CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
March 21, 2017
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – March 7, 2017 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**

10. **Crystal Lake Aquathon-Approving the event to be held at Three Oaks Recreation Area on August 6, 2017.**

11. **McHenry Athletic Complex, 1310 Ridgefield Road – Final PUD Amendment and SUP Extension.**

12. **Bartley Square – Final PUD & Final Plat of Subdivision Extension.**

13. **Matt's Tavern, 92 Railroad Street - City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 12 to 13 licenses and to increase the number of Video Gaming Licenses from the current permitted 12 to 13 licenses.**

14. **Black Cab Taxi and Shuttle Dispatch, Inc. – City Code Amendment to increase the number of Taxicab Licenses from the current permitted 6 to 7 licenses**

15. **Breaking Bread Catering and Deli, 230 West Virginia Ave. – Retailer Job Creation and Investment Grant Program Matching Grant.**

16. **Resolution authorizing the execution of an addendum agreement with the State of Illinois (IDOT) to include future maintenance and landscaped enhancements to the median for US Route 14 from Lucas Road to Crystal Lake Avenue.**

17. **Resolution authorizing the participation in the Cooperative Purchasing Program with the Midwestern Higher Education Compact.**

18. **Resolution authorizing the execution of an agreement with Dell, Inc. for the purchase of desktop computers and monitors through the Midwestern Higher Education Compact Cooperative Purchasing Program.**

19. **Resolution authorizing the participation in the 2017 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program for the purchase of thermoplastic pavement markings.**

20. **Bid award and resolution authorizing the execution of a contract with Geske and Sons, Inc. for the 2017 Street Resurfacing Program.**

21. **Bid award and resolution authorizing the execution of a purchase agreement with EJ USA, Inc. for Manhole Frame and Lid Replacement.**

22. **Bid award and resolution authorizing the execution of a contract with Chadwick Contracting Company for 2017 Sidewalk and Curb/Pedestrian (ADA) Installation Program.**

23. **Council Inquiries and Requests.**

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

25. **Reconvene to Regular Session.**

26. **Adjourn.**

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

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: Crystal Lake Aquathon at Three Oaks Recreation Area

Council Discretion: 1. Motion authorizing approval of the Crystal Lake Aquathon, to be held on Sunday, August 6, 2017, at Three Oaks Recreation Area, subject to the recommended conditions. Rain date would be Sunday, August 13, 2017.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

Smith Physical Therapy and Running Academy (hereafter Smith PT/RA) is requesting approval from the City to organize the Crystal Lake Aquathon at Three Oaks Recreation Area on Sunday, August 6, 2017.

An aquathon is a continuous, two-stage race involving swimming followed by running. There are two distances: an Olympic Aquathon and a Sprint Aquathon. There will also be a swim only option for a long-distance swim. The swim only option would be to attract those triathletes who are training for an Ironman race (Ironman Wisconsin is held approximately 4 weeks after the CL Aquathon).

The aquathon would begin at approximately 7:00 a.m. and end at approximately 12:00 p.m. Setup at the Three Oaks Recreation Area would begin on the evening of Saturday, August 5th. The race format would include an Olympic Aquathon, a Sprint Aquathon, and a long-distance swim only option (IronDistance Swim). The Olympic Aquathon would consist of a 1.2k swim and 10k run. The Sprint Aquathon would consist of a 500m swim, and 5k run. The IronDistance would consist of a 2.4 mile swim. The entire event would take place within the Three Oaks Recreation Area property. It is anticipated that 100-150 attendees will participate in this Aquathon.

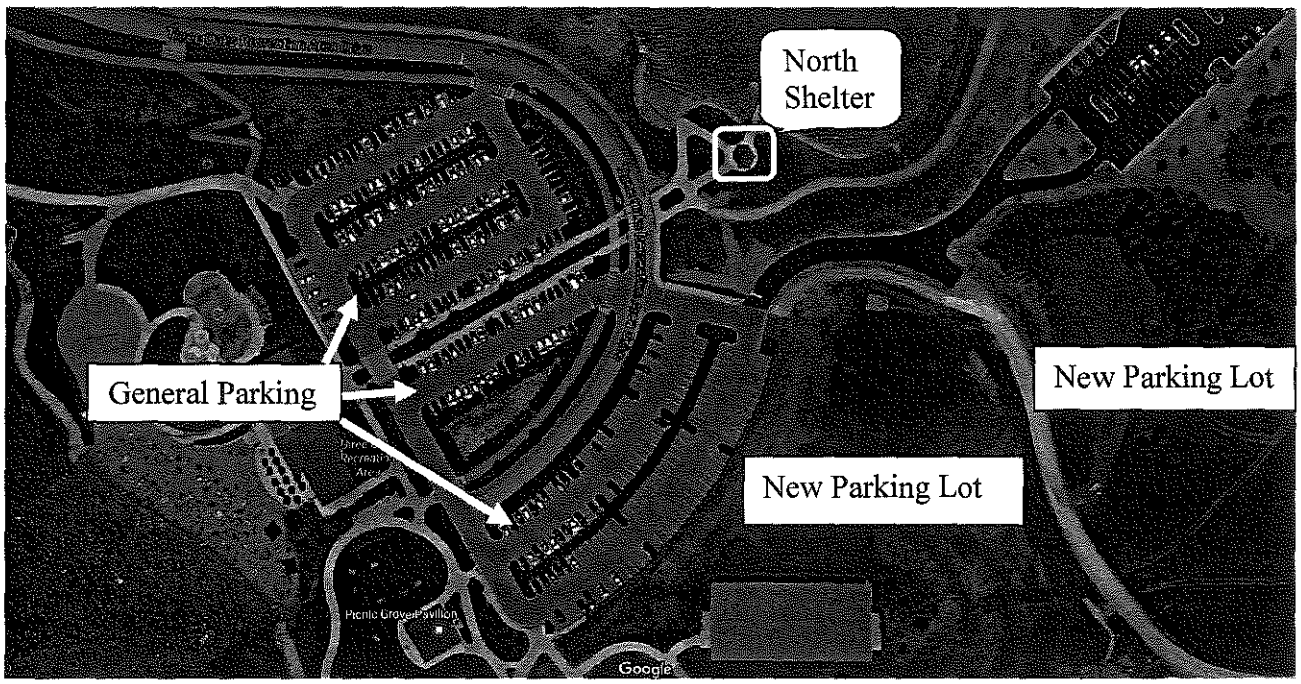
In case of rain, an alternative date would be Sunday, August 13, 2017.

Petitioner Background:

Smith PT/RA is owned by Crystal Lake resident Denise Smith. She is a certified manual physical therapist and has been practicing for 15 years. She is also a certified running technique coach and is the only Pose Master Coach in the Midwest. Her passion lies in injury prevention and showcasing Crystal Lake for its community support, natural beauty, and athletic population. Denise was responsible for coordinating the training of the Russian National Triathlon Team in Crystal Lake in August 2015. Denise recently attended RaceTime's 2017 Race Director's Seminar to prepare for the event. Though this is Denise's first year as a race coordinator, she is confident that this event will be successful due to the support of the residents, local business owners, City of Crystal Lake, and Three Oaks Recreational Area. She is also in contact with previous local race directors, Trudy Wakeman and Matt Wehby, who have offered to act as mentors/advisors.

Three Oaks Recreation Area Impact:

The event will be occurring the first Sunday in August. Though this is a popular day for residents to visit Three Oaks, care will be taken to ensure guests can still enter the park and use the marina and beach facilities. Triathlon participants will be referred to park onsite in the new parking lots as depicted below. Once these parking lots are filled, participants will be directed to park off-site. The $5 parking fee will be incurred for all non-Crystal Lake residents that park at Three Oaks. The north shelter will be utilized for race registration and the award ceremony, but will be cleared immediately after the completion of the race to allow for usage as needed by guests to Three Oaks. There will be no impact to the Board House, Quarry Cable Park and Grille, Culvers, or the Beach because the race will be completed by 10:00 am. In fact, the event may draw participants to utilize the Beach, Culvers, and Quarry Cable Park and Grille after the completion of their race.



On Sunday, visitors to the park would be inconvenienced in the following ways:

- The swim beach would be used between 7:00 am and 8:30 am. The swim portion takes approximately 1 hour to complete. Staff will begin cleaning the beach as soon as the last swimmer is done to get the beach open by 10:00 am. The swim course would be set up inside the islands reserving the majority of the lake for fishermen. See the attached race course map.
- Signage will be utilized to notify guests of Three Oaks that the race may interfere with trail walking. As well, gate attendees will be on hand to alert guests of the race status.

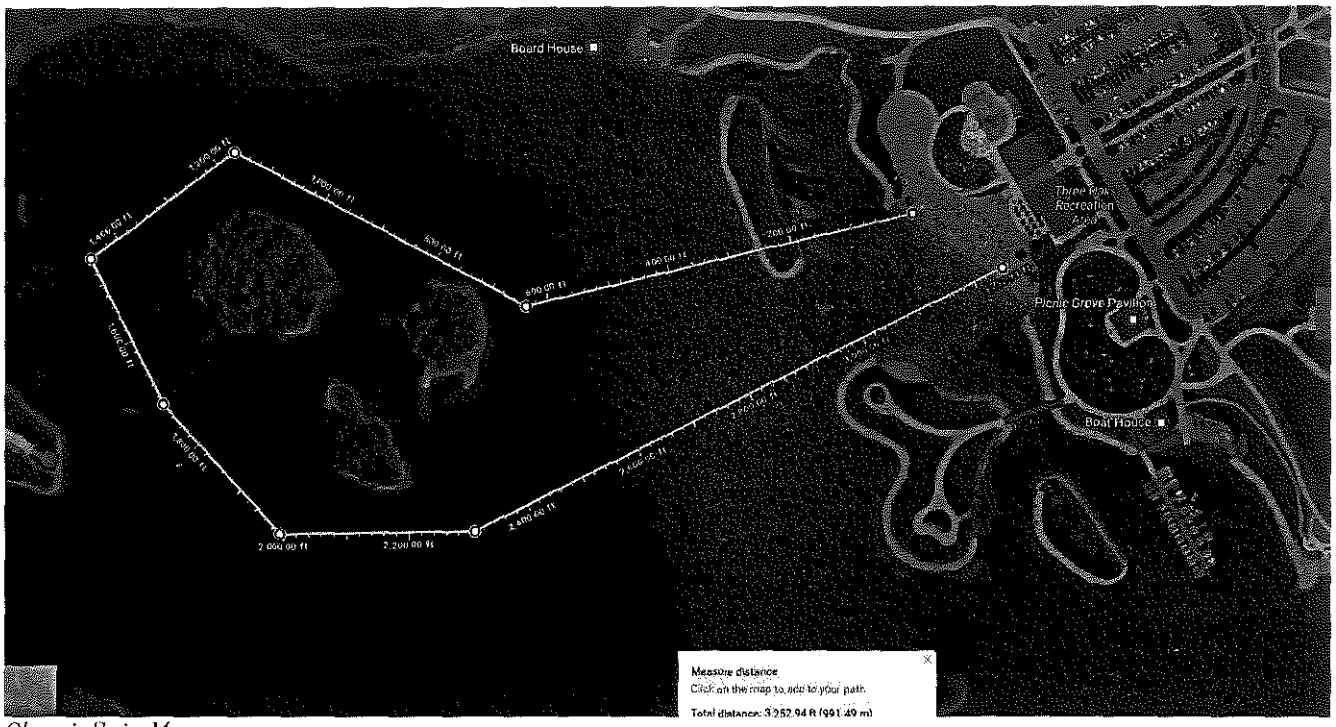
Swimming Portion of the Race – Three Oaks Lake Usage

The use of the lake at the Three Oaks Recreation Area would require two restrictions on the public's access.

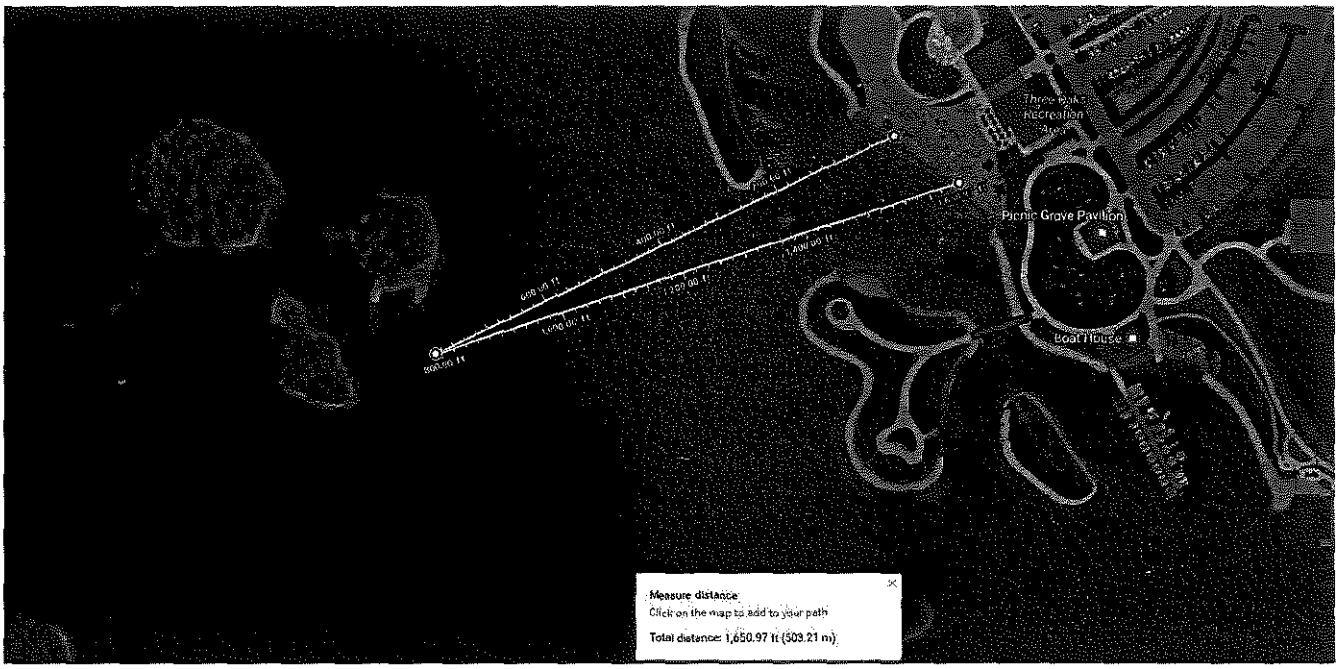
First, the public would not be able to access the entire lake during the swim portion of the race. The northern portion of the south lake would be restricted from public access by buoy markers. In addition, public access to the lake may be delayed while swimmers are in the water. Guests renting boats will be notified of the race on the lake and instructed to stay clear of the race area on the water. The Fire Rescue Department and Three Oaks staff would have emergency/service boats on the water to ensure the public's safety.

Second, the public access to the sand beach would be limited during the swim portion of the race. Since public swimming does not begin until 10:00 am, it is anticipated that public access to the swim water would not be substantially impacted.

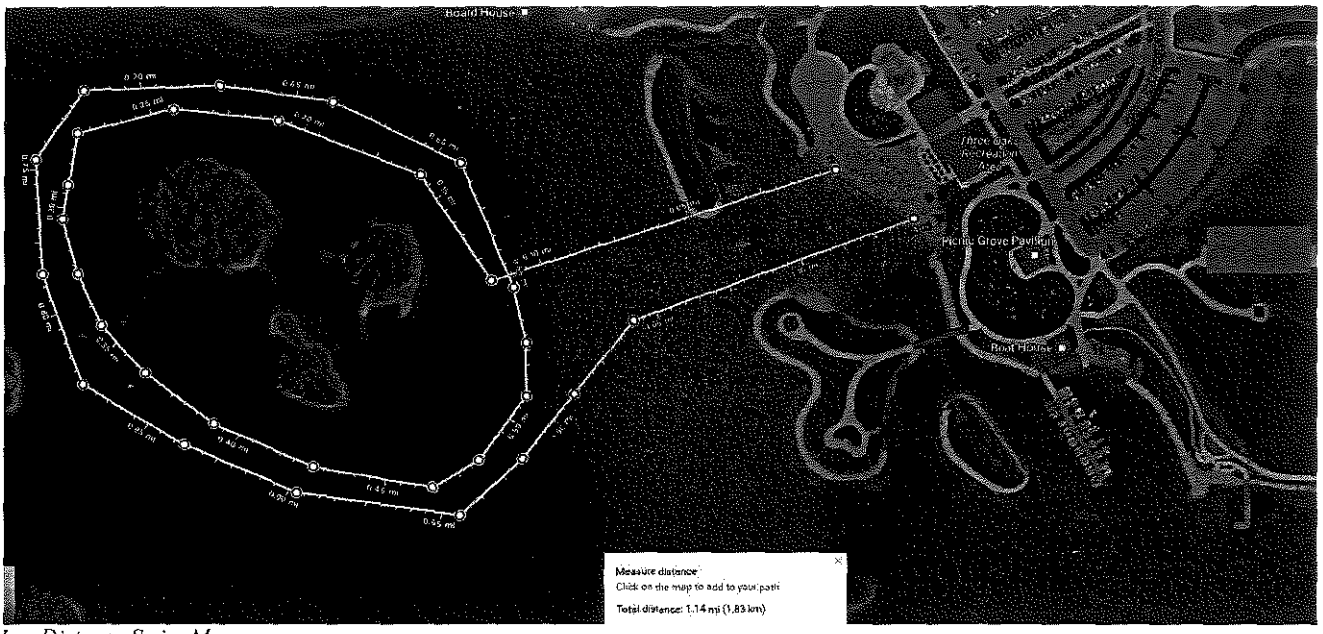
The City Council has approved a similar swim course for the Triathlon and A Long Swim events held in the past.



Olympic Swim Map



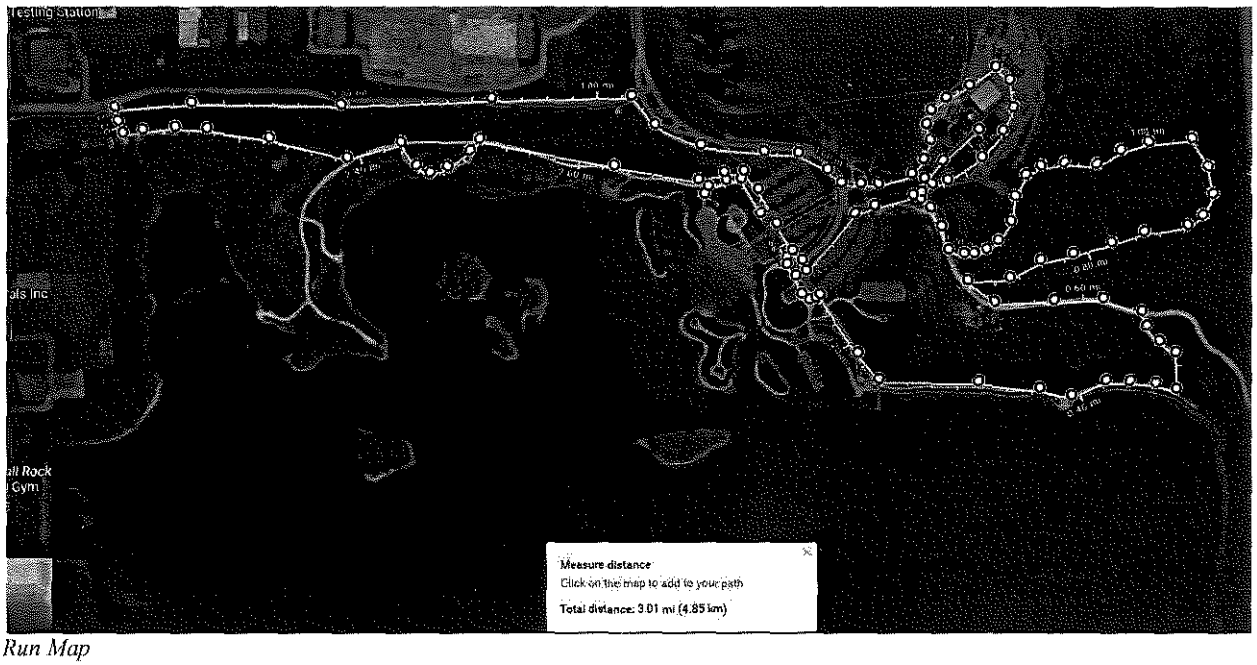
Sprint Swim Map



IronDistance Swim Map

Running Portion of the Race – Three Oaks Trail Usage

The race portion of the triathlon will occur on existing trails. It is not anticipated that these areas will need to be closed to the general public during the race but signage will alert the general public of the trail usage. The race course map shows the running course. The petitioner has secured approval from the Quarry Cable Park staff regarding the portion of the run that goes through the Cable Park property. The run portion of the event will finish at the Quarry Cable Park where a post-race celebration will take place. The petitioner is working with Quarry Cable Park staff to finalize these details.



Run Map

Required Costs: (to be paid by petitioner)

1. Fire Rescue would require an ambulance with two personnel to standby for the race, as well as a boat with three personnel. The anticipated cost for Fire Rescue services with the aquathon is $1,240.00. The following is a breakdown of Fire Rescue Department costs:

Ambulance with two personnel:	$124.00/hour
Boat 399 with three personnel:	$186.00/hour
Shift Commander	Salary
Total for 1 hour:	$310.00
Four hour minimum:	x 4
Minimum Total:	**$1,240.00**

2. Three Oaks Recreation Area Costs:

Non-Refundable	*Fee*
Application Fee	$75
Three Oaks Service Boat Fee	$36 ($12 per hour x 3 hours)
Three Oaks General Staff Fee	$450 ($15 per hour x 6 staff (5 hours))
Three Oaks Lifeguard Fee	$360 ($10 per hour x 12 guards (3 hours))
Total Non-Refundable Fee	**$955**
Refundable	*Fee*
Refundable Event Damage	$500
Total Refundable Fee	**$500**

Recommended Conditions:

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

1. Three Oaks Recreation Area Conditions:
    a. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually.
    b. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
    c. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
    d. Receive approval from 3rd party property owners for any off-site parking. Following the filling of the new parking lots, participants will be directed to park off-site.
    e. Submit for City approval, severe weather plans and an evacuation plan. A rain date has been requested for Sunday, August 13, 2017.
    f. Sound system shall not disturb other users of the park.
    g. All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
2. The City will have flexibility in designing the race course based on any concerns from City Departments.
3. Smith PT/RA must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for the event for review by City Departments.
4. All debris created by the event shall be cleaned up during and after the event.
5. 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. Also, all participants should sign a waiver releasing the City from any liability related to their participation in the triathlon.
6. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
7. In the case of inclement weather, an alternate date can be approved by the City Manager.
8. The petitioner is responsible for the required costs, which are the costs for Fire Rescue and use of Three Oaks Recreation Area.

9. Smith PT/RA must provide the proof of volunteers, insurance, off-site parking approval, severe weather and evacuation plan, and liability waivers by July 15, 2017 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will be present at the meeting.

Votes Required to Pass:

Simple majority vote of the City Council

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: McHenry Athletic Complex Final PUD Amendment and SUP Extension

Recommendation: Motion to approve the ordinance granting a one-year extension to the Final PUD Amendment and Special Use Permit approval for the McHenry Athletic Complex at 1310 Ridgefield Road.

Contact: Michelle Rentzsch, Community Development Director

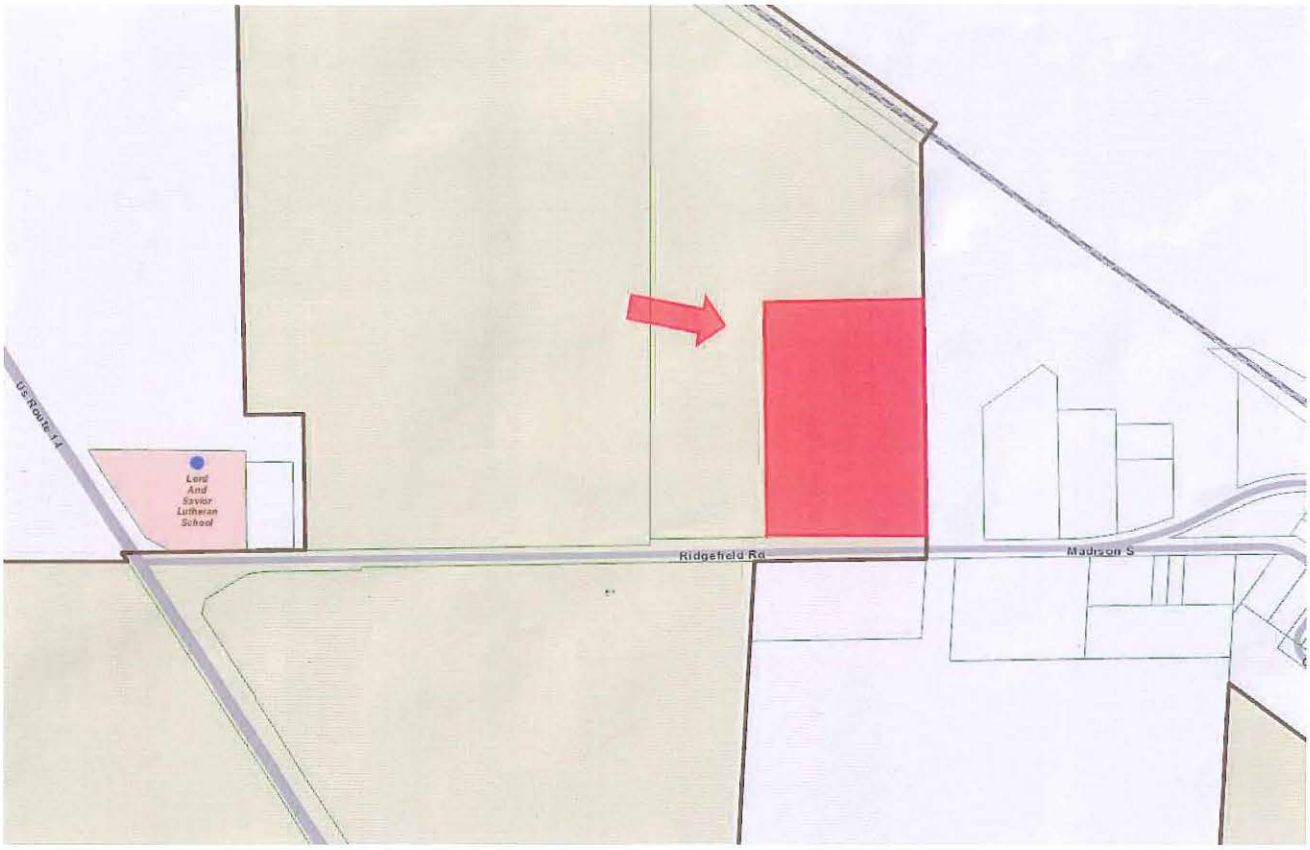
Background:

- History: The City's Unified Development Ordinance sets expiration time periods for certain approvals. A preliminary or final planned unit development approval is valid for two years, unless extended by the City Council.
- History: The McHenry Athletic Complex Final PUD Amendment and Special Use Permit were approved in June 2015 to allow for additional uses at the complex, including an outdoor bar, four fenced volleyball pits, kick boxing, wrestling, cheerleading events, up to 3 outdoor gas fir pits, 2 horse shoe pits, one bocce ball court, conduct indoor and outdoor entertainment for Quinceaneras, concerts and banquet events, home shows with exhibit booths, trade shows and community garage sales. These uses cannot commence until the parking lot addition is completed.

Key Factors:

- Request: A one-year extension of the McHenry Athletic Complex Final PUD Amendment and Special Use Permit approval to June 2, 2018.
- UDO Standard: The City Council has the authority to grant (3) one-year extensions, this would be the first extension.

Votes Required to Pass: A simple majority vote.


US Route 14
Lord And Savior Lutheran School
Ridgefield Rd
Madison S


US Route 14
Ridgefield Rd
Madison S

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: Bartley Square Final PUD & Final Plat of Subdivision Extension

Recommendation: Motion to approve the ordinance granting a one-year extension to the Final PUD and Final Plat of Subdivision approval for Bartley Square at the corner of Huntley Road and Bard Road.

Contact: Michelle Rentzsch, Community Development Director

Background:

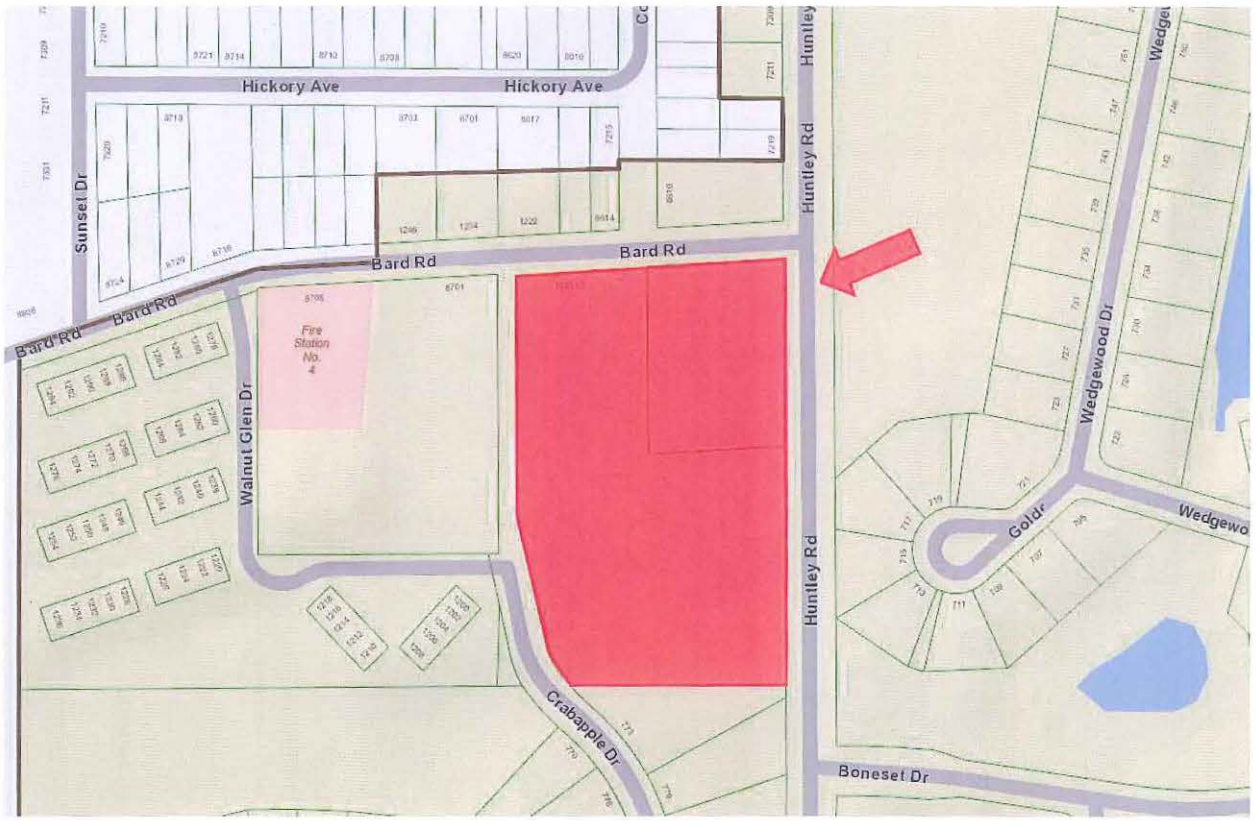
- History: The City's Unified Development Ordinance sets expiration time periods for certain approvals. A preliminary or final planned unit development approval is valid for two years, unless extended by the City Council.
- History: Bartley Square was approved in March 2008 for 38 townhome units within 6 buildings and a 12,000 square-foot retail building.
- Previous Approvals:
  - The petitioner was granted their first one-year extension to March 2011.
  - The City had approved a Comprehensive Extension for all PUD, SUP and Plat applications that extended this approval to May 2014.
  - The petitioner was granted their third one-year extension to March 2015, their fourth one-year extension to May of 2016.

Key Factors:

- Request: A fifth one-year extension of the Bartley Square Final PUD and Final Plat of Subdivision approval to March 4, 2018.
- UDO Standard: The City Council has the authority to grant (3) one-year extensions.
- With the recession and the stall on the project additional extensions have been granted on other project approvals beyond the standard (3) one-year extensions.

Votes Required to Pass: A simple majority vote.

2007-116 Bartley Square – SWC Bard and Huntley Roads





Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: City Code Amendment to Increase the Number of Class "28" Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Matt's Tavern, 92 Railroad St.

Staff Recommendation:
1. Motion to adopt an ordinance increasing the number of Class "28" Liquor Licenses from the current permitted 12 licenses to 13 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted 12 licenses to 13 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:
Chapter 268 of the City Code establishes the regulations for video gaming in the City of Crystal Lake. Per the City Code, when an applicant desires to offer video gaming at its establishment, it must receive both a supplemental liquor license and a video gaming license. The City Council evaluates whether the number of supplemental liquor licenses should be increased. Following this consideration, the Mayor grants the supplemental liquor license. Similarly, the City Council also evaluates whether the number of video gaming licenses should be increased. Following this consideration, the City Manager grants the actual video gaming license.

The City has received a request from Matt's Tavern for the issuance of a Class "28" Supplemental Liquor License and a Video Gaming License. The petitioner is requesting the supplemental Class "28" license in order to operate video game machines in their establishment. Section 329-5-AB of the City Code permits the issuance of a Class "28" liquor license, which authorizes the retail sale of alcoholic liquors, for consumption on the premises, at a bar or restaurant, as defined by § 268-3 of this Code, to an applicant which possesses a valid video gaming location license issued by the Illinois Gaming Board and which also holds, for a period of not less than one year, a current and valid liquor license to sell alcoholic liquor at such bar or restaurant.

Application Review

City staff has reviewed the application from Matt's Tavern and compared it to the City Code requirements. City staff has reviewed the application for completeness and determined that it meets all of the necessary conditions. The below table depicts the applicant's compliance with the City Code requirements:

Requirement	City Code Section	Compliance Status
The establishment is an eligible bar or restaurant.	268-3 Definitions	**Yes**. Bar
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	**Yes**. The establishment has held a Class "1" Liquor License since 1968.
Applicant submitted necessary documents, including site plan.	268-3 (C)	**Yes.**
Applicant has a State Video Gaming License.	268-3 (C)	**Yes.**
Applicant will be using a licensed video game terminal operator.	268-3 (C)	**Yes.** Awesome Hand Gaming
The establishment is outside of the 100 foot radius of any church or school in the vicinity.	State of Illinois Requirement	**Yes.**
Location screening and supervision	268-3 (K)	**Yes.**
Signage	268-3 (N)	**Yes.** The terminals will not be visible from the street. There is no advertising of the availability of video gaming.
Applicant will be using an approved video surveillance system.	268-3 (O)	**Yes.** The terminal operator will provide video surveillance specifications upon approval of the Video Gaming license.
Video Gaming is incidental to establishment's business.	268-3 (P)	**Yes.**

Site Plan Review

The attached site plan depicts the petitioners request to use an existing space in their establishment as a gaming area for two machines. The petitioner will build a 6'6" solid wall to screen an area in the bar. The existing amusement game will be removed. The establishment is limited to persons over the age of 21. City staff performed a site visit and recommends approval of the suggested site plan.

Votes Required to Pass:

Simple majority

Proposed Location:



Proposed video gaming location



Proposed wall location



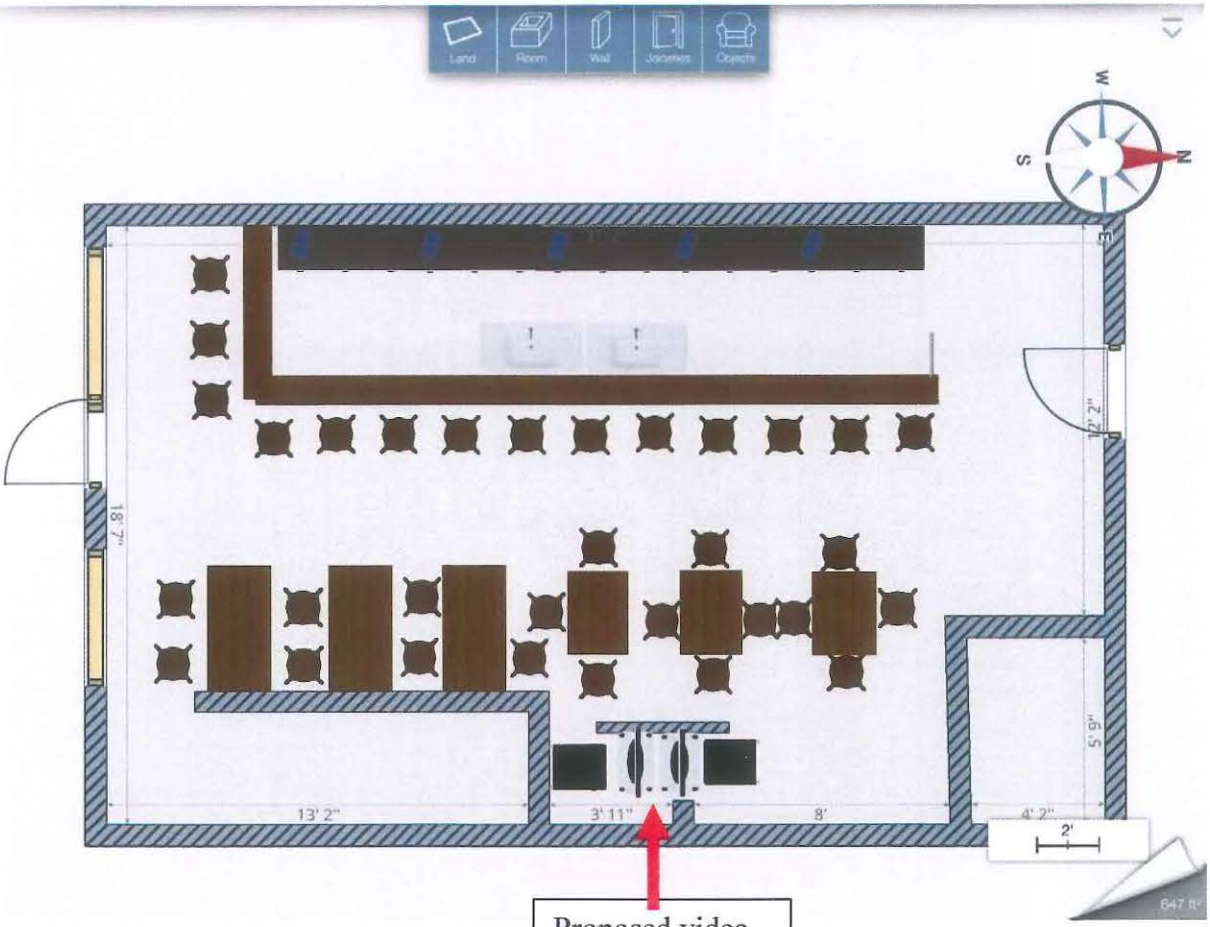


Proposed video gaming location



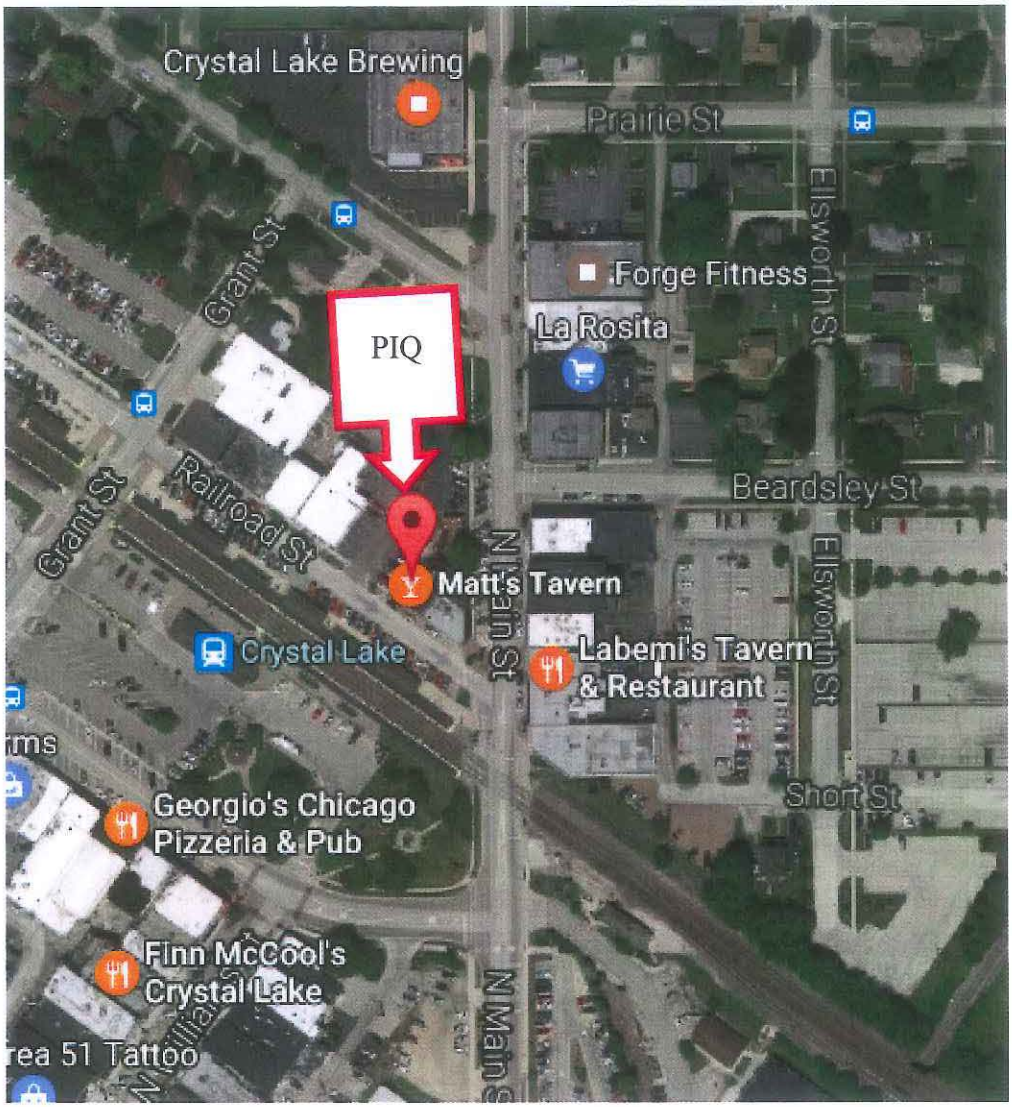
Bar

Proposed Layout:



Proposed video gaming location

Property In Question Map:



Ord. No.
File No. 255VG

The City of Crystal Lake Illinois

DRAFT

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

SECTION I: That CHAPTER 268 Gambling Section 268-3E(2) Limitations on licenses shall be amended as follows:

1. Video Gaming Licenses shall be increased from 12 to 13.

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

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 21st day of March, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: March 21, 2017
Approved: March 21, 2017

Ord. No.
File No. 255L

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 28 License shall be increased from 12 to 13.

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

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 21st day of March, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: March 21, 2017
Approved: March 21, 2017

Agenda Item: 14

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: Issuance of Taxicab License – Black Cab Taxi and Shuttle Dispatch, Inc.

Staff Recommendation: Motion to adopt an ordinance increasing the number of Taxicab Licenses from the current permitted 6 to 7.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Black Cab Taxi and Shuttle Dispatch, Inc. for the issuance of a taxicab license.

Section 4.185 of the City Code provides for the licensing of taxicabs in the City of Crystal Lake. The City Code allows six (6) taxicab companies to operate in the City.

Currently, six (6) taxicab companies, A & M Taxi, Allstar Taxi, American Taxi Dispatch, Crystal Lake Cab Co., Metro Yellow Northwest Taxi, and Route 47 Taxi operate in the City.

Black Cab Taxi and Shuttle Dispatch, Inc. has paid the required license fee, the Police Department has conducted a background check on each owner, showing no criminal background. All vehicles will be properly inspected by the Crystal Lake Police Department prior to issuance of a tag license and all drivers must pass a background check completed by the Crystal Lake Police Department.

Votes Required to Pass:

Simple Majority.

ORDINANCE NO.
FILE NO. 255T

DRAFT

ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE, ILLINOIS

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

SECTION I: That CHAPTER 470 TAXICABS, Section 470-11 Limitations of licenses shall be amended as follows:

There shall be no more than seven taxicab business licenses in the City of Crystal Lake, and no person, firm or corporation shall be issued more than one license, nor shall a license be issued unless the licensee has taxicabs in service. There shall be no limitation on the number of taxicabs operated by each licensee.

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

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 21st day of March, 2017.

APPROVED:

_____
Mayor

ATTEST:

_____

PASSED: March 21, 2017
APPROVED: March 21, 2017

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: March 21, 2017

Item: Retailer Job Creation and Investment Program Matching grant request for Breaking Bread Catering and Deli, 230 West Virginia Avenue Suite 250, requesting $10,000 in matching grant funds.

Recommendations: City Council's discretion:

1. Motion to award $10,000 in Retailer Job Creation and Investment Grant Funds to Breaking Bread Catering and Deli, located at 230 West Virginia Avenue Suite 250, and to adopt a resolution authorizing the City Manager to execute the Grant Agreement with Breaking Bread Catering and Deli, or
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:

The Retailer and Manufacturer Job Creation and Investment Program was instituted in 2011 as a tool to help attract new businesses to Crystal Lake. This program provides matching grant funding to new and existing retailers and manufacturers who occupy vacant space, hire new full-time or part-time employees, and/or install eligible furniture, fixtures, and equipment (FFE).

KEY FACTORS

Breaking Bread Catering and Deli is a family owned business. They specialize is specialty sub sandwiches, hamburgers, and hot dogs. They also offer catering for a wide variety of events. Their subs have been recognized as Best of the Fox by *Northwest Herald* readers in past years. They currently have one location Cary, and are looking to expand to a second location in Crystal Lake. They are planning to open their second location in the Country Corners shopping center in a space between the Pablo's and Krystal Thai restaurants. They will be hiring 1 new full time employee and 6 new part time employees. In addition, they will be purchasing over $60,000 in equipment and fixtures for their Crystal Lake restaurant. Breaking Bread Catering and Deli is eligible for a $10,000 grant award under the matching grant program guidelines.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the

grant in case the business closes before the required four-year period. The agreement and application are attached.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to any new manufacturer or professional service provider that will occupy vacant manufacturing space or a building, or that will construct a new building for its business.
   ☒ *Meets* ☐ *Does not meet*

2. Applicant business must develop and manufacture finished hard or soft goods, provide technological products, equipment, or software.
   ☒ *Meets* ☐ *Does not meet*

3. Applicant must provide written proof of employment recruitment and of fixture, furniture, and equipment (FFE) costs.
   ☒ *Meets* ☐ *Does not meet*

4. Applicant must file an application for grant funding prior to commencing improvements.
   ☒ *Meets* ☐ *Does not meet*

5. Grant recipient may re-apply after five years from the date of recipient's previous award.
   ☒ *Meets* ☐ *Does not meet*

6. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
   ☒ *Meets* ☐ *Does not meet*

7. Applicant's business must be new to Crystal Lake City limits; in-town relocations are ineligible.
   ☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet seven of the seven eligibility criteria.

FUNDING STATUS OF 2016-2017 PROGRAM

For the 2016-2017 Fiscal Year, there is $80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the third application received this fiscal year for the program, so there are sufficient funds for the grant.

Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Date Approved	Amount Approved
Aroma Café	77 E. Woodstock St	$10,000	-	-	$10,000	5/17/16	$10,000
Precision Waterjet	684 Tek Drive		-	$10,000	$10,000	10/4/16	$10,000
Breaking Bread	230 W. Virginia Suite 250	$10,000	-	-	$10,000	Pending	Pending
Totals		*$20,000*	-	*$10,000*	*$30,000*		*$20,000*

Votes Required to Pass:

A simple majority of the City Council in attendance.

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 is hereby authorized and directed to execute an agreement with Breaking Bread Partnership, Inc. d/b/a Breaking Bread Catering and Deli, for a New Retailer Job Creation and Investment Matching Grant in an amount not to exceed $10,000.

DATED at Crystal Lake, Illinois, this 21st day of March, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: March 21, 2017

APPROVED: March 21, 2017

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: Execute Addendum Intergovernmental Agreement with the State of Illinois, through its Department of Transportation, for US Route 14 Improvements from Lucas Road to Crystal Lake Avenue to include future maintenance of landscaped median enhancements.

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an Addendum Agreement between the City of Crystal Lake and the State of Illinois (IDOT) to include future maintenance of the landscaped enhancements to the center median.

Staff Contact: Michael Magnuson, P.E., Director of Public Works

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Background:

The Illinois Department of Transportation (IDOT) is nearing completion of the US Route 14 improvement project. The City has been involved throughout the project from design to construction. During the design of the project, the City requested that IDOT include landscaping of the center barrier median consisting of trees and some planting beds. IDOT agreed to fund all (100%) of the landscape improvements at no cost to the City with the condition that the City maintains the median landscaping upon completion of the project (expiration of Contractor's warranty on the plantings). IDOT will not install landscaping without a local governmental agency agreeing to maintain the landscaping improvements upon completion. This is standard IDOT policy.

The City entered into an intergovernmental agreement regarding the overall US Route 14 project on July 28, 2014 that delineated division of costs, utility relocations, future maintenance, etc. The future maintenance of the medians was inadvertently omitted from this agreement. Staff recently contacted IDOT regarding this matter and IDOT confirmed that if the City did not agree to maintain the median landscaping, it would not be installed. The Public Works Department has budgeted resources for the maintenance of medians. IDOT is requesting execution of the Addendum Amendment (attached) with the spring planting season about to commence.

Recommendation:

The Public Works Department recommends adopting this resolution to execute an Addendum Agreement regarding future maintenance responsibility for the landscaped median enhancements.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

Whereas, the City of Crystal has previously entered into an Intergovernmental Agreement with the State of Illinois, through its Department of Transportation, on July 28, 2014 for the improvement to US Route 14 from Lucas Road to Crystal Lake Avenue.

Whereas it has become necessary to amend said agreement to clarify that the City will provide for the future maintenance of the landscape median enhancements upon completion of the project;

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an Addendum Agreement between the City of Crystal Lake and the State of Illinois, acting through its Department of Transportation clarifying future maintenance responsibility for the landscape median enhancements.

DATED this 21st day of March, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: Midwestern Higher Education Compact Cooperative Purchasing Agreement

Staff Recommendation: Motion to adopt a resolution authorizing the City to participate in cooperative purchasing with the Midwestern Higher Education Compact.

Staff Contact: Greg Fettes, Director of Information Technology
George J. Koczwara, Director of Finance

Background:

On December 18, 2012, City Council adopted a resolution authorizing the City Manager to execute several cooperative purchasing agreements. The primary role of public procurement is to obtain quality goods and services to support effective and efficient government while ensuring the prudent use of public funds. Effective public procurement adds value to government purchasing by:

- providing efficient delivery of products and services;
- obtaining best value through competition;
- offering fair and equitable competitive contracting opportunities for suppliers; and
- maintaining public confidence through ethical and transparent procurement practices.

Cooperative contracts are increasingly popular at the federal, state, and local levels. Cooperative purchasing is popular because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation.

In simple terms, cooperative purchasing involves sharing procurement contracts between governments. The Government Contract Reference Book defines cooperative purchasing as two or more governments purchasing under the same contract. The ABA Model Procurement Code for State and Local Governments definition is more expansive: "Cooperative Purchasing means procurement conducted by, or on behalf of, one or more Public Procurement Units, as defined in this Code." Under this definition, one could construe state central procurement programs, many of which date back nearly 100 years, as the first form of cooperative purchasing.

In addition to the common concept of two or more governments sharing procurement contracts, cooperative purchasing may also include shared procurement programs and resources, including advice and assistance. The Illinois Intergovernmental Cooperation Act authorizes cooperative purchasing in Illinois (5 ILCS 220).

In 2012, the City Council authorized the following cooperative agreements:

- Cooperative Purchasing through the U.S. Government's General Services Administration
- National Joint Powers Alliance
- HGACBuy
- Public Sourcing Solutions
- U.S. Communities
- National Intergovernmental Purchasing Alliance
- The Cooperative Purchasing Network
- National Cooperative Purchasing Alliance
- The State of Illinois Joint Purchasing Program
- Northwest Municipal Conference Suburban Purchasing Cooperative

At this time staff recommends the City Council approve an additional agreement with the Midwestern Higher Education Compact (MHEC). The State of Illinois is already a participating member of MHEC and all State agencies and political subdivisions are authorized to purchase through these contracts through the State's membership.

Participating in this cooperative will allow the City to purchase items from various hardware manufacturers such as Dell, HP, and Lenovo, in addition to software from vendors such as VMware, Oracle, SAS and Novell. The MHEC Cooperative contracts are offering desktop and monitor procurement at lower prices than the State Joint Purchasing Program has offered for the past several years. Procurement through the MHEC cooperative, which is conducted through a cooperative RFP process, will help to ensure the City best pricing when purchasing this equipment and software.

Recommendation:

It is the recommendation of the Information Technology to authorize the City to participate in cooperative purchasing with the Midwestern Higher Education Compact.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

WHEREAS, cooperative purchasing can be of great benefit to the City of Crystal Lake by achieving lower bids for services, supplies, or work through aggregation with other purchasers; and

WHEREAS, cooperative purchasing has been demonstrated to be an effective tool to help local officials save taxpayer dollars; and

WHEREAS, cooperative purchasing often represents a viable alternative to a conventional bidding process in which a single public entity undertakes the process by itself for only its own needs.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized to enroll the City of Crystal Lake as a participant in the following cooperative purchasing program:

- Midwest Higher Education Compact Cooperative Purchasing

DATED this 21st, day of March, 2017

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: March 21, 2017
APPROVED: March 21, 2017

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: Midwestern Higher Education Compact Cooperative Purchasing Program for Desktop Computers

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Dell, Inc., for the purchase of thirty-six (36) computer desktops and monitors in the amount of $30,143.77 through the Midwestern Higher Education Compact Cooperative Purchasing Program.

Staff Contact: Greg Fettes, Director of Information Technology

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Background:

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

The typical replacement cycle for corporate desktop machines that are in continuous use is generally every four (4) to five (5) years. As a computer ages, particularly machines that are in continuous use, their electronic components deteriorate. The most noticeable result of this deterioration is a marked increase in component failures and a significant slowdown in the performance of the machine. As machines become slower and must be taken out of service more often for repairs, a significant impact on employee productivity can result. In addition, after several years of service, computer monitors begin to lose their clarity and brightness, which results in difficulty for employees viewing the information on their screens.

As a part of the FY2016-2017 budget, a total of thirty-six (36) new and replacement desktop machines were identified. Most of the machines identified for replacement have already reached or will reach an age of at least five (5) years by the time they are replaced, and some will be at least six (6) years of age.

The Midwestern Higher Education Compact Cooperative Purchasing program has awarded a competitive RFP to Dell, Inc. for desktop computers. The price offered through this contract of approximately $833.00 per unit is well below the retail price (approximately 44% off the retail price) and is below the approximately $1,000.00 price of machines purchased through the State Joint Purchase program for the past several years.

The City has had significant experience with Dell hardware, both through desktop purchases in the past, as well as higher end server purchases for many years. We have been satisfied with the quality of the hardware Dell produces.

Sufficient funding is available in the FY2016-2017 budget for this project.

Recommendation:

It is the recommendation of Information Technology to purchase thirty-six (36) computer desktops and monitors from Dell, Inc., in the amount of $30,143.77 through the Midwestern Higher Education Compact Cooperative Purchasing Program.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is authorized to participate in the Midwestern Higher Education Compact Cooperative Purchasing Program and that the City Manager is authorized to execute a contract with Dell, Inc., for the purchase of thirty-six (36) computer desktops and monitors in the amount of $30,143.77, from the Midwestern Higher Education Compact Cooperative Purchasing Program.

DATED this 21st day of March, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: March 21, 2017
APPROVED: March 21, 2017

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: 2017 Thermoplastic Pavement Marking Program

Staff Recommendation: Motion to adopt a resolution authorizing the City's participation in the 2017 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program, and the not-to-exceed expenditure of $50,000 for the purchase of thermoplastic pavement markings through the Suburban Purchasing Cooperative 2017 Pavement Marking Joint Purchasing Program.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
The Northwest Municipal Conference (NWMC) conducts joint purchasing programs for several different goods and services for its member municipalities through the Suburban Purchasing Cooperative (SPC) program. Among those is a joint purchase for thermoplastic lane-marking services. Since many different municipalities participate in this program, the SPC is able to leverage the large quantities into better unit prices for thermoplastic marking. The City has participated in this program for the last several years and it has yielded a significant unit cost savings over when the City bids these services on its own.

Superior Road Striping is the low bidder for the program. They have been the low bidder for many years and have done an excellent job each year. This year the Suburban Purchasing Cooperative's (SPC) Governing Board approved the third of three possible one-year contract extensions to Superior Road Striping.

Since the contract for this service is between the SPC and the contractor, the authorization to use $50,000 of Road and Vehicle License Funds for thermoplastic pavement marking services is requested of the Council. This project is included in the Fiscal Year 2017-2018 budget.

Votes Required to Pass:
Simple majority vote

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 is hereby authorized to participate in the 2017 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

BE IT FURTHER RESOLVED that the City be authorized to spend the not-to-exceed amount of $50,000 for the purchase of thermoplastic pavement marking through the 2017 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

DATED this 21st day of March, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: March 21, 2017

APPROVED: March 21, 2017

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: 2017 Street Resurfacing Program Bid Award

Staff Recommendation: Motion to award the 2017 Street Resurfacing Program bid to the lowest responsive and responsible bidder, Geske and Sons, Inc., in the bid amount of $1,524,477.54, and adopt a resolution authorizing the City Manager to execute a contract with Geske and Sons, Inc., allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
On February 22, 2017, the City opened and publicly read the bids received for the 2017 Street Resurfacing Program. The City received five bids and the results are tabulated below.

Firm	*Amount of Bid*
~~Orange Crush, LLC~~[1] ~~Hillside IL~~	~~$1,476,277.79~~
Geske and Sons, Inc.[2] Crystal Lake, IL	$1,524,477.54
Plote Construction, Inc. Hoffman Estates, IL	$1,609,836.74
Curran Contracting Company Crystal Lake, IL	$1,699,809.99
Arrow Road Construction Mt. Prospect, IL	$1,742,588.29

[1] Bid Withdrawn by Bidder
[2] Indicates Recommended Lowest Responsive and Responsible Bidder.

After the bid opening, Orange Crush withdrew their bid; therefore, Geske and Sons is the lowest responsive and responsible bidder. Geske and Sons has been the low bidder for past resurfacing programs and staff has been very pleased with their performance.

The attached table and map lists the streets in this year's program. Specifications were sent to various contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2017-2018 budget.

Votes Required to Pass:
Simple majority vote

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 Geske and Sons, Inc., for the 2017 Street Resurfacing Program in the amount of $1,524,477.54. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 21st day of March, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: March 21, 2017

APPROVED: March 21, 2017

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: March 21, 2017

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, EJ USA, Inc., in the bid amount of $26,425.00, and adopt a resolution authorizing the City Manager to execute a purchase agreement with EJ USA, Inc. with a 10 percent contingency for unforeseen additional quantities.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

On February 22, 2017 the City opened and publicly read bids for the purchase of manhole frames and lids. The results are tabulated below:

Firm	*Amount of Bid*
EJ USA, Inc. [1] East Jordan, MI	$26,425.00
Neenah Foundry Company Neenah, WI	$26,720.00

[1] 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 2017-2018 budget.

Votes Required to Pass:

Simple majority vote

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 EJ USA, Inc. for the purchase of manhole frames and lids in the amount of $26,425.00 with a 10 percent contingency for unforeseen additional quantities.

DATED this 21st day of March, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: March 21, 2017

APPROVED: March 21, 2017

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: March 21, 2017

Item: 2017 Sidewalk and Curb/Pedestrian Ramp (ADA) Installation Program Bid Award

Staff Recommendation: Motion to award the 2017 Sidewalk and Curb/Pedestrian Ramp (ADA) Installation bid to the lowest responsive and responsible bidder, Chadwick Contracting Company, in the bid amount of $226,767.14, and adopt a resolution authorizing the City Manager to execute a contract with Chadwick Contracting Company, allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
On February 22, 2017, the City opened and publicly read the bids received for the Annual Sidewalk and Curb/Pedestrian Ramp (ADA) Installation Program. The City received five bids and the results are tabulated below.

Firm	*Amount of Bid*
Chadwick Contracting Company[1] Lake in the Hills, IL	$226,767.14
Strada Construction Company Addison, IL	$236,486.00
Suburban Concrete Mundelein, IL	$238,336.40
Copenhaver Construction Gilberts, IL	$326,188.00
Bergquist & Zimmerman Crystal Lake, IL	$339,710.40
Alliance Contractors Woodstock, IL	$466,707.30

[1] Indicates Recommended Lowest Responsive and Responsible Bidder.

This program will remove and replace curb and gutter along the streets in the 2017 Street Resurfacing Program which are in need of repair. The City will continue implementing Federal

American Disability Act requirements for the approach ramps to crosswalks, which have very specific requirements that must be met for grades and cross slopes.

In addition, the annual sidewalk and curb replacement program is included. Every year, the City's Engineering Division surveys one quarter of the City, and evaluates all of the sidewalks in that section of the City. The City also routinely responds to reports of damaged sidewalks and curbs that are received from residents and staff. The City keeps record of all the damaged sidewalks and prepares a sidewalk repair program annually to repair all of the sidewalks that meet the replacement criteria.

The City has used Chadwick Contracting on past sidewalk and curb programs and was very satisfied with their performance. Specifications were sent to various contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2017-2018 budget.

Votes Required to Pass:
Simple majority vote

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 Chadwick Contracting Company for the 2017 Sidewalk and Curb/Pedestrian Ramp (ADA) Installation in the amount of $226,767.14. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 21st day of March, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: March 21, 2017

APPROVED: March 21, 2017