CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
October 3, 2017
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – September 19, 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. **Mission Save a Smile – Request to reserve 40 parking spaces and a waiver of parking fees for vehicle owners and volunteers for the October 22, 2017 Grillfest fundraising event at Three Oaks Recreation Area.**

11. **400 Buckingham Drive – Simplified Residential Variation to allow for a 4-foot fence in the corner side yard setback, a height variation of one foot.**

12. **6500 Northwest Highway, Crystal Lake Plaza – PUD Amendment to allow changes to the approved elevations and common sign plan for the outlot buildings.**

13. **355 Station Drive – Preliminary Plat of Subdivision for two lots, rezoning Lot 1 and Outlot 2 from B-2 PUD to O PUD, Preliminary Planned Unit Development and Special Use Permit for a continuing care retirement community without nursing facilities, in the "O" zoning district.**

14. **230 W. Virginia Ave., Suite 450, Knife Experience Store - Retailer Job Creation & Investment Program Matching Grant request for $10,000 in matching grant funds.**

15. **Resolution authorizing the execution of an agreement with the Commuter Rail Division of the Regional Transportation Authority (Metra) for remaining roadway improvements associated with the Pingree Road Metra Station.**

16. **Bid award and resolution authorizing the execution of an agreement with Acres Group for the 2017/2018 Parkway Tree Planting Program.**

17. **Council Inquiries and Requests.**

18. 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.

19. Reconvene to Regular Session.

20. Adjourn.

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Jillian Austin, Executive Assistant, 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: October 3, 2017

Item: Mission Save a Smile

Council Discretion: City Council Discretion

1) Motion to approve the reservation of 40 parking spots and a waiver of parking fees for vehicle owners and volunteers for the October 22, 2017 Mission Save a Smile Grillfest event at Three Oaks Recreation Area.

2) No action.

Staff Contact: Melanie Nebel, Assistant to the City Manager

Background:

Mission Save a Smile is a 501(c)3 nonprofit organization that extends the reach of dentistry to those lacking access to care. Over the past six years, the organization has held several events at the Three Oaks Recreation Area such as the annual Paddle for Smiles event held each summer.

On Sunday October 22 from noon to 4 p.m., Mission Save a Smile would like to host a Grillfest on a similar small scale at the park, looking at having up to 40 attendees with classic cars and street rods. This number will likely be on the low end looking at the time of the year. The event will be through individual invitation only to limit attendance.

Dr. Chris Burseth, president of Mission Save a Smile, would be responsible for organization of a small Thrivent and Kohl's volunteer team to provide necessary event support. Three Oaks Recreation Area staff has no issues with the request, and no additional Police or Fire Rescue staffing is necessary for the event.

City staff has received a request from Mission Save a Smile asking that vehicle owner and volunteer parking fees for this event be waived. The following is a breakdown of estimated fees for the event:

40 participant (owner) vehicles x $5 each:	$200.00
15 volunteer vehicles x $5 each:	$75.00
Total:	**$275.00**

In the past, the City has waived fees for other events including, overnight camps held by Boy Scout Troop 15, the Choctaw Girl Scout Service Unit, and the Operation Click Leprechaun Lunge and the Marine Corps League.

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

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date:	October 3, 2017
Item:	REPORT OF THE PLANNING & ZONING COMMISSION Wedwick – 400 Buckingham Drive
Request:	Simplified Residential Variation to allow for a 4-foot fence in the corner side yard setback, a height variation of one foot per Article 4-700B(3).
Petitioner:	Elijah Wedwick, petitioner
PZC Recommendation:	To approve the PZC recommendation and adopt an ordinance granting the Simplified Residential Variation to allow a 4-foot fence in the required corner side yard setback, a height variation of one foot at 400 Buckingham Drive.
Staff Contact:	Michelle Rentzsch, Community Development Director

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Background:

- Existing Use: The property is currently improved with a single-family dwelling.
- The subject property is located at the corner of Buckingham Drive and Sussex Lane.
- UDO Standard: Fences located in the required corner side yard setback can be up to 3 feet in height.
- Request: The petitioner is requesting a variation to allow a 4-foot chain link fence to be located in the corner side yard setback.

PZC Highlights:

- As part of their approval, the PZC requested that the petitioner keep the existing bushes and that the fence would be located between the bushes and the yard, therefore the fence would be setback from the property line approximately one foot.
- The petitioner agreed to the request to move the fence off the property line.
- The PZC felt that the Findings of Fact had been met.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Wedwick, dated 08/08/17, received 08/09/17)
   B. Survey with drawing of fence (Wedwick, received 08/09/17)

2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.

2017-27 WEDWICK – 400 BUCKINGHAM DR





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

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A VARIATION AT 400 BUCKINGHAM DRIVE

WHEREAS, pursuant to the terms of the Application (File #2017-27) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 4-700B (3) to allow a 4-foot fence in the corner side yard setback, a height variation of one foot; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 5, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on September 20, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on September 20, 2017, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Simplied Residential Varaition be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2017-27, dated as of September 21, 2017; and

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

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 Variation be granted from the Crystal Lake Unified Development Ordinance Article 4-700B (3) to allow a 4-foot fence in the corner side yard setback, a height variation of one foot at the property at 400 Buckingham Drive (19-08-301-003), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Wedwick, dated 08/08/17, received 08/09/17)
   B. Survey with drawing of fence (Wedwick, received 08/09/17)

2. The petitioner shall address all of the review comments and requirements of the Community Development Department.

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

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

DATED at Crystal Lake, Illinois, this 3rd day of October, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: October 3, 2017
Approved: October 3, 2017

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date:	October 3, 2017
Item:	REPORT OF THE PLANNING & ZONING COMMISSION Crystal Lake Plaza – 6500 Northwest Highway
Request:	A PUD Amendment to allow changes to the approved elevations and common sign plan for the outlot building.
Petitioner:	Tom Eilers, Jr., petitioner
PZC Recommendation:	To approve the PZC recommendation and adopt an ordinance granting the Planned Unit Development Amendment to allow changes to the approved elevations and common sign plan at 6500 Northwest Highway.
Staff Contact:	Michelle Rentzsch, Community Development Director

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Background:

- Existing Use: The subject property is an outlot building for the Crystal Lake Plaza.
- Previous Approvals: The Crystal Lake Plaza PUD was approved in 1962 and various PUD amendments have been approved over the years. In 2009, the PUD was amended to allow a façade renovation for the main shopping center building. The façade renovation did not include the outlot building.
- Proposed Changes:
    - The façade renovation includes removing the existing soffit and using steel beams to build the proposed façade.
    - The steel beams would be coated in a white Kynar finish.
    - The proposed common sign plan for the outlot building mirrors the approved common sign plan from the 2009 PUD for the main building of the shopping center.

PZC Highlights:

- The PZC liked the proposed architecture and thanked the petitioner for investing in the shopping center.
- The PZC felt that the Findings of Fact had been met.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Madison Corporate Group, dated 08/29/17, received 08/30/17)
   B. Elevations (Schaefer Architects, dated 08/28/17, received 08/30/17)
   C. Survey (WMA, dated 07/21/10, received 08/30/17)

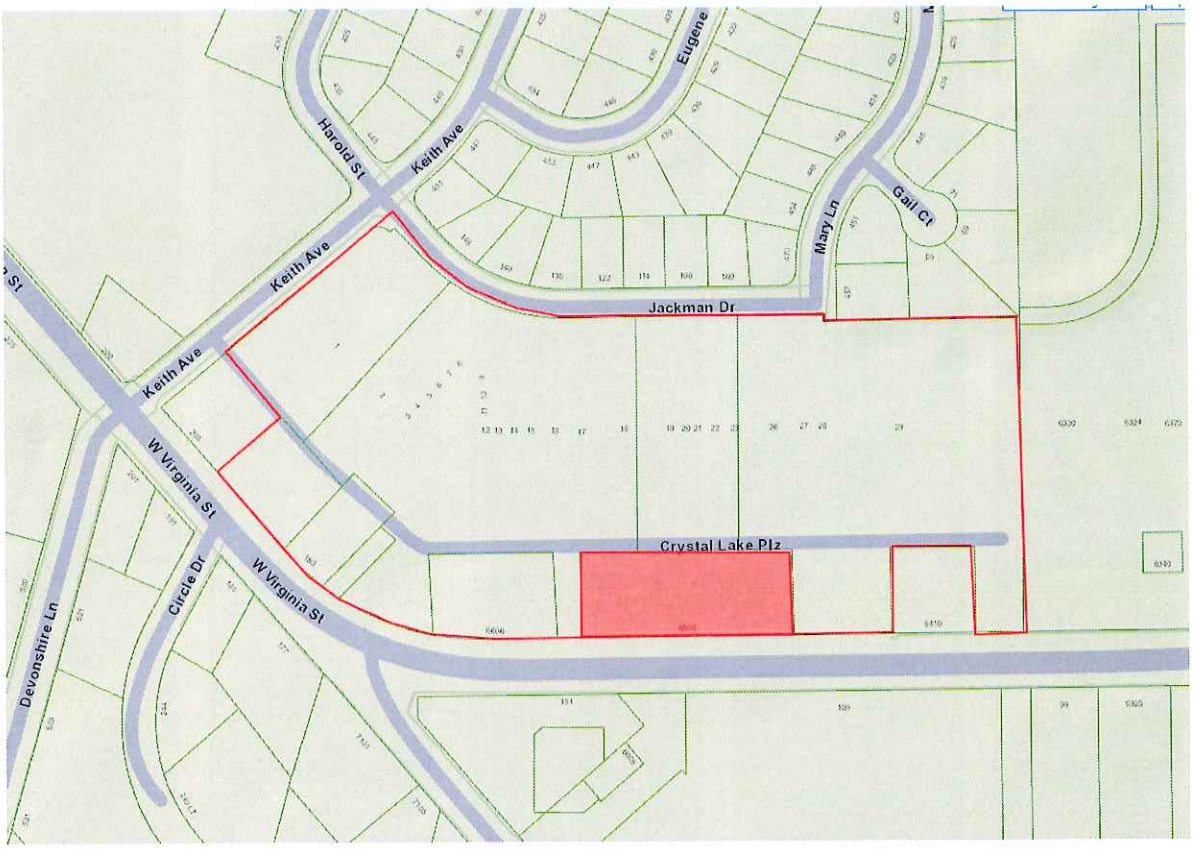
2. Façade A is approved, if façade A is not structurally feasible, façade B would be acceptable.

3. Signage:
   a. Tenant signs can be up to 85% of tenant panel area.
   b. Approved tenant sign copy area is limited to the sign panels are illustrated on the approved elevations.
   c. Tenant signs are to be externally illuminated.

4. The petitioner shall comply with all of the requirements of the Community Development and Fire Rescue Departments.

Votes Required to Pass: A simple majority vote.

2017-28 CRYSTAL LAKE PLAZA – FINAL PUD AMENDMENT





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

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING AN AMENDMENT TO THE FINAL PUD FOR CRYSTAL LAKE PLAZA

WHEREAS, pursuant to the terms of the Petition (File #2017-28) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Crystal Lake Plaza to allow changes to the approved elevations and common sign plan for the outlot building; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 3, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on September 20, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on September 20, 2017, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Amendment to the Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2017-28, dated as of September 21, 2017; and

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

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 Final PUD Amendment be granted to allow changes to the approved elevations and common sign plan for the outlot building for Crystal Lake Plaza located at 6500 Northwest Highway (19-05-453-008), Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Madison Corporate Group, dated 08/29/17, received 08/30/17)
   B. Elevations (Schaefer Architects, dated 08/28/17, received 08/30/17)
   C. Survey (WMA, dated 07/21/10, received 08/30/17)

2. Façade A is approved, if façade A is not structurally feasible, façade B would be acceptable.

3. Signage:
   A. Tenant signs can be up to 85% of tenant panel area.
   B. Approved tenant sign copy area is limited to the sign panels are illustrated on the approved elevations.
   C. Tenant signs are to be externally illuminated.

4. The petitioner shall comply with all of the requirements of the Community Development and Fire Rescue Departments.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Planned Unit Development Amendment in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 3rd day of October, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: October 3, 2017
Approved: October 3, 2017

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: October 3, 2017

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Senior Housing

Requests:
1. Preliminary Plat of Subdivision for two lots,
2. Rezoning Lot 1 and Outlot 2 from B-2 PUD to O PUD, and
3. Preliminary Planned Unit Development and Special Use Permit for a continuing care retirement community without nursing facilities, in the "O" zoning district.

Petitioner: Tim Hedges, petitioner
355 Station Drive

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Preliminary Plat of Subdivision, Rezoning, Preliminary PUD, and Special Use Permit for a continuing care retirement community without nursing facilities at 355 Station Drive.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- The property is on Lot 2 of Congress Station Subdivision. This lot would be subdivided into two new lots; Lot 1 and Lot 2 of the Preliminary Plat of Residences of Crystal Lake.
- Continuing Care Retirement Community is a Special Use in the O Office zoning district. The proposed Lot 1 would be rezoned to O Office to allow for this use.
- The petitioner is also requesting the Preliminary Planned Unit Development and Special Use Permit.

PZC Highlights:

- The PZC members liked the look of the building and the site layout. They suggested the petitioner work with staff to reduce the height of the signs and the exterior materials on the roof dormers.
- The PZC reviewed the Findings of Fact and found that the petition meets the criteria.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (DKI Inc., received 07/14/17)
   B. Preliminary Plat of Subdivision (Dietz Surveying, Inc., dated 09/01/17, received 09/01/17)
   C. Preliminary Site Plan (Groundwork Ltd., dated 08/31/17, received 09/01/17)
   D. Preliminary Landscape Plan (Krogstad, dated 08/25/17, received 09/01/17)
   E. Preliminary Elevations (DKI Inc., dated 06/14/17, received 07/14/17)
   F. Floor Plans (DKI Inc., dated 06/15/17, received 07/14/17)
   G. Preliminary Engineering Plans (Groundwork Ltd., undated, received 07/14/17)
   H. Stormwater Calculations (Groundwork Ltd., dated 07/12/17, received 07/14/17)
   I. Sign (DKI Inc., undated, received 07/14/17)

2. Site Plan
   A. Reduce the mass of the sign structure and height of the freestanding signs to meet the UDO requirements.
   B. The trash enclosure must be constructed of materials that match the main building.
   C. As has been provided to the east, provide a sidewalk extension along Station Drive to the north.
   D. All the plans need to be updated to show the revised layout of the Fire Rescue access roadway.
   E. Improvements to the outlots/detention basins are required, which include installing additional drywells.

3. Elevations:
   A. Increase the size of the roof dormers to more significant architectural features and side them with the cast stone.

4. Landscape Plan
   A. Add landscape materials around the perimeter of the parking lot. Undulating beds of various planting materials is required.
   B. From the gazebo, for the view corridor towards the large detention area (Outlot 2), provide landscaping.
   C. Show benches on the landscape plan and provide appropriate plantings in these areas.
   D. Provide street trees on the other side of Station Drive.
   E. Work with staff on final placements and plant material selection at Final PUD.

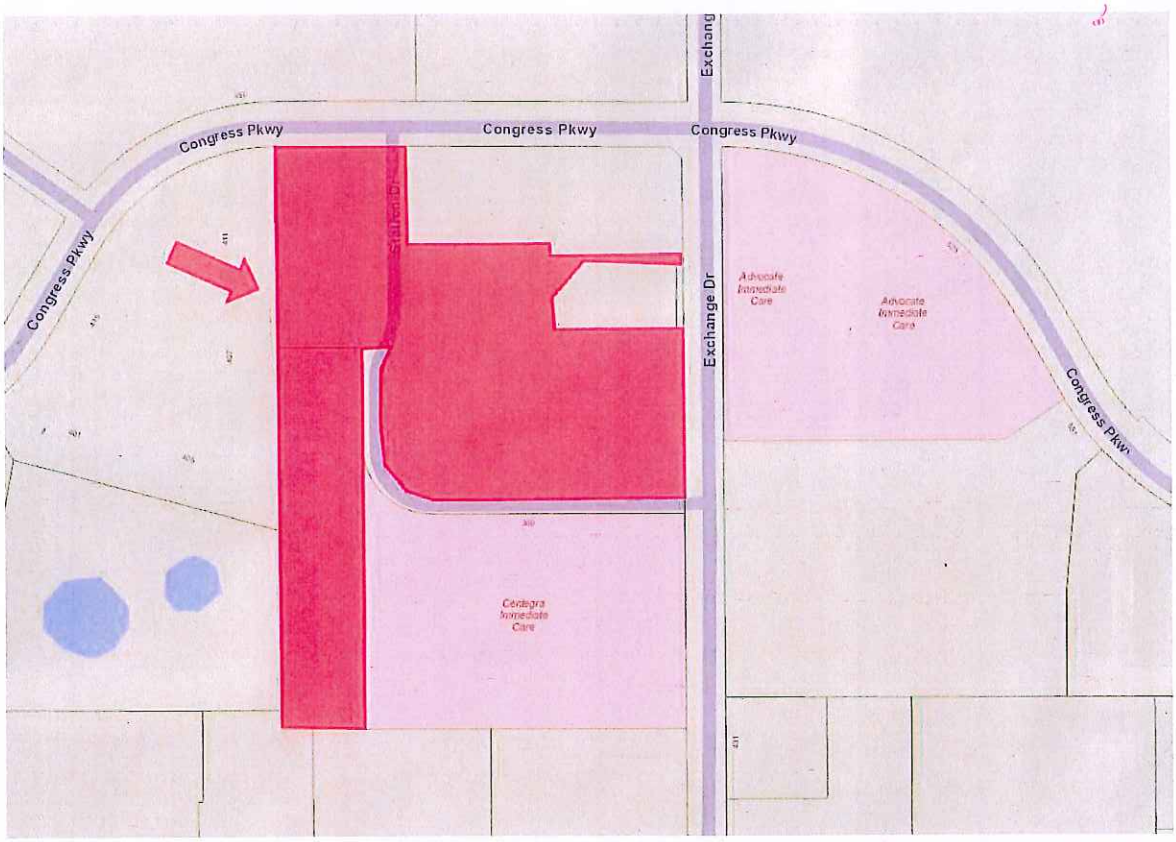
5. Preliminary Plat of Subdivision.
   A. Clearly bold the new property line between Lot 1 and Lot 2 setting the new property pins and monuments.
   B. This plat needs to incorporate Outlot 1.
   C. Work with staff on the correct signature blocks and language for the final plat document.
   D. Provide all the notations and requirements for the preliminary plat of subdivision, as required by the UDO.

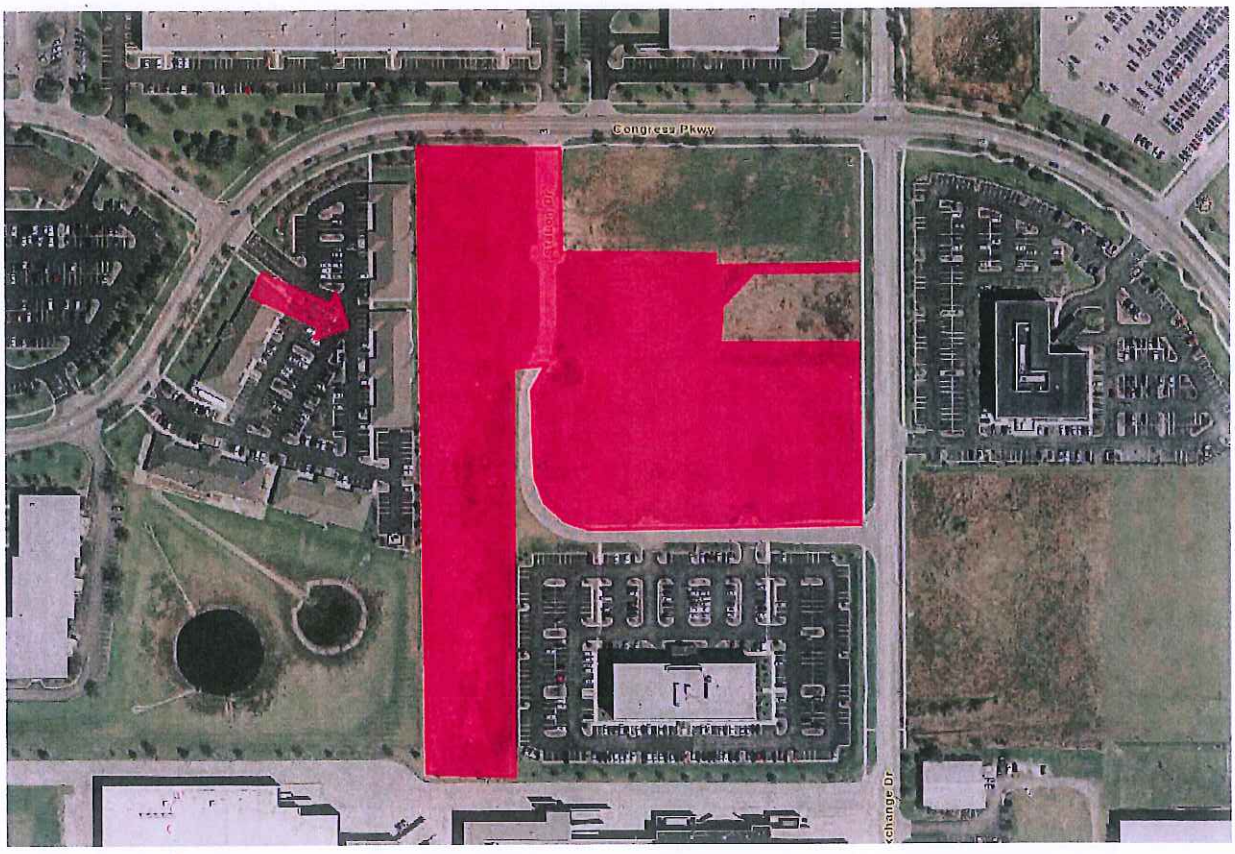
6. The petitioner shall contribute 10% of the cost for the planned traffic signal at Congress Parkway and Exchange Drive.

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

Votes Required to Pass: A simple majority vote.

2017-26 DKI SENIOR HOUSING – 320 STATION DR. – PRELIMINARY PUD, REZONE





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

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING PRELIMINARY PLAT OF SUBDIVISION, REZONING, PRELIMINARY PLANNED UNIT DEVELOPMENT, AND SPECIAL USE PERMIT AT 355 STATION DRIVE

WHEREAS, pursuant to the terms of a Application (File #2017-26) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested a Preliminary Plat of Subdivision for two lots; Rezoning of Lot 1 and outlot 2 from "B-2 PUD" General Commercial Planned Unit Development to "O PUD" Office Planned Unit Development; Preliminary Planned Unit Development and a Special Use Permit for a continuing care retirement community without nursing facilities for DKI Senior Housing project at 355 Station Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 5, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on September 20, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed rezoning; and

WHEREAS, on September 20, 2017, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed rezoning be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2017-26, dated as of September 21, 2017; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Preliminary Plat of Subdivision, Rezoning, Preliminary Planned Unit Development, and Special Use Permit be granted as requested in said Application.

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 the following described property be and same is rezoned from "B-2 PUD" to "O PUD" at the property legally described as follows:

Lot 1 of Residences of Crystal Lake, being a resubdivision of Lot 2 in Congress Station subdivision and Outlot 2 in Congress Station subdivision a part of the Southeast Quarter of Section 4, Township 43 North, Range 8 East of the Third Principal Meridian, in Crystal Lake, McHenry County, Illinois

Section II: That a Preliminary Planned Unit Development and a Special Use Permit be issued to allow a continuing care retirement community without nursing facilities for the property commonly known as 355 Station Drive (19-04-404-002, 19-04-404-003, and 19-04-404-005), Crystal Lake, Illinois.

Section II: Said Preliminary Plat of Subdivision, Preliminary Planned Unit Development, and Special Use are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (DKI Inc., received 07/14/17)
   B. Preliminary Plat of Subdivision (Dietz Surveying, Inc., dated 09/01/17, received 09/01/17)
   C. Preliminary Site Plan (Groundwork Ltd., dated 08/31/17, received 09/01/17)
   D. Preliminary Landscape Plan (Krogstad, dated 08/25/17, received 09/01/17)
   E. Preliminary Elevations (DKI Inc., dated 06/14/17, received 07/14/17)
   F. Floor Plans (DKI Inc., dated 06/15/17, received 07/14/17)
   G. Preliminary Engineering Plans (Groundwork Ltd., undated, received 07/14/17)
   H. Stormwater Calculations (Groundwork Ltd., dated 07/12/17, received 07/14/17)
   I. Sign (DKI Inc., undated, received 07/14/17)

2. Site Plan
   A. Reduce the mass of the sign structure and height of the freestanding signs to meet the UDO requirements.
   B. The trash enclosure must be constructed of materials that match the main building.
   C. As has been provided to the east, provide a sidewalk extension along Station Drive to the north.
   D. All the plans need to be updated to show the revised layout of the Fire Rescue access roadway.
   E. Improvements to the outlots/detention basins are required, which include installing additional drywells.

3. Elevations:
   A. Increase the size of the roof dormers to more significant architectural features and side them with the cast stone.

4. Landscape Plan
   A. Add landscape materials around the perimeter of the parking lot. Undulating beds of various planting materials is required.
   B. From the gazebo, for the view corridor towards the large detention area (Outlot 2), provide landscaping.
   C. Show benches on the landscape plan and provide appropriate plantings in these areas.
   D. Provide street trees on the other side of Station Drive.
   E. Work with staff on final placements and plant material selection at Final PUD.

5. Preliminary Plat of Subdivision.
   A. Clearly bold the new property line between Lot 1 and Lot 2 setting the new property pins and monuments.
   B. This plat needs to incorporate Outlot 1.
   C. Work with staff on the correct signature blocks and language for the final plat document.
   D. Provide all the notations and requirements for the preliminary plat of subdivision, as required by the UDO.

6. The petitioner shall contribute 10% of the cost for the planned traffic signal at Congress Parkway and Exchange Drive.

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

commonly known as 355 Station Drive, currently vacant in Crystal Lake, McHenry County, Illinois.

Section II: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of the preliminary plat of subdivision, rezoning, preliminary planned unit development and special use permit in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 3rd day of October, 2017.

City of Crystal Lake, an
Illinois municipal corporation

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Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____

Nick Kachiroubas, City Clerk

Passed: October 3, 2017
Approved: October 3, 2017

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: October 3, 2017

Item: Retailer Job Creation and Investment Program Matching grant request for the Knife Experience Store, 230 West Virginia Avenue Suite 450, requesting up to $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 Knife Experience Store, located at 230 West Virginia Avenue Suite 450, and to adopt a resolution authorizing the City Manager to execute the Grant Agreement with Knife Experience Store, 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, rehabilitate store façades, and/or install eligible furniture, fixtures, and equipment (FFE).

KEY FACTORS

Mr. Richard Roberts is seeking to open a fine cutlery store in Crystal Lake. His proposed store will sell a variety of high-quality knives. Mr. Roberts currently operates SRI Investments, Inc. in McHenry. In order to start his business, he would need to purchase several FFE, such as display cases. He anticipates hiring several sales employees, and expects first year sales in excess of $500,000.

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 for the applicant to receive reimbursement, the business must generate at least $150,000 in taxable sales in its first year.

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 sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
   ☒ *Meets* ☐ *Does not meet*

2. Applicant must meet a minimum annual taxable sales threshold of at least $150,000.
   ☒ *Meets* ☐ *Does not meet*

3. Applicant's business must provide a stocked retail showroom for retail products.
   ☒ *Meets* ☐ *Does not meet*

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

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

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

7. 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*

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

FUNDING STATUS OF 2017-2019 PROGRAM
For the 2017-2018 Fiscal Year, there is $80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the first application received this fiscal year for the program, so there are sufficient funds for the grant.

Applicant Name/ Business Name	**Address**	**Total Requested**	**Date Approved**	**Amount Approved**
Knife Experience	230 W. Virginia St #450	$10,000	Pending	Pending
Totals		***$10,000***		***Pending***

Recent changes in the Retailer and Manufacturer Job Creation and Investment Program include a provision that the new retailer must show first-year of taxable sales of over $150,000 before the City issues the funds. The applicant was made aware of this requirement.

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 Richard M. Roberts, II, on behalf of SRI Investments, Inc., for a New Retailer Job Creation and Investment Matching Grant in an amount not to exceed $10,000.

DATED at Crystal Lake, Illinois, this 3rd day of October, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: October 3, 2017

APPROVED: October 3, 2017

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: October 3, 2017

Item: Agreement accepting Metra's contributions for remaining roadway improvements associated with the Pingree Road Metra Station.

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement between the City of Crystal Lake and the Commuter Rail Division of the Regional Transportation Authority (Metra) for remaining roadway improvements associated with the Pingree Road Metra Station.

Staff Contact: Abigail Wilgreen, City Engineer
George Koczwara, Finance Director

Background:
As part of the Pingree Road Metra Station PUD, a traffic study was conducted to determine the traffic impacts of constructing the station. The traffic study identified several intersections that would see a significant increase in traffic after the station was completed. The study identified what type of improvements would need to be completed to accommodate the increased traffic, and calculated the percentage of Metra's share of the contribution for the improvements.

Since the PUD was approved, several of the improvements that were identified in the traffic study have been constructed. In the past few years, the City has been working with Metra to determine Metra's final contribution. To date, the following projects have been completed, and Metra has reimbursed the City for is proportionate share of these improvements.

Project Name	*Total Cost*	*City Cost*	*Metra Contribution*	*Other Funding Sources*[1]
Pingree Road and Congress Parkway	$1,987,680.52	$0.00	$411,732.31	$1,575,948.21
Pingree Rd/Route 14	$2,652,487.36	$1,367,189.15	$243,163.21	$1,042,135.00
Pingree Rd/Three Oaks Rd	$1,574,270.78	$199,042.54	$290,005.48	$1,085,222.76
Totals	**$6,214,438.66**	**$1,566,231.69**	**$944,901.00**	**$3,703,305.97**

[1] Grants, Other Developer Contributions

Metra coordinated with McHenry County for the improvement to the Crystal Lake Avenue and Pingree Road/Terra Cotta Road intersection, which included adding a traffic signal and realigning the intersection. Since this improvement was outside of the City's boundaries, the City was not included in the financial coordination of this project.

The County also added a right turn lane to the Pingree Road intersection during the Rakow Road improvement completed a few years ago. The City asked Metra to coordinate their contribution with the County.

Finally, the City restriped the left turn lane and adjusted the timing of the traffic signal at the Route 14 and Exchange Drive intersection. The costs on this were found to be nominal, and no reimbursement was sought from Metra.

Currently, there are only two improvements identified by the original Pingree Road Metra Station traffic study that are incomplete:

- Congress Parkway and Exchange Drive: Installing a traffic signal
- Main Street and Congress Parkway: Installing a second left turn lane

Recently, Metra approached the City about making a one-time cash payment to the City for its estimated share of these improvements. The City would keep these funds in escrow and use them towards these improvements when the time comes to construct them. This will allow Metra to complete its obligations under the Pingree Road Station PUD.

The City analyzed this request and developed a preliminary cost estimate for each project and Metra's corresponding share for the projects:

Project	*Total*	*Metra's Share*	*City's Share*
Congress Parkway and Exchange Drive	$394,226	$354,803	$39,423
Main Street and Congress Parkway	$254,970	$235,847	$19,123
Total	**$649,196**	**$590,650**	**$58,546**

As part of this, Metra proposed an agreement that would memorialize their final contribution, and ensure that their obligations under the PUD for the traffic impacts are complete. Metra's final contribution to the traffic improvements in the city would be $1,535,551.00.

The City agreed that this is beneficial since the Metra station has been open for over 10 years, and the remaining improvements do not have a definitive timetable for completion. The attached agreement was reviewed by the City's special counsel and deemed acceptable.

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 be authorized to execute the Full and Final Release Agreement between the City of Crystal Lake and the Commuter Rail Division of the Regional Transportation Authority, commonly known as Metra, for the traffic impacts of the Pingree Road Metra Commuter Facility as outlined in the December 3, 2002 Final Planned Unit Development ordinance (5577).

DATED this 3rd day of October, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: October 3, 2017

APPROVED: October 3, 2017

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: October 3, 2017

Item: Parkway Tree Planting Program Contract Award

Staff Recommendation: Motion to award the bid for the 2017/2018 Parkway Tree Planting Program to the lowest responsive & responsible bidder, Acres Group, and to adopt a resolution authorizing the City Manager to execute a contract with Acres Group, for the 2017/2018 Parkway Tree Planting Program in the submitted bid amounts with the option to extend the contract for two, one-year extensions.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

On September 21, 2017, the City of Crystal Lake publicly opened the bids received for the purchase and installation of trees for the fall 2017 and spring 2018 Tree Planting Programs. The successful bidder will supply and install approximately 1,000 trees of various species. Trees listed in the specifications include Emerald Luster Maple, Red Sunset Maple, Norwegian Sunset Maple, Green Spire, Little Leaf Linden, Honey Locust, Hackberry, and White Swamp Oak, or equivalents thereof. The fall and spring planting programs continue to replace many trees removed due to Emerald Ash Borer disease.

The City solicited pricing for tree stock and installation for three years. As the Emerald Ash Borer destroyed the Ash population throughout Chicagoland, adequate replacement stock has become difficult to locate and secure for purchase. Having multi-year pricing secured will help the City to budget appropriately and it will help the nurseries to plan their inventory accordingly.

The following is the breakdown of base bid unit prices.

2017/2018 Base Bid		✓Acres Group		Mike Greco Landscaping		Langton Group		Arthur Weiler, Inc.	
		Wauconda, IL		Gurnee, IL		Woodstock, IL		Zion, IL	
Tree Variety	Est. Quantity	2017/2018 Installed (each)	2017/2018 Delivered (Not Installed)	2017/2018 Installed (each)	2017/2018 Delivered (Not Installed)	2017/2018 Installed (each)	2017/2018 Delivered (Not Installed)	2017/2018 Installed (each)	2017/2018 Delivered (Not Installed)
Norway Maple	50	$208.00	$135.00	$320.00	No Bid	$260.47	$222.85	$300.00	$200.00
Norway Maple (Red Leaf)	50	$215.00	$155.00	$350.00	No Bid	$266.22	$228.60	$300.00	$200.00
Brandywine Red Sunset	50	$208.00	$150.00	$320.00	No Bid	$250.12	$212.50	$275.00	$175.00
State Street Maple	50	$215.00	$155.00	$320.00	No Bid	$266.22	$228.60	$295.00	$195.00
London Plane Tree	30	$201.00	$140.00	$320.00	No Bid	$245.52	$207.90	$260.00	$160.00
Thornless Honeylocust	70	$215.00	$155.00	$315.00	No Bid	$245.52	$207.90	$260.00	$160.00
Littleleaf Linden	50	$215.00	$155.00	$330.00	No Bid	$266.22	$228.60	$270.00	$170.00
Pear	35	$215.00	$155.00	$300.00	No Bid	$240.92	$203.30	$260.00	$160.00
Kentucky Coffeetree	25	$201.00	$140.00	$330.00	No Bid	$245.52	$207.90	$275.00	$175.00
Swamp White Oak	25	$215.00	$155.00	$330.00	No Bid	$269.67	$232.05	$300.00	$200.00
Red Oak	25	$215.00	$155.00	$340.00	No Bid	$266.22	$228.60	$300.00	$200.00
Hackberry	35	$208.00	$140.00	$325.00	No Bid	$255.87	$218.25	$270.00	$170.00
Ginkgo	20	$312.00	$250.00	$335.00	No Bid	$307.62	$270.00	$310.00	$210.00
Accolade Elm	55	$201.00	$140.00	$355.00	No Bid	$245.52	$207.90	$295.00	$195.00
Triumph Elm	50	$201.00	$140.00	$340.00	No Bid	$245.52	$202.90	$295.00	$195.00
Totals (1 each)		**$3,245.00**	**$2,320.00**	**$4,930.00**	**$0.00**	**$3,877.15**	**$3,307.85**	**$4,265.00**	**$2,765.00**

✓ *Indicates lowest responsive and responsible bidder*

The Public Works Department anticipates having the contactor install all trees. Employing the contractor to plant the majority of the trees will allow City staff to continue to focus on other public works functions.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The City has worked with Acres Group in the past with favorable results. It is the recommendation of staff to award the contract for the 2017/2018 Tree Planting Program to the lowest responsive and responsible bidder, Acres Group, in the amount bid with the option to extend the contract for two, one-year extensions.

Votes Required to Pass:

Simple Majority

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Contract between the CITY OF CRYSTAL LAKE and Acres Group for the 2017/2018 Parkway Tree Planting Program in the submitted bid amounts with the option to extend the contract for two, one-year extensions.

DATED this 3rd day of October 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: October 3, 2017

APPROVED: October 3, 2017