



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

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

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
May 19, 2015  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamations**
  - a. **Retirement of Crystal Lake Rural Fire Protection District President Robert Seegers**
5. **Administration of Oath of Office**
  - a. **Swearing in Ceremony for newly promoted Lieutenant Daniel Grischow, New Firefighter/Paramedics Megan Folkerts & Curt Walker, and New Police Officers Matthew McDonald and Algirdas Sindaravicius.**
6. **Approval of Minutes**
  - a. **May 5, 2015 Regular City Council Meeting**
  - b. **September 4, 2014 Emergency City Council Meeting**
7. **Accounts Payable**
8. **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.*
9. **Mayor's Report**
10. **City Council Reports**
11. **Consent Agenda**
  - a. **64 Kent Avenue-Oak Hollow Subdivision-motion to continue the public hearing on the annexation agreement to the June 2, 2015 City Council meeting.**
  - b. **Ordinance Amending Section 11-1 Board of Fire & Police Commissioners, of the Crystal Lake Municipal Code.**
  - c. **Resolution designating the Director of Finance as the authorized agent of the City for Illinois Municipal Retirement Fund purposes.**

- d. Moe-B-Dick's North Shore Pub, 1050 North Shore Drive – Temporary Use Permit request to allow a washer tournament for Saturday, June 20, Saturday, August 1 & Saturday, September 12, 2015 from 12:00 p.m. to 8:00 p.m.**
- 12. Deddo-1784 Kennsington Lane-Variation from Article 3-200 from the 20 foot minimum rear yard setback to allow a 10 foot encroachment for an above ground swimming pool and deck.**
  - 13. Crystal Lake Family Dental – 1560 Carlemont Drive – Ordinance granting the Preliminary/Final PUD for two office buildings.**
  - 14. 95 Grant St. – Preliminary/Final PUD for a six unit apartment building.**
  - 15. Cable Wakeboard Park, Three Oaks Recreation Area – Property Use Agreement Amendment with Copley McGinnis LLC, request for waiver of water and sewer infrastructure availability fee.**
  - 16. Authorizing the execution of a contract with Martin Yarborough and Associates for the Information Technology Strategic Plan and Assessment.**
  - 17. Bid award and adoption of a resolution authorizing an agreement with APS Firehouse Alerting for a fire station alerting system for the City's firehouses.**
  - 18. Bid Award and adoption of a resolution authorizing a purchase agreement with Neenah Foundry Company for the replacement of manhole frames and lids.**
  - 19. Bid Award and adoption of a resolution authorizing the execution of a contract with Copenhaver Construction, Inc. for Brink Street Parking Lot Reconstruction.**
  - 20. Council Inquiries and Requests.**
  - 21. 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, Executive Session minutes and personnel.**
  - 22. Reconvene to Regular Session.**
  - 23. 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: 11a**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 19, 2015

**Item:**

Oak Hollow subdivision

Annexation Agreement Public Hearing Continuation

64 Kent Avenue (south of Kent Avenue and John Street to  
Oak Hollow Road)

**Recommendation:**

Motion to continue the public hearing on the annexation agreement to the June 2, 2015, City Council meeting for the Oak Hollow Annexation and Zoning Petition.

**Staff Contact:**

James Richter II, Planning & Economic Development Manager

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**Background:** The petitioner would like to request a continuation to allow the Council to review the full request including the rezoning, subdivision and variations, which was continued to the May 20<sup>th</sup> Planning and Zoning Commission hearing. The petitioner continues to work with City staff to finalize the annexation agreement language.

It is requested that this matter be continued to the June 2, 2015, City Council meeting for the respective Annexation Agreement Public Hearing.

**Votes Required to Pass:**

A simple majority vote.



**Agenda Item No: 11b**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 19, 2015

**Item:**

Adopt An Ordinance Amending Section 11-1. Board of Fire and Police Commissioners, of the Crystal Lake Municipal Code

**Staff Contact:**

Ann Everhart, Director of Human Resources

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**Background:** As a home rule municipality, the City Council may pass an ordinance as an exercise of the City's home rule powers and functions as granted in the Constitution of the State of Illinois to amend the City Municipal Code.

The attached ordinance will allow for a change in responsibility of the Board to hear disciplinary appeals by sworn police officers. In the last round of contract negotiations with the police officers, it was negotiated to have disciplinary appeals heard through the arbitration process rather than by the Board of Fire and Police Commissioners. This approach is widely seen in Illinois among police collective bargaining agreements.

This revision to the Board Rules and Regulations will simply document the change that has already been made through the approved collective bargaining agreement. It brings the Rules and Regulations up to date and the revision has been reviewed and approved by the members of the Board of Police and Fire Commission. It is presented to the Council for implementation through approval of the ordinance.

**Votes Required to Pass:** Simple Majority.

**Action Taken:**



**DRAFT**

**An Ordinance Amending Section 11-1. Board of Fire and Police Commissioners,  
of the Crystal Lake Municipal Code**

11-1 Board of Fire and Police Commissioners.

A.

Establishment. There is hereby created the Board of Fire and Police Commissioners for the City of Crystal Lake. It shall consist of three members, who shall be appointed by the Mayor with the consent of the City Council.

B.

Terms of office. Terms of office for members of the Board of Fire and Police Commissioners shall be three years and until their respective successors are appointed and have qualified. The terms of office shall be staggered, with the result that only one member shall begin a three-year term in any given year. A vacancy in an unexpired term shall be filled by appointment for the remainder of that term.

C.

Qualifications. Members of the Board of Fire and Police Commissioners shall meet such qualifications as may be required by ordinances of the City and the Illinois Compiled Statutes.

D.

Powers and duties.

[Amended 2-5-2008 by Ord. No. 6324]

(1)

Adoption of Division 2.1.<sup>10</sup> The Board of Fire and Police Commissioners shall have such powers and duties as may be prescribed by ordinances of the City and in the provisions of Division 2.1, Board of Fire and Police Commissioners, of the Illinois Municipal Code (Chapter 65 of the Illinois Compiled Statutes): 5/10-2.1-1, 5/10-2.1-2, 5/10-2.1-3, 5/10-2.1-10, 5/10-2.1-11, 5/10-2.1-15, 5/10-2.1-16, 5/10-2.1-17, 5/10-2.1-18, 5/10-2.1-19, 5/10-2.1-20, 5/10-2.1-21, 5/10-2.1-22, 5/10-2.1-23, 5/10-2.1-24, 5/10-2.1-25, 5/10-2.1-26 (as applicable to this chapter) and 5/10-2.1-29. In addition, 5/10-2.1-5, Rules-Publications, is adopted, except pursuant to the applicable collective bargaining agreement such section shall only apply to promotions and the conduct of hearings on charges brought against certain members of the Police and Fire Rescue Departments and not the conduct of examinations for original appointments.

[1]:

*Editor's Note: See ILCS Ch. 65, Act 5, Art. 10.*

(2)

Exceptions. The City adopts the regulations, provisions, penalties, conditions and terms in each section of Division 2.1 as provided in Subsection D, except as follows:

(a)

Section 5/10-2.1-15: Sworn police officers (as appropriate per applicable collective bargaining agreements) on the promotional eligibility register selected for supervisory positions shall serve on a probationary basis for a period of 12 months. If the sworn officer does not meet the qualifications as established or fails in his or her performance of the functions of the supervisory position during the probationary period, the Chief may demote the sworn officer to the rank previously held without loss of seniority. If warranted, the City has the right to seek the sworn member's dismissal as provided in Division 2.1.

(b)

~~Section 5/10-2.1-17: When a sworn police officer is found guilty of charges, t~~The Board of Fire and Police Commissioners may discharge, demote or suspend such certain sworn members not exceeding 30 days without pay. Except as otherwise provided by an applicable collective bargaining agreement, the appropriate Chief may suspend, without pay, a certain sworn staff members up to 10 calendar days. The Board of Fire and Police Commissioners shall be notified in writing of any such suspension. Any sworn member so suspended may appeal the suspension to the Commissioners within five calendar days after such suspension has been issued.

E.

Bond. Each member of the Board of Fire and Police Commissioners shall furnish bond as required by Illinois Compiled Statutes.

APPROVED:

\_\_\_\_\_  
Mayor Aaron T. Shepley

(SEAL)

ATTEST: \_\_\_\_\_

City Clerk Nick Kachiroubas

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

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



**Agenda Item No: 11c**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 19, 2015

**Item:**

Resolution to designate a new authorized agent for IMRF

**Staff Recommendation:**

Motion to adopt a Resolution designating the Director of Finance as the authorized agent of the City for Illinois Municipal Retirement Fund (IMRF) purposes.

**Staff Contact:**

Ann Everhart, Director of Human Resources

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**Background:**

With my departure as Director of Human Resources at the end of the month of May, the City must appoint an authorized agent for the Illinois Municipal Retirement Fund (IMRF), therefore the attached resolution is proposed. The responsibilities of the authorized agent include, signing all IMRF forms, as well as having the authority to file a petition for nomination of an executive trustee of IMRF and to cast a ballot for election of an executive trustee of IMRF.

**Votes Required to Pass:**

Simple Majority.

**Action Taken:**



**The City of Crystal Lake Illinois**

**DRAFT**

**RESOLUTION**

WHEREAS, the Mayor and City Council designated Gary J. Mayerhofer as the City's authorized agent for Illinois Municipal Retirement Fund purposes; and

WHEREAS upon her appointment to the position of Director of Human Resources, Ann Everhart had been designated as the IMRF Authorized Agent as part of her duties; and

WHEREAS, Ms. Everhart will be leaving the City's employment at the end of May, 2015 and during the period of recruitment for a new Director of Human Resources, George Koczwar, Director of Finance of the City of Crystal Lake, will assume the role of IMRF Authorized Agent.

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

That George Koczwar, Director of Finance of the City of Crystal Lake, is hereby appointed as the authorized agent of the City for Illinois Municipal Retirement Fund purposes.

The Mayor and City Council designate the following powers and duties to the authorized agent:

- to sign all IMRF forms;
- to file a petition for nomination of an executive trustee of IMRF;
- to cast a ballot for election of an executive trustee of IMRF.

DATED at Crystal Lake, Illinois this 19th day of May, 2015.

CITY OF CRYSTAL LAKE, an Illinois  
Municipal Corporation

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

ATTEST:

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

Passed:  
Approved:





**Agenda Item No: 11d**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 19, 2015

**Item:**

Moe-B-Dick's North Shore Pub Temporary Use Permit request to allow a washer tournament.

**Recommendation:**

Motion to approve the issuance of a Temporary Use Permit for Moe-B-Dick's North Shore Pub for a Special Promotion to allow a Washer Tournament, pursuant to the recommended conditions below.

**Staff Contact:**

James Richter II, Planning & Economic Development Manager

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**Background:** Moe-B-Dick's (1050 North Shore Drive) has applied for a Temporary Use Permit for a Special Promotion to allow a washer tournament to take place in the backyard of the subject property. This event has been approved annually since 2004.

The applicant is requesting permission to allow a washer tournament, which is an outdoor game similar to horseshoes, in the backyard of the Moe-B-Dick's property. The applicant would like permission to have the tournaments take place on Saturday, June 20, 2015, Saturday, August 1, 2015, and Saturday, September 12, 2015, from noon until 8:00 p.m.

Section 2-500.7 of the Unified Development Ordinance allows Special Promotions for a time period not to exceed 3 days in any calendar month, with no more than 4 promotions allowed per year. This request does not exceed the time period allowed by the Ordinance.

In addition, the applicant is requesting permission to allow the tournament players to purchase alcohol inside of the bar and bring the beverages outside of the building to the backyard during the washer games. Please note the following information relative to the applicant's liquor license:

- Moe-B-Dick's Class "1" liquor license allows the retail sale of alcoholic liquor for consumption on the premises, interior only, as well as the retail sale of alcoholic liquor in the original package. Their license does not permit alcohol to be sold or served in an outside area.
- Moe-B-Dick's is located in a residential area. As this bar pre-existed the current liquor code, it is allowed to sell and serve alcohol in a predominantly residential section of the City.

If approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid from noon to 8:00 p.m. on Saturday, June 20, 2015, Saturday, August 1, 2015, and Saturday, September 12, 2015.
2. This event shall remain within the confines of the subject property only. No alcoholic beverages shall be allowed in any other area than the subject property and the backyard area where the games will be held.
3. Area roads shall allow a minimum of 20 feet of access for fire apparatus. Parking shall be allowed on one side of the street only and signs shall be posted near the event. Work with the Police Department to determine the location of the no parking zones.
4. Fire hydrants in the area shall not be blocked by parking and signs posted.
5. Any junk or debris that may be created by the event shall be cleaned up on a continuing basis.
6. Any other permits or requests for signs shall be made through the Building Division.
7. The outdoor portion of the event in the backyard of the property shall be separated from the adjacent lots by a temporary fence in order to maintain separation between patrons and the surrounding residential neighborhood.
8. The event and its associated customer parking shall not interfere with any accessible parking spaces, emergency access (fire lanes), fire hydrants, or privately owned driveways.

The applicant has been made aware of these recommended conditions and advised to attend the May 19, 2015, City Council meeting to answer any questions.

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



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	May 19, 2015
<b><u>Item:</u></b>	REPORT OF THE PLANNING & ZONING COMMISSION  Deddo - 1784 Kennsington Lane - Variation
<b><u>Request:</u></b>	Variation from Article 3-200 from the 20-foot minimum rear yard setback, to allow a 10-foot encroachment for an above ground swimming pool and deck.
<b><u>Petitioner:</u></b>	Richard Deddo, petitioner
<b><u>PZC Recommendation:</u></b>	To approve the PZC recommendations and adopt an ordinance granting a variation from the required 20-foot rear yard setback at 1784 Kennsington Lane.
<b><u>Staff Contact:</u></b>	James Richter II, Planning and Economic Development Manager

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**Background:**

- **Existing Use:** The property is currently improved with a single-family home and an above ground pool.
- **Background:** An existing deck in the 10-foot utility and drainage easement will be removed to reduce the non-conformity. The homeowners would like to build the proposed deck between the house and the existing above ground pool. The deck would be within 6 feet of the home. The existing above ground pool is a detached accessory structure. Detached accessory structures have a 5-foot side and rear yard setback. The addition of the deck between the pool and principal structure creates a connection and changes the pool from an accessory structure to part of the principal structure.

**Key Factors:**

- **Request:** The petitioner is requesting a variation from the minimum rear yard setback requirement.
- **UDO Standard:** The minimum rear yard setback for properties zoned R-1 is 20 feet. Accessory structures have to meet the 5-foot accessory structure setback, but when a deck is within 6 feet of the principal structure, principal structure setbacks must be met. The deck is connected to the above ground pool and within 6 feet of the principal structure; therefore both the deck and the above ground pool must meet the 20-foot rear yard setback.

**PZC Highlights:**

- The PZC agreed that the Findings of Fact had been met.

The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Deddo, received 04/17/15)
  - B. Site Plan/Survey (received 04/17/15)
2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

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

DRAFT

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

AN ORDINANCE GRANTING A VARIATION  
AT 1784 KENNINGTON LANE

WHEREAS, pursuant to the terms of the Application (File #2015-26) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 3-200 from the minimum rear yard setback requirement to allow a 10-foot encroachment for an above ground swimming pool and deck at 1784 Kennsington Lane; and

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

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

SECTION I: That a Variation be granted from the Crystal Lake Unified Development Ordinance Article 3-200 from the minimum rear yard setback requirement to allow a 10-foot encroachment for an above ground swimming pool and deck at 1784 Kennsington Lane

at the property at 1784 Kennington Lane (19-19-179-018), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Deddo, received 04/17/15)
  - B. Site Plan/Survey (received 04/17/15)
2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

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

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

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

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MAYOR

ATTEST:

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CITY CLERK



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:** May 19, 2015

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
Crystal Lake Family Dental

**Request:** Preliminary/Final PUD for two office buildings

**Petitioner:** Brian Korte, architect  
1560 Carlemont Drive

**PZC Recommendation:** To approve the PZC recommendations and adopt an ordinance granting the Preliminary / Final PUD for Crystal Lake Family Dental and multi-tenant offices at 1560 Carlemont Drive.

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

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**Background:**

- Existing Use: The property in question is currently a vacant lot between the animal hospital and the multi-tenant retail buildings to the north.

**Key Factors:**

- The site is designed with two offices buildings. The dental office is at the south end of the site and the multi-tenant professional office building is along the north side.
- This site was part of the Kaper Subdivision and has been designed to drain into the shared basin.
- New commercial buildings are required to meet at least 6 of the architectural Design Standards in the UDO. This project meets 10 out of the 10 criteria.
- The petitioner worked with engineering to arrange for cross-access between the adjacent property and to make the main driveway right-in/right-out. The right-in/right-out is necessary for safe access to the property due to its location on a curve.

**PZC Highlights:**

- The PZC was impressed with the architectural design of the buildings.
- The PZC reviewed the Findings of Fact and felt that this project meets the criteria for the PUD and Design Standards.

The PZC recommended **approval (6-1)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Korte Architects, received 04/17/15)
  - B. Site Plan (Korte Architects, dated 04/03/15, received 04/14/15)
  - C. Grading Plan (Korte Architects, dated 04/03/15, received 04/14/15)
  - D. Architectural Plans (Korte Architects, dated 04/06/15 and 04/08/15, received 04/14/15)
2. Site and Landscape Plan
  - A. Provide a final landscape plan that meets all the requirements of Article 4-400.
  - B. Amend the driveway to a right-in/right-out to address safety concerns.
  - C. All signage shall meet the UDO.
3. Elevations
  - A. Provide a thick **top stone cap** along the parapet roofs of both buildings. **(Modified by PZC)**
4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.
5. **Provide signage to inform clients exiting the site where left turns can be executed. (Added by PZC)**

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



# DRAFT

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

## AN ORDINANCE GRANTING A PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT FOR CRYSTAL LAKE FAMILY DENTAL

WHEREAS, pursuant to the terms of the Petition (File #2015-23) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a the Preliminary and Final PUD for two office buildings for Crystal Lake Family Dental; and

WHEREAS, the required hearings were held on the petition of the property owners in the manner and the form required by the Unified Development Ordinance of the City of Crystal Lake and the statutes of the State of Illinois; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Final Planned Unit Development be granted as requested in said Petition,

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

SECTION I: That a Preliminary and Final Planned Unit Development be granted to permit the for two office buildings located southwest of Carlemont Drive and Angela Lane (19-18-476-013), Crystal Lake, Illinois.

SECTION II: That the Preliminary and Final Planned Unit Development be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Korte Architects, received 04/17/15)
  - B. Site Plan (Korte Architects, dated 04/03/15, received 04/14/15)
  - C. Grading Plan (Korte Architects, dated 04/03/15, received 04/14/15)
  - D. Architectural Plans (Korte Architects, dated 04/06/15 and 04/08/15, received 04/14/15)
2. Site and Landscape Plan
  - A. Provide a final landscape plan that meets all the requirements of Article 4-400.
  - B. Amend the driveway to a right-in/right-out to address safety concerns.
  - C. All signage shall meet the UDO.
3. Elevations
  - A. Provide a thick top-cap along the parapet roofs of both buildings.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

5. Provide signage to inform clients exiting the site where left turns can be executed.

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

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

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

\_\_\_\_\_  
MAYOR

ATTEST:

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



**Agenda Item No: 14**

**City Council  
Agenda Supplement**

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**Meeting Date:** May 19, 2015

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION  
95 Grant Street Apartments

**Request:** Preliminary/Final PUD approval for a 6-unit apartment building

**Petitioner:** George Ieremciuc, petitioner  
95 Grant Street

**PZC Recommendation:** The PZC recommendation of approval failed by a (3-4) vote, thereby producing a negative recommendation.

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

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**Background:**

- Existing Use: The property was previously utilized as an office and is currently vacant.

**Key Factors:**

- Requests: The petitioner is requesting approval of a Preliminary / Final Planned Unit Development for a 6-unit apartment building. Completely residential properties in the Downtown require a PUD.
- The petitioner is making interior and exterior changes to convert the building to 6 rental units. New windows are being added and a peaked roof would be installed to provide residential character.

**PZC Highlights:**

- The PZC's primary concerns were regarding the on-site parking and availability of parking in Downtown Crystal Lake.
- The PZC reviewed the Findings of Fact and felt that this request did not meet #1, a use desirable at this location and #4, creating an impact to the traffic circulation.

The City undertook a parking study in 2008 to evaluate the feasibility of a parking garage. The study showed that during the day there is a surplus of 487 spaces. In the evening there is a surplus of 1,081 spaces. The maps illustrating the parking calculations are attached as Exhibit A and B.

As part of this approval, the petitioner is creating an 8-space parking lot behind the building. This would provide 1 dedicated off-street parking space for each unit. Additional spaces would be available in the downtown Z-lot.

The second concern regarding the demand and impact to the traffic circulation was also reviewed by staff. Staff created a chart comparing trips generated, as calculated in the Institute of Traffic Engineers (ITE) trip generation manuals, between an office use and an apartment use. Here are the results.

Use	AM Peak hour	PM Peak hour	Saturday Peak hour
Apartment	7.39 trips	21.12 trips	The calculation actually produced a negative number. There is no reliable data for complexes less than 50 units.
Office	27.37 trips	88.91 trips	37.77 trips

The PZC recommendation of approval failed by a (3-4) vote, causing a negative recommendation of the petitioner's request. If a motion is made to approve the petitioner's request for a Preliminary/Final PUD to allow a 6-unit apartment building at 95 Grant the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Ieremciuc, received 02/10/15)
  - B. Architectural Plans (Joseph A. Meyer, dated 04/29/15, received 04/30/15)
2. The petitioner shall apply for one (1) Z-lot pass per unit each year.
3. The building is required to be fully sprinklered and connected to the City's alarm system.
4. Maintain fire rating requirements between units, which would need to continue up through the attic, and the adjacent building.
5. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

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

# DRAFT

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

## AN ORDINANCE GRANTING A PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT FOR 95 GRANT STREET

WHEREAS, pursuant to the terms of the Petition (File #2014-48) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Preliminary and Final Planned Unit Development for a multi-family development in the B-4 Downtown Commercial zoning district; and

WHEREAS, the required hearings were held on the petition of the property owners in the manner and the form required by the Unified Development Ordinance of the City of Crystal Lake and the statutes of the State of Illinois; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Preliminary and Final Planned Unit Development be granted as requested in said Petition,

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

SECTION I: That a Final Planned Unit Development be granted to permit a multi-family development in the B-4 Downtown Commercial zoning district for the property located at 95 Grant Street (14-32-479-007), Crystal Lake, Illinois.

SECTION II: That the Final Planned Unit Development be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Ieremciuc, received 02/10/15)
  - B. Architectural Plans (Joseph A. Meyer, dated 04/29/15, received 04/30/15)
2. The petitioner shall apply for one (1) Z-lot pass per unit each year.
3. The building is required to be fully sprinklered and connected to the City's alarm system.
4. Maintain fire rating requirements between units, which would need to continue up through the attic, and the adjacent building.
5. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

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

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

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

\_\_\_\_\_  
MAYOR

ATTEST:

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



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

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- Meeting Date:** May 19, 2015
- Item:** Property Use Agreement Amendment with Copley McGinnis LLC for the development of a cable wakeboard park at the Three Oaks Recreation Area.
- Staff Recommendation:**
- 1.) Motion authorizing the City Manager to amend section 4.02 of the property use agreement with Copley McGinnis LLC to delete the requirement that Copley McGinnis LLC pay water and sewer infrastructure availability fees for the cable wakeboard park development at the Three Oaks Recreation Area.
  - 2.) Motion authorizing the Director of Public Works to waive water and sewer infrastructure availability fees for the wakeboard park development at the Three Oaks Recreation Area.
- Staff Contact:** Eric T. Helm, Deputy City Manager  
Victor Ramirez, Director of Public Works  
Michelle Rentzsch, Director of Community Development
- 

**Background:**

As the Council may recall, at the March 18, 2014 City Council meeting, the City Council approved a property use agreement with Copley McGinnis LLC for the development of a cable wakeboard park at the Thee Oaks Recreation Area. This agreement included a provision that requires the developer to pay all City development fees, including water and sewer infrastructure availability fees (previously known as connection fees). These development fees were not known at the time of the agreement's execution since building and engineering plans were not yet created. Now that the final building plans are finalized, and all fees are known, Copley McGinnis LLC is requesting a waiver of the water and sewer infrastructure availability fee.

Commercial Building Permit Application Review

In early spring of this year, the City received the final architectural plans from Copley McGinnis LLC for a building permit. Included with this application were plans depicting water and sewer service lines and the sizes of these lines. Based on the diameter of the utility lines, the Community Development Department calculated the infrastructure availability fee associated with the development per the Section 515-17 of the City Code. The total water and sewer

availability fee is \$48,966. Since this development is a commercial development, impact fees are not applicable.

#### Fee Waiver Request

Based upon the unique circumstances of this development, the developer is requesting that the City waive the infrastructure availability fees for this project. In this circumstance, the City Council may wish to waive these fees based on the following factors:

##### *Minimal Impact on Public Infrastructure*

Given the size of the facility, and the limited operational season, the facility's impact on the City's water and sewer infrastructure will be minimal. While it may be justifiable to waive the infrastructure availability fees, the developer will still pay for actual water and sewer usage during the operation of the facility.

##### *Unique Nature of the Project*

The cable wakeboard park development is unlike other development project where infrastructure availability fees have been required in the past. This project is unique since the development will take place on City property and the City will share in the revenues generated by the facility. In addition, the City will directly benefit from increased parking revenue and park attendance.

The project is also unique due to the fact that if the developer chooses not to renew the agreement or defaults for any reason, the City would take title to the facilities. Since the City would not charge itself fees for its own capital investments at the Three Oaks Recreation Area, it can be rationally justified that these fees should not be charged as a result of the developer's investment in the public property at the Three Oaks Recreation Area.

Due to the unique nature of the project, waiving fees for this development is unlikely to establish a precedent for future private development on private property. The City retains the discretion to allow or reject future requests for projects at Three Oaks and further retains the authority to dictate the terms of any future property use agreements.

#### **Recommendation:**

Due to the unique nature of this project and the benefit of this investment on public property, staff recommends that the City Council authorize the City Manager to amend the property use agreement and grant the waiver of the infrastructure availability fee for the cable wakeboard park development.

#### **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 amend section 4.02 of the property use agreement with Copley McGinnis LLC in order to delete the requirement for the payment of water and sewer infrastructure availability fees for the cable wakeboard park development at the Three Oaks Recreation Area; and authorizing the Director of Public Works to waive water and sewer infrastructure availability fees for the wakeboard park development at the Three Oaks Recreation Area.

DATED this 19<sup>th</sup> day of May, 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**

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**Meeting Date:** May 19, 2015

**Item:** Information Technology Strategic Plan and Assessment

**Staff Recommendation:** Motion to award the Information Technology Strategic Plan and Assessment Request for Proposal to the lowest responsive and responsible bidder, Martin Yarborough and Associates, in the amount of \$35,000.00, and to adopt a resolution authorizing the City Manager to execute the contract with Martin Yarborough and Associates, allowing for a ten percent contingency.

**Staff Contact:** Gregory A. Fettes, Director of Information Technology

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**Background:**

On October 30, 2014, Proposals received for an Information Technology Strategic Plan and Assessment were opened and publicly read. The City received eleven (11) responses and the results are tabulated below:

<i>Firm</i>	<i>Amount of RFP</i>
Martin Yarborough and Associates Fort Worth, TX	\$35,000.00 <sup>1</sup>
Advanced Business Networks Mundelein, IL	\$36,000.00
Baxter & Woodman Control Systems Integration Crystal Lake, IL	\$45,920.00

<i>Firm</i>	<i>Amount of RFP</i>
Schumaker & Company Ann Arbor, MI	\$50,053.00
Plante Moran Southfield, MI	\$66,270.00
BerryDunn Portland, ME	\$68,840.00
Client First Schaumburg, IL	\$72,735.00
Excipio Broken Arrow, OK	\$79,620.00
Elert & Associates Stillwater, MN	\$89,475.00
Mindboard Sterling, VA	\$98,862.50
Sunera Tampa, FL	\$142,450.00

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

Over the past two decades, and particularly over the past few years, the world has witnessed unprecedented advances in technology that have impacted almost every aspect of people's lives. The City of Crystal Lake, similar to most businesses and other governmental entities, has invested significant resources in technology, not only to improve operating efficiency, but also to provide enhanced and more accessible services to the public.

As a result of the rapid changes in technology and in an effort to ensure that the City leverages technology to its highest potential in a cost effective manner, a goal was included in the Information Technology budget to provide for the development of a Strategic Plan and Assessment. As these types of plans have done for other Departments within the City, the Information Technology Strategic Plan and Assessment will provide an overall technology plan for the City, a five year capital plan for its implementation, and a related staffing plan for Information Technology to support the goals of the plan and the core values of the City.

### **The Process:**

A Request for Proposal (RFP) was developed for the Strategic Plan and Assessment, utilizing RFPs from similar organizations and, at the same time, ensuring that the needs of the City in the development of the plan would be addressed. The basic structure of the process, as outlined in the City's RFP documents, includes the following services:

- **Information Technology Assessment** – The first step in the planning process will be an assessment of the City’s current equipment and technology infrastructure. The assessment is a data gathering process that looks at the City’s current hardware and software resources and the infrastructure that supports the City’s technology. During this evaluation, the consultant will look at all aspects of our Information Technology resources such as servers, network hardware (routers, switches, etc.), desktop/laptop/tablet hardware and software, and printers. As a part of this evaluation, the consultant will document the type and amount of network storage we have, our backup systems and policies, our network design and other necessary components of our Information Technology infrastructure.
- **Information Technology Strategic Plan** – The next phase of the engagement will involve the consultant interfacing with the various Departments of the City and their employees. In this phase, the consultant will work with the Departments in determining their needs and how they are being met by the current technology available to them (this includes hardware/software and how it is used by the Department). The consultant will then assist in a process of determining how best their technology needs can be met in a cost effective manner. During this process, the consultant will assist the Departments in evaluating current business processes and how they can utilize technology to not only increase their operating efficiency, but to also provide enhanced and/or more accessible services to the public.
- **Development of Capital Plan** – The next phase of the engagement will involve the consultant looking at the information developed in the initial IT Assessment in light of the results of the Strategic Planning process and developing an Information Technology Capital Plan for the next five (5) years. This capital plan will allow the City to prioritize and implement needed technology investments that will align with the City’s core values for implementation.
- **Development of Staffing Plan** – The next phase of the engagement will involve the consultant evaluating the City’s current and future technology needs as developed through the IT Assessment, Strategic Plan and Capital Plan, to develop an Information Technology Staffing Plan. The Staffing Plan will address the City’s current staffing needs as detailed in the Assessment, as well as future staffing needs as the items in the Strategic Plan and Capital Plan are implemented. As a part of the development of the staffing plan, the consultant will assist the City in the development of a Request for Proposal for contracted Information Technology staffing. The consultant will also assist the City in evaluating responses received during the RFP process.
- **Policy Development Assistance** – Using industry best practices, the consultant will assist the City in reviewing current Information Technology processes and policies and will assist in the development of revised and/or new policies and processes in conformance with the information developed through the Information Technology Assessment, Strategic Plan, Capital and Staffing Plans.
- **Budget Development Assistance** – The consultant, utilizing all the information developed in the various phases of the process, will assist in developing appropriate budget information to implement the findings of the Information Technology Assessment, Strategic Plan, Capital and Staffing Plans.

At the conclusion of the Information Technology Strategic Plan and Assessment, the consultant will also provide the City with a framework to continue the planning process into the future so that the City's Strategic Plan can be maintained and updated on an annual basis.

**The RFP Evaluation Process:**

Once the RFP responses were received, staff from Information Technology and the City Manager's Office reviewed them to determine their compliance with the requirements contained in the RFP Documents. As a result of this review, six (6) responders were selected for further evaluation.

In order to effectively review these selected responders, an evaluation committee was formed with representatives from the following Departments:

- City Manager's Office
- Finance
- Human Resources
- Community Development
- Police
- Fire/Rescue
- Public Works
- Information Technology

All of the committee members had a complete copy of each RFP response from the selected responders to assist in the evaluation of their proposals. Each of the selected responders was invited to make a presentation to the Committee to highlight their firm's approach to the Strategic Plan and Assessment and each of the respondents chose to make an in-person presentation to the Committee.

Upon the conclusion of the presentations, the committee convened to complete a final evaluation of the responders and their presentations. During this final review process, the Committee reviewed the responder's experience with past Strategic Planning and Assessment processes, their credentials, and sample completed plans from other engagements. After this review was completed, the Committee concurred that Martin Yarborough and Associates was the lowest responsive and responsible responder due to the fact that his firm has completed many similar projects for not only local governments, but also for large school districts and universities, that he has significant experience in the Information Technology field as a manager and Chief Information Officer, and that he has worked with large corporations (Dell as an example) on strategic planning processes. All supplied references indicated that they were pleased with his work. Finally, Martin Yarborough and Associates provided the lowest cost response to the City's RFP request.

**Recommendation:**

It is the recommendation of City staff to award the contract for Information Technology Strategic Plan and Assessment to the lowest responsive and responsible bidder, Martin Yarborough and Associates, in the amount of \$35,000.00, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of services.

Sufficient funding is available in the FY2015-2016 budget 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 be authorized to execute the contract with Martin Yarborough and Associates for an Information Technology Strategic Plan and Assessment in the amount of \$35,000.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this 19<sup>th</sup> day of May, 2015.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: May 19, 2015  
APPROVED: May 19, 2015



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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**Meeting Date:**

May 19, 2015

**Item:**

Fire Station Alerting Purchase Agreement

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with APS Firehouse Alerting for a fire station alerting system for the City's firehouses.

**Staff Contact:**

Paul DeRaedt, Fire Rescue Chief

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**Background:**

In Illinois, a Foreign Fire Insurance Tax is levied on fire insurance companies who are not incorporated under the laws of the State of Illinois. These companies are required to pay to the municipal foreign fire insurance board in which they operate an amount not to exceed 2% of the gross receipts from insurance in force within the city limits. These funds are to be utilized by the municipal foreign fire insurance board for the maintenance, use, and benefit of the respective fire department.

At the December 1, 2009 City Council meeting, the City Council adopted an ordinance amending the regulations governing the Crystal Lake Foreign Fire Insurance Tax Board following the passage of Public Act 09-0505 by the Illinois General Assembly. Section 11-9 of the City Code incorporates the adopted ordinance.

It is the mission of the Crystal Lake Foreign Fire Insurance Board to receive and account for revenues received from the 2% tax on fire insurance policies sold by foreign (out of state) insurance companies, and to use such funds for the maintenance, use, and benefit of the Department, as set forth in the Illinois Compiled Statutes. The Board consists of seven trustees: the Fire Chief, who holds office by virtue of his rank, and six members, who are elected by the members of the Department.

In accordance with Illinois Compiled Statutes, the Illinois Municipal League (IML) collects the 2% foreign fire insurance tax from the out of state insurance companies that conduct business in Crystal Lake. This money is collected and paid annually to the Foreign Fire Insurance Board Treasurer.

Since its inception, the Board has authorized expenditures that have met the purpose for which the Board was created. The City's ordinances and the Board's by-laws provide direction for procurement of goods and services. All purchasing proposals must meet the mission of the Board: For the Maintenance, Use, and Benefit of the Fire Department.



On Wednesday, March 11, 2015, the City of Crystal Lake, on behalf of the Crystal Lake Foreign Fire Insurance Tax Board, publicly opened and read aloud the bids received for the upgrading of the current Fire Station Alerting System (FSAS) at all three fire stations. The lowest responsive and responsible bidder, APS Firehouse Alerting will provide a turnkey system that is compliant with the National Fire Protection Association (NFPA) 1221, Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems and to include selectively alerting the stations due on an incident utilizing ramping "heart saver" tones and LED lights.

Bid results are listed below:

<b>BIDDER</b>	<b>Original Bid</b>
APS Firehouse Alerting Westminster, MD	\$ 127,880.78 ✓
Northern Illinois Communications Sycamore, IL	\$ 156,504.40

✓ *Indicates lowest responsive and responsible bidder*

On Wednesday, May 6, 2015, the Foreign Fire Insurance Tax Board approved the expenditure of funds to purchase the fire station alerting system from the lowest responsive and responsible bidder, APS Fire Station Alerting.

City staff sought legal opinion as to whether or not the Board has legal authority to enter into contracts on its own behalf. Based upon state statute, while it is clear about the Board having the authority to approve expenditures, it is not clear that the Board possesses the statutory authority to enter into contracts or to bring suit in the event of a breach of contract. Therefore, in order to enter this agreement and protect the both the Board and City in the purchase of the fire station alerting system, City Council approval authorizing the City Manager to enter into a purchase agreement with APS Firehouse Alerting is requested.

**Recommendation:**

It is staff's recommendation to adopt a resolution authorizing the City Manager to execute an agreement with APS Firehouse Alerting for a fire station alerting system for the City's firehouses.

**Votes Required to Pass:**

Simple majority



**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with APS Firehouse Alerting for a fire station alerting system for the City's firehouses in the submitted proposal amount.

DATED this 19<sup>th</sup> day of May, 2015.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL  
ATTEST

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

PASSED: May 19, 2015  
APPROVED: May 19, 2015



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

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**Meeting Date:** May 19, 2015

**Item:** Manhole Frame and Lid Replacement Bid Award

**Staff Recommendation:** Motion to award the bid for the purchase of replacement manhole frames and lids to the lowest responsive and responsible bidder, Neenah Foundry Company, in the bid amount of \$22,453.00, and adopt a resolution authorizing the City Manager to execute a purchase agreement with Neenah Foundry Company with a 10 percent contingency for unforeseen additional quantities.

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

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**Background:**

On May 8, 2015, the City opened bids for the purchase of manhole frames and lids. The results are tabulated below:

<i>Firm</i>	<i>Amount of Bid</i>
Neenah Foundry Company <sup>1</sup> Neenah, WI	\$22,453.00
EJ USA, Inc. East Jordan, MI	\$24,055.00

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

City crews routinely inspect manhole frames and lids. Selective replacement of the manhole frames and lids during the annual resurfacing program improves roadway rideability and helps to reduce storm inflow into the sanitary sewer system, thereby reducing operating costs.

The City followed the standard bid advertisement procedures. There are currently only two suppliers that manufacture frames and lids that are compatible with the City's existing structures. This purchase is included in the Fiscal Year 2015-2016 Road and Vehicle License budget.

**Votes Required to Pass:**

Simple majority of City Council present.



## 2015 Manhole Frames and Lids Purchase Bid Results

Bid Opening:  
May 8, 2015  
11:00 AM

Item #	Item	Unit	Approx. Quant.	Neenah Foundry		EJ USA Inc.	
				Unit Price	Unit Total	Unit Price	Unit Total
1	9-inch Manhole Frame	EA	95	\$ 119.00	\$ 11,305.00	\$ 135.00	\$ 12,825.00
2	7-inch Manhole Frame	EA	10	\$ 117.00	\$ 1,170.00	\$ 135.00	\$ 1,350.00
3	4-inch Manhole Frame	EA	10	\$ 117.00	\$ 1,170.00	\$ 140.00	\$ 1,400.00
4	Lid - Sanitary	EA	66	\$ 98.00	\$ 6,468.00	\$ 95.00	\$ 6,270.00
5	Lid - Water	EA	21	\$ 90.00	\$ 1,890.00	\$ 85.00	\$ 1,785.00
6	Lid - Storm	EA	5	\$ 90.00	\$ 450.00	\$ 85.00	\$ 425.00
<b>Bid Totals</b>		As Read		\$ 22,453.00		\$ 24,055.00	
		As Calculated		\$ 22,453.00		\$ 24,055.00	



**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 purchase agreement with Neenah Foundry Company for the purchase of manhole frames and lids in the amount of \$22,453.00 with a 10 percent contingency for unforeseen additional quantities.

**DATED** this 19<sup>th</sup> day of May, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: May 19, 2015

APPROVED: May 19, 2015



## Agenda Item No: 19

### City Council Agenda Supplement

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**Meeting Date:** May 19, 2015

**Item:** Brink Street Parking Lot Improvement Bid Award for Construction.

**Staff Recommendation:** Motion to award the bid for the Brink Street Parking Lot Reconstruction to the lowest responsive and responsible bidder, Copenhaver Construction, Inc., in the bid amount of \$379,535.60, and adopt a resolution authorizing the City Manager to execute a contract with Copenhaver Construction, Inc., allowing for a 10 percent contingency.

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

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#### **Background:**

The Brink Street Parking Lot was originally constructed in the late 1980s and the pavement is beyond its usable life. The City hired Engineering Resources Associates to design an improvement to the functionality, efficiency, and aesthetics of the existing lot rather than simply resurfacing the parking lot.

City staff worked with the Downtown Association to design a parking lot which makes more efficient use of the area, improves traffic circulation, and enhances parking lot drainage. The proposed reconstructed parking lot:

- Reconfigures the parking spaces to add 10 parking spaces;
- Provides three 15-minute parking spaces for business patrons;
- Provides a larger outdoor seating area for business patrons at the northeast corner;
- Upgrades the existing street light cabinet and provides specific outlets for downtown events;
- Lowers the existing elevation at the northwest corner to reduce the existing parking lot slope;
- Provides a seat wall along the west edge of the parking lot to be utilized during events;
- Improves the existing landscaping within and around the parking lot.

During construction, the entire parking lot will be closed to ensure the safety of patrons to the area, lessen the chance of customer vehicle damage, and provide for a quicker and more cohesive

construction project. By closing the parking lot entirely, the project can be completed faster, is more economical and a better product will be provided.

Temporary construction parking will be provided in the two lots directly west of the Brink Street parking lot. Construction specific signage will be placed at the appropriate places downtown to direct people to these two lots. Working in coordination with the Downtown Association, a letter and a parking map will be mailed and emailed to all the downtown businesses as well as a press release issued as part of a parking awareness campaign.

Construction Bid

On May 8, 2015, the City opened bids for the Brink Street Parking Lot Reconstruction. The results are tabulated below:

<i>Firm</i>	<i>Amount of Bid</i>
Copenhaver Construction <sup>1</sup> Gilberts, IL	\$379,535.60
Berger Excavating Wauconda, IL	\$447,176.85
Alliance Contractors Woodstock, IL	\$457,450.03
Landmark Contractors Huntley, IL	\$504,628.43

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

The City has used Copenhaver Construction many times in the past. They have done several stages of the downtown sidewalk replacement program and the City has received positive feedback on their work and professionalism during those projects. They are also the contractor for the South Main Street project currently under construction. The City followed the standard bid advertisement procedures. This project is budgeted in the Fiscal Year 2015-2016 budget.

**Votes Required to Pass:**

Simple majority of City Council present.



**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 Copenhaver Construction, Inc. for the Brink Street Parking Lot Reconstruction in the amount of \$379,535.60. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

**DATED** this 19<sup>th</sup> day of May, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

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

SEAL

ATTEST:

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

PASSED: May 19, 2015

APPROVED: May 19, 2015