CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 2, 2016
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – January 19, 2016 Regular City Council Meeting**

5. **Accounts Payable**

6. **Public Presentation**
   The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. Crystal Lake South High School Booster Club-Class 16 Temporary Liquor License request for a Trivia Game Night on Saturday, March 5, 2016 at St. Elizabeth Ann Seton Church.

10. **Operation Click-Leprechaun Lunge, Request for the use of the Three Oaks Recreation Area on Saturday, March 12, 2016, Waiver of Fees and Posting of Signs two weeks prior to the event.**

11. **Panther Pursuit 5K Run/Walk Benefit for Immanuel Lutheran School-Waiver of Fees for Police Officer Assistance on May 14, 2016.**

12. **Crystal Pines Nursing Rehabilitation and Health Care Center, 335 N. Illinois Street-Special Use Permit Amendment for additional parking areas and Variations.**

13. **South High School, 1200 S. McHenry Ave. – Special Use Permits for a high school for the existing South High School and for accessory structures over 900 square feet, Variations for maximum height requirements and parking standard, and Application Fee Waiver.**

14. **Appropriation of MFT Funds for Phase II Engineering of the Prairie Trail Re-Route Improvement.**

15. Resolution authorizing the execution of an agreement with Civiltech Engineering, Inc., for the Phase II Design Engineering of the Prairie Trail Re-Route.

16. Resolution authorizing the execution of a purchase agreement with R.A. Adams for the provision of plows, lift gates and lighting installation.

17. Resolution authorizing designation and auction of surplus vehicles and execution of an agreement with Obenauf Auction Service, Inc. for the sale of surplus vehicles and utilization of their online auction.

18. Council Inquiries and Requests.

19 Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.

20. Reconvene to Regular Session.

21. Economic Development Committee Appointment

22. Adjourn.

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

Agenda Item No: 9a.

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: Temporary Liquor License – Crystal Lake South High School Booster Club

Staff Recommendation: Motion to approve issuance of a Class "16" Temporary Liquor License to Crystal Lake South High School Booster Club

Staff Contact: Eric Helm, Deputy City Manager

Background:
The City has received a request from Crystal Lake South High School Booster Club for the issuance of a Class "16" Temporary Liquor License in order to sell beer and wine at their Seventh Annual Trivia Game Night being held at the Saint Elizabeth Ann Seton Church Parish Center, located at 1023 McHenry Avenue, on March 5, 2016 from 6:30 p.m. to 10:30 p.m.

Section 329-5-P of the City Code permits the issuance of a Class "16" Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:
Simple majority

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: Operation Click – The Leprechaun Lunge

Council Discretion: City Council Discretion

1. Motion to approve the use of the Three Oaks Recreation Area for the Leprechaun Lunge on Saturday, March 12, 2016.
2. Motion to approve a waiver of $2,676 in total fees associated with holding the event at Three Oaks.
3. Motion to approve posting of signage for the event two weeks prior to and leading up to the event.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from Operation Click to host The Leprechaun Lunge at the Three Oaks Recreation Area on Saturday, March 12, 2016 from 10:00 a.m. to 2:00 p.m. This event will be similar to a Polar Plunge. This will be a fundraising event for the Operation Click program, which is a 501c3 charitable organization. Set-up for the event will begin at 8:00 a.m. and clean-up after the event is anticipated to be concluded by 4:00 p.m. Since this event is being held during the Three Oaks off-season, parking at Three Oaks is not a concern for this event.

During the event, participants will run into the lake through the swim beach area to at most, waist-level deep, and then return out of the water. For the safety of the participants, the Fire Rescue Department will have a couple personnel in wet suits in the water, as well as an ambulance onsite. Also, access to the locker rooms at the Lake House will be made available during the event. In addition, the petitioner has requested use of the main pavilion where catered food will be provided.

The City's Fire Rescue and Police Departments have reviewed the request and do not have any concerns regarding the event providing the following conditions are met:

1) Operation Click shall coordinate with the Crystal Lake Fire Rescue and Police Departments, and Three Oaks Recreation Area staff regarding assistance during the event.

2) All debris created by the event shall be cleaned up during and after the event.
3) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
4) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
5) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
6) Any additional permits or requests for signage shall be made through the Community Development Department.
7) In the case of inclement weather, an alternate date can be approved by the City Manager.

Request to Waive Any Fees Associated with the Event

In addition, representatives from Operation Click have requested that the total fee of $2,676 to hold this event at Three Oaks be waived by the City. The fees for the Fire Rescue Department and the Three Oaks Recreation Area are outlined below. It is anticipated that Police Department assistance would not be needed for this event.

In the past the only events at Three Oaks in which the City Council has waived fees for Three Oaks staff and pavilion rental has been for overnight camps held by Boy Scout Troop 151 and the Choctaw Girl Scout Service Unit.

Fire Rescue Department Costs:

Ambulance with two personnel:	$124.00/hour
Two personnel for water rescue standby:	$124.00/hour
Total for 1 hour:	$248
Four hour minimum:	x 4
Minimum Total:	$992.00

Three Oaks Recreation Area Costs:

Non-Refundable	*Fee*
Pavilion Rental Fee	$180
Three Oaks Attendant Fee	$144 ($9 per hour x 2 staff (8 hours))
Three Oaks Manager-On-Duty Fee	$160 ($20 per hour x 1 staff (8 hours))
Total Non-Refundable Fee	$484
Refundable	
Refundable Event Damage	$1,000
Pavilion Deposit Fee	$200
Total Refundable Event Damage	$1,200

Total fee for Three Oaks Recreation Area and Fire Rescue Department = **$2,676**

Request for to Post Signage

Operation Click is also requesting the ability to post signage for the event around the Three Oaks Recreation Area (Main Street, Route 14, Route 31, Pingree Road) two weeks prior and leading up to the day of the event. If signs are to be placed on private property, the petitioner would be required to secure permission from that private property owner.

Attached is the request letter from Operation Click. Representatives from Operation Click will be in attendance at the February 2, 2016 City Council Meeting.

Votes Required to Pass:

Simple majority vote of the City Council

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: Panther Pursuit 5K Run/Walk Benefit for Immanuel Lutheran School

Recommendation: City Council discretion:
1) Motion authorizing the waiver of fees for Police Officer assistance related to the Panther Pursuit 5K Run/Walk Benefit.
2) Motion to deny the request.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:
Immanuel Lutheran School is organizing the Panther Pursuit 5K Run/Walk Benefit to raise funds for the School. This is the first year that the School is organizing this fund raiser. The event will be held on May 14, 2016 starting at 8:30 AM.

The race organizers have requested Police Officer assistance to help with the safety of the event. The Police Officers will be stationed at three key intersections: McHenry Avenue and Union Street, McHenry Avenue and Paddock Street, and Walkup Avenue and Paddock Street. The race organizers have requested that the City waive the normal fees associated with this assistance. The fee would be $276 for the first two hours, and then an additional $138 per hour for each additional hour. The City has agreed to waive fees for similar other events of this type, such as the Woods Creek Feet Meet and the Ridge Run for Glacier Ridge Elementary.

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

1. Police assistance will be required at the following intersections: McHenry/Union, McHenry/Paddock and Walkup/Paddock. The event organizers must coordinate with the Crystal Lake Police Department regarding assistance during the event.
2. The volunteers for the event must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
3. "Race In Progress" signs must be posted a minimum of two days prior to the event.
4. Streets are not to be marked with paint or any permanent materials.

5. Any signage shall not block the sight lines of vehicles.
6. All debris created by the event shall be cleaned up during and after the event.
7. Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
8. Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
9. Tents and canopies used for this event must comply with the following conditions:
    a. Canopies that are open on all sides are required to be 12 feet from any structure, tent, or parked cars, and tents are required to be 20 feet away from any structure, other tent/canopy or parked cars.
    b. Tents/canopies shall be of a flame resistant material or treated as such.
    c. No smoking is permitted in or under any tent or canopy and "No Smoking" signs are to be posted.
    d. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device is permitted inside of or within 20 feet of any tent or canopy open to the public.
    e. The tents/canopies shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
10. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
11. Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
12. Any additional permits or requests for signage shall be made through the Community Development Department.
13. In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. Part of the proposed course uses the McHenry County Conservation District Prairie Trail. The event organizers have secured permission from MCCD for using the trail for this event. The application, a map of the course, and other information has been attached.

Votes Required to Pass:
Simple majority vote of the City Council

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Crystal Pines Nursing Rehabilitation and Health Care Center

Request:

1) Special Use Permit Amendment for additional parking areas.
2) Variations to
   a) Article 4-200 C.4 to permit a parking area which requires maneuvering from the public street;
   b) Article 4-400 F.2.c from the requirement to provide a minimum 8-foot landscape area adjacent to a parking area; and
   c) Article 4-800 to allow variations in the required minimum and maximum lighting levels in the parking area.

Petitioner: George Holler, petitioner
335 N. Illinois Street

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit Amendment with Variations for Crystal Pines Nursing Rehabilitation and Health Care Center at 335 N. Illinois Street.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- Crystal Pines provides nursing care and rehabilitation services. Their patients include the elderly, people with disabilities or people who need therapy and other rehabilitation after an accident or surgery.
- Crystal Pines works with nursing students and provides on-site training. These programs run for several weeks at a time. This influx of nursing students causes the additional demand on the required parking.
- Crystal Pines has requested an amendment to their Special Use Permit to allow the expansion of their parking lot. There are two locations of expansion. The first is to the

north of the existing parking area. The second is off the drive aisle entering the site. These two locations were selected since they provide the most efficient way to add more parking and they have the least impact on the surrounding residential homes.

PZC Highlights:

- During the PZC public hearing, a resident expressed her concerns over garbage left on her property and the Crystal Pines employees smoking near her property. The property owner stated that he would talk with the on-site management to address these issues.
- The PZC discussed the traffic flow into and out of the site. It was a low volume of traffic as most cars are stationary during their shift and then it is a trickle effect as the shift changes happen. The PZC said they needed to get the vehicles off the street as it becomes almost impassible at times.
- The PZC reviewed the Findings of Fact and found that this petition meets the criteria.

The PZC recommended **approval (5-0)** 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 (Crystal Pines, received 12/09/15)
   B. Plat of Survey (Mionske, dated 07/02/2000, received 12/09/15)
   C. Site Plan (Intech Consultants, Inc, dated 10/28/15, received 12/09/15)
   D. Landscape Plan (Design Perspectives, dated 11/02/15, received 12/09/15)
2. The petitioner shall work with staff to provide sufficient lighting to the parking area so the area is safe, but lighting levels shall not shine into adjacent properties and meet the maximum light levels at the property lines.
3. Provide a Plat of Easement for the new MUE easement for the relocated watermain and fire hydrant, which includes language for the municipal maintenance agreement.
4. Provide wheel stops for the west side parking spaces.
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 AN AMENDMENT
TO THE SPECIAL USE PERMIT AND VARIATIONS
FOR CRYSTAL PINES REHABILITATION AND HEALTH CARE CENTER

WHEREAS, pursuant to the terms of the Petition (File #2015-64) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit Amendment to allow the addition of a parking area and Variations from: A. Article 4-200 C.4 to permit a parking area which requires maneuvering from the public street; B. Article 4-400 F.2.c from the requirement to provide a minimum 8-foot landscape area adjacent to a parking area; and C. Article 4-800 to allow variations in the required minimum and maximum lighting levels in the parking area; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on December 11, 2015 in the Northwest Herald, held a public hearing at 7:30 p.m., on January 6, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment and variations; and

WHEREAS, on January 6, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit Amendment and variations be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2015-64, dated as of January 7, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Special Use Permit and Variations 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 Special Use Permit Amendment be granted to allow the addition of a parking area and Variations from: A. Article 4-200 C.4 to permit a parking area which requires maneuvering from the public street; B. Article 4-400 F.2.c from the requirement to provide a minimum 8-foot landscape area adjacent to a parking area; and C. Article 4-800 to allow variations in the required minimum and maximum lighting levels in the parking area for the property located at 335 N. Illinois Street (14-33-151-007), Crystal Lake, Illinois.

SECTION II: That the Special Use Permit Amendment and Variations be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crystal Pines, received 12/09/15)
   B. Plat of Survey (Mionske, dated 07/02/2000, received 12/09/15)
   C. Site Plan (Intech Consultants, Inc, dated 10/28/15, received 12/09/15)
   D. Landscape Plan (Design Perspectives, dated 11/02/15, received 12/09/15)

2. The petitioner shall work with staff to provide sufficient lighting to the parking area so the area is safe, but lighting levels shall not shine into adjacent properties and meet the maximum light levels at the property lines.

3. Provide a Plat of Easement for the new MUE easement for the relocated watermain and fire hydrant, which includes language for the municipal maintenance agreement.

4. Provide wheel stops for the west side parking spaces.

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 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: 13

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: REPORT OF THE PLANNING & ZONING COMMISSION

South High School

Requests:

1. Special Use Permit (Section 2-400) for the existing South High School.
2. Special Use Permit (Section 4-600D) for accessory structures over 900 square feet.
3. Variations for:
   a) Section 3-200 A/B from the maximum height requirement of 15 feet for an accessory structure to permit 21' 9" for the proposed west bleachers and 42' 3" for the proposed east bleachers.
   b) Section 4-200D4 from the required parking standard of 1,087 parking spaces to allow 1,046 available parking spaces via on-site and off-site parking arrangements.
4. Fee waiver request of the application fee ($3,455).

Petitioner: Lisa Waggoner on behalf of the petitioner Community High School District 155

PZC Recommendation: To approve the PZC's recommendation and adopt an ordinance granting the special use permits and variations at 1200 S. McHenry Avenue.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:

- Previous Approvals: The South High School property was annexed in 1977 without the granting of a special use permit, as none was required at that time. As such, the property has been considered legal non-conforming.
- Existing Use: The site is utilized for South High School, the ancillary athletic fields, and associated parking areas.

- Request: A Special Use Permit to bring the zoning up-to-date with the current UDO to grant approval for the overall South High School campus. A Special Use Permit for the proposed accessory structures over 900 square feet and variations for accessory structure height and required number of parking spaces.

Key Factors:

- General: The football field that is located along the western property line of the South High School property included bleacher structures on the east and west side of the field. The proposal is to upgrade the bleachers on both sides of the field and to construct a press box on the eastern side of the field.
- Land Use: The Comprehensive Land Use map identifies the area as Public – Semi Public based upon the public high school land use.
- Zoning: The site is zoned R-2 Single Family which permits new secondary schools (high schools) via a special use permit review. A request for a Special Use Permit for the South High School campus is part of this request.

Bleachers

- The plans propose that the press box be incorporated into the home bleachers, located on the east side of the field.
- The height of the proposed east side bleachers, after the addition of the press box, would be 42 feet 3 inches.
- The height of the visitors (west side) bleachers is proposed to be at 21 feet 9 inches.
- Previously there were approximately 2,000 bleacher seats with the old bleachers. The proposed bleachers will increase the capacity to ~3,261 bleacher seats (958 seats on west side and 2,303 seats on east side).
- The old bleachers on the west side were 56 feet wide with 14 rows. The proposed bleachers are 192 feet wide with 9 rows (more than three times in width and reduced in height).
- The old bleachers on the east side were 126 feet wide with 20 rows. The proposed bleachers will be 192 feet wide with 22 rows (slightly wider and taller).

Landscape Buffer

- The submitted landscape plan shows proposed landscaping to provide a 25-foot buffer area between the west side bleachers and the single family residential. The plan details a mix of deciduous trees to provide screening at greater heights and a solid evergreen screen of 8-foot tall spruces to provide year-round cover.

Parking

- Based upon the plat of survey submitted by the petitioner, there are currently 703 standard, 16 handicapped, and 14 temporary parking spaces noted on the site. In addition, 102 bus stalls are identified by the petitioner.
- Based on the UDO parking requirements for high schools and the total number of bleachers seats of 3,261, a total of 1,087 parking spaces are required for the proposed project. 719 full-time parking spaces currently exist on-site.
- The High School is formalizing a license agreement with St. Elizabeth Ann Seton for use of their parking spaces, which offer 269 parking spaces during low-demand times for the

church. Staff and the City's legal counsel will review the license agreement to ensure that the spaces will at all times remain available as a condition of the special use permits and parking variation.

Stormwater

- The engineering submittals relating to the proposed project have been revised to obtain compliance with the City's stormwater requirements.

PZC Highlights:

- The PZC reviewed the criteria and findings of fact and found that this petition overall met the criteria.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's request with the following recommended conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Community High School District 155, date signed 12/1/15)
   B. Plat of Survey (Marchese and Sons, dated 11/7/2014)
   C. Architectural Site Plan (FGM Architects, dated 11/30/15)
   D. Bleacher Elevations (FGM Architects, dated 11/30/15)
   E. Landscape Plan (FGM Architects, dated 11/30/15)
   F. Site Improvement Plans (Spaceco, dated 12/19/14, revised 11/23/15)

2. Site Plan
   A. The plat of survey at the northwest corner of the site indicates Concord Drive traverses the School District's property. This right-of-way was dedicated with Four Colonies Unit 11 and should be corrected on the survey.

3. Sound Standard
   ~~**A. The speaker system for the football field must be maintained in a position so that the speakers are mounted in an easterly direction.**~~ **Work with staff and a sound consultant to determine the location of the speakers for minimum impact on the neighbors. (Added by PZC)**

4. Bleachers
   A. The plans do not provide specific details on the screening fence on the west-side bleachers. The west-side bleachers screening fence may be chain-link with neutral colored privacy slat inserts **or wind screen similar to what is used on the tennis courts**. The final details of all proposed fencing must be submitted for review and approval by staff. **(Modified by PZC)**

5. Parking Plan
   ~~**A. For large-scale events where more attendees are expected than can be accommodated with the provided parking, bus relocation must be provided to allow for additional on-site parking for event attendees. (Deleted by PZC)**~~

B. ~~**Crossing attendees must be provided to aid pedestrians crossing from St. Elizabeth Ann Seton to the High School property**~~. The petitioner enter into and keep in force a license agreement with St. Elizabeth Ann Seton to ensure that not less than 269 parking during low demand times for the church. The license agreement shall be subject to the review and approval of the City Attorney. **(Modified by PZC)**

6. Landscape Plan

A. Indicate the location of the existing chain link fence west of the football field and its relation to the proposed landscape screen. ~~**It may be beneficial to**~~ **K**eep a security fence in place and locate the proposed landscaping as close to the fence as practical on the east side, allowing for more room for stormwater conveyance to the west. **(Modified by PZC)**

B. Extend a landscape screening material for the single family homes to the north and south to completely screen the west-side bleachers, **as discussed at meeting. (Modified by PZC)**

C. The landscape screening material must be planted as soon as practical to establish the plants early and maintained as long as the bleachers are present. Provide a maintenance plan for the landscape screen to the City.

D. Substitute the proposed grasses shown in the area along the rear yards of the single family homes for a more maintainable vegetated cover.

7. Future Accessory Structures

A. No additional accessory structures shall be constructed or installed without the petitioner having first applied for and obtained approval of an amendment to the special use permit.

8. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Police, Public Works and Community Development Departments and the City's stormwater consultant, CBBL.

9. The City's Traffic Safety Committee is to review "NO PARKING" on one side of the neighboring streets (Concord, Amberwood, etc.) during school events for safety reasons. (Added by PZC)

Votes Required to Pass: A simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

DRAFT

AN ORDINANCE GRANTING SPECIAL USE PERMITS
AND VARIATIONS AT 1200 S. McHENRY AVENUE

WHEREAS, pursuant to the terms of a Petition (File #2015-63) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit (Section 2-400) for a high school for the existing South High School; a Special Use Permit (Section 4-600D) for accessory structures over 900 square feet; and Variations from: A. Section 3-200 A/B from the maximum height requirement of 15 feet for an accessory structure to permit 21' 9" for the proposed west bleachers and 42' 3" for the proposed east bleachers; and B. Section 4-200D4 from the required parking standard of 1,087 parking spaces to allow 1,046 available parking spaces via on-site and off-site parking arrangements for the property located at 1200 S. McHenry Avenue; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 5, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on January 20, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permits and Variations; and

WHEREAS, on January 20, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permits and Variations be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2015-63, dated as of January 21, 2016; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permits and Variations be issued as requested in said Petition.

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

Section I: That a Special Use Permit (Section 2-400) for a high school for the existing South High School is approved.

Section II: Special Use Permit (Section 4-600D) for accessory structures over 900 square feet; and Variations from: A. Section 3-200 A/B from the maximum height requirement of 15 feet for an accessory structure to permit 21' 9" for the proposed west bleachers and 42' 3" for the proposed east bleachers; and B. Section 4-200D4 from the required parking standard of 1,087 parking spaces to allow 1,046 available parking spaces via on-site and off-site parking arrangements for the property commonly known as 1200 S. McHenry Avenue (19-18-200-005 & 008), Crystal Lake, Illinois are

approved subject to the conditions set forth in Section III.

Section III: The Special Use Permit and Variations Set forth in Section II are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

A. Application (Community High School District 155, date signed 12/1/15)
B. Plat of Survey (Marchese and Sons, dated 11/7/2014)
C. Architectural Site Plan (FGM Architects, dated 11/30/15)
D. Bleacher Elevations (FGM Architects, dated 11/30/15)
E. Landscape Plan (FGM Architects, dated 11/30/15)
F. Site Improvement Plans (Spaceco, dated 12/19/14, revised 11/23/15)

2. Site Plan

A. The plat of survey at the northwest corner of the site indicates Concord Drive traverses the School District's property. This right-of-way was dedicated with Four Colonies Unit 11 and should be corrected on the survey.

3. Sound Standard

A. Work with staff and a sound consultant to determine the location of the speakers for minimum impact on the neighbors.

4. Bleachers

A. The plans do not provide specific details on the screening fence on the west-side bleachers. The west-side bleachers screening fence may be chain-link with neutral colored privacy slat inserts or wind screen similar to what is used on the tennis courts. The final details of all proposed fencing must be submitted for review and approval by staff.

5. Parking Plan

A. The petitioner enter into and keep in force a license agreement with St. Elizabeth Ann Seton to ensure that not less than 269 parking during low demand times for the church. The license agreement shall be subject to the review and approval of the City Attorney.

6. Landscape Plan

A. Indicate the location of the existing chain link fence west of the football field and its relation to the proposed landscape screen. Keep a security fence in place and locate the proposed landscaping as close to the fence as practical on the east side, allowing for more room for stormwater conveyance to the west.

B. Extend a landscape screening material for the single family homes to the north and south to completely screen the west-side bleachers, as discussed at the PZC meeting.

C. The landscape screening material must be planted as soon as practical to establish the plants early and maintained as long as the bleachers are present. Provide a maintenance plan for the landscape screen to the City.
D. Substitute the proposed grasses shown in the area along the rear yards of the single family homes for a more maintainable vegetated cover.

7. Future Accessory Structures
A. No additional accessory structures shall be constructed or installed without the petitioner having first applied for and obtained approval of an amendment to the special use permit.

8. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Police, Public Works and Community Development Departments and the City's stormwater consultant, CBBL.

9. The City's Traffic Safety Committee is to review "NO PARKING" on one side of the neighboring streets (Concord, Amberwood, etc.) during school events for safety reasons.

Section IV: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of Special Use Permits and variations in accordance with the provisions of this Ordinance, as provided by law.

Section V: 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

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

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: Authorization for Executing a Phase II Design Engineering Agreement for the Prairie Trail Re-Route Improvement.

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Civiltech Engineering, Inc., for the Phase II Design Engineering of the Prairie Trail Re-Route in the amount of $12,485.00 and approve changes in scope by 10 percent of the original price.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
The existing off-street regional Prairie Trail stops at the intersection of Main Street and Crystal Lake Avenue. It then proceeds eastward on-street along Crystal Lake Avenue to Morgan Street, East Street, and Glen Avenue. At Glen Avenue it crosses Route 176 at an unsignalized intersection. This crossing is essentially in the middle of the block, and has minimal signage to alert drivers of the crossing. For many years, differing options have been explored for ways to improve the safety of bicyclists crossing Route 176.

Within the last five years, the addition of multiuse paths, on-street bike lanes, and on-street bike routes have increased within the Crystal Lake area. With the completion of these paths, the City has developed a plan to reroute the Prairie Trail away from this unsignalized intersection to the signalized intersection of Walkup Avenue. The attached map shows the current and proposed routes of the Prairie Trail.

This route has many advantages:

- Improves the safety of pedestrians crossing a busy state highway, Route 176.
- Creates a direct link from the Ridgefield Trace to the Prairie Trail.
- Eliminates two crossings of the railroad tracks in the area. Note, one crossing will still exist on Walkup Avenue.
- Creates a straight forward route through Crystal Lake thus eliminating some of the route-finding required by the current trail route.

In order to make this new crossing possible:

- Signage would need to be added along Burning Bush Trail designating it as an on-street bike route.
- The existing gravel path (approximately a quarter mile long) would need to be improved at the end of Burning Bush Trail to the existing Prairie Trail to the east.

The proposed Prairie Trail Re-Route will use a route that goes through the Crystal Lake Park District's Sterne's Woods property, and will also require the use of the easement that the Crystal Lake Park District has with ComEd to access the current Prairie Trail.

Throughout the conceptualization of this improvement, the City has been working the Crystal Lake Park District and the McHenry County Conservation District (MCCD). In October of 2015, the City received federal Transportation Alternative Program (TAP) funding for Phase II design engineering, Phase III construction engineering, and construction of this improvement. There is a share of the cost that will be the responsibility of the City, and the Crystal Lake Park District and MCCD have agreed in principle to share the local cost of this improvement.

As part of the design of the improvement, the City needs to engage a qualified engineering firm to complete Phase II design engineering for the improvement. Federal TAP funds will be utilized to pay a portion of the Phase II design engineering. The Phase I engineering was completed by City staff. The City solicited quotes from three qualified engineering firms and the results are below:

Firm	Amount
Civiltech Engineering	$12,485.00
HR Green	$17,639.10
Alfred Benesch	$24,139.00

Civiltech Engineering has extensive experience with projects similar to this improvement which are federally funded and processed through IDOT. The Crystal Lake Park District and MCCD concur with the selection of Civiltech Engineering as the Phase II design engineering consultant.

Since federal TAP funding will be utilized for Phase II design engineering, IDOT's policy requires the City Council to authorize the City Manager to execute the agreement. This process will also need to be followed for the Phase III construction engineering. City staff is requesting the City Council authorize the City Manager to sign an agreement with Civiltech Engineering for the Phase II design engineering of the Prairie Trail Re-Route.

Additionally, the City is working with the Crystal Lake Park District and MCCD to finalize an intergovernmental agreement that formalizes their participation in the project. The City has budgeted for this project, and has sufficient reserves in its MFT fund for the Phase II design engineering.

Votes Required to Pass:
Simple majority

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Civiltech Engineering, Inc., for the Prairie Trail Re-route Improvement (15-00123-00-BT) Phase II Design Engineering in the amount of $12,485.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED at Crystal Lake, Illinois, this 2nd day of February, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: February 2, 2016

APPROVED: February 2, 2016

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: Plows, Lift Gates, and Lighting Installations

Staff Recommendation: 1) Reject all bids from the December 28, 2015 bid opening for plows, lift gates & lighting; and

2) Motion to award the bid for the provision of plows, lift gates and lighting installation to the lowest responsive and responsible bidder, R.A. Adams, and adopt a resolution authorizing the City Manager to execute a purchase agreement with R.A. Adams in the submitted bid amount.

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

Background:
Bid specifications for the Plows, Lift Gates and Lighting project were posted online and sent to six vendors. On January 14, 2016, the City of Crystal Lake publicly opened the bids received for the provision and installation of three (3) snow plows, two (2) lift gates and three (3) lighting packages to be installed onto three (3) pickup trucks. These equipment packages are to be installed on three new replacement pickups utilized in the Wastewater and Water & Sewer Divisions.

The following is a breakdown of the bids received:

Company	Plow Installations Truck 617	Plow & Lift Gate Installations Trucks 706 & 708	Lighting Upgrades Trucks 617, 706 & 708	Grand Total
✓ R.A. Adams McHenry, IL	$5,271.05	$16,120.10	$4.306.71	$25,697.86
Bonnell Industries Dixon, IL	$5,734.83	$16.958.00	$4,190.91	$26,883.74
Monroe Truck Equipment Monroe, WI	$7,204.00	$22,940.00	$6,174.00	$36,318.00
UltraStrobe Communications Crystal Lake, IL	No Bid	No Bid	$4,650.00	$4,650.00

✓ *Indicates lowest responsive and responsible bidders*

Previously, on December 28, 2015 a single bid for Snow Plows, Lift Gates and Lighting was received by Monroe Truck Equipment. With only one bid being received, City staff solicited the bid again, contacting potential bidders to inform them that this bid was re-solicited.

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 bid submittals substantiates that the apparent low bidder is R.A. Adams. R.A. Adams has completed similar projects 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, R.A. Adams for the provision and installation of the Snow Plows, Lift Gates and Lighting in the amount of $25,697.86.

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:

That the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and R.A. Adams for the purchase and installation of snow plows, lift gates, and lighting in the amount of $25,697.86

DATED this 2nd day of February, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: February 2, 2016

APPROVED: February 2, 2016

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: February 2, 2016

Item: Designation and Auction of Surplus Vehicles

Staff Recommendation: Motion to adopt a resolution to designate the items identified in Exhibit "A" as surplus vehicles, and authorize the City Manager to execute an agreement with Obenauf Auction Service, Inc. for the sale of these surplus vehicles utilizing their online auction.

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

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Background:

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

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

2) Participation in the auction would minimize the costs and time required to sell the vehicles through a bidding process. These costs include advertising, publishing legal notification, and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 3% commission for all items sold; and

3) Participation in the auction would provide an additional avenue for the sale of the surplus vehicles to increase the likelihood that the City will maximize its return on the sale of the items.

Recommendation:

It is the recommendation of staff to designate the vehicles in Exhibit "A" as surplus and authorize the City Manager to execute an agreement for the vehicles to be auctioned through a public online bidding process administered by Obenauf Auction Service, Inc. with a 3% sales commission for all items sold.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

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

1. The items identified on Exhibit "A" be and are hereby designated as surplus; and
2. The City Manager is hereby authorized and directed to execute an agreement with Obenauf Auction Services, Inc. for auction services pertaining to all items listed on "Exhibit A" for a 3% sales commission.

DATED this 2nd day of February, 2016.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: February 2, 2016
APPROVED: February 2, 2016