CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
April 4, 2017
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – March 21, 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**
   a. Copley Annexation Agreement reconsideration - request to be continued to the May 2, 2017 regular City Council meeting.

   b. Resolution placing the proposed Annual Budget on public display and setting the Public Hearing date for the proposed Annual Budget for Fiscal Year 2017/2018 for the April 18, 2017 regular City Council meeting.

10. **Crystal Lake Beer Company, 150 N. Main St – 2017 Crystal Lake Beer Company Maibock Festival, Temporary Variance to the Class "26" liquor license; and Special Event Permit for October 8 & 9, 2017.**

11. **Crystal Lake Beer Company, 150 N. Main St – 2017 Crystal Lake Beer Company Oktoberfest, Temporary Variance to the Class "26" liquor license; and Special Event Permit for May 5 & 6, 2017.**

12. **Crystal Lake Rowing Club – 2017 Greater Chicago Juniors Rowing Championship, Special Event Permit for May 6, 2017; and waiver of boat sticker requirements for rowing shells and regatta motorboats for the event and other scrimmages or races on dates approved by the Crystal Lake Park District.**

13. **St. Thomas the Apostle Church – Corpus Christi Parade Special Event for June 17, 2017.**

14. **Clark & McArdle, 59 Virginia Street – Sign Variation.**

15. **Fairfield Inn Final PUD and Final Plat of Subdivision Extension.**

16. **License Agreement with the Crystal Lake Country Club to construct a portion of the new fence within the City's existing right-of-way.**

17. **Bid award and resolution authorizing the execution of a one year purchase agreement with Petroleum Traders Cop. for the provision of unleaded gasoline and diesel fuel for the City's fleet.**

18. **Council Inquiries and Requests.**

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

20. **Reconvene to Regular Session.**

21. **Adjourn.**

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

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: Motion to Reconsider - Continuation

Recommendation: Motion to continue the Copley Annexation Agreement reconsideration request to the October 3, 2017 City Council meeting.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

At the September 20, 2016 regular City Council meeting, there was a motion to reconsider the Copley Annexation Agreement. That motion was tabled and continued to the October 18, 2016 regular City Council meeting and was subsequently continued to the April 4, 2017 City Council meeting.

The petitioner's attorney and city staff request this item to be considered at the October 3, 2017 City Council meeting to allow both parties time to review the Annexation Agreement.

Votes Required to Pass: A simple majority vote.

Agenda Item No. 9b.

City Council
Agenda Supplement

Meeting Date:	April 4, 2017
Item:	Public Display and Setting of Public Hearing Date for the Proposed Annual Budget for the Fiscal Year 2017/2018
Staff Recommendation:	Motion to adopt a resolution placing the Proposed Annual Budget on public display and setting the Public Hearing date for the Proposed Annual Budget for FY2017/2018 for the April 18, 2017 Regular City Council meeting.
Staff Contact:	George Koczwara, Director of Finance/Treasurer

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Background:

The adoption of this resolution would have the effect of placing the Proposed Fiscal Year 2017/2018 Budget document on public display at the Office of the City Manager. This resolution also sets the date for the Public Hearing on the proposed budget for Tuesday, April 18, 2017.

Votes Required to Pass:

Simple majority.

DRAFT

The City of Crystal Lake

RESOLUTION

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

SECTION 1: That the proposed annual budget for the City of Crystal Lake for the fiscal year May 1, 2017 through April 30, 2018 is now available for public inspection at the Office of the City Manager from April 5, 2017 through the date of its adoption by the Crystal Lake City Council.

SECTION 2: A public hearing on the proposed Fiscal Year 2017/2018 Budget will be held on Tuesday, April 18, 2017 at 7:30 p.m., during the regular City Council meeting, held in the City Council Chambers of the Crystal Lake City Hall, 100 W. Woodstock Street, Crystal Lake, Illinois.

DATED this 4th day of April, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: 2017 Crystal Lake Beer Company Maibock Festival

Staff Recommendation: Motion to approve the following requests for the 2017 Crystal Lake Beer Company Maibock Festival to be held May 5 and 6, 2017:

1. A temporary variance to the Crystal Lake Beer Company's Class "26" Liquor License to allow beer to be sold in a tent.
2. The application for a Special Event Permit pursuant to the conditions recommended in this agenda supplement.

Staff Contact: Eric Helm, Deputy City Manager
Michelle Rentzsch, Director of Community Development

Background:
The Crystal Lake Beer Company (CLBC) has requested a permit and liquor license variance to hold their Maibock Festival on May 5 and 6, 2017. The event is held in the parking lot of their building at 105 North Main Street. This is the second year for the Maibock festival. The festival includes live music, food vendors, and beer sales.

Temporary Liquor License Variance
CLBC has requested a temporary variance to their Class "26" liquor license. A Class "26" liquor license allows for the retail sale of beer manufactured at such premises for consumption on the premises, both the interior of the building and an open unroofed area immediately contiguous to the building or structure. The petitioner is asking for this variance to allow for the sale of beer in a tent at their Maibock Festival on May 5 and 6, 2017. The event will be from 3:00 – 11:00 p.m. on both days. Their current license only allows for the sale and consumption of beer in an open unroofed area adjacent to their building or structure. Attached is a letter of request from the petitioner.

If the Council chooses to deny this request, the petitioner will be required to limit their sales and service of beer to the patio area that is adjacent to their property. The Council approved similar temporary variances for the petitioner's previous Maibock Festivals. Crystal Lake Beer Company is currently the only holder of a "Class 26" liquor license.

City staff has reviewed the applicant's requests and has no concerns regarding the event, provided the following conditions are met:

1) All food trucks must meet the requirements listed in City Code Chapter 385-35, including an inspection of the truck by the Crystal Lake Fire Prevention Bureau. Please contact the Fire Prevention Bureau to arrange for an inspection prior to the event.
2) Should valet parking be offered, parking attendance should wear clothing to make them more visible at night as the walk between the festival site and remote parking area.
3) Organizers are to contact the Police Department for official "No Parking" signs which are to be posted along Gates Street. The "No Parking" signs are not to be posted on telephone poles and are to be removed the day after the event. Signs shall be posted directing attendees to various City parking lots that can be used during the event.
4) Provide highly visible and moveable traffic barriers for the pedestrian areas. If City barricades are planned to be borrowed, please provide a completed form to Community Development to reserve the barricades.
5) All vending activities that are part of the festival, such as food and liquor sales, shall cease no later than 11:00 PM for both days of the festival.
6) Tents/Canopies to be used for this event:
   a) Shall be of a flame resistant material, or treated as such.
   b) If tents are open on all sides, they can be placed side by side up to 700 square feet. If there will be sides on the tents, a 12 foot fire separation is required.
   c) Tents shall be placed 12 feet from any structure or parked vehicles.
   d) No smoking in/under any tents or canopies.
   e) No open flame cooking is permitted under tents/canopies.
   f) Any propane tanks shall be located a minimum of 10 feet from the tent.
   g) Provide a fire extinguisher of minimum size 2A10BC for the tent and cooking areas.
   h) Waste materials in/under and within 30 feet of all tents/canopies needs to be stored in approved containers.
   i) Tents are to be anchored by an approved method (stakes, weighted legs on all four support poles by use of sand, water, concrete or weights designed for this purpose).
7) Maximum occupancy limits of the building must be maintained throughout the event.
8) Provide adequate lighting for participants during night hours. Submit stage lighting and canopy lighting specifications if applicable.
9) Provide male/female restroom facilities and one handicap accessible facility at each cluster and on an accessible route.
10) Obtain any necessary approvals from McHenry County Health Department.
11) Temporary wiring must comply with the 2005 National Electrical Code:
   a) All exterior electrical equipment must be suitable for use in a wet location.
   b) All 15A and 20A receptacles installed in a wet location must be within an enclosure that's weatherproof when an attachment plug is inserted. The outlet box hood must be listed for "extra-duty" use if supported by grade. Nonlocking-type 15A and 20A, 125V and 250V receptacles in a wet location must be listed as weather resistant.
   c) Flexible electrical cords (extension cords) shall be UL listed for wet locations and extra hard usage (e.g. SEW, SEOW, SOW and STOW).
   d) Cord connectors (plugs) shall not be laid on the ground unless listed for wet locations.
   e) Use rubber cable protector / cable bridge where flexible electrical cords cross pedestrian paths.

f) Generator shall be grounded with two 8'-0" long ground rods, a minimum of 6'-0" apart, connected with a minimum #6 copper grounding conductor.
g) 2005 NEC, Sections 250-50, 250-56 and 250-66[A]
h) If a generator or other internal combustion power sources shall be separated from tents, canopies, or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

12) Schedule a meeting with the Fire Prevention Bureau (815-356-3640) and the Police Department (815-356-3793) at least 1 week prior to the event to review final details or any changes.
13) Provide electrical plan/layout for stage and food tents.
14) The site shall be inspected the day prior to the event (May 3, 2017) for compliance with canopy spacing (if applicable), electrical connections, etc.
15) An access lane of a minimum of 20 feet must be maintained around the building for emergency access. The fire connections shall not be blocked.
16) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division.
    a) Please contact the Building Division regarding signage to be used in conjunction with the event.
    b) Ensure that all signage used for the event does not block the line of sight of vehicles exiting the parking lot.

The applicants have been made aware of these recommended conditions and will attend City Council meeting to answer any questions. The application materials have been attached for reference.

Votes Required to Pass:
Simple majority

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: 2017 Crystal Lake Beer Company Oktoberfest

Staff Recommendation: Motion to approve the following requests for the 2017 Crystal Lake Beer Company Oktoberfest to be held September 8 and 9, 2017:

1. A temporary variance to the Crystal Lake Beer Company's Class "26" Liquor License to allow beer to be sold in a tent.
2. The application for a Special Event Permit pursuant to the conditions recommended in this agenda supplement.

Staff Contact: Eric Helm, Deputy City Manager
Michelle Rentzsch, Director of Community Development

Background:
The Crystal Lake Beer Company (CLBC) has requested a permit and liquor license variance to hold their Oktoberfest on September 8 and 9, 2017. The event is held in the parking lot of their building at 105 North Main Street. This is the third year for the Oktoberfest. The festival includes live music, food vendors, and beer sales.

Temporary Liquor License Variance
CLBC has requested a temporary variance to their Class "26" liquor license. A Class "26" liquor license allows for the retail sale of beer manufactured at such premises for consumption on the premises, both the interior of the building and an open unroofed area immediately contiguous to the building or structure. The petitioner is asking for this variance to allow for the sale of beer in a tent at their Oktoberfest on September 8 and 9, 2017. The event will be from 3:00 – 11:00 p.m. on both days. Their current license only allows for the sale and consumption of beer in an open unroofed area adjacent to their building or structure. Attached is a letter of request from the petitioner.

If the Council chooses to deny this request, the petitioner will be required to limit their sales and service of beer to the patio area that is adjacent to their property. The Council approved similar temporary variances for the petitioner's previous Oktoberfests. Crystal Lake Beer Company is currently the only holder of a "Class 26" liquor license.

City staff has reviewed the applicant's requests and has no concerns regarding the event, provided the following conditions are met:

1) All food trucks must meet the requirements listed in City Code Chapter 385-35, including an inspection of the truck by the Crystal Lake Fire Prevention Bureau. Please contact the Fire Prevention Bureau to arrange for an inspection prior to the event.
2) Should valet parking be offered, parking attendance should wear clothing to make them more visible at night as the walk between the festival site and remote parking area.
3) Organizers are to contact the Police Department for official "No Parking" signs which are to be posted along Gates Street. The "No Parking" signs are not to be posted on telephone poles and are to be removed the day after the event. Signs shall be posted directing attendees to various City parking lots that can be used during the event.
4) Provide highly visible and moveable traffic barriers for the pedestrian areas. If City barricades are planned to be borrowed, please provide a completed form to Community Development to reserve the barricades.
5) All vending activities that are part of the festival, such as food and liquor sales, shall cease no later than 11:00 PM for both days of the festival.
6) Tents/Canopies to be used for this event:
   a) Shall be of a flame resistant material, or treated as such.
   b) If tents are open on all sides, they can be placed side by side up to 700 square feet. If there will be sides on the tents, a 12 foot fire separation is required.
   c) Tents shall be placed 12 feet from any structure or parked vehicles.
   d) No smoking in/under any tents or canopies.
   e) No open flame cooking is permitted under tents/canopies.
   f) Any propane tanks shall be located a minimum of 10 feet from the tent.
   g) Provide a fire extinguisher of minimum size 2A10BC for the tent and cooking areas.
   h) Waste materials in/under and within 30 feet of all tents/canopies needs to be stored in approved containers.
   i) Tents are to be anchored by an approved method (stakes, weighted legs on all four support poles by use of sand, water, concrete or weights designed for this purpose).
7) Maximum occupancy limits of the building must be maintained throughout the event.
8) Provide adequate lighting for participants during night hours. Submit stage lighting and canopy lighting specifications if applicable.
9) Provide male/female restroom facilities and one handicap accessible facility at each cluster and on an accessible route.
10) Obtain any necessary approvals from McHenry County Health Department.
11) Temporary wiring must comply with the 2005 National Electrical Code:
   a) All exterior electrical equipment must be suitable for use in a wet location.
   b) All 15A and 20A receptacles installed in a wet location must be within an enclosure that's weatherproof when an attachment plug is inserted. The outlet box hood must be listed for "extra-duty" use if supported by grade. Nonlocking-type 15A and 20A, 125V and 250V receptacles in a wet location must be listed as weather resistant.
   c) Flexible electrical cords (extension cords) shall be UL listed for wet locations and extra hard usage (e.g. SEW, SEOW, SOW and STOW).
   d) Cord connectors (plugs) shall not be laid on the ground unless listed for wet locations.
   e) Use rubber cable protector / cable bridge where flexible electrical cords cross pedestrian paths.

f) Generator shall be grounded with two 8'-0" long ground rods, a minimum of 6'-0" apart, connected with a minimum #6 copper grounding conductor.
g) 2005 NEC, Sections 250-50, 250-56 and 250-66[A]
h) If a generator or other internal combustion power sources shall be separated from tents, canopies, or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

12) Schedule a meeting with the Fire Prevention Bureau (815-356-3640) and the Police Department (815-356-3793) at least 1 week prior to the event to review final details or any changes.
13) Provide electrical plan/layout for stage and food tents.
14) The site shall be inspected the day prior to the event for compliance with canopy spacing (if applicable), electrical connections, etc.
15) An access lane of a minimum of 20 feet must be maintained around the building for emergency access. The fire connections shall not be blocked.
16) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division.
    a) Please contact the Building Division regarding signage to be used in conjunction with the event.
    b) Ensure that all signage used for the event does not block the line of sight of vehicles exiting the parking lot.

The applicants have been made aware of these recommended conditions and will attend City Council meeting to answer any questions. The application materials have been attached for reference.

Votes Required to Pass:
Simple majority

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: Crystal Lake Rowing Club

Staff Recommendation: Motion to approve the following requests for the 2017 Greater Chicago Juniors Rowing Championship to be held on May 6, 2017

1. The application for a Special Event Permit pursuant to the conditions recommended in this agenda supplement
2. A waiver of boat sticker requirements for rowing shells and regatta motorboats for event itself and other scrimmages or races on dates approved by the Crystal Lake Park District.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:

The Crystal Lake Rowing Club is requesting its annual Greater Chicago Juniors Rowing Championship special event. The event will be held on Crystal Lake on May 6, 2017 from 8:00 a.m. to 8:00 p.m. In the past, the City Council has also approved a waiver of boat sticker requirements for rowing shells and regatta motorboats used by visiting rowing clubs during the Championship as well as other scrimmages/races on dates approved by the Park District.

Additionally, the Rowing Club must receive approval from the Crystal Lake Park District and Village of Lakewood for the hosting of the event. The applicant will provide letters to the City confirming these approvals.

The Crystal Lake Rowing Club is not requesting a change to the wake/no-wake restrictions, as the event is scheduled prior to when such restrictions are in effect (Memorial Day weekend through Labor Day weekend).

The applicant is requesting the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. on the day of the event. This will allow the clubs to leave their trailers near the beach to unload and load boats as necessary during the

event. The request is being made based on past years, when this portion of Lake Shore Drive was used to unload and load boat trailers as it was too wet to bring the boat trailers into Main Beach.

City staff has reviewed the petitioner's request and does not have concerns regarding the waiver of the boat sticker requirements, providing the following conditions are met:

1) The Crystal Lake Rowing Club shall provide the City with letters from the Crystal Lake Park District and the Village of Lakewood indicating their approval for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta.
2) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks.
3) The applicant must send a notice to all affected property owners along Lake Shore Drive.
4) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
5) Local traffic access to Lake Shore Drive must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
6) All debris created by the event shall be cleaned up during and after the event.
7) The applicant 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.
8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
9) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
10) Access for fire apparatus to launch rescue boats at the Main Beach boat launch must be maintained in the event of an emergency.
11) The Crystal Lake Rowing Club will provide two safety boats.
12) Access to the overflow parking area should be made from Country Club Road, not Lakeshore Drive.
13) In the case of inclement weather, an alternate date may be approved by the City Manager.

The event organizer has agreed to meet these conditions. The event application requesting approval for the road closures and other information regarding the event have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date:	April 4, 2017
Item:	St. Thomas the Apostle Church Corpus Christi Parade Special Event
Recommendation:	Motion to approve the Special Event Permit application for the 2017 St. Thomas the Apostle Church Corpus Christi Parade pursuant to the conditions recommended in this agenda supplement.
Staff Contact:	Michelle Rentzsch, Community Development Director

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Background:

St. Thomas the Apostle Church is requesting to approve its annual Corpus Christi Parade, which will be the parade's fourth year. The parade is done to honor the Solemnity of Corpus Christi, and commonly includes a public procession. The procession will consist of one parade-type float followed by the parishioners.

This year's a parade will start at 5:30 PM on June 17. The parade will start at the St. Thomas's Oak Street church. The parade will proceed south on Oak Street, then it will proceed southwest onto Dole Avenue, and then southeast on Pierson Street, ending at the church's Pierson Street church.

As in past year, the Police Department will provide an escort for the parade consisting of a lead and tail car. The estimated cost for the Police Department escort is $267.32, which will be reimbursed by the applicant.

City staff has reviewed the applicant's requests and has no concerns regarding the parade, provided the following conditions are met:

1) Applicant 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.
2) All debris created by the event shall be cleaned up during and after the event.

3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
4) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicants have been made aware of these recommended conditions and will attend the City Council meeting to answer any questions. The application materials have been attached for reference.

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

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: Sign Variation for Clark & McArdle to allow the sign 6 inches from the property line, a variation of 9 feet 6 inches from the required 10-foot setback.

Petitioner: Penny Hughes
59 Virginia Street

Staff Recommendation: City Council Discretion:
A. Motion to adopt an ordinance approving the sign variation with the recommended conditions for 59 Virginia Street.
B. Motion to deny the variation request.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- The property is currently a law office.
- Due to the Route 14 construction, the sign was required to be removed and relocated. The petitioner is requesting to put the sign back up, but closer to the property line than what is permitted.

Analysis

- The petitioner is requesting a variation from the required 10-foot setback. The table below illustrates the proposed variations in relation to the UDO requirements.

UDO Requirement	Owner's Proposal	Variation Requested
32 square feet	20 square feet	None
6 feet high	3 feet 5 inches	None
10 feet	6 inches	9 feet 6 inches

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

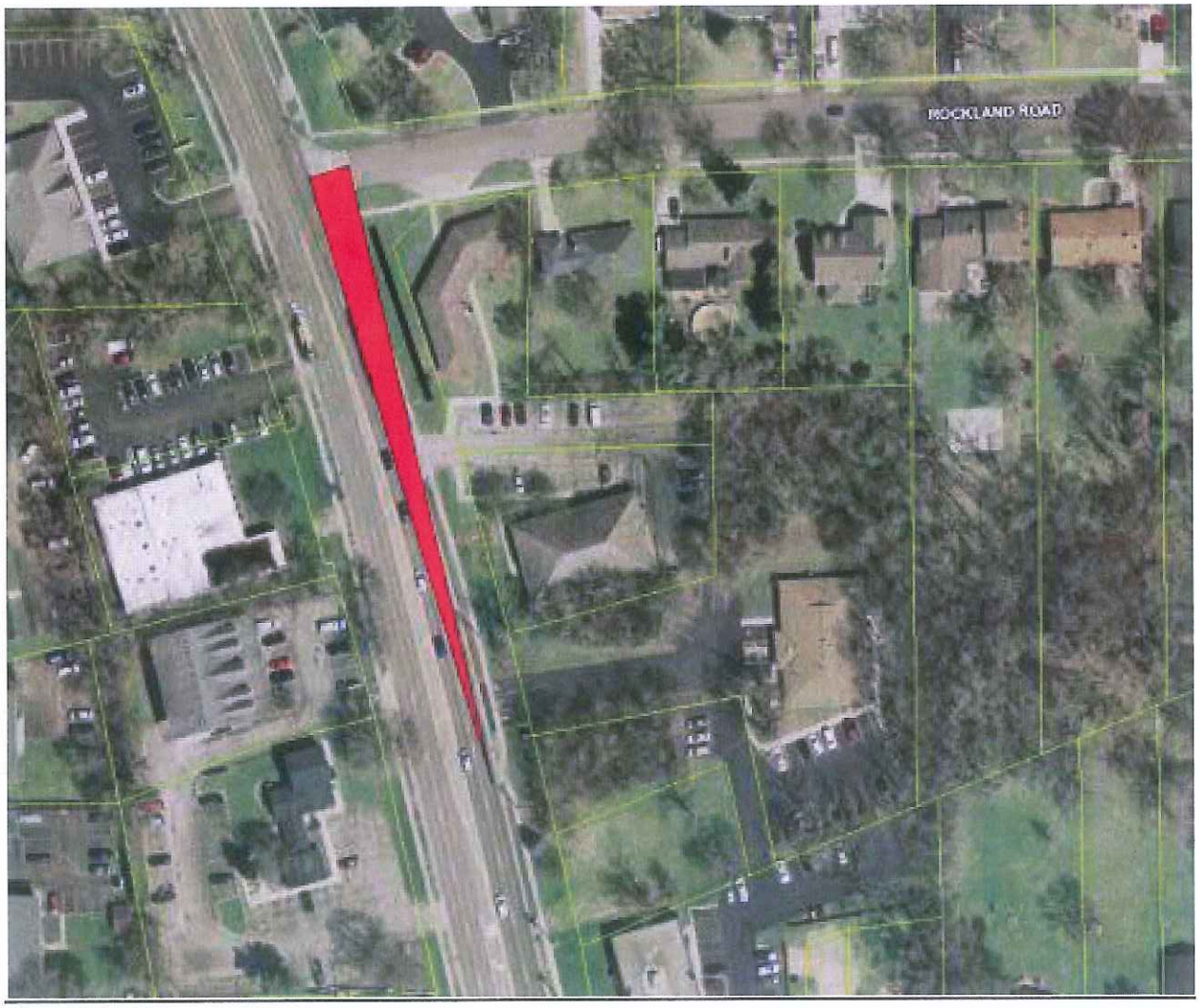
A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.

B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.

C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Analysis:

The red triangle is the clear sight triangle. The black line is 13 feet back from the sidewalk, which is where the applicant stated the sign is going to be located. The sign would be out of the clear sight triangle.



The applicant has provided 2 pictures illustrating the view of the sign. This first picture is if the sign was located at the required 10-foot setback. A majority of the sign would be blocked by the building.

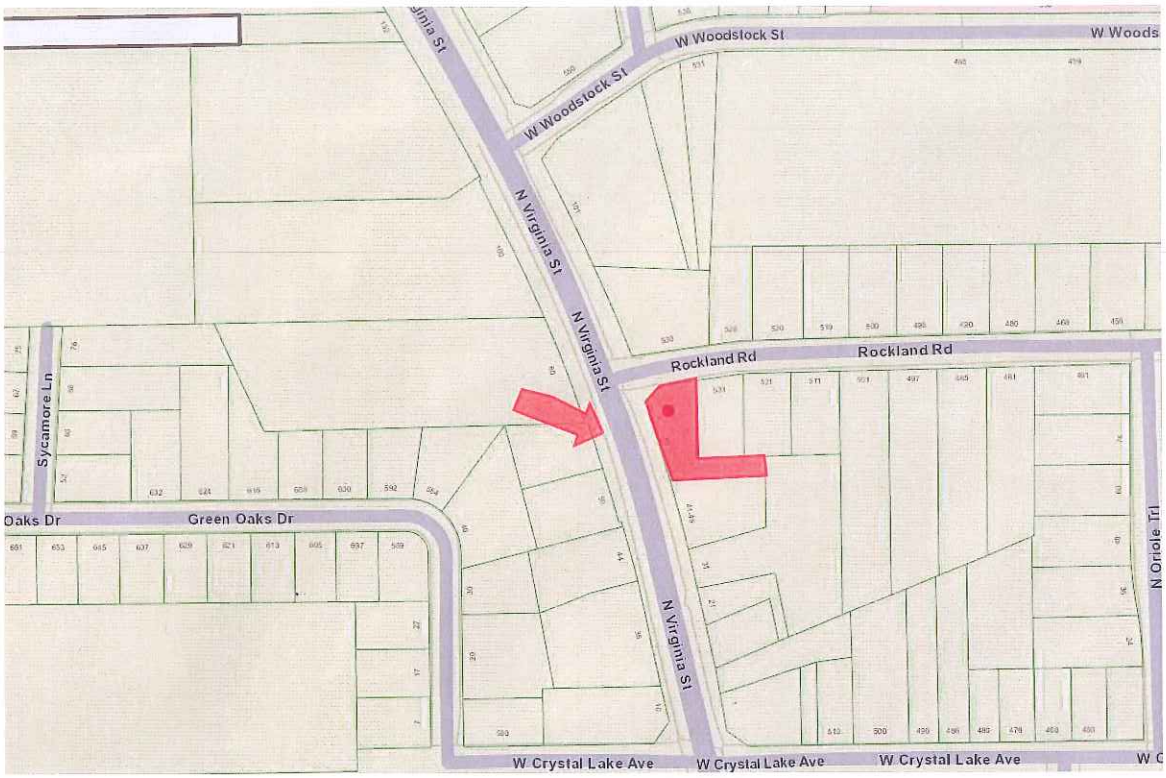


This picture illustrates the proposed location of the sign at 6 inches from the property line.



Votes Required to Pass: Simple majority vote

2017-07 - 59 N. Virginia St





Ord. No. .....
File No. ....

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIGN VARIATION FOR CLARK & McARDLE PC, 59 VIRGINIA STREET

WHEREAS, pursuant to the terms of the request (File #2017-07) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow the sign 6 inches from the property line, a variation of 9 feet 6 inches from the required 10-foot setback for Clark & McArdle PC; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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 a sign variation be granted to allow the sign 6 inches from the property line, a variation of 9 feet 6 inches from the required 10-foot setback for Clark & McArdle PC located at 59 Virginia Street (PIN 14-31-477-056), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Hughes, received 03/22/17)
   B. Plat of Survey (Unnamed and undated, received 12/12/16)
   C. Sign Plan (Hughes, dated 3/28/17, received 3/28/17)

SECTION II: 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 Variation in accordance with the provisions of this

Ordinance, as provided by law.

SECTION III: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATED at Crystal Lake, Illinois, this 4th day of April 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: April 4, 2017
Approved: April 4, 2017

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: Fairfield Inn 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 the Fairfield Inn located at 900 Cog Circle.

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: A 4-story, 113-room Fairfield Inn was approved in October 2005 and the PUD was amended in September 2008.
- Previous Approvals:
    - The petitioner was granted their first one-year extension to September 2011.
    - The City had approved a Comprehensive Extension for all PUD, SUP and Plat applications that extended this approval to September 2014.
    - The petitioner was granted a two-year extension to September 2016 and their fourth one-year extension to September 2017.

Key Factors:

- Request: A fifth one-year extension of the Fairfield Inn Final PUD and Final Plat of Subdivision approval to September 2, 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.

2005-29 COG Circle Hotel PIQ





Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: License Agreement with the Crystal Lake Country Club to construct a portion of the new fence within the City's existing right-of-way.

Recommendation: Motion to adopt a resolution authorizing the City Manager to execute the License Agreement between the City and the Crystal Lake Country Club for the new fence.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
With the construction of the City's Country Club Road Pedestrian Path, the original split-rail fence for the Crystal Lake Country Club was removed, as this fence was entirely located within the City's right-of-way. The Country Club would like to replace this fence as it provides an out-of-bounds marker for the active golf course and keeps pedestrians and motorized vehicles from entering the golf course.



The replacement fence would mirror the style of the original fence type; a copy of the proposed fence is attached. A majority of the fence would be located on the Country Club's property; however, there are two locations where the proposed fence would need to be located within the City's right-of-way due to the presence of existing trees. The license agreement stipulates the rights and responsibilities for this private improvement in the City's right-of-way.

A copy of the license agreement is attached and has been reviewed by the City's special counsel.

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 is hereby authorized and directed to execute a license agreement with the Crystal Lake Country Club for the construction of a new fence along County Club Road.

DATED at Crystal Lake, Illinois, this 4th day of April, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: April 4, 2017

APPROVED: April 4, 2017

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: April 4, 2017

Item: Unleaded Gasoline and Diesel Fuel Bid Award

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

Staff Contact: Michael Magnuson, Director of Public Works

Background:
On March 29, 2017, the City of Crystal Lake publicly opened the bids received for a one-year contract for unleaded gasoline and diesel fuel for the City's fleet, with an option for a one (1) year extension.

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

The following is a breakdown of the bids received:

Company	Gasoline Base Price	Gasoline Price Year 2	Diesel Base Price	Diesel Price Year 2	Optional Off Road ULSD #1 & #2 Base Price	Optional Off Road ULSD #1 & #2 Year 2 Price	Winter additive cost per gallon Base Price	Winter additive cost per gallon Year 2
✓ Petroleum Traders Corp. Fort Wayne, IN	0.0105	0.0105	0.0105	0.0105	No Bid	No Bid	0.025	0.025
Gas Depot Morton Grove, IL	0.0275	0.0275	0.03	0.03	0.25	0.25	0.0175	0.0175
Al Warren Oil Co. Summit, IL	0.035	0.035	0.06	0.06	No Bid	No Bid	0.015	0.015
Mansfield Oil Co. Gainesville, GA	0.045	0.045	0.0565	0.0565	No Bid	No Bid	0.0225	0.0225
Indigo Energy Gainesville, GA	0.0757	0.0757	0.0725	0.0725	No Bid	No Bid	0.03	0.03

✓ *Indicates lowest responsive and responsible bidder*

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. An analysis of the fuel bid submittals substantiates that the apparent low bidder for fleet fuel is Petroleum Traders Corp. Petroleum Traders Corp. has provided fuel delivery for the City in the past with favorable results. It is, therefore, the recommendation of City staff to award the bid to the lowest responsive and responsible bidder, Petroleum Traders Corp., for the provision of gasoline and diesel fuel for the one year contract period with an optional one-year extension to the contract.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Petroleum Traders Corp. for gasoline and diesel fuel for a one year term with an option for a second year.

DATED this 4h day of April 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: April 4, 2017

APPROVED: April 4, 2017