \$52,000.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this seventh day of April, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
Mayor

SEAL

ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: April 7, 2015

APPROVED: April 7, 2015



**Agenda Item No: 21**

**City Council  
Agenda Supplement**

**Meeting Date:** April 7, 2015

**Item:** 2015 Downtown Sidewalk Replacement and Empty Fiber Optic Conduit Installation Project Bid Award

**Staff Recommendation:** Motion to award the 2015 Downtown Sidewalk Replacement and Empty Fiber Optic Conduit Installation Project bid to the lowest responsive and responsible bidder, Triggs Construction, Inc., in the bid amount of \$163,057.60, and adopt a resolution authorizing the City Manager to execute the contract with Triggs Construction, Inc., and allowing for a 10 percent contingency.

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

**Background:**

On March 6, 2015, the City opened and publicly read bids received for the 2015 Downtown Sidewalk Replacement Project. The City received four bids and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Triggs Construction, Inc. <sup>1</sup> West Chicago, IL	\$163,057.60
Landmark Contractors, Inc. Huntley, IL	\$180,739.85
Alliance Contractors, Inc. Woodstock, IL	\$189,415.40
Bergquist & Zimmerman Construction, Inc. Crystal Lake, IL	\$189,533.70

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

The 2015 Downtown Sidewalk Replacement Program consists of replacing the concrete sidewalk with brick paver sidewalks along Crystal Lake Avenue, including:

- The north and south sides of Crystal Lake Avenue between Walkup Avenue and Williams Street
- The south side of Crystal Lake Avenue between Williams Street and the second driveway west of Main Street (sidewalk removal and replacement only, no brick pavers will be added due to the mature trees in this area)

These areas of sidewalk are in various stages of disrepair, and the replacement will be compatible with the other recent improvements to the sidewalk in downtown Crystal Lake. Additionally, this year's program will install empty conduit along the south side of Crystal Lake Avenue for future fiber optic lines planned for this area.

The City sent a notice of the bid to several different contractors and standard bid advertisement procedures were followed. References were contacted for Triggs Construction and all of them had good experiences with this contractor. This project is included in the proposed Fiscal Year 2015-2016 budget.

**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 Triggs Construction, Inc. for the 2015 Downtown Sidewalk Rehabilitation and Empty Fiber Optic Conduit Installation Program in the amount of \$163,057.60. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this seventh day of April, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
Mayor

SEAL

ATTEST:

\_\_\_\_\_  
City Clerk

PASSED: April 7, 2015

APPROVED: April 7, 2015



**Agenda Item No: 22**

**City Council  
Agenda Supplement**

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**Meeting Date:** April 7, 2015

**Item:** Landscape Maintenance

**Staff Recommendation:** A motion awarding the bid for landscape maintenance and adopting a resolution authorizing the City Manager to execute a three-year contract with the lowest responsive and responsible bidder, Acres Group, for landscape maintenance in the submitted bid amounts for 2015, 2016 and 2017, and authorizing the City Manager to execute contract extensions of up to two additional years.

**Staff Contact:** Victor Ramirez, Director of Public Works  
Eric T. Helm, Deputy City Manager

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**Background:**

On Tuesday, March 10, 2015, the City of Crystal Lake publicly opened and read aloud bids received for landscaping maintenance. Per the attached bid document, the City requested pricing for landscaping related services in the following areas:

- Downtown train station raised flower beds.
- Downtown Depot and Downtown Veteran Park.
- Downtown “Welcome” sign flower beds.
- Downtown commuter parking lots.
- Virginia Street flower beds, including McCormick Park.

The areas noted above will receive landscaping related services throughout the year. In the spring, the landscape beds will be cleared and edged, with fresh mulch. In the summer, the contractor will install annual and perennial plantings and provide weekly maintenance service to ensure the mulch is fresh and the beds are clear of weeds. Some of the areas including annual plantings, will receive daily watering. In the fall, the areas will be cleared, with leaves removed. Also, the contractor will install seasonal decorations. In the winter, the contractor will place the winter greens at: the gazebo park, on the “Welcome” to downtown signs, the downtown raised flower beds, and the Virginia Street raised flower beds.

In the past, these services were performed by multiple contractors and the City’s Public Works staff. The consolidation of these services under a single contractor will improve landscaping service level and coordination.

Bid Results

<u>Bidder</u>	<u>2015 Season</u>	<u>2016 Season</u>	<u>2017 Season</u>	<u>2018 Season</u>	<u>2019 Season</u>
√ Acres Group	\$33,892	\$33,892	\$34,900	\$34,900	\$35,940
Clauss Brothers	\$46,675	\$46,675	\$47,100	\$47,520	\$47,925
Landscape Concepts	\$71,572	\$71,572	\$71,572	\$73,736	\$73,736
Lawn Care by Walter	\$157,471	\$155,471	\$157,471	\$159,978	\$162,135
Countryside	\$227,632	\$236,739	\$246,210	No Bid	No Bid

√ - Indicates lowest responsive and responsible bidder

**Recommendation**

The submitted bid pricing, along with per unit amounts are attached to this supplement for the Council's review. The City Manager's Office and Public Works Department have reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document and have checked references. It is staff's recommendation to award the contract for landscaping to Acres Group based on submitted prices for 2015, 2016 and 2017, with an option for the City Manager to execute contract extensions of up to two additional years. Funds are available for the landscape services contract.

**Votes Required to Pass:**

Simple majority vote of the City Council.



DRAFT

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract for landscaping between the City of Crystal Lake and Acres Group for 2015, 2016 and 2017, and authorizing the City Manager to execute contract extensions of up to two additional years.

DATED this 7<sup>th</sup> day of April, 2015.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED:  
APPROVED: