CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 19, 2020
7:30 p.m.

NOTICE OF SOCIAL DISTANCING PROCEDURES

Members of the City Council will remotely attend the Regular Meeting via a digital platform. Live audio of the digital meeting will be broadcast in the City Council Chambers and any overflow rooms at City Hall, as well as through the Zoom electronic platform (see below).

City Council Chambers will be open to the public during the Regular Meeting. The City Clerk and certain Members of City staff will be physically present in the City Council Chambers. As a public health precaution, social distancing practices will be observed during the meeting. As a result, persons wishing to attend the Regular Meeting at City Hall may be directed to overflow rooms if necessary to ensure social distancing. THERE WILL ONLY BE LIMITED SPACE AVAILABLE AT CITY HALL, SO PERSONS WHO ARE ABLE TO ATTEND VIA THE ZOOM ELECTRONIC PLATFORM (SEE BELOW) ARE ENCOURAGED TO DO SO.

Members of the public may address the City Council in accordance with the "Temporary Rules Concerning Public Comment, Participation, and Social Distancing at City Public Meetings" (the "*Temporary Rules*") which are posted on the City's website at: https://www.crystallake.org/Home/ShowDocument?id=18690

ELECTRONIC ATTENDANCE: Members of the public may hear the audio of the meeting and address the City Council in accordance with the Temporary Rules by utilizing the following call in number and login information through the Zoom electronic platform:

From your computer, laptop, tablet, or smart phone:

Join Zoom Meeting
https://us02web.zoom.us/j/83749712815?pwd=eENCUCswZ1lmNjN0VUZxWkdRSUhrZz09

Meeting ID: 837 4971 2815
Password: 632271

You can also dial in using your phone (Chicago Metro Area):
1-312-626-6799 US
Meeting ID: 837 4971 2815

The Regular Meeting can also be viewed through the live stream broadcast at:
Comcast: 17 / AT&T: 99

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Election of Acting Mayor**
5. **Swearing in of Acting Mayor**

6. Approval of Minutes – April 28, 2020 Special City Council Meeting

7. Accounts Payable

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

9. Acting Mayor's Report

10. City Council Reports

11. Consent Agenda
- **a. Text Amendment to the Unified Development Ordinance to restrict the quantity of Special Use Permits to be issued for Cannabis Dispensaries**
- **b. Restore Illinois Region Amendment Request Letter Ratification**

12. City Code Amendment to Increase the Number of Class 2 Liquor Licenses – Applicant: Theofanos Brothers Inc., dba Around the Clock Restaurant & Bakery, 5011 Northwest Highway

13. Autotrol Corporation, 365 E. Prairie Street - Manufacturing Job Creation and Investment Grant Program Matching Grant Request

14. Krause, 491 Golf Road - Special Use Permit Request for a Detached Garage that is 1,080 square feet in area

15. Haedtke, 799 North Shore Drive - Zoning Variation Request to allow an Attached Deck to Extend six feet from the Home Encroaching into the Side Yard and Front Yard Setbacks

16. Darlington Court Apartments, 590-595 Darlington Lane - Final Planned Unit Development Amendment to allow Changes to the Approved Site Plan for a Community Center and Trash Enclosure

17. Coventry Elementary School, 820 Darlington Lane - Special Use Permit Amendment Altering the Parking Lot, Access Drives onto Darlington Lane, and Adding nine new Parking Spaces

18. Uniform Bid Approval

19. NIMEC Agreement and Small Street Light Electrical Supplier Agreement

20. Financial Software Package Renewal

21. CARES Act Funds for Ambulance Transports

22. Bid Award - Three Oaks Recreation Area Trail Modifications

23. Bid Award - Three Oaks Recreation Area East Trail Switchback Paving

24. Three Oaks Recreation Area 2020 Operations

25. 2020 Summer and Fall Community Events and 2020 Independence Day Fireworks Display

26. Council Inquiries and Requests

27. 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

28. Reconvene to Regular Session

29. Adjourn

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

Agenda Item No: 4 & 5

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Election of Acting Mayor

City Clerk Recommendation: A Motion designating an Acting Mayor until a special election is held in 2021.

Contact: Nick Kachiroubas, City Clerk

Due to the recent passing of Mayor Aaron Shepley, the City Council must select an Acting Mayor no later than 60 days following the vacancy, or by July 3, 2020. As outlined by the Illinois Complied Statues and section 82-6 of the City Code, in the event of a vacancy in the office of Mayor, the City Council may appoint one of its members to serve as Acting Mayor. The prompt appointment of an Acting Mayor is necessary to execute the duties outlined by the City Code and State law. The method of selecting the Acting Mayor shall be by election of the City Council. This election must occur at a meeting when a quorum of the City Council is present, which is at least four City Councilmembers. A simple majority of those voting shall be needed to appoint one of the City Councilmembers as Acting Mayor.

The person selected as Acting Mayor would serve until a Citywide special election is held in 2021. The individual elected in the 2021 special election would serve until the 2023 consolidated election. At this time, the public would elect a mayor to serve for a four year term, until 2027.

Following the election of the Acting Mayor, the City Clerk will swear this person into office.

Votes Required to Pass:
Simple majority

Agenda Item No: 11a

City Council
Agenda Supplement

Meeting Date:	May 19, 2020
Item:	REPORT OF THE PLANNING & ZONING COMMISSION
Request:	Text Amendment to the Unified Development Ordinance to restrict the quantity of Special Use Permits (SUPs) to be issued for Cannabis Dispensaries.
PZC Recommendation:	Motion to approve the PZC recommendation and adopt an ordinance amending the UDO text to add a restriction on the number of SUPs to be issued for Cannabis Dispensaries.
Staff Contact:	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, City Planner

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Background:
As a means to better control the location of future Recreational Cannabis Dispensaries, the City can limit the number of dispensaries by limiting the number of Special Use Permits issued and active at any one time.

The Cannabis Regulation and Tax Act grants municipalities certain zoning authority [410 ILCS 705/55-25(a)], as well as express authority to "enact ordinances … governing the … number of cannabis business establishment operations." [*Id.* at 705/55-25(b).] Because the authority to limit the number of dispensaries is granted under a separate subsection from the grant of zoning authority, the City would be able to impose both general zoning regulations, as well as separate limitations on the number of authorized businesses.

Through research of other municipalities, it was found that many limited the number of dispensaries to 1 or 2. The recommendation is to allow up to two cannabis dispensaries to operate at any one time to reduce the proliferation, but allow competition.

PZC Vote:
The PZC recommended **approval (5-0)** of the request to amend the UDO text.

Votes Required to Pass: A simple majority vote.

DRAFT

Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE AMENDING CHAPTER 650 OF THE CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS, PROVIDING FOR A TEXT AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on March 17, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 6, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed amendment to the Unified Development Ordinance; and

WHEREAS, on May 6, 2020, 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 Unified Development Ordinance be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2020-39, dated as of May 7, 2020; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, that the Crystal Lake Unified Development Ordinance, and such Ordinance as amended, be and the same is hereby amended as follows:

SECTION 1: That Article 2 Section 2-400-76 Cannabis Dispensary be amended as follows:

Cannabis Dispensary. All cannabis dispensaries must comply with the following standards:

k. Maximum Number of Cannabis Dispensaries: Not more than two (2) Cannabis Dispensaries shall be authorized to operate within the City at any one time.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: 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 19th day of May, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
, Acting Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: May 19, 2020
Approved: May 19, 2020

Agenda Item No: 11b

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Restore Illinois Region Amendment Request Letter

Staff Recommendation: Motion to approve a resolution ratifying the City of Crystal Lake's signature on the McHenry County Council of Government's Region Amendment request letter.

Staff Contact: Michelle Rentzsch, Director of Community Development
James Black, Chief of Police
Paul DeRaedt, Chief of Fire Rescue

Background:
Attached is the McHenry County Council of Government's letter delivered to Governor Pritzker as part of the Restore McHenry County initiative. The letter was signed by 27 municipalities including Crystal Lake by Councilwoman Cathy Ferguson, as senior Councilmember, and is now presented for ratification by resolution by the authority of the City Council. For your information, the Restore Illinois plan is included in the packet for reference.

Votes Required to Pass: A simple majority vote.

DRAFT

Res. 20R-

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that Councilwoman Cathy Ferguson be authorized to execute the McHenry County Council of Governement's Letter of Request to Governor Pritzker regarding amending the boundaries within the Restore Illinois Statewide Plan.

DATED this 19th day of May, 2020

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
ACTING MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: May 19, 2020

APPROVED: May 19, 2020

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: City Code Amendment to Increase the Number of Class 2 Liquor Licenses – Applicant: Theofanos Brothers Inc., dba Around the Clock Restaurant & Bakery.

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 2 liquor licenses from the currently permitted 4 licenses to 5 licenses, in order to allow for the issuance of a new Class 2 liquor license to Theofanos Brothers Inc., dba Around the Clock Restaurant & Bakery, located at 5011 Northwest Highway.

Staff Contact: Eric T. Helm, Deputy City Manager
Melanie Nebel, Executive Assistant

Background:
Theofanos Brothers Inc., dba Around the Clock Restaurant & Bakery, located at 5011 Northwest Highway, is requesting the creation of a Class 2 liquor license to allow for the alcoholic beverages on the premises (interior of building). The restaurant is celebrating its 45th anniversary in May 2020.

The Class 2 license authorizes the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and noon on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises.

The annual fee for such license is $1,150.00.

The applicant has submitted all paperwork for application and licensing. There are no zoning issues with this request.

The following conditions must be met prior to the license being issued:

- Payment of Prorated License Fee
- Registered Agent must be provided for license
- Proof of Ownership

The following establishments currently hold Class 2 Liquor Licenses.

Name	Address	Zoning
Jameson's Charhouse	5016 Northwest Highway	"B-2 PUD"
Krystal Thai	230 W. Virginia Street (Country Corners)	"B-2 PUD"
Kumi Sushi	1145 S. Illinois Route 31	"B-2 PUD"
Mookie's Steak & Seafood	446 W. Virginia Street	"B-2"

The attached ordinance approves an increase in the number of Class 2 liquor licenses in order to allow Theofanos Brothers Inc., dba Around the Clock Restaurant & Bakery, to serve alcoholic liquor.

Votes Required to Pass:
Simple majority

DRAFT

Ord. No.
File No. 255 L

The City of Crystal Lake

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 as follows:

1. Class 2 License shall be increased from 4 to 5.

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 19th day of May, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Acting Mayor

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 19, 2020
APPROVED: May 19, 2020

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Manufacturing Job Creation and Investment Grant Program Matching Grant application request for Autotrol Corporation requesting $10,000 in matching grant funds.

Recommendations: City Council's discretion:

1. Motion to award $10,000 in Manufacturing Job Creation and Investment Grant Funds to Autotrol Corporation, 365 E. Prairie Street, and to adopt a Resolution authorizing the City Manager to execute the Grant Agreement with Autotrol Corporation, or
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Director of Community Development
Heather Maieritsch, Economic Development Manager

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). Typically applicants cannot start the improvement before the grant is awarded but given the emergency and time constraints of manufacturing their products and the cancelation of public meetings, the applicant was advised that they would be still eligible.

KEY FACTORS

- Autotrol Corporation is located at 365 E. Prairie Street and recently expanded their operations. They have now utilized all the space within their current facility with the installation of two automatic bottling lines and the hiring of 15 new employees last month.
- They have continued to grow and expand operations requiring them to find an additional location and are now expanding into the vacant building at 110 East Street, which is across the street from their current facility, for the continued expansion of bottling lines and storage of inventory.
- The company will be adding an additional 30 new full-time employees and investing $2.5 million into the expansion.

Autotrol Corporation 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 2020-2021 PROGRAM

For the 2020-2021 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**
Autotrol Corporation	365 E. Prairie Street	$10,000		Pending
Totals		***$10,000***		***Pending***

Votes Required to Pass:
A simple majority vote.

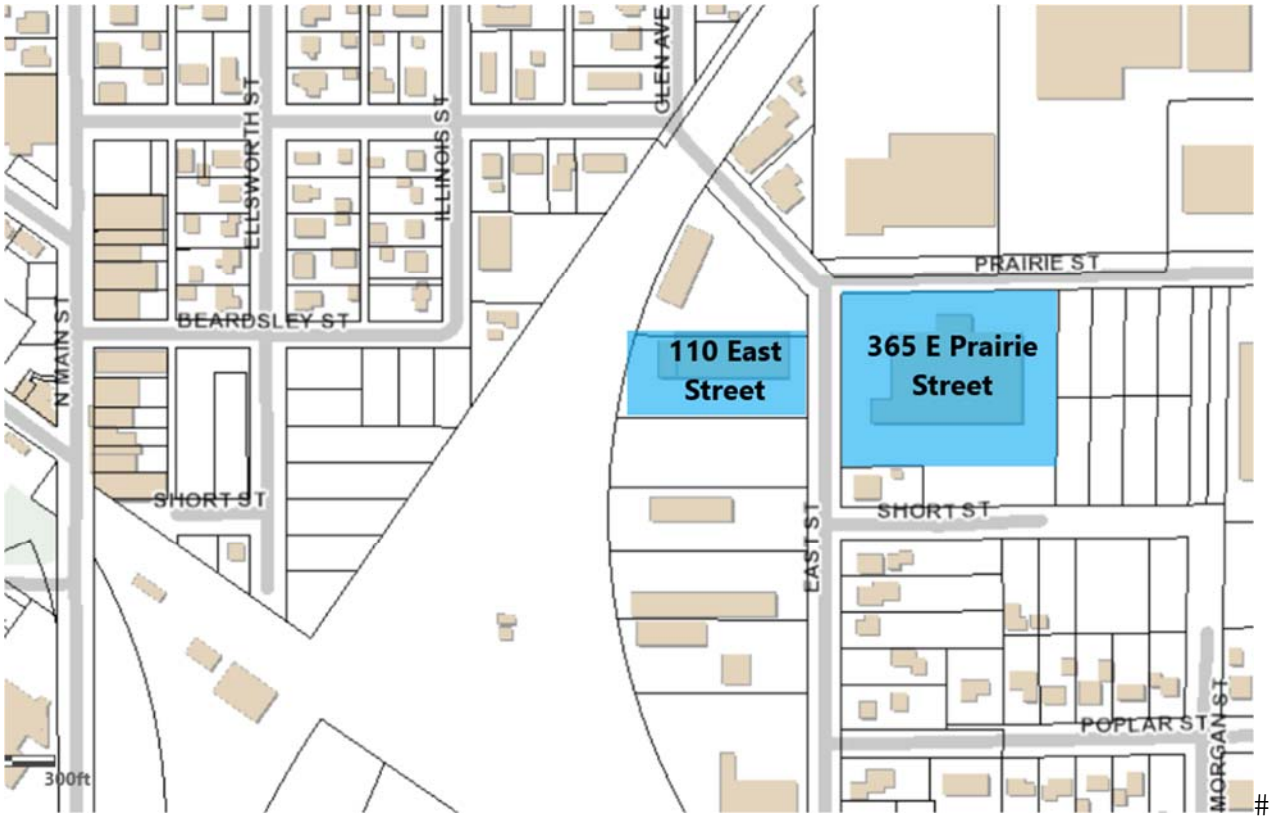
Autotrol Corporation PIQ

365 E. Prairie Street and expansion at 110 East Street

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DRAFT

Res. 20R- ____

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 Autotrol Corporation for a Manufacturing Job Creation and Investment Matching Grant in an amount not to exceed $10,000.

DATED at Crystal Lake, Illinois, this 19th day of May, 2020.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
ACTING MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: May 19, 2020

APPROVED: May 19, 2020

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date:	May 19, 2020
Item:	REPORT OF THE PLANNING & ZONING COMMISSION
Request:	A Special Use Permit for a detached garage that is 1,080 square feet in area.
Petitioner:	Matthew Krause, petitioner 491 Golf Road
PZC Recommendation:	To approve the PZC recommendation for the Special Use Permit for a 1,080 square-foot detached garage at 491 Golf Road.
Staff Contact:	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Assistant City Planner

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Background:

- Existing Use: The subject property is a single-family home with a detached garage.
- The subject property is a conforming lot.
- UDO Standard: The UDO requires accessory structures that are greater than 900 square feet to obtain a Special Use Permit.

Request:

- The petitioner is requesting a Special Use Permit for a 1,080 square-foot detached garage.
- The proposed garage would replace the existing detached garage.
- The proposed garage would match the existing home in material and color.

PZC Highlights:

- The petitioner agreed with the recommended conditions of approval.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (5-0)** of the petitioner's request with the following conditions:

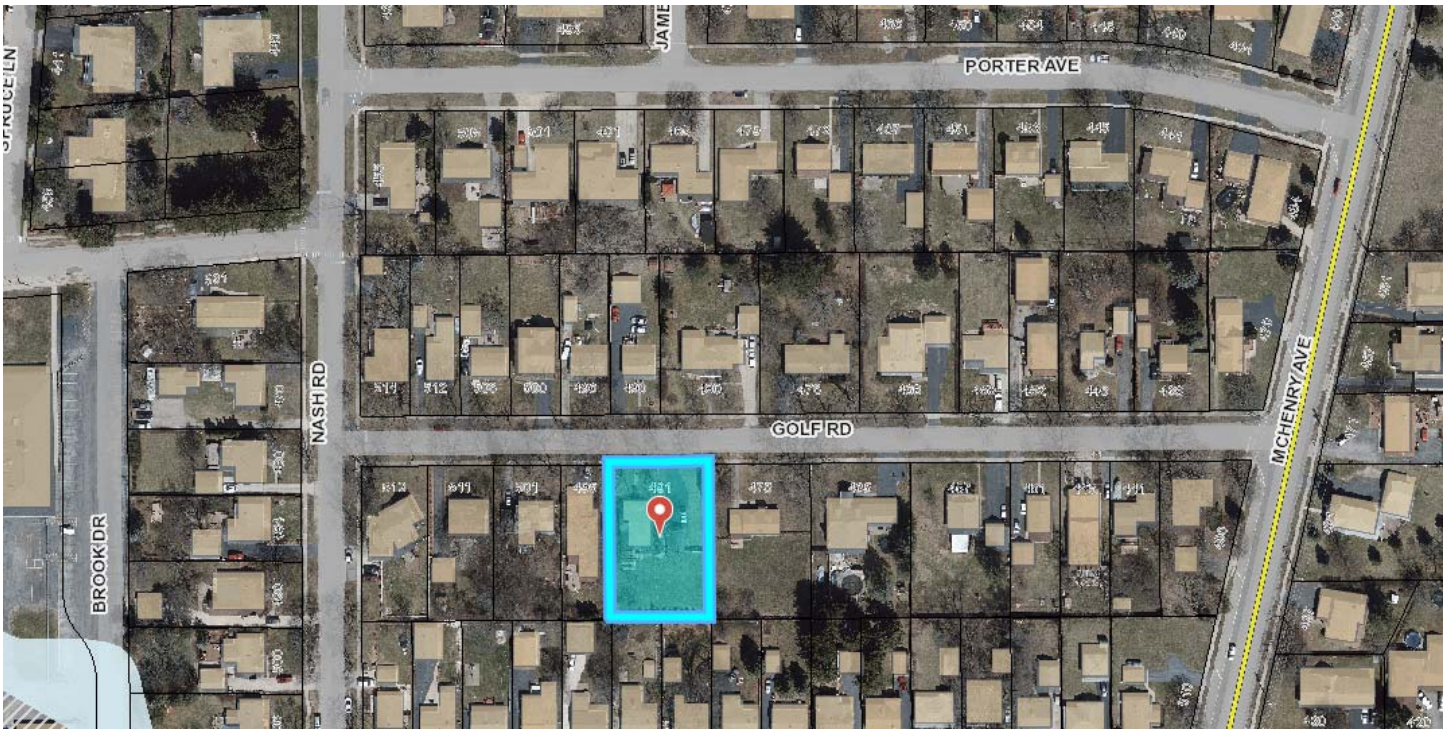
1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Krause, dated 4/10/2020, received 4/10/2020)
   B. Elevations (Krause, dated 4/13/2020, received 4/14/2020)
   C. Site Plan (Krause, dated 4/13/2020, received 4/14/2020)

2. The proposed garage must match the building material and color of the existing home.

3. The petitioner shall comply with all of the requirements of the Community Development Department.

Votes Required to Pass: A simple majority.

PLN-2020-00049 491 GOLF RD – SUP DETACHED GARAGE





DRAFT

Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AT 491 GOLF ROAD

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-00049) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a garage over 900 square feet for the property located at 491 Golf Road; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 18, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 6, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on May 6, 2020, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2020-00049, dated as of May 7, 2020; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued 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 Special Use Permit be issued to allow a garage over 900 square feet for the property commonly known as 491 Golf Road (19-06-479-005), Crystal Lake, Illinois.

Section II: Said Special Use Permit is issued with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Krause, dated 4/10/2020, received 4/10/2020)
   B. Elevations (Krause, dated 4/13/2020, received 4/14/2020)
   C. Site Plan (Krause, dated 4/13/2020, received 4/14/2020)

2. The proposed garage must match the building material and color of the existing home.

3. The petitioner shall comply with all of the 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 issuance of a Special Use Permit 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 19th day of May, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
, Acting Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: May 19, 2020
Approved: May 19, 2020

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Variation from Articles 3 and 4 to allow an attached deck to extend six feet from the home encroaching:
a) 3.7 feet into the required 4.9-foot side yard-setback, and
b) 15.3 feet into the required 34.8-foot front-yard setback.

Steve and Patty Haedtke, petitioners
799 North Shore

PZC Recommendation: Motion to approve the PZC recommendation and adopt an Ordinance granting the variations for 799 North Shore Drive.

Staff Contact: Michelle Rentzsch, Director of Community Development
Elizabeth Maxwell, City Planner

Background:

- The property is an existing single family home on a smaller legal non-conforming lot. The house is very close to the property lines.
- In existing neighborhoods, the average front-yard setback is determined by the properties within 400 feet. The average front-yard setback was determined to be 34.8 feet, which is beyond the front of the house. The house is approximately 20 feet from the property line.
- The petitioners have an existing stoop and concrete walk around the house; this walkway would be covered by the proposed deck. The deck is only approximately 7 inches above grade and is intended to create a safe uniform walkway around the property.

Key Factors:

- Request: Variations to encroach into the front and side yard setbacks. Since the deck is attached, it is considered part of the principal structure and would need to meet all principal structure setbacks.

PZC Highlights:

The following discussion took place during the Planning and Zoning Commission hearing:

- The PZC was supportive of the owners desire to improve their property and felt this was more of a walkway not part of the house or an accessory structure.
- The majority of the PZC found that the petition met the Findings of Facts.
- Mr. Skluzacek voted no stating that he did not think the petitioner met the hardship criteria.

The Planning and Zoning Commission recommended **approval (4-1)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Haedtke, received 03/27/20)
   B. Plat of Survey (Schaff Engineering, dated June 21, received 03/27/20)
   C. Plans (Caldarella Group, undated, received 03/27/20)

2. The deck structure shall not contain any sides, roof or become enclosed at any time.

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

Votes Required to Pass: A simple majority vote

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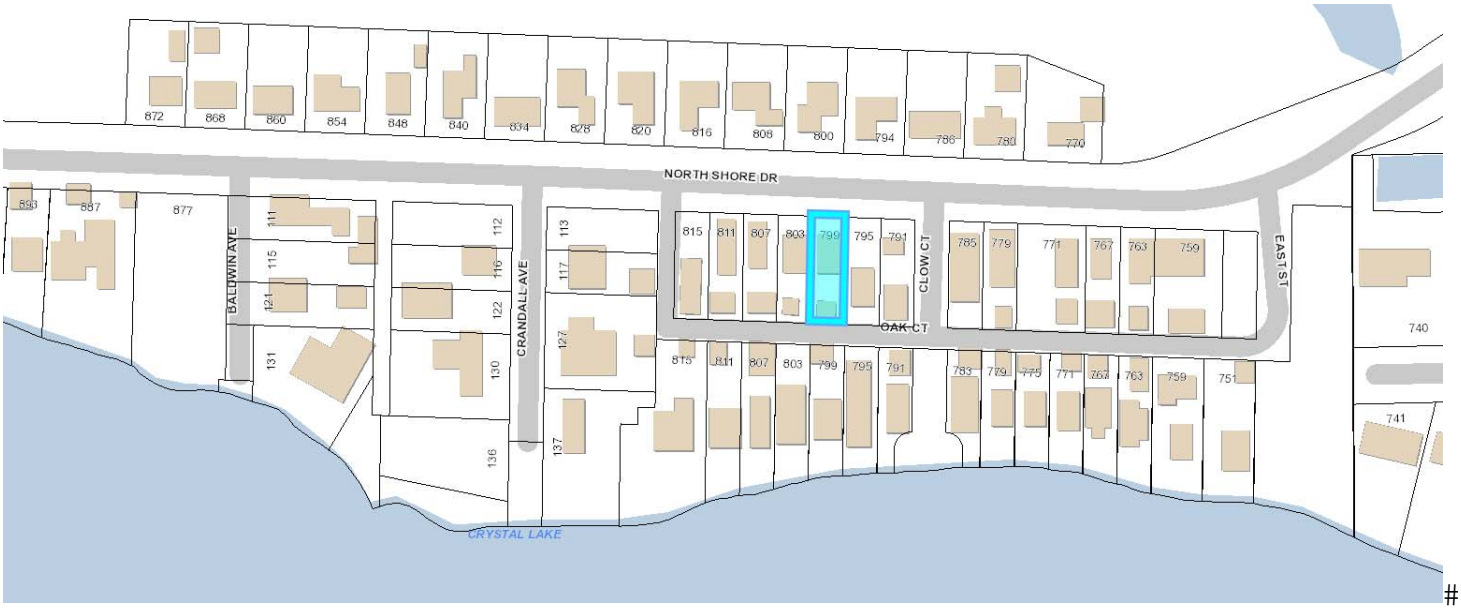

NORTH SHORE DR
BALDWIN AVE
CRANDALL AVE
CLOW CT
OAK CT
EAST ST
CRYSTAL LAKE

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NORTH SHORE DR
BALDWIN AVE
CRANDALL AVE
CLOW CT
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EAST ST
CRYSTAL LAKE

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DRAFT

Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION AT 799 NORTH SHORE DRIVE

WHEREAS, pursuant to the terms of the Application (File #PLN-2020-45) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 3 Density and Dimensional Standards and Article 4-600 Accessory Structures to allow an accessory structure, an attached deck, to extend 6 feet from the house, encroaching 3.7 feet into the required side yard, leaving a setback of 1 foot 2 inches and encroaching 15.3 feet into the required front yard, leaving a setback of 19.45 feet; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on March 28, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 6, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on May 6, 2020, 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 Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2020-45, dated as of May 7, 2020; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Simplified Residential 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 Simplified Residential Variation be granted from the Crystal Lake Unified Development Ordinance from Article 3 Density and Dimensional Standards and Article 4-600 Accessory Structures to allow an accessory structure, an attached deck, to extend 6 feet from the house, encroaching 3.7 feet into the required side yard, leaving a setback of 1 foot 2 inches and encroaching 15.3 feet into the required front yard, leaving a setback of 19.45 feet at the property at 799 North Shore Drive (19-06-110-005), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Haedtke, received 03/27/20)
   B. Plat of Survey (Schaff Engineering, dated June 21, received 03/27/20)
   C. Plans (Caldarella Group, undated, received 03/27/20)

2. The deck structure shall not contain any sides, roof or become enclosed at any time.

3. The petitioner shall address all of the review comments and requirements of 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 19th day of May, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
, Acting Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: May 19, 2020
Approved: May 19, 2020

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date:	May 19, 2020
Item:	REPORT OF THE PLANNING & ZONING COMMISSION
Request:	Final Planned Unit Development Amendment to allow changes to the approved site plan for a community center and trash enclosure.
Petitioner:	Darlington Cunat LLC 590-595 Darlington Lane
PZC Recommendation:	To approve the PZC recommendation for a Planned Unit Development Amendment to allow changes to the approved site plan at 590-595 Darlington Lane.
Staff Contact:	Michelle Rentzsch, Director of Community Development Kathryn Cowlin, Assistant City Planner

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Background:

- Existing Use: The subject property is a 234-unit apartment complex with an existing outdoor pool.
- In 1966, the Final Planned Unit Development for Darlington Court Apartments (previously known as Coventry Green) was approved.

Request:

- The petitioner is requesting to amend the Planned Unit Development to complete improvements to the apartment complex. The improvements include adding a trash compactor with a trash enclosure and a community center with an indoor pool, laundry, meeting room and offices.
- The existing outdoor swimming pool would be replaced with the community center and indoor pool.
- The architecture of the community center would be complementary to the existing buildings.

PZC Highlights:

- The petitioner agreed with the recommended conditions of approval.
- There was a discussion regarding the trash compactor. The existing trash enclosures throughout the complex would be removed and would free approximately 15 parking spaces.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (5-0)** 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 (Cunat, dated 03/12/2020, received 03/12/2020).
   B. Plan Set (RB Custom Design, dated 04/22/19, received 03/12/2020)
   C. Trash Enclosure (RB Custom Design, dated 03/23/2020, received 03/24/2020)

2. Provide foundation landscaping around the community center.

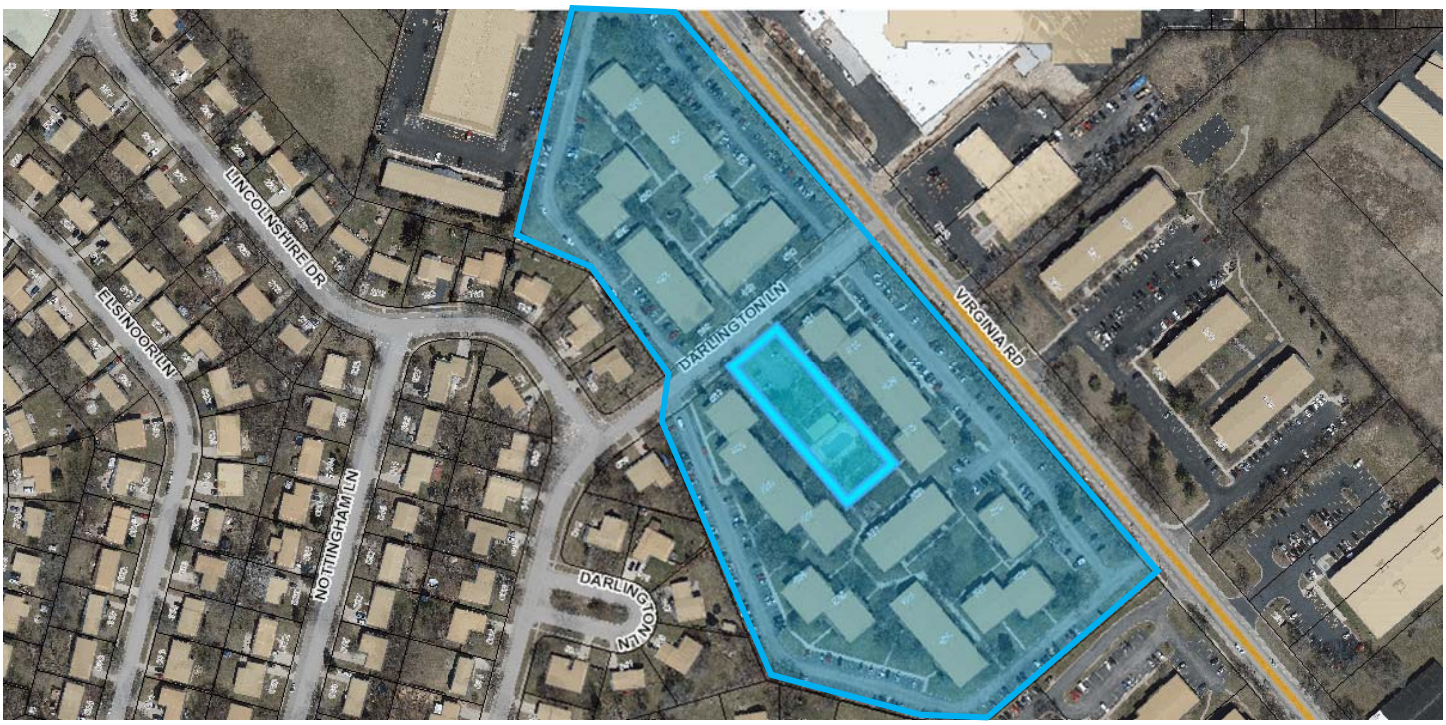
3. Work with staff to preserve the existing trees in the common area near the new community center.

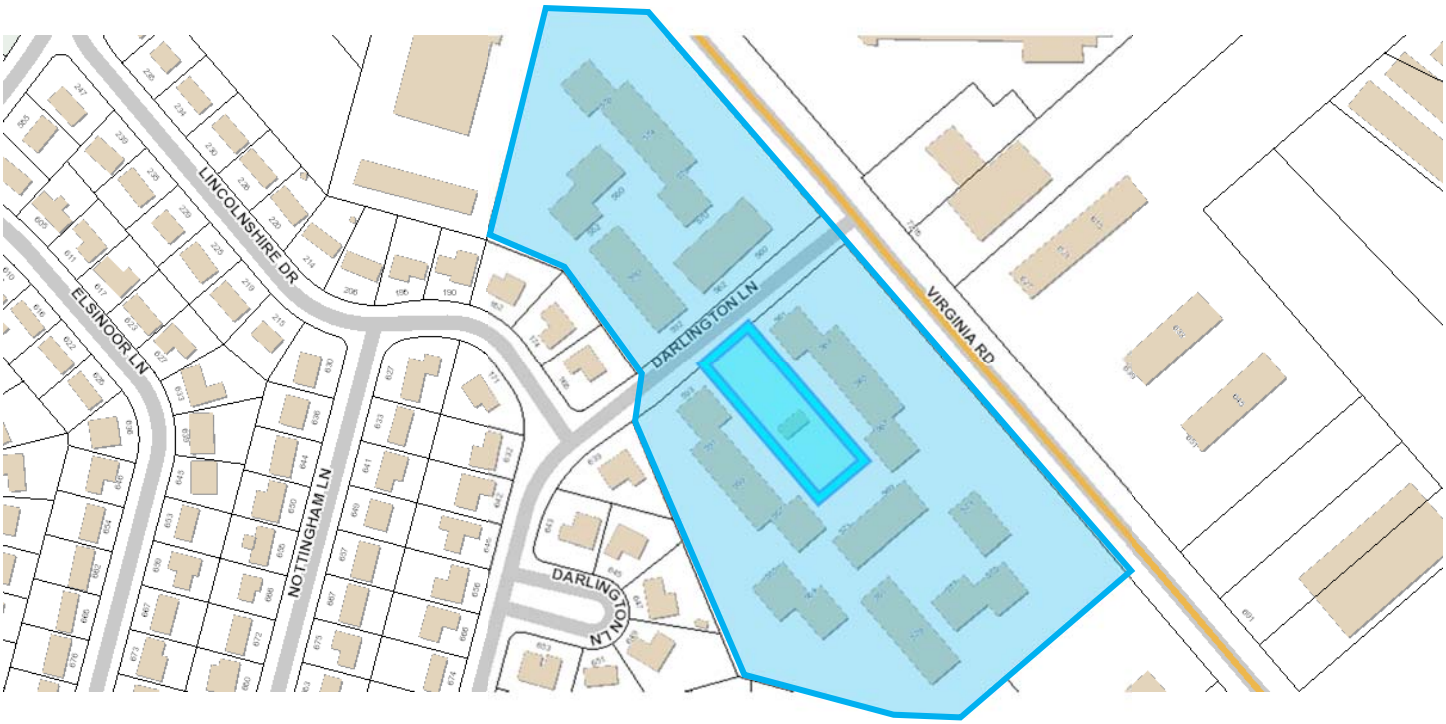
4. Work with staff to provide a landscape screen between the single-family lots and the trash enclosure.

5. 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.

PLN-2020-00035 DARLINGTON COURT – PUD AMENDMENT





DRAFT

Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING AN AMENDMENT TO THE FINAL PLANNED UNIT DEVELOPMENT FOR DARLINGTON COURT APARTMENTS

WHEREAS, pursuant to the terms of the Petition (File #PLN-2020-00035) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Darlington Court Apartments to construct a community center and trash enclosure at 590-595 Darlington Lane; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 18, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 6, 2020 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 May 6, 2020, 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 #PLN-2020-00035, dated as of May 7, 2020; 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 an Amendment to the Final Planned Unit Development be granted to permit the Final Planned Unit Development Amendment to construct a community center and trash enclosure for the property located at 590-595 Darlington Lane (19-08-132-001 and 19-08-259-001), Crystal Lake, Illinois.

SECTION II: That the Amendment to the Final Planned Unit Development be granted with the

following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   a. Application (Cunat, dated 03/12/2020, received 03/12/2020).
   b. Plan Set (RB Custom Design, dated 04/22/19, received 03/12/2020)
   c. Trash Enclosure (RB Custom Design, dated 03/23/2020, received 03/24/2020)

2. Provide foundation landscaping around the community center.

3. Work with staff to preserve the existing trees in the common area near the new community center.

4. Work with staff to provide a landscape screen between the single-family lots and the trash enclosure.

5. 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.

Ord. No. ……
File No. ….

DATED at Crystal Lake, Illinois, this 19th day of May, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
, Acting Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: May 19, 2020
Approved: May 19, 2020

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date:	May 19, 2020
Item:	REPORT OF THE PLANNING & ZONING COMMISSION District 47 Coventry Elementary School
Request:	Special Use Permit Amendment altering the parking lot, the access drives onto Darlington Lane, and adding nine new parking spaces at Coventry Elementary School.
Petitioner:	Dave Schuh, District 47, petitioner 820 Darlington Lane
PZC Recommendation:	Motion to approve the PZC recommendation and adopt an Ordinance granting the Special Use Permit Amendment for the site changes for Coventry Elementary School at 820 Darlington Lane.
Staff Contact:	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, City Planner

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Background:

- The original school was constructed in 1967 with additions in 1979 and 2001.
- In 2019, the school received a Special Use Permit for an addition to the school.

Key Factors:

- Request: An amendment to the site to reconfigure the parking lot, alter the access onto Darlington Lane and minor site improvements. The new driveways will allow for better traffic flow into and out of the site.
- Improvements:
    - Reconfiguration of the parking lot from the entirely circular parking layout to a semi-circle and traditional straight layout. This increases the parking lot capacity and is easier to navigate. The reconfiguration of the parking lot allows for five new parking spaces to be added. An additional four spaces are being added to the south behind the second residence to the south of the school. The additional parking will help fill the parking needs for the school.

- Realignment and addition of driveways onto Darlington Lane. The current main driveway on the north side of the parking lot handles both vehicles entering and buses queuing to load and unload. The buses cause the cars to back up onto Darlington Lane. The northern driveway will have a dedicated bus lane and allow for vehicles to enter and exit the site. A center driveway is being added as another means for vehicles to enter and exit the site. The southern driveway will be realigned and be an exit only. The new access pattern will greatly improve the interaction between cars and buses and reduce the backup on Darlington Lane.
- Minor site improvements including repaving of playgrounds, grading, and adding stormwater improvements with drywells and new detention basins.

PZC Highlights:

- One neighbor attended the PZC meeting and was concerned with the existing lighting on the site. Dave Schuh agreed to review the site lighting and make any necessary adjustments so they are not impacting their neighbors.
- The PZC was supportive of the request for the Special Use Permit Amendment and the much needed update to the parking lot.
- They found that the request met the Findings of Fact.

PZC Vote:

The PZC recommended **approval (5-0)** of the petitioner's request with the following conditions:

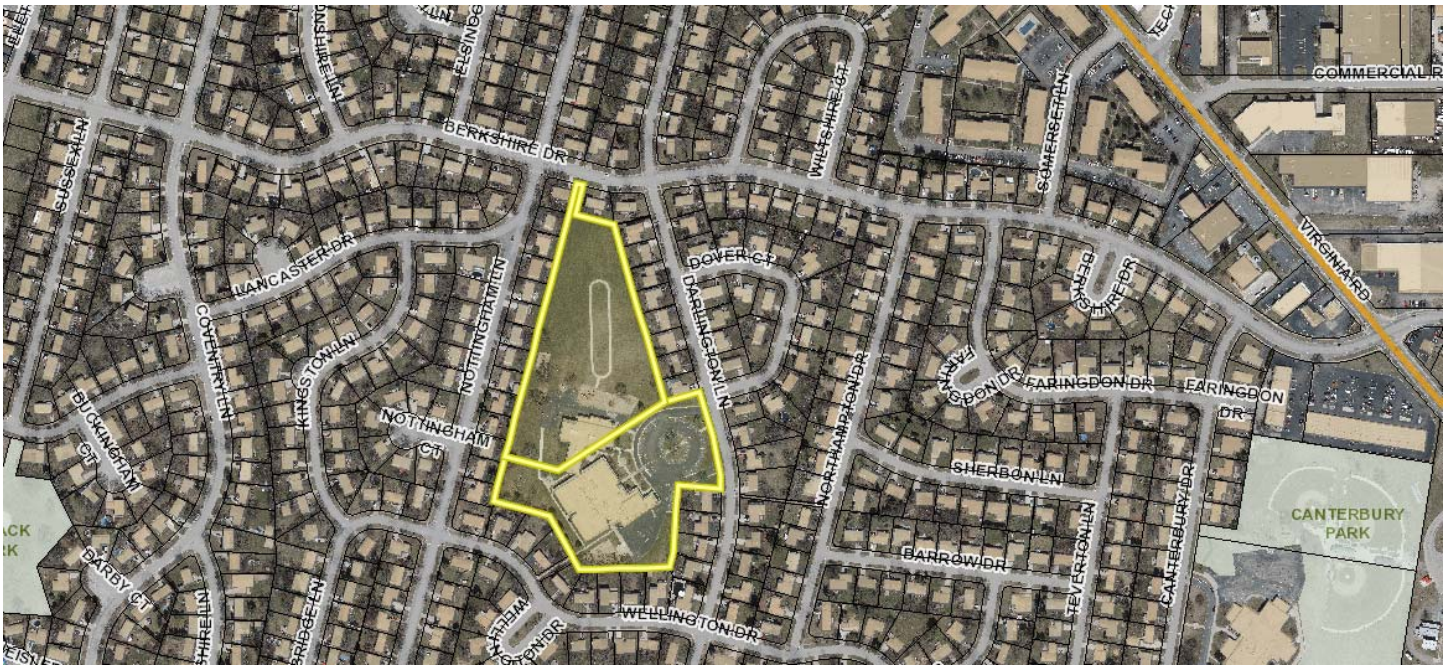
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (WT Group, received 04/08/20)
   B. Engineering Plans (WT Group, dated 04/06/20, received 04/08/20)
   C. Site Renovation Plans (WT Group, dated 04/06/20, received 04/08/20)

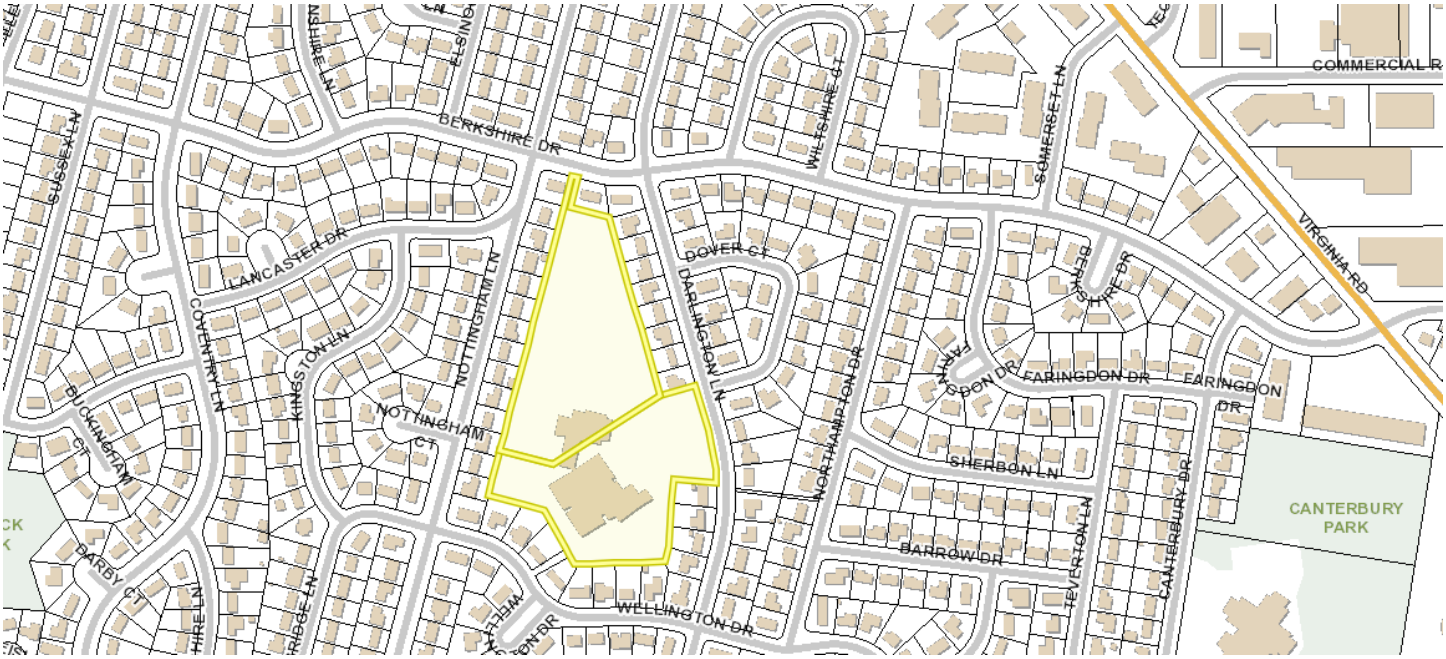
2. The school shall work with staff to meet the intent of the Ordinance for screening and parking lot landscaping by creating an aesthetically pleasing undulating pattern of landscape between the parking lot and Darlington Lane. Screening landscape is also required between the parking area and the residences.

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

Votes Required to Pass: A simple majority vote.

PLN-2020-048 COVENTRY EMS – 820 DARLINGTON LN





DRAFT

Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT AT 820 DARLINGTON LANE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-48) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to modify the parking lot adding 9 spaces, realigning the driveways and adding a new driveway onto Darlington Lane for Coventry Elementary School for the property located at 820 Darlington Lane; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 17, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 6, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment; and

WHEREAS, on May 6, 2020, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit Amendment be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2020-48, dated as of May 7, 2020; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment be issued 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 Special Use Permit Amendment be issued to modify the parking lot adding 9 spaces, realigning the driveways and adding a new driveway onto Darlington Lane for Coventry Elementary School for the property commonly known as 820 Darlington Lane (19-08-326-010 and 19-08-326-011), Crystal Lake, Illinois.

Section II: Said Special Use Permit Amendment is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (WT Group, received 04/08/20)
   B. Engineering Plans (WT Group, dated 04/06/20, received 04/08/20)
   C. Site Renovation Plans (WT Group, dated 04/06/20, received 04/08/20)

2. The school shall work with staff to meet the intent of the ordinance for screening and parking lot landscaping by creating an aesthetically pleasing undulating pattern of landscape between the parking lot and Darlington Lane. Screening landscape is also required between the parking area and the residences.

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

Section III: That the City Clerk be and is hereby directed that all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit 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 19th day of May, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
, Acting Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: May 19, 2020
Approved: May 19, 2020

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Fire Rescue Department Uniform Pricing Bid

Staff Recommendation: Motion to award the bid for Fire Rescue Department uniform pricing for up to five (5) years in the submitted bid amounts starting May 1, 2020 to the lowest responsive and responsible bidder, Today's Uniforms Inc, and adopt a resolution authorizing the City Manager to execute an agreement with Today's Uniforms Inc. in the submitted amounts.

Staff Contact: Paul DeRaedt, Fire Rescue Chief
Christopher Olsen, Deputy Fire Rescue Chief

Background:

On Friday, April 24, 2020, the City of Crystal Lake publicly opened the bids received for Fire Rescue Department uniform pricing for up to five (5) years beginning May 1, 2020.

The lowest responsible bidder will furnish dress uniforms, work uniforms, badges, and nametags purchased throughout the year by the Fire Rescue Department. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

Listed below are the costs to outfit a new firefighter with uniforms:

BIDDER	Original Bid
Today's Uniforms Inc. Crystal Lake, IL	$ 880.20✓
Ray O'Herron Danville, IL	$ 917.88
The Cop Shop Tinley Park, IL	$ 1,798.08

✓ Indicates recommended lowest responsive and responsible bidder.
A price adjustment clause is built into the agreement for the remaining four years of the agreement. All prices shall remain firm for twelve (12) months after date of award. Any price changes thereafter, may be requested by the contractor or the City at each renewal period. In the event new prices are not acceptable, the agreement may be cancelled.

The City may, in its sole discretion, accept an equitable adjustment in the contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, (4) the volatility so affects the Contractor that continued performance of the Contract would result in a substantial loss, and (5) no price adjustment will be approved to compensate a vendor for inefficiency or for errors or omissions in judgment or for additional profit.

Recommendation:

The Finance Department and the Fire Rescue Department reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Fire Rescue Department staff has verified references and received positive recommendations.

It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Today's Uniforms Inc., in the submitted bid amounts. The bid prices received for the aforementioned items will be valid for up to (5) years, beginning May 1, 2020.

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 Today's Uniforms, Inc. for Fire Rescue Department uniform pricing for up to five (5) years beginning May 1, 2020, in the submitted bid amounts.

Dated this 19th day of May, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Acting Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: May 19, 2020

APPROVED: May 19, 2020

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Street Light Electrical Supplier Bid

Staff Recommendation:

1. Motion to adopt a resolution waiving the formal bidding requirements for electricity purchase, authorizing participation in the Northern Illinois Municipal Electric Collaborative (NIMEC), and authorizing the City Manager to execute a one, two or three year contract with the lowest responsive and responsible electricity provider for the City's low volume street light accounts.

2. Motion to award the proposal for consultant services for the City's low volume street light accounts to NIMEC and adopt a resolution authorizing the City Manager to execute an agreement with NIMEC in the submitted proposal amount of $0.00129 of the cost per kilowatt hour, pending the City's execution of a contract with an electrical supplier for the City's low volume street light accounts through participation in the NIMEC bidding process.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

In 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison. Under deregulation, ComEd is still responsible for the distribution of electricity, but it is no longer the sole supplier of electricity for its customers. As a result, electricity can be purchased based on market price and is no longer dominated by one electrical supplier. Deregulation allows the City to either use ComEd for electrical supply, or choose a supplier of its choice based on price.

In order to take advantage of deregulation, it is recommended that the City receive bids from other electrical suppliers for its low volume street light accounts. These low volume accounts are for street lights that serve limited areas and/or areas that are separately metered.

In 2017, the City used the Northern Illinois Municipal Electric Collaborative (NIMEC), an electrical supply broker, to bid the City's low volume street light accounts. Constellation was selected by the City for a three year term in 2017 at a fixed rate of $.03134 /kWh. As shown in Table 1, due to the

bidding process, the City currently pays a lower rate than the current ComEd rate. Since the City's current contract with Constellation Energy will expire in July 2020, City staff recommends that the City continue its relationship with NIMEC. NIMEC will conduct the bidding process for the City and recommend to the City the most advantageous pricing for the City's low volume street light accounts. As also shown in Table 1, NIMEC has recently been able to acquire bid results for its clients that are lower than the current ComEd rate. This is a positive sign for future rates.

Table 1

Account	*Current Rate (per kWh)*
City's Current Low Volume Street Light Accounts Rate	$.03134
Current ComEd Rate	$.03533
Recent NIMEC Bid Results	$.02577 - $.02636

Northern Illinois Municipal Electric Collaborative (NIMEC)

In 2006, the City joined NIMEC, which is a municipal Collaborative that pools the energy needs of members in order to secure more competitive pricing than can be provided individually to a single municipality, based on higher volumes. The Collaborative is made up of 140 members, most of which are municipalities. The collective usage of the NIMEC group ($3 million annually for municipal street lights) allows it to negotiate rates lower than what individual municipalities could negotiate on their own. This makes utilizing NIMEC bid pricing an attractive option. In the past, the City has also utilized NIMEC to receive advantageous electrical supply pricing for City facilities, the City's large volume street light account, and residential addresses.

NIMEC Bidding Process for Street Light Accounts

On Thursday, June 4, 2020, NIMEC will conduct a bid for fixed electrical supply for municipal street light accounts. The members participating in this bid are listed in Table 2.

Table 2

Amboy	Gurnee	North Aurora
Barrington	Hanover Park	Park Forest
Beecher	Harvard	Plainfield
Brookfield	Highland Park	River Grove
Carpentersville	Hinsdale	Schiller Park
Carol Stream	Itasca	Shorewood
Crest Hill	LaGrange	So. Elgin
Deerfield	Libertyville	Streamwood
Dixon	Lindenhurst	Tinley Park
Elburn	Marengo	Vernon Hills
Elk Grove Village	Mendota	Warrenville
Franklin Park	Minooka	Wauconda
Forest Park	Mokena	Wheaton
Gilberts	Montgomery	Wilmette
Glencoe	Morris	Wilmington
Glenview	New Lenox	Woodridge
		Worth

Four electrical suppliers, AEP Energy, Constellation, Dynegy, and MC squared have expressed an interest in this bid. Following receipt of the bids, NIMEC will recommend whether the City should accept these prices or revert to the ComEd fixed rate.

Because commodity pricing is volatile (much like the stock market), pricing can only be held for one day. As such, it is necessary to delegate signing authority to the City Manager to accept the NIMEC bid on the day of the bid with the lowest cost electricity provider within hours of the bids being received by NIMEC. The resolution attached for City Council consideration directs the City Manager to engage the services of NIMEC and provides the City Council authorization to allow the City Manager to execute a contract with the successful energy supplier upon receipt of the bids by NIMEC.

After the bids are opened on June 4th, an analysis will be conducted of the submitted bids to determine the optimal length of the electrical supply contract for the City. As part of the analysis, NIMEC and City staff will review the bid pricing and compare them to the ComEd rates for electricity. The City will be able to revert to ComEd pricing if the bid pricing is not favorable. The City will sign either a one, two, or three-year contract, through a supplier agreement, for fixed electrical supply pricing based on NIMEC's recommendation. The City Attorney will review the final supplier agreement, with pricing, prior to the City Manager executing the agreement and accepting bid pricing. The future agreement will be very similar to the one attached to this agenda supplement, which was previously reviewed and approved by the City Attorney.

Recommendation

It is Staff's recommendation to approve the waiving of formal bidding requirements for electricity purchase, authorizing participation in the Northern Illinois Municipal Electric Collaborative (NIMEC), and authorizing the City Manager to execute a contract with the lowest responsible electricity provider for the City's low volume street light accounts.

Votes Required to Pass:

Super Majority.

DRAFT

RESOLUTION

A RESOLUTION WAIVING THE FORMAL BIDDING REQUIREMENTS FOR ELECTRICITY PURCHASE, AUTHORIZING PARTICIPATION IN THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE (NIMEC) AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE ELECTRICITY PROVIDER

WHEREAS, the Mayor and City Council find as follows:

A. On January 2, 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison;

B. Under the aforementioned deregulation plan, Commonwealth Edison no longer generates electricity for its customers, but will continue to provide electric power through its distribution system;

C. As a result of this deregulation, electricity will be purchased based on market price and Exelon, the parent company of Commonwealth Edison, is no longer the sole supplier of electricity in Northern Illinois, resulting in new electricity suppliers being able to compete against Exelon, and competitive market forces dictating the price of electricity;

D. Municipalities across the State are entering the market to purchase electric power in order to mitigate some of the economic impact of rising rates, which, on a practical basis, can only be done using a third party who will serve as a broker for the municipalities and has the knowledge and experience to seek bids from the various electricity providers;

E. The City of Crystal Lake has selected the Northern Illinois Municipal Electric Collaborative (NIMEC) to serve as the City's broker relative to the acquisition of electrical energy due to NIMEC's municipal experience and the fact that NIMEC is a municipal Collaborative which will be pooling the energy needs of members of the Collaborative in order to secure more competitive pricing based on higher volumes than can be provided individually to a single municipality;

F. The amount of compensation that NIMEC receives, if the City chooses the NIMEC electricity supplier, is being built into the prices bid by the electricity supplier and equaling $0.00129 of the cost per kilowatt hour (as would be the case with any broker), so there will be no direct payments made to NIMEC by the City;

G. That because of the method for the bidding of electrical supply, the City Manager will need to have the authority to sign a contract with the electricity provider which is deemed most favorable for the City within hours of the bids being received by NIMEC.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Crystal Lake that the Northern Illinois Municipal Electric Collaborative (NIMEC) is hereby appointed as the City's broker for purposes of obtaining a supply of electricity for the City's non-metered street light accounts, and City Staff is hereby directed to take all actions necessary to establish said broker relationship.

BE IT FURTHER RESOLVED that the bidding requirements are hereby waived and instead the City of Crystal Lake will participate in the NIMEC bid for electricity. Also, the City Manager is authorized to discuss and negotiate energy rates directly with suppliers in an effort to secure a lower energy cost for the City of Crystal Lake.

BE IT FURTHER RESOLVED that, in light of the time constraints applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received by NIMEC, the City Manager is hereby authorized to execute a one, two, or three-year contract with the lowest responsible bidder, provided the bid is at a rate that is of benefit to the City.

DATED this 19th day of May, 2020

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 19, 2020
APPROVED: May 19, 2020

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Financial Software Package Renewal

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute a sole source renewal order form with Springbrook Software LLC, in the amount of $81,576 for May 2020 through April 2021

Staff Contact: Jodie Hartman, Director of Finance
Gregory A. Fettes, Director of Information Technology

Background:

Since 2006, the City has utilized Springbrook as the primary software for tracking financial transactions. At that time, Springbrook was selected as part of an RFP process and was the most responsive and responsible vendor. Due to the complexity of the software, the contract is automatically renewed each year until either party chooses to terminate with notice. The annual renewal cost for maintenance is subject to up to a 5% increase each year.

The Springbrook software is used for a multitude of financial activities, such as the general ledger, payroll, accounts payable, accounts receivable, and water billing. These activities are critical to the operations of the Finance Department and the services we provide both externally and internally. Previously, Community Development used Springbrook for permitting and inspections, however, Community Development now has their related activities in Accela, formerly a parent company of Springbrook.

A transition to an alternate vendor for Finance would be time consuming with careful evaluation, preparation and implementation costs, and as such is not an efficient use of resources at this time. The attached order form from Springbrook covers all planned annual maintenance for the fiscal year 2020/21 and will allow for continuity of operations for Finance Department processes. The renewal includes a 3% increase, which is below the 5% allowed by the contract.

Recommendation:

It is the recommendation of Finance and Information Technology to adopt a Resolution authorizing the City Manager to execute a sole source renewal order form with Springbrook Software LLC, in the amount of $81,576 for May 1, 2020 through April 30, 2021.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute a sole source renewal order form with Springbrook in the amount of $81,576 for the fiscal year May 1, 2020 through April 30, 2021.

DATED this 19th day of May, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 19, 2020
APPROVED: May 19, 2020

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: CARES Act Funds for Ambulance Transports

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to accept the Terms and Conditions for Provider Relief Fund relating to the CARES Act and to accept the receipt of said funds in the amount of $40,390.58.

Staff Contact: Jodie Hartman, Director of Finance
Paul DeRaedt, Fire Rescue Chief

Background:

With the passage of the federal CARES Act legislation, the Department of Health and Human Services (HHS) was authorized to distribute $30 billion in relief funds to healthcare providers on the frontlines of the COVID-19 response. Eligibility and amount of financial relief were determined based on agencies who received Medicare-fee-for-service (FFS) reimbursements in 2019. The City qualifies as a healthcare provider in this legislation due to the ambulance transportation services we provide and the receipt of Medicare funds for ambulance transportation billing in 2019.

On April 17, 2020, the City received a direct deposit of funds from HHS in the amount of $40,390.58 (the "***CARES Funds***"). The City is now required to choose either to: 1) keep the CARES Funds and certify compliance with the HHS terms and conditions (the "***HHS Terms***"); or 2) return the CARES Funds to HHS by Monday, June 1, 2020. Keeping the CARES Funds beyond June 1, 2020 is deemed an acceptance of the HHS Terms, even if the City has not affirmatively accepted the HHS Terms.

Discussion:

The HHS Terms are various, but the most relevant HHS Terms for the City's situation include:

> *Balance Billing Prohibition:* The City's current billing practice for all transportation patients, including those suspected to be suffering from COVID-19, includes submitting invoices for transportation services to a patient's insurance company, Medicare/Medicaid, or direct billing the patient, depending on the patient's insurance plan. When a patient has Medicare/Medicaid coverage, the City receives a set amount, a portion of the total rate, and is required to write-off

the balance of fees. When a patient has private insurance, however, the insurance company will pay what they believe to be appropriate and the balance is then billed to the patient, otherwise known as balance billing. If the patient has no insurance, they are billed for the full amount. The City contracts with Andres Medical Billing to implement these billing practices.

Should the City elect to keep the CARES Funds, the City would not be allowed to balance bill any patient transported for COVID-19 symptoms, confirmed or suspected. The City would still be allowed to balance bill patients transported for other reasons. There is no timeline or expiration of this condition listed in the HHS Terms. In 2019, the City received about $100k in balance billing from all patients, which is less than 10% of the $1.35 million expected for total revenue for the year. Since March 1, 2020, City records identify 20 patients transported with COVID-19, or suspected of COVID-19, which represents 4.4% of the total current calls over the same period. Based on this analysis, we believe the City would not be at a financial disadvantage to agreeing to this condition of the HHS Terms. After reviewing the City Code (Section 33-16-C4), the authorization to change balance billing procedures to be compliant with the terms can be made administratively by the City Manager.

Use of Funds: As a condition to keeping the CARES Funds, the City must certify that those funds will be used only to prevent, prepare for, and/or respond to Coronavirus with health care related expenses or lost revenues related to Coronavirus. As of today, the City has recorded related expenses of almost $50k, which exceeds the amount of CARES Funds received. Additionally, the HHS Terms would preclude the City from seeking reimbursement of COVID-19 related expenses from multiple Federal programs; should municipalities be deemed eligible for federal relief from other programs, we would likely submit these expenses based on the City's loss of revenues rather than COVID-19 related expenses.

Call volumes for transports are down 26.8% since the shelter-in-place order took effect in March compared to the same period the previous year, as fewer people are driving and conducting activities outside their homes. While a positive for the safety of our community, this will negatively impact revenues for ambulance billing and thus, justify a revenue loss for the use of other federal funds.

The HHS Terms contain certain audit provisions, but staff sees no difficulty in providing the required documentation.

Other Conditions: As is customary for the receipt of federal funds, the CARES Funds have several other conditions. The list in its entirety has been included for your reference, however the broad categories include: funds cannot be used for executive pay, abortions, lobbying, gun control advocacy, promotion of legalization of controlled substances, or needle exchange. The City must also maintain an anti-pornography filter over the City network, which is currently in place. Staff has no concerns regarding these other conditions.

Recommendation:

The COVID-19 pandemic has created a financial hardship situation for countless members of our community. We are fortunate to receive these funds to assist in offsetting the costs of providing the critical service of ambulance transportation. It is our recommendation that, based on the analysis of the numbers, and more importantly, in the spirit of goodwill, the City accept the CARES Funds and

formally accept the HHS Terms. Doing so will not only assist the City, but will also provide some financial relief to those patients with an impact from COVID-19. We believe this is ultimately in the best interest of our community.

We hereby request the City Council to authorize the acceptance of the HHS Terms and agreement relating to CARES Act funding for healthcare providers, and consequently, the funds provided.

Votes Required to Pass:
Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to accept the terms and conditions of the CARES Act funding provided by the Department of Health and Human Services, to modify protocols consistent with such terms and conditions, and to accept said funds in the amount of $40,390.58.

DATED this 19th day of May, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 19, 2020
APPROVED: May 19, 2020

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Three Oaks Recreation Area Trail Modifications

Staff Recommendation: Motion to award Alternates One (1) and Two (2) of the bid for Three Oaks Recreation Area Trail Modifications to the lowest responsive and responsible bidder, DK Contractors, Inc., and adopting a Resolution authorizing the City Manager to execute a contract with DK Contractors, Inc. in the amount of $49,980.35, per submitted unit prices.

Staff Contact: Eric Helm, Deputy City Manager
Nick Hammonds, Assistant to the City Manager

Background:
On April 29, 2020, the City publicly opened and read aloud bids received for Three Oaks Recreation Area Trail Modifications needed due to elevated water levels. The City contacted seven paving vendors to perform the work and followed standard bid advertisement procedures. The number of bids received can be attributed to the current economic climate and the close proximity of the trail work to the water. The bid results are depicted below in Table 1:

Table 1

Original Bid	Alternate 1	Alternate 2	Alternate 3	Total
DK Contractors, Inc.	$43,375.00	$15,224.00	$19,288.00	$77,887.00
Copenhaver Construction Inc.	$45,043.00	$24,900.00	$28,533.40	$98,476.40

Since the original bid prices exceeded the City's initial grading and earthwork estimate of $50,000, staff recommends the City accept alternates one and two, with modified quantities to match the City's initial estimate for the work. DK Contractors, Inc. submitted a complete bid for all services, and staff has contacted DK Contractors' references and received positive recommendations. After review of the bids received, it is City staff's recommendation to award the bid to DK Contractors, Inc., the lowest responsive and responsible bidder, in the amount of $49,980.35, as depicted below in Table 2.

Table 2

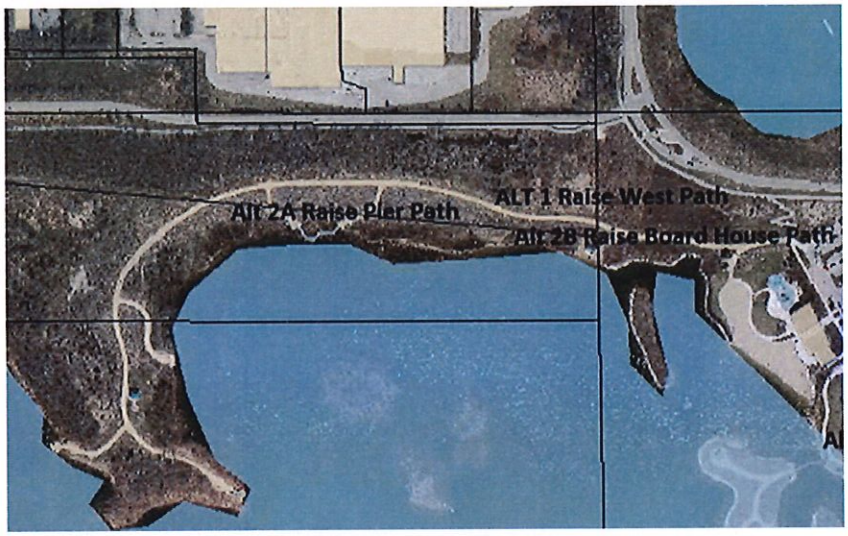
Bid Pricing With Modified Quantities	Alternate 1	Alternate 2	Total
√DK Contractors, Inc.	$33,833.85	$16,096.50	**$49,980.35**
Copenhaver Construction Inc.	$38,060.00	$27,105.00	$65,165.00

√ Indicates recommended lowest responsive and responsible bidder.

Bid amounts are based on submitted unit prices with quantities adjusted to meet original estimate constraints. With the reduced scope of work, the west trail will still be raised to a level that will prevent the trail from becoming submerged. Alternate 3 is being removed due to the Board House building being submerged in water. The Board House vendor will operate from the temporary shipping container that was placed in 2019. DK Contractors has provided written approval to the City to complete the work at the price shown above. The line item bid tabulations for the base bid and the modified quantity bid are attached.

Project Overview:

The west trail is traversed by guests to access fishing stations along the west shoreline. Rising water levels due to increased precipitation in 2019 have caused portions of the west trail to become submerged, which has limited access to certain points along the trail. Staff prepared a bid to address three sections of the west trail that have been impacted by the high water. The alternates and corresponding locations are described below.

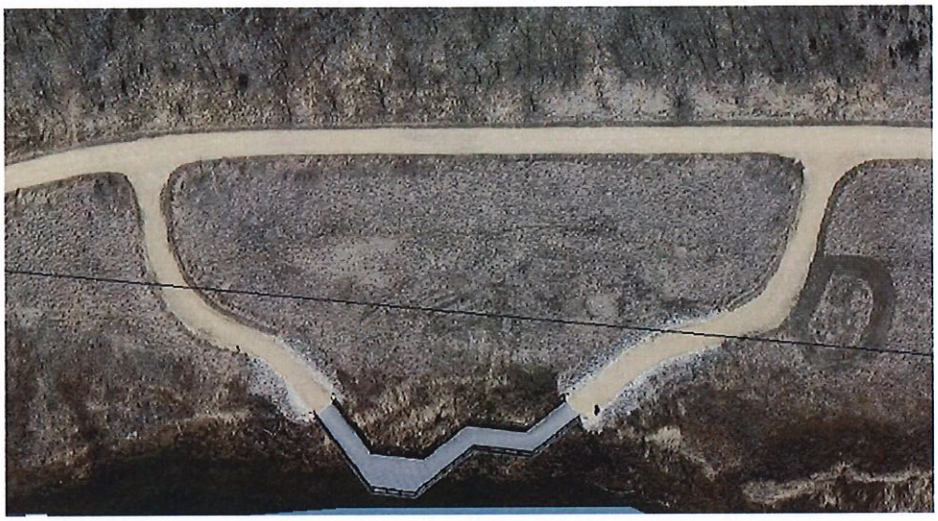


Alternate 1: West Trail Raising and Grading:

Alternate 1 includes adding base and trail aggregate material to raise the trail above the high water level. The length of path shown below will be raised and graded to ensure a dry walking path for guests. This alternate includes shoreline remediation to protect the integrity of the path from the lake water. Additionally, a swale and storm sewer pipe will be installed to prevent erosion on the trail in the area circled below. Staff recommends that Alternate 1 be accepted, with revisions to line item quantities to match the City's needs for the work.



Alternate 2: Interpretive Boardwalk Path Raising:
The second alternate involves raising the two connection paths from the west trail to the interpretive boardwalk, as outlined below. The two connection paths are currently submerged and access for patrons to reach to the boardwalk is limited. The contractor will raise and grade the path, and conduct shoreline remediation to ensure the integrity of the raised path. Staff recommends that Alternate 2 be accepted, with revisions to line item quantities to match the City's needs for the work.



Alternate 3: Board House Trail Raising:
The third alternate requested pricing to raise and grade the trail connecting the west trail to the Board House building. This trail and the Board House building have become submerged. The paddleboard vendor has installed a temporary shipping container to operate business on the north side of the trail in the area shown below. Due to the depth of the water and increased costs to raise the trail, staff recommends eliminating Alternate 3 from the bid. Staff will work with the Board House operator to provide sand for patrons to access the water from the current operating location.



Recommendation:
City staff has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document, and has verified references provided by DK Contractors, Inc. and received positive recommendations. The City's special legal counsel has reviewed and approved of the submitted bid. It is the recommendation of staff to award Alternates 1 and 2 of the bid, with modified quantities, to the lowest responsible and responsive bidder, DK Contractors, Inc., to perform Three Oaks Recreation Area Trail Modifications, in accordance with the terms and conditions of the bid document.

In addition to the $49,980.35 for the grading and earthwork, the project will have the following costs, which the City has purchased directly from other vendors in an effort to reduce total project costs.

-Storm sewer pipe: $1,204.50.
-Sand and gravel trail material: $2,615.17.

While initial estimates for the project were $50,000, sufficient funds exist in the Fiscal Year 2019/2020 and Fiscal Year 2020/2021 Capital budget to fund the grading and additional costs.

Votes Required to Pass:
Simple Majority

Res. 20R-___

DRAFT

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 DK Contractors, Inc. for Alternates One (1) and Two (2) of the Three Oaks Recreation Area Trail Modifications bid, not to exceed the amount of $49,980.35.

DATED this 19th day of May, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 19, 2020
APPROVED: May 19, 2020

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Three Oaks Recreation Area East Trail Switchback Paving

Staff Recommendation: Motion to award the bid for Three Oaks Recreation Area East Trail Switchback Paving to the lowest responsive and responsible bidder, Chadwick Contracting Company, and adopting a Resolution authorizing the City Manager to execute a contract with Chadwick Contracting Company in the bid amount of $28,970.00.

Staff Contact: Eric Helm, Deputy City Manager
Nick Hammonds, Assistant to the City Manager

Background:
On April 24, 2020, the City publicly opened and read aloud bids received for the Three Oaks Recreation Area East Trail Switchback Paving. After review of the bids received, it is City staff's recommendation to award the bid to Chadwick Contracting Company, the lowest responsive and responsible bidder, in the bid amount of $28,970.00. The City contacted seven paving vendors to perform the work and followed standard bid advertisement procedures. The number of bids received can be attributed to the current economic climate and the relatively small size of paving area included in this work. Chadwick Contracting Company submitted a complete bid for all services and has completed projects for the City in the past.

Item	√Chadwick Contracting Company	Accu-Paving
Grade and Compact Existing Trail Screening	$1,310.00	$1,500.00
Furnish and Install Three Inches of CA-6 Aggregate Base	$2,985.00	$8,100.00
Apply SS-1 Tack Coat for Enhanced Adhesion to Stone Base	$680.00	$600.00
Furnish and Install Three Inches of N50 Surface Course	$22,500.00	$18,500.00
Mobilization Cost	$1,495.00	$730.00
	$28,970.00	$29,430.00

√ Indicates recommended lowest responsive and responsible bidder.

Project Overview:

The switchback path located on the east trail at Three Oaks Recreation Area was installed in 2016 to provide access from the east shoreline trail to the Pingree trail. The trail forms a connection between the lower east shoreline trail to the upper Pingree trail. The trail has experienced continued erosion issues due to the slope of the path and heavy rainfall events each year, requiring continued maintenance after each rainfall. The City's Building and Engineering staff have evaluated the trail and proposed paving the trail to prevent further erosion issues. Staff subsequently prepared a bid to select a contractor to grade and pave the switchback trail.



Recommendation:

City staff has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document, and has verified references provided by Chadwick Contracting Company and received positive recommendations. Chadwick Contracting submitted a bid that is within the budget approved for fiscal year 2020-2021. The City's special legal counsel has reviewed and approved the bid submittal. It is the recommendation of staff to award the bid to the lowest responsible and responsive bidder, Chadwick Contracting Company, to perform East Trail Switchback Paving, in accordance with the terms and conditions of the bid document.

Votes Required to Pass:

Simple Majority

DRAFT

Res. 20R-___

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 Chadwick Contracting Company for Three Oaks Recreation Area East Trail Switchback Paving in the submitted bid amount of $28,970.00.

DATED this 19th day of May, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 19, 2020
APPROVED: May 19, 2020

Agenda Item No: 24

City Council
Agenda Supplement

Meeting Date: May 19, 2020

Item: Three Oaks Recreation Area 2020 Operations

Staff Recommendation: Motion to postpone the opening of the beach, marina, pavilion rentals and special events until a date operations may resume per the guidelines of the Restore Illinois Plan.

Staff Contact: Eric Helm, Deputy City Manager
Nick Hammonds, Assistant to the City Manager

Background:

Due to the Covid-19 pandemic, the Three Oaks Recreation Area has delayed the opening of the marina and beach. Trails and passive uses have remained open during this time. The State of Illinois has prepared a Restore Illinois Plan to reopen businesses, schools and recreational facilities in defined phases. The State of Illinois' phased opening guidelines can serve as the reference point for when the marina and beach can safely open, and pavilion rentals and special events can resume. Due to the uncertainty of the conditions surrounding the pandemic, and the current phase of the Restore Illinois Plan, staff is proposing to postpone these uses until conditions warrant. In the event that outdoor recreation is allowed to resume according to the Restore Illinois Plan, City staff will reexamine the potential opening of Three Oaks amenities at a future date and bring recommendations back to the City Council.

There are two reasons for postponing the opening of the beach, marina, pavilion rentals and special events. The first reason is to ensure that the City is consistent with the Restore Illinois Plan guidelines. The following table details each phase as outlined in the Restore Illinois Plan and the impact on park operations.

Restore Illinois Plan Phases

Phase 1: Rapid Spread	Phase 2: Flattening	Phase 3: Recovery	Phase 4: Revitalization	Phase 5: Illinois Restored
Strict social distancing in place. Passive outdoor recreation only.	Groups allowed up to 10 people. Passive outdoor recreation only.	Groups allowed up to 10 people. Passive outdoor recreation only.	Groups allowed up to 50 people. All outdoor recreation allowed.	All recreation can resume normal operations.
Passive amenities closed. Beach and Marina closed.	Passive amenities open. Beach and Marina closed.	Passive amenities open. Beach and Marina closed.	Passive amenities open. **Beach and Marina may open.**	**All amenities open.**

At this time, the Governor of Illinois has stated that Illinois is currently in Phase 2: Flattening, of the Restore Illinois Plan. The marina and beach can potentially open with modifications during Phases 4 and 5. Phase 4 allows groups up to 50 people, with all outdoor recreation allowed. Phase 5 allows for 'places of recreation' to open with no group restrictions. Based upon this information, Three Oaks Recreation Area amenities can open no earlier than Phase 4.

It is important to note that progression through each phase is dependent on public health criteria, not on specific dates. The lack of certainty makes planning for Three Oaks operations very difficult and fluid. City staff will keep the Council informed regarding future park opening plans.

Another reason for postponing the opening of various amenities at Three Oaks is that this decision is consistent with operations at similar facilities. A survey of State Parks, Park Districts, and communities with boat rental marinas and beaches has shown many organizations have decided to cancel operations for the 2020 season. The following table details a brief overview of the steps being taken by each organization.

	Marina	**Beach/Pool**
Crystal Lake Park District	TBD	TBD
Independence Grove	**Closed for the season**	**Closed for the season**
Woodstock Water Works	-	**Closed for the season**
Algonquin Park District	Closed through May	**Closed for the season**
Barrington Park District	-	**Closed for the season**
Huntley – Stingray Bay	-	Delayed indefinitely.
Naperville - Centennial Park	-	Tentative opening June 22.
Batavia Park District	Closed through May	**Beach closed for the season**

Impact on Park Operations:

The current status of each amenity at Three Oaks is depicted below. The below status of each amenity will remain in place for the foreseeable future.

Amenity:	*Park Trails*	*Picnic Grove*	*Pavilion Rentals*	*Bathrooms*	*Parking Gate*	*Rental Marina*	*Beach, Playground, Splash Park*	*Special Events*	*SUP Vendor*
Status:	*Open*	*Open*	Closed	*Open*	Closed	Closed	Closed	Closed	Closed

Public Impact:

The trails would remain open to the public to allow walking access and shoreline fishing. Restroom facilities will remain open to the public. There are three portable toilets located within the park that will continue to be available for public use, and staff will increase cleaning requirements for the public restrooms. All information regarding closures, social distancing and group gathering limits will be displayed on the City website, social media, and signs throughout the park. Signs are posted at the parking gate entrance, each trail entrance, and in the picnic grove. The signs will remain in place until all social distancing restrictions have been eased.

Staffing Impact:

Only managerial staff will remain on-site to ensure guest safety and to enforce the rules of the park. Additionally, staff will be required to monitor fisherman to ensure that the catch-and-release rules are being followed. In order to reduce staffing costs, the parking gate will not be staffed to charge vehicles to enter the park. Due to limited attendance, it is not projected that parking gate revenues will pay for staff expenses.

Budget Impact:

This year, revenues most likely will not be generated from the parking gate, beach, marina and pavilion rentals. Due to this fact, City staff will work to control expenditures. The largest annual park expense is part-time staff salaries. Since the opening of the park, the City has been able to pay for all part-time salaries through park use fees. Even though salaries will be greatly reduced, the City will still need to employ some part-time managerial and security staff. These costs will be minimized.

2020 Event Cancellations:

The following events were approved by the City Council in 2020. Due to the uncertainty of further gathering restrictions, many events have already been canceled. There are currently two events scheduled for August and September that have not been canceled by the event organizers. In addition to contacting the organizers of Council approved events, staff has contacted pavilion renters to offer refunds or alternate dates dependent on the extension of the Governor's stay at home orders.

Event	Event Date	Event Status
A Long Swim	Sunday, June 7, 2020	Organizer Cancelled/Withdrew
Medela Company Picnic	Saturday, June 20, 2020	Organizer Cancelled/Withdrew
American Cancer Society	Saturday, June 27, 2020	Organizer Cancelled/Withdrew
Girl Scouts Group	July 20 – July 23, 2020	Organizer Cancelled/Withdrew
Aquathon Swim/Run Race	Sunday, August 2, 2020	Currently Scheduled
Willow Creek Baptism	Sunday, September 13, 2020	Currently Scheduled

Votes Required to Pass:

Simple majority

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Office of the Governor
JB Pritzker

May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open. Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.	Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.	Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings of 10 people or fewer are allowed. Face coverings and social distancing are the norm.	Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.	The economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.

New case growth slows

Surge hospital capacity

10,000 tests per day statewide

Testing for any symptomatic health care workers and first responders

Case positivity rate and hospital capacity benchmarks met

Testing for patients, health care workers and at-risk residents

Begin contact tracing and monitoring within 24 hours of diagnosis

Case positivity rate and hospital capacity benchmarks met

Testing available regardless of symptoms or risk factors

Contact tracing within 24 hours of diagnosis for more than 90% of cases

Post-pandemic:

Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors

An Introduction



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

Phase 1 – Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 – Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 – Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

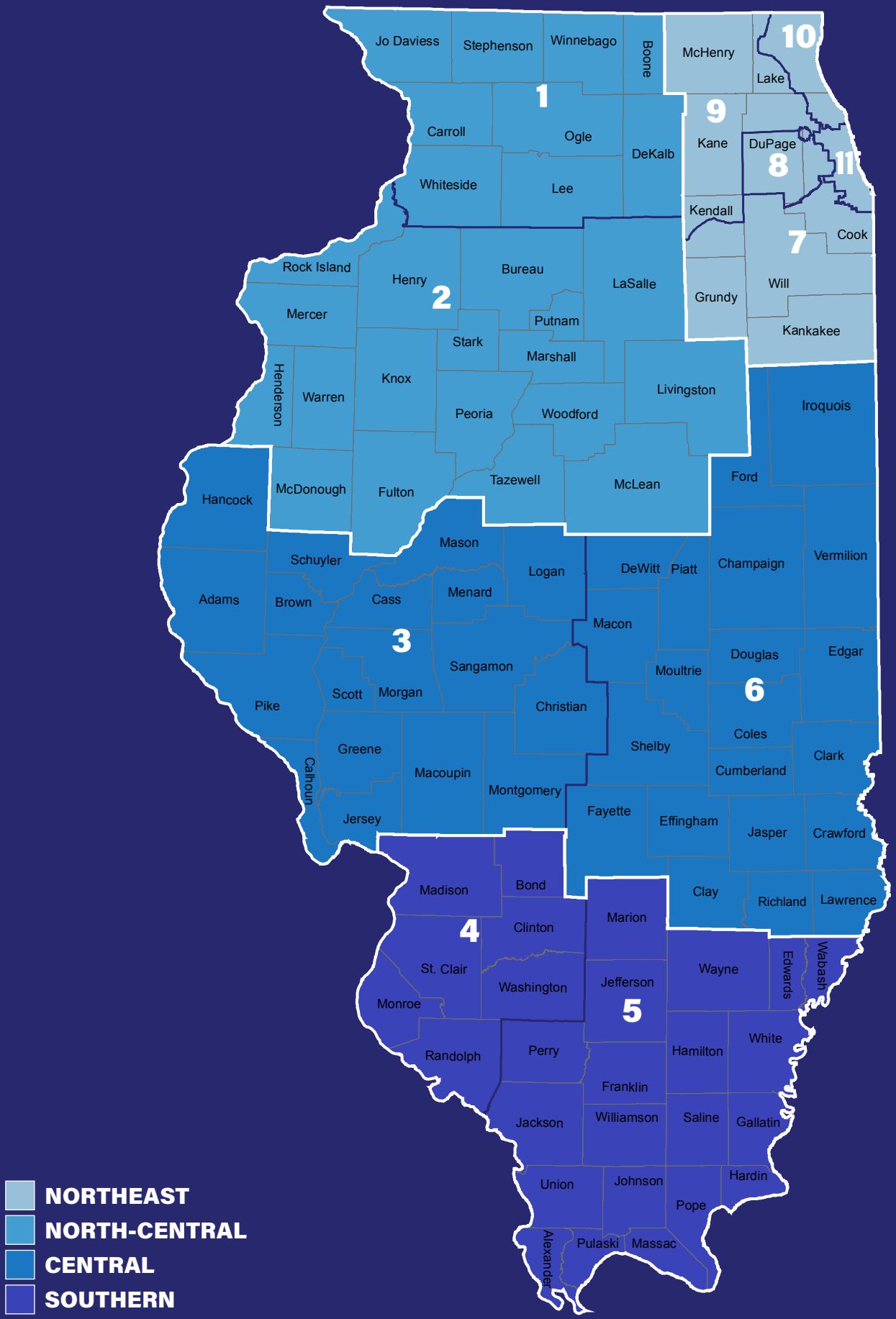
Phase 4 – Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Phase 5 – Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

All public health criteria included in this document are subject to change. As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data.

RESTORE ILLINOIS HEALTH REGIONS



- NORTHEAST
- NORTH-CENTRAL
- CENTRAL
- SOUTHERN

Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup and drive-through only
- **Entertainment:** Closed
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with DPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- **"Non-essential" businesses:** Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- **Manufacturing:** All manufacturing open with IDPH approved safety guidance
- **"Non-essential" businesses:** All employees return to work with IDPH approved safety guidance; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- **Entertainment:** Cinema and theaters open with capacity limits and IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Heath care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.

Agenda Item No: 25

City Council
Agenda Supplement

Meeting Date:	May 19, 2020
Item:	2020 Summer and Fall Community Events and 2020 Independence Day Fireworks Display
Council Discretion:	Motion to postpone the 2020 fireworks show to a future date to be determined in 2020.
Staff Contact:	Eric Helm, Deputy City Manager Michelle Rentzsch, Director of Community Development Paul DeRaedt, Fire Rescue Chief

Each year, City staff works with community organizations as they plan their summer and fall community events. Annually, following discussion with City staff, these organizations present a special event application to the City Council for consideration, or are approved administratively per the City Code. Many of these organizations have recently informed the City of their intentions for 2020.

Large-scale community events face uncertainly this year due to the COVID-19 global pandemic. On May 5, 2020 Governor Pritzker introduced the Restore Illinois Plan, which provides guidance as to when large public events would be allowed. The document is attached to this agenda supplement and defines five phases. Each phase provides guidance as to what type of business, recreation activity, or events are allowable based on certain public health criteria. The phases are summarized below. The State is currently in Phase 2, Flattening.

Phase 1 – Rapid Spread
Phase 2 – Flattening (current Phase)
Phase 3 – Recovery (Phase implementation will occur no sooner than May 29th)
Phase 4 – Revitalization (Phase implementation will occur no sooner than late June 2020)
Phase 5 – Illinois Restored (Phase implementation date is TBD)

It is important to note that progression through each phase is dependent on public health criteria, not on specific dates. The lack of certainty makes planning for 2020 community events very difficult and fluid.

"Conventions, festivals and large events" cannot be held until Phase 5, which may or may not be reached in 2020. Due to this high level of uncertainty, and the level of pre-planning necessary for large events, organizations are either choosing to cancel or postpone their events until later in the year, with the hope that the State would enter Phase 5 in the Fall.

2020 Lakeside Festival

The annual organization and operation of the Lakeside Festival is conducted by a committee created by the Lakeside Legacy Foundation. The current dates for the 2020 Festival are July 2 through July 5. The City supports the Foundation by issuing a Special Event permit and providing security through the Police Department.

Per the Governor's Restore Illinois Plan, festivals are allowed to operate when the State or Region reaches Phase 5. Since it is not anticipated that the State will enter this phase by July 2, the Lakeside Festival organizers have decided to postpone the Festival until September or the first week of October. A final decision on whether the Festival will be held in the Fall will occur in mid-summer. The Festival organizers have stated that a Fall festival would be smaller in scope, conducted over a 2-3 day period. Throughout the spring and summer City staff will continue to work with the Lakeside Festival organizers to assist them as they evaluate the future of the event. More information will be brought back before the City Council when the Festival organizers make a final decision.

Independence Day Parade

The annual organization and operation of the parade is conducted by the Crystal Lake Chamber of Commerce. The parade is annually held in conjunction with the last day of the Lakeside Festival and the City fireworks display. This year the parade is scheduled for Sunday, July 5th. The City supports the Chamber through Police, Fire Rescue and Public Works staff assistance.

Per the Governor's Restore Illinois Plan, large events, presumably including parades, are allowed to be conducted when the State or Region reaches Phase 5. Since it is not anticipated that the State will enter this phase by July 5, the Chamber of Commerce organizers have decided to cancel the parade.

Downtown Crystal Lake Farmer's Market

The Downtown Crystal Lake Farmer's Market is held on Saturdays from June until the end of September. Since the Farmer's Market falls within the types of activities currently allowable per the Restore Illinois Plan, the Market will be conducted in 2020. If conditions change, City staff will work with the event organizer, Crystal Lake Downtown Association, and adjust the plans if necessary.

Johnny Appleseed Festival

The annual Johnny Appleseed Festival is organized and held by the Downtown Association. The current date for the 2020 Festival is September 25. The City supports the Downtown Association by issuing a Special Event permit and providing security through the Police Department.

Per the Governor's Restore Illinois Plan, festivals are allowed to operate when the State or Region reaches Phase 5. Since it is not known if the State will enter this phase by end of September, a final decision on whether the Festival will be held in the fall will occur in mid-summer. The Downtown Board has stated that the Festival would likely be smaller in scope, with many of the rides and congested activities canceled for this year. Throughout the spring and summer City staff will continue to work with the Downtown Association to assist them as they evaluate the future of the event.

Other annual events, such as Beatles Blast, School and Charity Walk/Runs, Night Owl Bike Ride, Service League Housewalk, Rowing Championship, Homecoming Parades, Trunk or Treat, Festival of Lights Parade, Santa Run, and Dole Winter Fest will all likely see event adjustments, postponements, or cancelations. Run & Roll for the Dole has been cancelled for 2020.

Independence Day Fireworks Show

Annually, the City funds and coordinates the City's Independence Day Fireworks show. The show is held in conjunction with the last day of the Lakeside Festival and the parade. This year the fireworks were scheduled for the night of Sunday, July 5th. With the postponement of the Lakeside Festival and the restrictions surrounding large gatherings, it is recommended that the 2020 fireworks show be postponed.

The City Council approved a contract with American Fireworks at the March 3, 2020 City Council meeting for the 2020 and 2021 shows. Due to the postponement of the Lakeside Festival, the City will need to reevaluate the 2020 fireworks show. Over the last several weeks, the City has been discussing options with the fireworks vendor. The vendor has agreed to postpone the show and provide it at another date in 2020 for no additional fee; however, if the show cannot be provided in 2020, due to circumstances surrounding the Covid-19 pandemic, the City would need to pay the vendor $10,000 - $15,000. These costs have already been incurred by the vendor for insurance and pre-paid shipping costs.

As the Council may recall, two Crystal Lake residents donated funds toward the 2020 show. Due to the uncertainty surrounding the 2020 show, the donors would like to suspend their donation of $25,000 and have the funds returned to them. The donors have expressed a willingness to provide these donated funds back to the City if a show occurs in the second half of 2020.

The final determination of the status of the 2020 fireworks show will be brought back before the City Council at a later date for consideration.

Votes Required to Pass:

Simple majority

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Office of the Governor
JB Pritzker

May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open. Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.	Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.	Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings of 10 people or fewer are allowed. Face coverings and social distancing are the norm.	Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.	The economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.
New case growth slows Surge hospital capacity 10,000 tests per day statewide Testing for any symptomatic health care workers and first responders	Case positivity rate and hospital capacity benchmarks met Testing for patients, health care workers and at-risk residents Begin contact tracing and monitoring within 24 hours of diagnosis	Case positivity rate and hospital capacity benchmarks met Testing available regardless of symptoms or risk factors Contact tracing within 24 hours of diagnosis for more than 90% of cases	**Post-pandemic:** Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors	

An Introduction



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

Phase 1 – Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 – Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 – Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

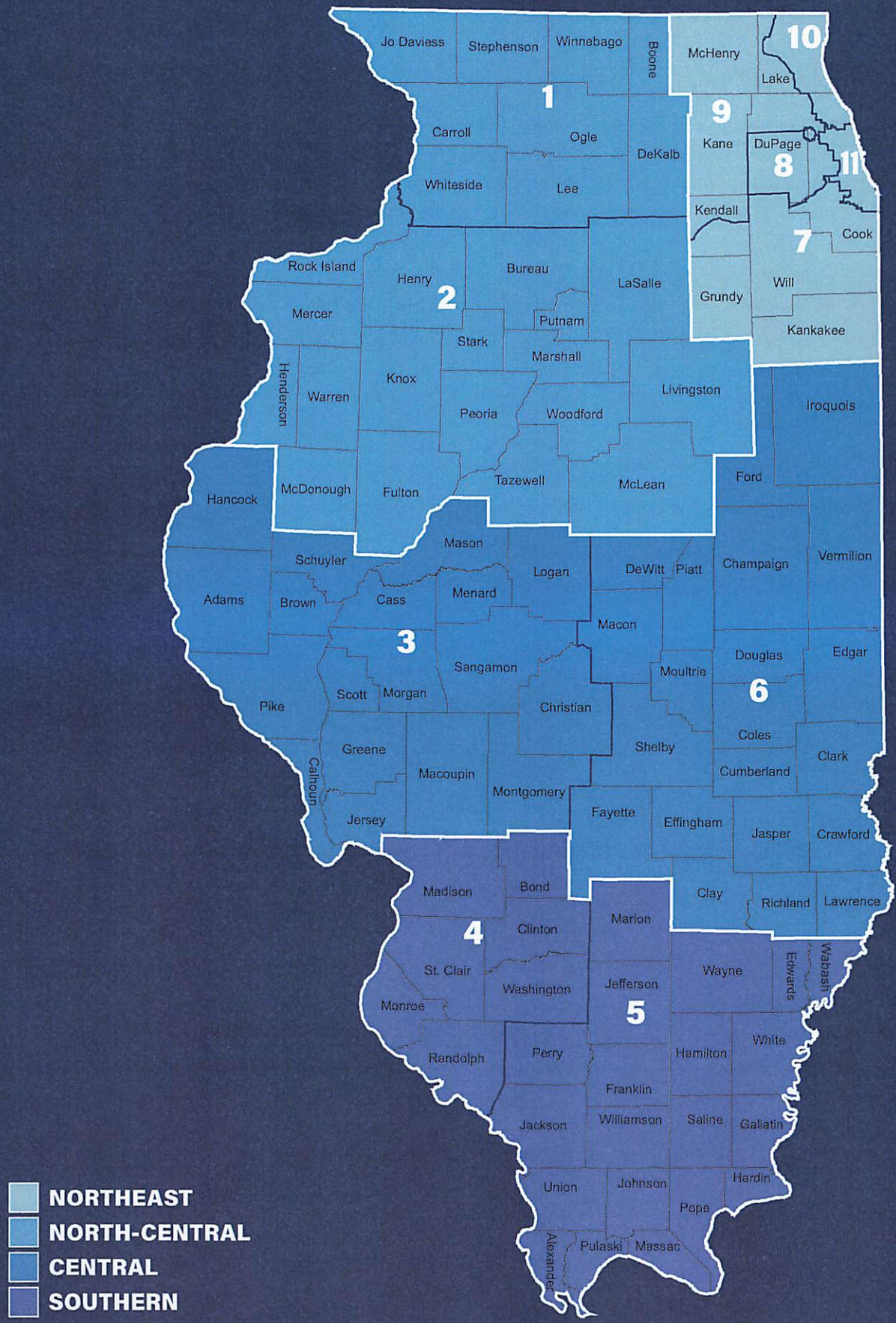
Phase 4 – Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Phase 5 – Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

All public health criteria included in this document are subject to change. As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data.

RESTORE ILLINOIS HEALTH REGIONS



- NORTHEAST
- NORTH-CENTRAL
- CENTRAL
- SOUTHERN

Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup and drive-through only
- **Entertainment:** Closed
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with DPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- **"Non-essential" businesses:** Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- **Manufacturing:** All manufacturing open with IDPH approved safety guidance
- **"Non-essential" businesses:** All employees return to work with IDPH approved safety guidance; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- **Entertainment:** Cinema and theaters open with capacity limits and IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Heath care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.