CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 21, 2023
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – January 31, 2023 Special Meeting and February 7, 2023 Regular City Council Meeting**

5. **Accounts Payable**

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

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver – December 3, 2023**
   b. **Half Marathon Special Event Request for closing Lake Street (at Main Beach) and Grant Street – September 3, 2023**
   c. **Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678 – Saturday, March 4, 2023**
   d. **Annual Allocation of State Motor Fuel Tax (MFT) Funds**
   e. **Designation and Disposal of Surplus Property**

10. **583 Lake Avenue – Simplified Residential Variations from: Article 7-300 to allow the expansion of a non-conforming structure by increase in volume of the nonconformity; Article 3-200 to allow a 9.12-foot interior side yard setback, a variation of 2.88 feet from the 12-foot minimum side yard setback for a second story addition; and Article 3-200 to allow a 28.2-foot front yard setback, a variation of 1.8 feet from the 30-foot minimum front yard setback, for a balcony addition**

11. **5656 Northwest Highway, M'Lady Nissan – Special Use Permit Amendment to allow a new free-standing sign at 18 feet 10 inches high and 37.67 square feet in area and less than 10 feet from the property line**

12. **Private Activity Bond Volume Cap Reservation**

13. Amendment to Chapter 228 of the City Code to Eliminate the Business Transition Grant Program and the Impacted Business Relief Program and the Adoption of the Commercial Façade Improvement Grant Program

14. Approval of Contract Change Order for Traffic Signal Maintenance, Intergovernmental Agreement Amendment, Contract Change Order, and MFT Allocation for the 2023 Traffic Signal Maintenance LED Replacement Project

15. Bid Award – City Hall Server Room Cooling System Replacement

16. Bid Award – Public Works Garage Streets Division offices Heating, Ventilation and Air Conditioning (HVAC) modifications

17. Bid Award – Congress Parkway Roundabouts Project

18. Proposal Award - Design Engineering Services for the Final Engineering for the Re-Establish Crystal Creek Project

19. Proposal Award - Design Engineering Services for the Highland Avenue and Randall Road Water Main Projects

20. Ordinance waiving the bidding requirements under City Code Section 102-3 and for authorization to enter into an agreement with Invoice Cloud for Online Payment Processing Services

21. Resolution Establishing a Public Arts Commission

22. Proposal Award - Independence Day Fireworks Display

23. Council Inquiries and Requests

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

25. Reconvene to Regular Session

26. Adjourn

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

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver December 3, 2023

Staff Recommendation: Motion to approve Kiwanis Club's application for a Special Event for the McHenry County Santa Run on December 3, 2023, including Street Closure, pursuant to the recommended staff conditions, and waiver of the Police Department chargeback fees ($1,929.18).

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:

The Crystal Lake Kiwanis Club has requested a Special Event Permit for the annual McHenry County Santa Run for Kids. The run will take place in Downtown Crystal Lake on Sunday December 3, 2023.

The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit several local charities, including the Kiwanis Club of Crystal Lake, Turning Point, and Big Brothers Big Sisters. As part of the event, the organizers are requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 10:30 a.m.

The application, event, and request for waiver of Police services are similar to last year's request.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closures, providing the following conditions are met:

1) Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
2) Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage

may be required throughout the 5K and 1-mile race course. The petitioner must meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.

3) Organizers are to contact the Street Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
4) The barricades on Brink Street must be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
5) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
6) All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
7) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. This must be provided by November 1, 2023.
8) A Barricade Borrowing application, and Hold Harmless agreement are on file with the City.
9) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
10) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
11) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
12) Streets are not to be marked with paint or any permanent materials. No items can be located on sidewalks that would block pedestrian access.
13) An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
14) This event will require eight officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 1, 2023 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
15) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
16) All trash must be picked up along the race route, as well as in the downtown area.
17) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
18) A temporary sign permit must be obtained from the Building Division for any signage/banners.
19) No smoking, as well as cooking or open flames, is permitted under the canopies/tents.

Fee Waiver

Since this is a fundraiser for the Kiwanis Club, they are requesting that the Police chargeback fee be waived as it has been in previous years. The estimated cost of Police personnel for the event is approximately $1,929.18.

The applicant has been made aware of these recommended conditions and advised to attend the February 21, 2023 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME McHenry County Santa Run for Kids (5K and 1 mile) - 2023

EVENT LOCATION Throughout the city of Crystal Lake (see Map)

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

☐ Carnival	☐ General use of City-owned property
☐ Circus	☐ Parade
☐ Festival	☐ Outdoor Sales
☐ Filming	☑ Run/Walk Event
☐ Other	

2. General Description/Purpose of the event:

Fundraising event for six charitable youth organization within McHenry County. Registrants run in a Santa Suit, Shirt And or elf outfits along the 5K and 1 mile course

3. Will the event require the use of City-owned property?	☑ Yes	☐ No
4. Is a Site Map/Route Map attached?	☐ Yes	☐ No
5. Is the event an annual/recurring event?	☑ Yes	☐ No
6. Will the event require a public street/sidewalk to be blocked or closed?	☑ Yes	☐ No
7. Will the event require use of a public parking lot?	☑ Yes	☐ No

8. Number of persons scheduled to monitor and work the event: 75

9. Estimated attendance: 650

10. Is a "rain date" proposed? Y ☐ or N ☑ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. ☐ Organization is registered with the State of Illinois as a Non-Profit Organization

12. Name of Event Manager: Trudy Wakeman

13. Contact Information for Event Manager:

Address: 741 Parc Court
Lake in the Hills, Il 60156

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: [redacted] ☐

Cell phone: [redacted] ☐

Email: [redacted] ☐

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: Saturday, Dec 2, 2023

Event: Sunday, Dec 3, 2023

Dismantling: Sunday, Dec 3, 2023

15. Hours of the event:

Set Up: 5:00 a.m.

Event: 9:00 a.m.

Dismantling: 11:00 a.m.

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ☐ Yes* ☑ No

***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ☐ Yes ☑ No

***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? ☐ Yes* ☑ No

If yes, what type of alcoholic beverages will be served?

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☑ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

21. Will food be served or sold at the event? ☑ Yes* ☐ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☑ No

    Description of Products_____

23. Will the event require portable sanitation facilities? ☐ Yes ☑ No

    Name of Company_____
    Address_____
    Phone_____

24. Will the use of electricity be required for the event? ☐ Yes ☑ No

    If yes, please specify the power requirements and plan for provision

    _____

    _____

PUBLIC SAFETY ***Please remember to post the Firearm Concealed Carry Act sign***

25. Does this event require assistance from the Police Department? ☑ Yes ☐ No

26. Does this event require an on-site ambulance? ☐ Yes ☑ No

27. Will the event require sound amplification of any kind? ☑ Yes ☐ No

28. Please state what provisions have been made for first aid and emergency medical services, if any:

Course Marshals along the course will monitor the participants in case of an emergency will contact 911.

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☑ Yes* ☐ No

If yes, please complete the attached Barricade Borrowing Application

30. Will the event require water? ☑ Yes ☐ No

Specify Water Stop will be provided using collers and cups

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☑ Barricade Borrowing Application
- ☐ Certificate of Insurance/Hold Harmless Agreement
- ☐ Raffle License Application
- ☐ Temporary Liquor License Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

T Wakeman — Signature

11-7-22 — Date

Trudy Wakeman — Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No



February 1, 2023

City of Crystal Lake

100 W. Woodstock Street

Crystal Lake, IL 60014

Dear City Council:

On behalf of the McHenry County Century Races Foundation, we are requesting a waiver of Police fees for the Sunday, December 3, 2023 McHenry County Santa Run for Kids. This event has had over 5000 runners and walkers who have participated in the ten years of existence. We anticipate 500+ participants for the 11th Annual event.

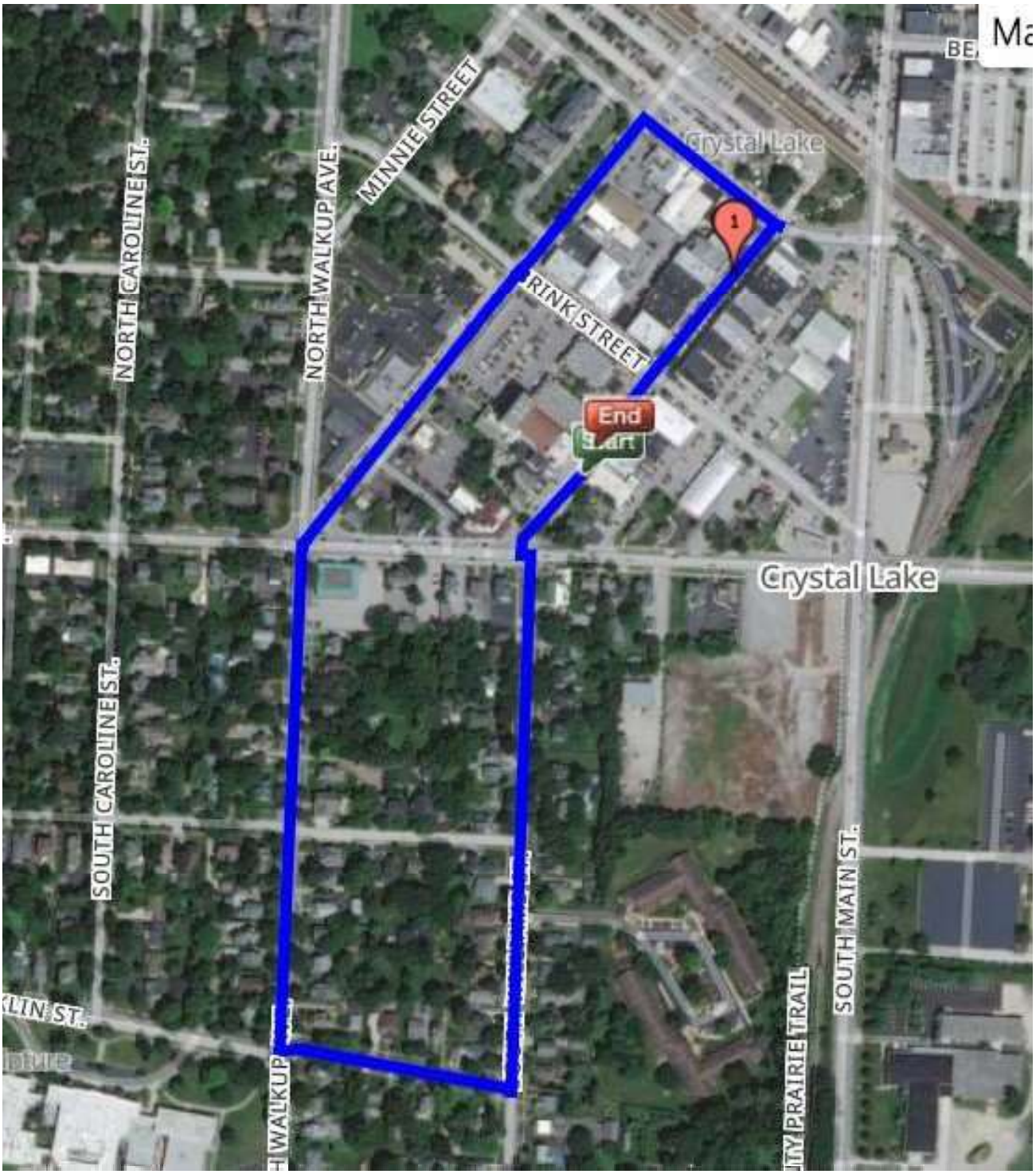
Through the ten years of events, we have raised funds equaling $500,000+ that are distributed to our benefactors. These not-for-profit groups are: Crystal Lake Kiwanis, Girls on the Run, CASA McHenry County, Turning Point, Main Stay, and Big Brother Big Sisters of McHenry County. The success of this event relies on every dollar saved that will then go back to these county wide organizations.

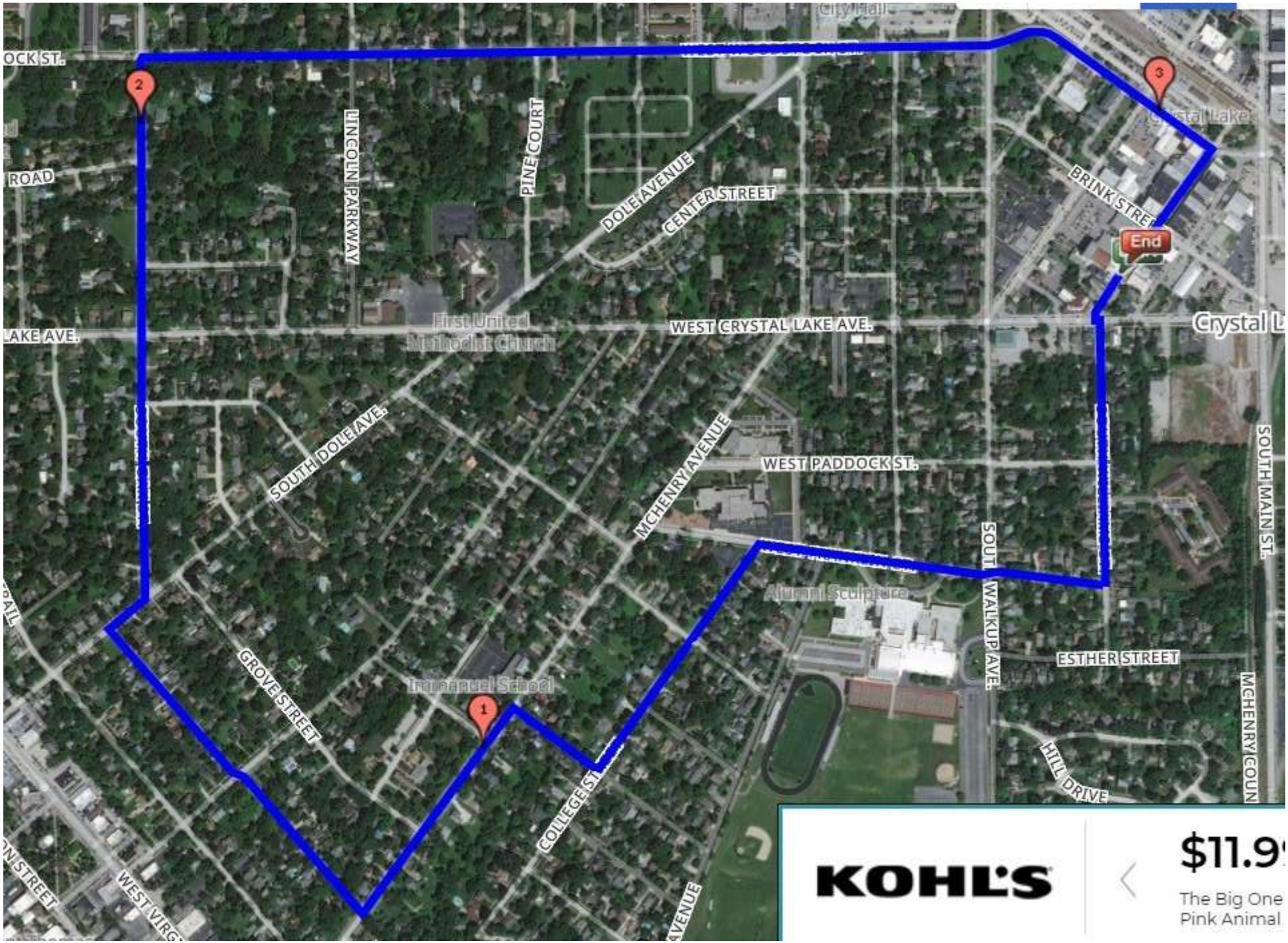
Please consider our request. If you should have any further questions, please don't hesitate to ask by reaching me at [redacted]

Regards,

Trudy Wakeman

Trudy Wakeman, Race Director


Crystal Lake
MINNIE STREET
NORTH CAROLINE ST.
NORTH WALKUP AVE.
RINK STREET
End
Start
1
Crystal Lake
SOUTH CAROLINE ST.
SOUTH MAIN ST.
PRAIRIE TRAIL


OCK ST.
ROAD
LAKE AVE.
LINCOLN PARKWAY
PINE COURT
DOLE AVENUE
CENTER STREET
BRINK STREET
End
First United Methodist Church
WEST CRYSTAL LAKE AVE.
Crystal L
SOUTH DOLE AVE.
MCHENRY AVENUE
WEST PADDOCK ST.
SOUTH MAIN ST.
SOUTH WALKUP AVE.
Alumni Sculpture
ESTHER STREET
GROVE STREET
Immanuel School
COLLEGE ST.
HILL DRIVE
MCHENRY COUN
WEST VIRG
1
2
3
KOHL'S
$11.9
The Big One
Pink Animal

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Half Marathon Special Event request for closing Lake Street (at Main Beach) and Grant Street – September 3, 2023

City Council Discretion: City Council's discretion:
A. Motion to approve the Special Event for the Half Marathon to be held on September 3, 2023 pursuant to the recommended conditions listed below; or
B. Motion to deny the applicant's request.

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:
This is a request to hold a Half Marathon in Crystal Lake and the surrounding communities. The event is planned for Sunday, September 3, 2023. The race will begin at 7:00 AM at Main Beach and finish at approximately 12:00 noon on Grant Street at The Cottage, 6 E. Crystal Lake Avenue. The race will consist of a 13.1-mile run through various roads in Crystal Lake, Lakewood, Lippold Park, and the MCCD bike path.

The organizers are requesting the following:

- The closure of Lake Street in front of Main Beach for the start of the race, and Grant Street between Crystal Lake Avenue and Brink Street for the conclusion of the race.

- Assistance from the Crystal Lake Police Department along the racecourse that is within the City's jurisdiction. The organizer is requesting that the City of Crystal Lake provide police services. The recommended number of Police officers and volunteers for the event have been determined. Volunteers will be stationed along the race course to assist with safety and race direction only.

- Assistance from the Crystal Lake Fire Rescue Department during the race to have an ambulance on standby to assist with any medical emergencies.

The organizers met with Police Department representatives in past years, and as the course is the same, the Police chargeback fee will be approximately $5,699.85. The organizers will provide 50+ volunteers to oversee the route in various locations.

The Fire Rescue Department chargeback fee will be approximately $496.00. This represents a $124.00 per hour fee for a two person crew for a minimum of four (4) hours.

Race organizers are NOT requesting a waiver of the Police and Fire Rescue Department assistance fees. Actual costs will be billed to the organizers after the event.

The organizers must also ensure that the participants are aware of them running with, against, and crossing normal direction of vehicle traffic in various locations on the course.

If the request is approved, the following conditions are recommended:

1) Approval for the Half Marathon is contingent upon approval from other participating jurisdictions. The Village of Lakewood, Crystal Lake Park District, and McHenry County Conservation District are responsible for coordinating public safety services within and adjacent to their corporate boundaries/properties. The event organizers must submit to the City a letter from the agencies stating their approval for the event.
2) The event organizers must provide the City with a site plan for set-up at Main Beach and parking plan for the event for review by City Departments.
3) Items must be not located so as to block sidewalks.
4) Streets are not to be marked with paint or any permanent materials.
5) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on their roadways.
6) The volunteers for both races must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
7) The event organizers must coordinate with the Crystal Lake Police, Fire Rescue, and Public Works Departments regarding assistance during the event. Please contact the Police Department by August 1, 2023, to determine/arrange for police officers for traffic control, lead vehicle, etc.
8) "Race In Progress" signs must be posted a minimum of three days prior to the event.
9) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks. A Barricade Borrowing Application and Hold Harmless agrees are on file with the City.
10) Add cones or other physical separation for the temporary "runners' lane" where directed by the Police Department.
11) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
12) Local traffic access to all roadways must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.

13) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
14) All debris created by the event must be cleaned up during and after the event.
15) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. This must be provided by August 1, 2023.
16) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review and approval.
17) Promotional banners and signage were not included with this request. Any temporary signage/banner requires a Limited Duration sign permit through Community Development Department.
18) In the case of inclement weather, an alternate date can be approved by the City Manager.
19) The organizers of the event must provide 50+ volunteers to oversee several posts throughout the course. A meeting must be conducted with the Police Department one (1) month prior to the event to review the final list of volunteers and their locations.

This event will require 13 staff members (including officers and one supervisor) to be located at various intersections throughout the route. The staff members would not negate the need for the race organizers to staff volunteers of their own for many locations. The Police Department estimates the chargeback fee for the police detail to be approximately $5,699.85.

The applicant has been made aware of these recommended conditions and advised to attend the February 21, 2023 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Half Marathon - 2023

EVENT LOCATION Throughout the city of Crystal Lake (see Map)

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

☐ Carnival	☐ General use of City-owned property
☐ Circus	☐ Parade
☐ Festival	☐ Outdoor Sales
☐ Filming	☑ Run/Walk Event
☐ Other _____	

2. General Description/Purpose of the event:
A community wide 13.1 mile run/walk with start at Main Beach. Traverse through the paths of Lippold Park, travel past th e Dole Mansion, Crystal Lake County Club, towards CLHS, Cross McHenry Ave., Virgian Ave and run on the MCCD bike path, past CLC HS and finish on Grant Street.

3. Will the event require the use of City-owned property? ☑ Yes ☐ No

4. Is a Site Map/Route Map attached? ☐ Yes ☐ No

5. Is the event an annual/recurring event? ☑ Yes ☐ No

6. Will the event require a public street/sidewalk to be blocked or closed? ☑ Yes ☐ No

7. Will the event require use of a public parking lot? ☑ Yes ☐ No

8. Number of persons scheduled to monitor and work the event: 75

9. Estimated attendance: 325

10. Is a "rain date" proposed? Y ☐ or N ☑ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. ☐ Organization is registered with the State of Illinois as a Non-Profit Organization

12. Name of Event Manager: Trudy Wakeman

13. Contact Information for Event Manager:

Address: 741 Parc Court
Lake in the Hills, Il 60156

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: [redacted] ☐

Cell phone: [redacted] ☐

Email: [redacted] ☐

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: Saturday, Sept. 2, 2023

Event: Sunday, Sept. 3, 2023

Dismantling: Sunday, Sept. 3, 2023

15. Hours of the event:

Set Up: 5:00 a.m.

Event: 7:30 a.m.

Dismantling: 12:30 p.m.

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ☐ Yes* ☑ No

***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ☐ Yes ☑ No

***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? ☐ Yes* ☑ No

If yes, what type of alcoholic beverages will be served?

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☑ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

21. Will food be served or sold at the event? ☑ Yes* ☐ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☑ No

    Description of Products_____

23. Will the event require portable sanitation facilities? ☑ Yes ☐ No

    Name of Company LRS Recycles - Contract has yet to be established
    Address_____
    Phone_____

24. Will the use of electricity be required for the event? ☐ Yes ☑ No

    If yes, please specify the power requirements and plan for provision

    _____

    _____

PUBLIC SAFETY *Please remember to post the Firearm Concealed Carry Act sign*

25. Does this event require assistance from the Police Department? ☑ Yes ☐ No

26. Does this event require an on-site ambulance? ☐ Yes ☑ No

27. Will the event require sound amplification of any kind? ☐ Yes ☐ No

28. Please state what provisions have been made for first aid and emergency medical services, if any:

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☑ Yes* ☐ No

If yes, please complete the attached Barricade Borrowing Application

30. Will the event require water? ☑ Yes ☐ No

Specify Water Stops will be provided using collers and cups

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☑ Barricade Borrowing Application
- ☐ Certificate of Insurance/Hold Harmless Agreement
- ☐ Raffle License Application
- ☐ Temporary Liquor License Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

T Wakeman
Signature

11/7/22
Date

Trudy Wakeman
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No


Lippold Park
Acres Park
N Virginia St
W Crystal Lake Ave
E Crystal Lake Ave
Crystal Lake
Lake Ave
West Virginia St
McHenry Ave
Village of
Lakewood
Huntley Rd
Berkshire Dr
Three Oaks
Recreation Area
Pingree Rd
Pyott Rd
S Virginia Rd
F
S
1
2
3
4
5
6
7
8
9
10
11
12
13
14
176

Turn by Turn

Start on Lake Ave – West of Country Club – where concrete and grass meet

RIGHT – Essex Lane

LEFT – Sunset Drive

RIGHT - Lake Ave

RIGHT Edgewater Drive

LEFT Gardina Vista

RIGHT – Heather

RIGHT – Thornwood Lane

LEFT – Into Lippold Park

LEFT – Onto first path in Lippold – Stay left the whole time

LEFT – Onto main path

RIGHT – East End Street

LEFT – North Shore Drive

RIGHT – Oak Street

STRAIGHT – between paths cut-through onto Woodland Drive

RIGHT – Lakeshore Drive

LEFT – Leonard Parkway

RIGHT – Dole Avenue

LEFT – Country Club Drive

Straight onto bike path by Golf Road

RIGHT - off the bike path onto Country Club Road.

LEFT - Country Club Road

RIGHT – Wedgewood Drive

RIGHT – Blue Mound Drive

LEFT – Barlina Rd

RIGHT – Golf Course Road

LEFT- Concord

RIGHT – Windsor Drive

LEFT – Dartmoor Drive

LEFT – Abbington Drive

RIGHT – Surrey Lane

LEFT – Canterbury Dr.

RIGHT – Berkshire Drive

LEFT – Eastgate to Bike Path

RIGHT – into parking lot

LEFT – onto bike path

RIGHT – Ester Street

RIGHT – Walkup

LEFT- Franklin

LEFT – Wallace Ave

RIGHT – South Street

RIGHT – College Street

RIGHT – Franklin

LEFT – Behind Hussmann School

RIGHT – Paddock St.

LEFT – Walkup

FINISH – Grant Street

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678 – Saturday, March 4, 2023

Staff Recommendation: Motion to approve issuance of a Class 16 Temporary Liquor License to the St. Elizabeth Ann Seton Knights of Columbus Council #10678 , pursuant to the recommended staff conditions.

Staff Contact: Nick Hammonds, Assistant City Manager

Background:
The City has received a request from the St. Elizabeth Ann Seton Knights of Columbus Council #10678 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their Irishfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, March 4, 2023 from 5:00 p.m. to 11:00 p.m.

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

The Council has approved this event in the past and other temporary liquor license requests for the St. Elizabeth Ann Seton Knights of Columbus Council #10678.

City staff has reviewed the petitioner's request and does not have concerns, providing the following condition is met:

- Proof of Liquor Liability Insurance provided prior to the event.

Votes Required to Pass:
Simple majority

St. Elizabeth Ann Seton
Knights of Columbus Council 10678
1023 McHenry Avenue
Crystal Lake, IL 60014

February 6, 2023

City of Crystal Lake
100 W. Municipal Street
Crystal Lake, IL 60014
Attn: City Council

Mayor Haleblian and Council Members;

We are writing to request approval for a Class 16 temporary liquor license for our Irishfest celebration, which will be held on Saturday, March 4, 2023, at St. Elizabeth Ann Seton's Community Center on McHenry Avenue in Crystal Lake. Our plans include dinner, music, Irish dancers, and a 50/50 raffle (this license is being applied for as well).

The proceeds from this event will be used to fund the many charitable activities of the Knights. Annually, the Council donates over 70% of its revenue to a variety of deserving charitable and religious organizations. Some of our larger gifts have gone to our parish's upkeep and beautification, seminarian support, the St. Vincent De Paul Conference and the Crystal Lake Food Pantry.

Members of the Knights of Columbus Council #10678 have volunteered to handle the sale of beer and wine, as well as security, emergency medical, and taxi services, if needed. Wristbands will be used to designate those whose identification shows them to be at least 21 years of age. The Knights have worked in this capacity at several other functions and are confident they will be responsible stewards in this area of the benefit.

Thank you for your time in considering our request. Please do not hesitate to contact us for any further information you may need.

Sincerely,

Kevin M. Campbell

Kevin Campbell – Past Grand Knight and Chairman

[redacted]



St. Elizabeth Ann Seton Catholic Church

1023 McHenry Avenue

Crystal Lake, Illinois 60014

"The first end I propose in our daily work is to do the will of God;
secondly, to do it in the manner He wills it; and thirdly to do it because it is His will."
Quote from St. Elizabeth Ann Seton

February 2, 2023

City of Crystal Lake
100 W. Municipal Street
Crystal Lake, IL 60014
Attn: City Council

Re: Knights of Columbus Temporary Liquor License Application

To whom it may concern:

St Elizabeth Ann Seton Parish has given permission to the Knights of Columbus Council #10678 to hold an Irish Fest in its Community Center on the evening of March 4, 2023. The Knights have requested and have been given conditional approval to sell beer and wine between the hours of 5:00 pm and 11:00 pm on March 4, 2023. The K of C will be responsible for obtaining liability insurance for this event, as well as a Class 16 temporary liquor license, before receiving final permission.

Sincerely,

Fr. Keith D. Romke

Reverend Fr. Keith Romke
Pastor

Phone: 815-459-3033 Fax: 815-459-3040

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

The undersigned hereby makes application for a license for the sale at retail of beer and wine under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name St. Elizabeth Ann Seton K of C Council 10678
(Must be not-for-profit organization)

Address 1023 S. McHenry Ave Phone Number [redacted]

2. Location where beer and wine will be sold:
Church Hall - 1023 S McHenry Ave Crystal Lake 60014

3. Dates of the event (**not to exceed three (3) days**): March 4, 2023

4. Hours of operation: 5:00 - 10:30 pm

5. Describe the type of crowd and traffic control licensee will utilize. Parishoners and Guests
Bar will be located in a small, easily surveilled area.

6. Describe plan for refuse pickup. We will use the church's dumpsters
K of Cs will clean facilities immediately after events

7. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
See Attached

8. **Please attach the following to your application:**
- ☑ **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
- ☐ **Proof of liquor liability insurance**
- ☑ **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer and wine on the property during the time requested.**
- ☑ **Site plan of area where beer and wine will be sold.**
- ☑ **Letter to the Mayor and City Council requesting approval of the issuance of a Class "16" Temporary Liquor License to applicant.**

/s/ Mark Bruglera 2/12/23
Signature of President Date

Steve Scott 2/12/23
Signature of Secretary Date

Both application and affidavit must be signed by the President and Secretary of the not-for-profit organization.

AFFIDAVIT

STATE OF ILLINOIS)
COUNTY OF MCHENRY)

We swear that we will not violate any of the Ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of our knowledge and belief.

Mark Kuyper
Signature of President

Steve Scott
Signature of Secretary

Subscribed and sworn to before me this 12
day of February, 2023.

Diane M. Schiffer
Notary Public

OFFICIAL SEAL
DIANE M SCHIFFER
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 04/13/2026

Knights of Columbus
Council #10678
1023 S. McHenry Avenue
Crystal Lake, IL 60014

2023 Irrshfest– Bar Staff

Mike Scronce
2956 Talaga Drive
Algonquin, IL 60102

Kevin Campbell
11 Steiner Court
Algonquin, IL 60102

Jim McCarthy
1381 Lucerne Drive
Crystal Lake, IL 60014

James MacKenzie
988 Alexandria Blvd
Crystal Lake, IL 60014

Greg Squiers
1713 Hartford Lane
Crystal Lake, IL 60014

Jerry Ward
400 Adare Dr
Cary, IL 60013-1500

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Lockton Affinity, LLC	
Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	PHONE (A/C, No, Ext): 800-496-0288	FAX (A/C, No): 913-652-7599
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : United States Liability Insurance Co.	25895
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Knights of Columbus Council #10678
1023 S McHenry Avenue
Crystal Lake, IL 60014

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		SE1067754	03/04/2023	03/06/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100000
							MED EXP (Any one person)	$ 1000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ Included
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Liquor Liability			SE1067754	03/04/2023	03/06/2023	Occurrence	$1,000,000
							Aggregate	$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

2981376

The City of Crystal Lake
100 West Woodstock Street
Crystal Lake, IL 60014

CANCELLATION

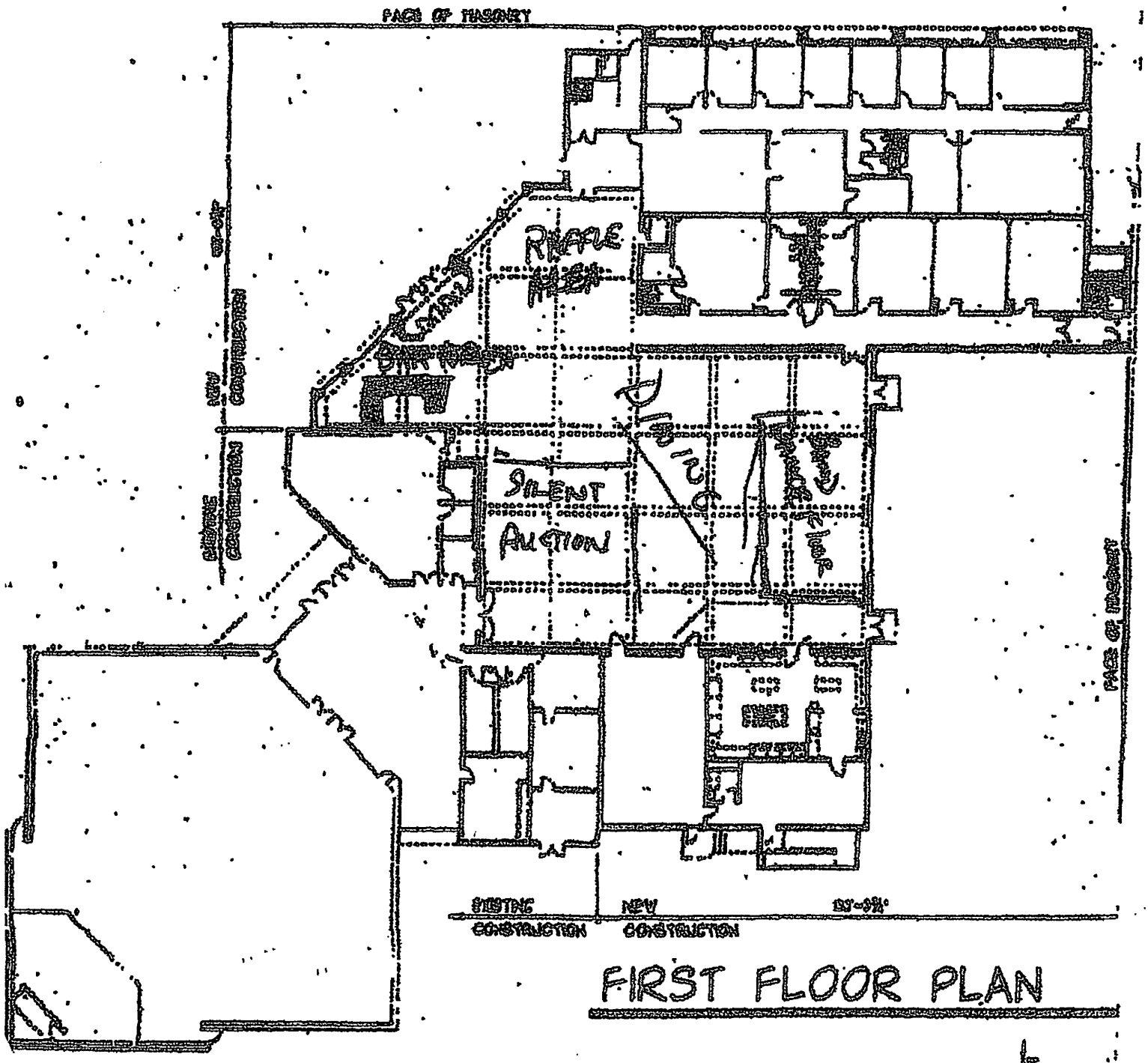
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Patti D. Hamer

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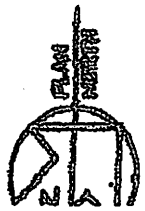
CONSTRUCTION · CONSTRUCTION

SECOND FLOOR PLAN



FIRST FLOOR PLAN

OVERALL FLOOR PLANS



Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Annual Allocation of State Motor Fuel Tax (MFT) Funds

Staff Recommendation: Motion to adopt a Resolution appropriating $1,278,000 in MFT funds

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

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Background:
The City uses Motor Fuel Tax (MFT) funds to fund a portion of general roadway maintenance activities such as traffic signal/street light maintenance and repairs, snow-fighting material purchases, and resurfacing. The State of Illinois collects a tax on motor fuels and then distributes a portion of that tax to municipalities based on population. The use of MFT funds is regulated by the State of Illinois through the Illinois Department of Transportation (IDOT). IDOT requires the City to formally appropriate MFT funds through a City Council resolution for these purposes annually. These appropriations are then reflected in the annual budget.

Traffic Signal and Street Light Maintenance (Total $170,000)
The City maintains traffic signals for intersections under City jurisdiction, as well as certain intersections along IDOT routes per agreements between the City and IDOT. The City is responsible for the maintenance of 33 signalized intersections. For this maintenance period, City staff estimates that traffic signal maintenance and repairs will cost $110,000. An additional $5,000 is appropriated for the City's share of traffic signal maintenance costs on intersections maintained exclusively by IDOT on Route 31 (funds to be paid to IDOT).

The City maintains street lights along public streets in the downtown, the Virginia Street Corridor (Carpenter Street to Coventry Lane), and US Route 14 from Coventry Lane east to Exchange Drive. Staff estimates that $55,000 will be needed for MFT-funded street light maintenance and repairs.

Snow-Fighting Materials (Total $733,000)
The Public Works Department estimates that it will spend $733,000 on snow-fighting material purchases in the next fiscal year. This is the same amount as budgeted for last year. The $733,000

includes road salt, liquid calcium chloride, liquid de-icing mixture (organic and inorganic), and bag salt for sidewalks.

Annual Resurfacing Program (Total $375,000)
A portion of the City's annual resurfacing program will be paid utilizing MFT funds. The total MFT amount for the 2023 resurfacing program is proposed at $375,000.

Total estimated expenditures are $1,278,000. Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

Votes Required to Pass:
Simple majority vote

Illinois Department of Transportation

Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
1	McHenry		Original	24-00000-00-GM

BE IT RESOLVED, by the Council (Governing Body Type) of the City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) Illinois that there is hereby appropriated the sum of _____

one million two hundred seventy-eight thousand Dollars ($1,278,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

05/01/23 (Beginning Date) to 04/30/24 (Ending Date).

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I _____ (Name of Clerk) City (Local Public Agency Type) Clerk in and for said City (Local Public Agency Type)

of Crystal Lake (Name of Local Public Agency) in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council (Governing Body Type) of Crystal Lake (Name of Local Public Agency) at a meeting held on 02/21/23 (Date).

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ (Day) day of _____ (Month, Year).

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Draft

Illinois Department of Transportation

Local Public Agency General Maintenance

Estimate of Maintenance Costs

Submittal Type: Original

District	Estimate of Cost for	Local Public Agency	County	Section Number	Maintenance Period Beginning	Ending
1	Municipality	Crystal Lake	McHenry	24-00000-00-GM	05/01/23	04/30/24

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Traffic Signal Maintenance	IIB	No	Maintenance	LS	1	$75,000.00	$75,000.00	$75,000.00
		No	Emergency Repairs	LS	1	$35,000.00	$35,000.00	$35,000.00
Street Light Maintenance	IIB	No	Maintenance	LS	1	$30,000.00	$30,000.00	$30,000.00
		No	Emergency Repairs	LS	1	$25,000.00	$25,000.00	$25,000.00
Snow & Ice Control	III	No	Salt	TON	6,000	$100.00	$600,000.00	$600,000.00
	IIB	No	Sidewalk Salt	LB	10,000	$0.80	$8,000.00	$8,000.00
	IIB	No	Liquid CaCl	Gal	50,000	$1.00	$50,000.00	$50,000.00
	IIB	No	Super Mix	Gal	75,000	$1.00	$75,000.00	$75,000.00
Traffic Signal Maintenance - State	IIA	No	Maintenance	LS	1	$5,000.00	$5,000.00	$5,000.00
Resurfacing	IV	No	Maintenance	LS	1	$375,000.00	$375,000.00	$375,000.00
							Total Operation Cost	$1,278,000.00

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor	$0.00	$0.00	$0.00	$0.00
Local Public Agency Equipment	$0.00	$0.00	$0.00	$0.00
Materials/Contracts(Non Bid Items)	$605,000.00	$0.00	$0.00	$605,000.00
Materials/Deliver & Install/Materials Quotations (Bid Items)	$8,000.00	$0.00	$0.00	$8,000.00
Formal Contract (Bid Items)	$665,000.00	$0.00	$0.00	$665,000.00
Maintenance Total	$1,278,000.00	$0.00	$0.00	$1,278,000.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering	$0.00	$0.00	$0.00	$0.00
Engineering Inspection	$0.00	$0.00	$0.00	$0.00
Material Testing	$0.00	$0.00	$0.00	$0.00
Advertising	$0.00	$0.00	$0.00	$0.00
Bridge Inspection Engineering	$0.00	$0.00	$0.00	$0.00
Maintenance Engineering Total	$0.00	$0.00	$0.00	$0.00
Total Estimated Maintenance	$1,278,000.00	$0.00	$0.00	$1,278,000.00

Remarks

Draft

Estimate of Maintenance Costs

Submittal Type: Original

Local Public Agency	County	Section	Maintenance Period Beginning	Ending
Crystal Lake	McHenry	24-00000-00-GM	05/01/23	04/30/24

SUBMITTED

Local Public Agency Official Signature & Date

Title: Director of Public Works & Engineering

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Draft

Agenda Item No: 9e

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Designation and Disposal of Surplus Property

Staff Recommendation: Motion to Adopt a Resolution designating the Police Department's Records Division file carousel as surplus and to be disposed of as scrap metal.

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

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Background:

The Police Department is in the process of replacing their existing file carousel. The existing file carousel has reached the end of its useful life and replacement parts are no longer available. In order to keep it operating, Public Works personnel have made alterations and other modifications in lieu of available replacement parts.

The carousel is a large piece of equipment and was assembled inside of the room. Disassembling, labeling the parts and then reassembling the carousel for auction would require a significant amount of staff time. Its current condition would not, in staff's opinion, result in any auction value above scrap metal prices. Designating the Records Division file carousel as surplus with authorization to scrap will allow City staff the ability to efficiently remove the equipment in order to make space for the installation of the new equipment.

Recommendation:

It is the recommendation of Staff to designate the Police Department Records Division file carousel as surplus and authorize the equipment to be scrapped in accordance with City practice.

Votes Required to Pass:

Simple majority.

RESOLUTION

WHEREAS the Police Department's Records Division file carousel has reached the end of its useful life and repair parts are no longer available; and

WHEREAS the lack of replacement parts and difficulty dissembling and reassembling the carousel is disproportionate to its salvage value.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the Police Department's Records Division file carousel is hereby designated as surplus; and

BE IT FURTHER RESOLVED that the file carousel shall be scrapped in accordance with City practice.

DATED this 21st day of February, 2023.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Simplified Residential Variations from:

1. Article 7-300 to allow the expansion of a non-conforming structure by increase in volume of the nonconformity; and,

2. Article 3-200 to allow a 9.12-foot interior side yard setback, a variation of 2.88 feet from the 12-foot minimum side yard setback for a second story addition; and,

3. Article 3-200 to allow a 28.2-foot front yard setback, a variation of 1.8 feet from the 30-foot minimum front yard setback, for a balcony addition

Petitioner: Dan Johnson and Laura Dzielski-Johnson, petitioners
583 Lake Avenue

PZC Recommendation: To approve the Planning & Zoning Commission (PZC) recommendation and adopt an Ordinance granting variations for a second story and covered balcony at 583 Lake Avenue.

Staff Contact: Kathryn Cowlin, Director of Community Development
Katie Rivard, Assistant City Planner

Background:

- Request: The petitioners are requesting variations to increase the volume of a nonconforming structure with the addition of a second story, which encroaches 2.88 feet into the required 12-foot side yard setback, and a variation for a covered balcony addition, which encroaches 1.8 feet into the required 30-foot front yard setback.

- Land Use: The Comprehensive Land Use map shows the area as Urban Residential, which is an appropriate land use designation.

- Zoning: The site is zoned R-1 Single-Family Residential. Single-family residential is permitted in the R-1 zoning district.

- The principal structure is existing nonconforming as it has a side yard setback of 9.12 feet instead of the minimum required 12 feet. The request includes a second story addition above the existing garage, which increases the volume of nonconformity.

- The covered balcony addition will be off the main level and encroaches 1.8 feet into the required 30-foot setback.

- The required and proposed principal structure setbacks are shown below.

	R-1 Requirement	Principal Structure Proposed Setbacks
Front Yard Setback	30 feet	**28.2 feet (balcony addition)**
Interior Side Yard Setback	12 feet	**9.12 feet (second-story addition)**
Combined Side Yard Setbacks	20 feet	17.93 feet (no change - existing non-conforming)
Rear Yard Setback	20 feet	>60 feet

PZC Highlights:

- The petitioners' architect explained the justifications for the variation requests. He noted the lot width and house placement on the lot contributed to the hardship. He noted the proposed improvements will blend in with the existing two-story homes in the neighborhood. He explained they are not extending, but building up. The homeowner stated they want to increase their livable space, and they will not block any sight lines.

- The PZC was supportive of the requests and their investment in the community.

- The PZC found that the Findings of Fact had been met.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Johnson, dated 01/06/23, received 01/09/2023)
   B. Floor Plans (Hess Architects, received 01/09/2023)
   C. Elevations (Hess Architects, received 01/09/2023)

2. The petitioners shall address all of the review comments and requirements of the Community Development and Public Works and Engineering Departments.

Votes Required to Pass: A simple majority.

Acknowledgement Form

Regarding the Variations at 583 Lake Avenue. Please check one of the choices and sign below.

☒ I hereby acknowledge that I have read, understand, and agree to the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable).

☐ I hereby acknowledge that I have read, understand, and agree to most of the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable) but have concerns with the following items:

_____

_____

Petitioner's Name: _____ Date: 2/3/2023
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Johnson, dated 01/06/23, received 01/09/2023)
   B. Floor Plans (Hess Architects, received 01/09/2023)
   C. Elevations (Hess Architects, received 01/09/2023)

2. The petitioners shall address all of the review comments and requirements of the Community Development and Public Works and Engineering Departments.

PIQ Map
583 Lake Avenue



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING SIMPLIFIED RESIDENTIAL VARIATIONS AT 583 LAKE AVENUE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2023-002) before the Crystal Lake Planning and Zoning Commission, the Petitioners have requested Variations from Article 7 Section 7-300 allowing the expansion of a non-conforming structure by increase in volume of the nonconformity, Article 3 Section 3-200 to allow a 9.12-foot interior side yard setback, a variation of 2.88 feet from the 12-foot minimum side yard setback for a second story addition, and Article 3 Section 3-200 to allow a 28.2-foot front yard setback, a variation of 1.8 feet from the 30-foot minimum front yard setback for a covered balcony addition at 583 Lake Avenue; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 13, 2023 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 1, 2023 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed variations; and

WHEREAS, on February 1, 2023, 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 Variations be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variations 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 Variations from Article 7 Section 7-300 allowing the expansion of a non-conforming structure by increase in volume of the nonconformity, Article 3 Section 3-200 to allow a 9.12-foot interior side yard setback, a variation of 2.88 feet from the 12-foot minimum side yard setback for a second story addition, and Article 3 Section 3-200 to allow a 28.2-foot front yard setback, a variation of 1.8 feet from the 30-foot minimum front yard setback for a covered balcony addition for the property commonly known as 583 Lake Avenue (19-06-403-005), Crystal Lake, Illinois is hereby approved.

Draft

Section II: Said Variations are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Johnson, dated 01/06/23, received 01/09/2023)
   B. Floor Plans (Hess Architects, received 01/09/2023)
   C. Elevations (Hess Architects, received 01/09/2023)

2. The petitioners shall address all of the review comments and requirements of the Community Development and Public Works and Engineering 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 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 21st day of February, 2023.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, MAYOR

SEAL

ATTEST:

Nick Kachiroubas, CITY CLERK

Passed: February 21, 2023
Approved: February 21, 2023

Draft

#2023-00002
583 Lake Avenue – Simplified Residential Variation
Project Review for Planning and Zoning Commission

Meeting Date: February 1, 2023

Requests: Simplified Residential Variations from:

1. Article 7-300 to allow the expansion of a non-conforming structure by increase in volume of the nonconformity; and,

2. Article 3-200 to allow a 9.12-foot interior side yard setback, a variation of 2.88 feet from the 12-foot minimum side yard setback for a second story addition; and,

3. Article 3-200 to allow a 28.2-foot front yard setback, a variation of 1.8 feet from the 30-foot minimum front yard setback, for a balcony addition.

Location: 583 Lake Avenue

Acreage: Approximately 10,436 square feet

Existing Zoning: R-1 – Single-Family Residential

Surrounding Properties:
North: RE – Residential Estate
South: R-1 – Single-Family Residential
East: R-1 – Single-Family Residential
West: RE – Residential Estate and R-1 – Single-Family Residential

Staff Contact: Katie Rivard (815.356.3612)

Background:

- The subject property is currently improved with a single-family residence.

- The principal structure is existing nonconforming as it has an interior side yard setback of 9.12 feet instead of the minimum required 12 feet.

Development Analysis:

General:

- Request: The petitioners are requesting variations to construct a second story addition above the existing garage and a balcony addition off of the main floor on the front of the principal structure.
- Land Use: The Comprehensive Land Use map shows the area as Urban Residential, which is an appropriate land use designation.
- Zoning: The site is zoned R-1 Single-Family Residential. Single-family residential is permitted in the R-1 zoning district.

Request Overview:

- The second story addition would follow the existing footprint of the principal structure, which has an existing nonconforming side yard setback of 9.12 feet instead of the minimum required 12 feet. As a result, this increases the volume of the nonconformity.
- The Unified Development Ordinance does permit the enlargement or structural alterations of an existing nonconforming building or structure in the appropriate zoning district, provided that the enlargement or alteration does not increase the nonconformity.
- The balcony addition would be at the front of the principal structure and would be setback 28.2 feet from the front property line instead of the required 30-foot front yard setback.
- The required and proposed principal structure setbacks are shown below.

	R-1 Requirement	**Principal Structure Proposed Setbacks**
Front Yard Setback	30 feet	**28.2 feet (balcony addition)**
Interior Side Yard Setback	12 feet	**9.12 feet (second-story addition)**
Combined Side Yard Setbacks	20 feet	17.93 feet (no change - existing non-conforming)
Rear Yard Setback	20 feet	>60 feet

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future single-family residential uses. The following goal is applicable to this request:

Land Use - Residential

Goal: Encourage a diversity of high quality housing in appropriate locations throughout the city that supports a variety of lifestyles and invigorates community character.

This can be accomplished with the following supporting action:

Supporting Action: Preserve and enhance the character and livability of existing residential area with architectural and development guidelines. Promote safe, clean and well-maintained housing by encouraging regular repair and maintenance of housing.

Findings of Fact:

ZONING ORDINANCE VARIATION

The petitioner is requesting a variation from Article 7-300 to allow the expansion of a non-conforming structure by increase in volume of the nonconformity, and variations from Article 3-200 to allow a 9.12-foot interior side yard setback, a variation of 2.88 feet from the minimum 12-foot interior side yard setback for a second story addition and 28.2-foot front yard setback, a variation of 1.8 feet from the 30-foot minimum front yard setback for a second story balcony addition. The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

When evidence in a specific case shows conclusively that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship because:

a. The plight of the property owner is due to unique circumstances, such as, unusual surroundings or conditions of the property involved, or by reason of exceptional narrowness, shallowness or shape of a zoning lot, or because of unique topography, or underground conditions.

   ☒ *Meets* ☐ *Does not meet*

b. Also, that the variation, if granted, will not alter the essential character of the locality.

   ☒ *Meets* ☐ *Does not meet*

For the purposes of supplementing the above standards, the Commission may take into consideration the extent to which the following facts favorable to the application have been established by the evidence presented at the public hearing:

a. That the conditions upon which the application for variation is based would not be applicable generally to other property within the same zoning classification;

☒ *Meets* ☐ *Does not meet*

b. That the alleged difficulty or hardship has not been created by any person presently having interest in the property;

☒ *Meets* ☐ *Does not meet*

c. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or

☒ *Meets* ☐ *Does not meet*

d. That the proposed variation will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety.

☒ *Meets* ☐ *Does not meet*

Where the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation be denied.

Recommended Conditions:

If a motion to recommend approval of the petitioners' request is made, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Johnson, dated 01/06/23, received 01/09/2023)
   B. Floor Plans (Hess Architects, received 01/09/2023)
   C. Elevations (Hess Architects, received 01/09/2023)

2. The petitioners shall address all of the review comments and requirements of the Community Development and Public Works and Engineering Departments.

City of Crystal Lake
Development Application
Ownership Sign-off Acknowledgement Form

The following information is related to a development application. As the owner of the property in question, I (we) acknowledge that the information provided in the submittal was reviewed and approved.

Owner Information

Name: DAN Johnson & Laura Dzielski-Johnson

Address: 583 Lake Ave, Crystal Lake, IL 60014

Phone:

E-mail:

Project Name & Description: Second floor addition above the existing garage area, and remodeling of the existing first floor spaces. The only addition to existing footprint will be two piers for new balcony.

Project Address/Location: 583 Lake Ave, Crystal Lake, IL 60014

Signature

Dan Johnson 1/6/2023

Owner: Print and Sign name Date

NOTE: If the property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, FEBRUARY 1, 2023
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

The meeting was called to order by Mr. Greenman at 7:00 p.m.

CALL TO ORDER

On roll call, members Greenman, Repholz, Skluzacek, Smith, and Teetsov were present. Mr. Gronow was absent. It was noted that Mr. Atkinson resigned from the Commission.

Elizabeth Maxwell, City Planner was present from Staff.

Mr. Greenman said this meeting is being recorded for broadcast and future playback on the City's cable channel. He led the group in the Pledge of Allegiance.

APPROVE MINUTES OF THE JANUARY 18, 2023 PLANNING AND ZONING COMMISSION MEETING

Mr. Skluzacek moved to approve the minutes from the January 18, 2023 regular Planning and Zoning Commission meeting. Mr. Smith seconded the motion. On roll call, members Greenman, Repholz, Skluzacek, Smith and Teetsov voted aye. Motion passed.

2022-250 – 952 MCHENRY AVENUE – OASIS SENIOR NURSING HOME – SPECIAL USE PERMIT AND VARIATIONS

Request for a continuation to the March 1, 2023 meeting.

Ms. Repholz moved to continue the request to the March 1, 2023 meeting. Ms. Teetsov seconded the motion. On voice vote all members voted aye.

2022-254 – 850 E. TERRA COTTA AVENUE – LAKESIDE HEALING ARTS BOUTIQUE MASSAGE – SPECIAL USE PERMIT

Request for a continuation to the March 1, 2023 meeting.

Ms. Teetsov moved to continue the request to the March 1, 2023 meeting. Mr. Skluzacek seconded the motion. On voice vote all members voted aye.

2023-02 – 583 LAKE AVENUE – SIMPLIFIED RESIDENTIAL VARIATION

Request for variations to allow a covered deck to encroach 1.8 feet into the required 30-foot setback and increase the volume of a non-conforming structure with a second story, which encroaches 2.88 feet into the required 12-foot side yard setback.

Mrs. Laura Johnson and Mr. Dan Johnson, property owners and Mr. James Hess, architect were present to represent the petition. Mr. Hess explained the additions to the house in the front and the second story which impacted the setbacks so they needed the variations. Mr. Greenman asked the petitioners to explain the hardship and asked staff to provide some examples. Mr. Hess said the hardship related to the lot width and the house placement on the lot. He also noted the character of the area with many two story homes and this will blend in. They are not extending into the setback, only building up. Mrs. Johnson said they want to expand their usable footprint. Mr. Johnson said they will not be blocking any sight lines.

Mr. Greenman opened the public hearing. There being no one wishing to speak, he closed the public hearing.

Staff summarized the request noting the location of the encroachments and the current R-1 setbacks.

Mr. Skluzacek was supportive of the request.

Mr. Smith said he is in favor of the investment in the community. He does note this is an odd-shaped lot.

Ms. Teetsov appreciated the detailed plans. She asked if the windows on the addition could be more appropriately sized to match the existing windows of the house. Mr. Hess said he will look into that.

Ms. Repholz said this request is perfectly suited for this area. She did not see a true hardship for the encroachment into the setback.

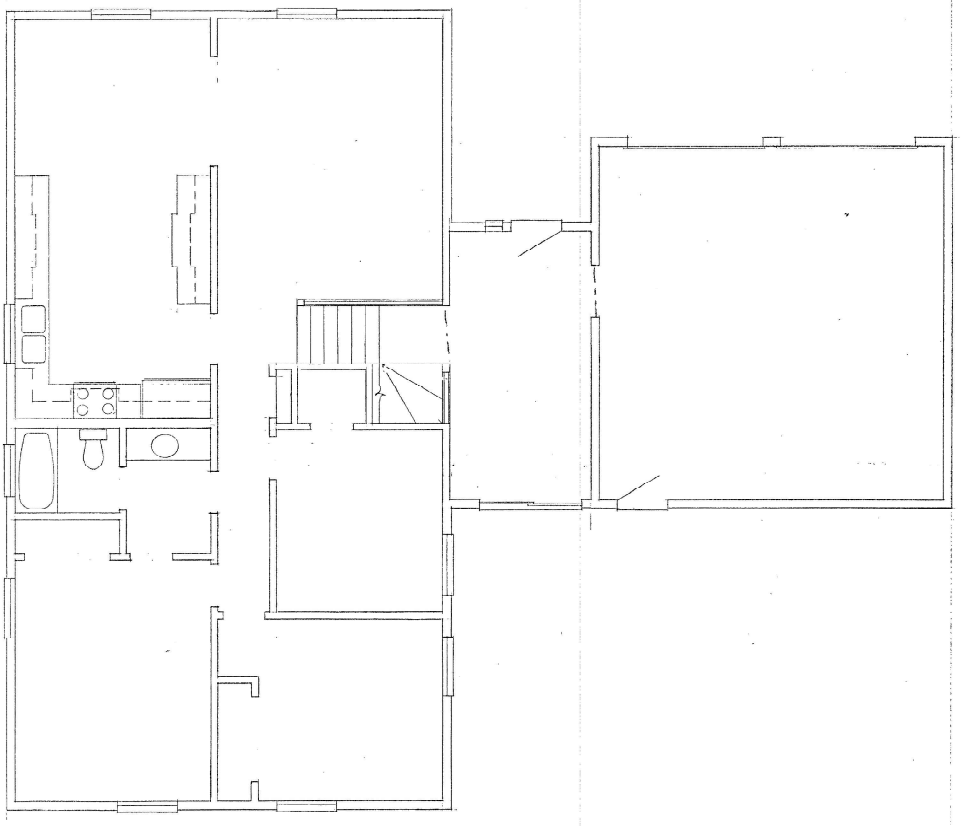
Mr. Greenman also appreciates the investment into the property. He noted the petitioner meets the Findings of Fact.

Ms. Repholz made a motion to approve 2023-02 the simplified residential variations for the encroachment into the front yard and side yard setbacks with the following staff conditions:

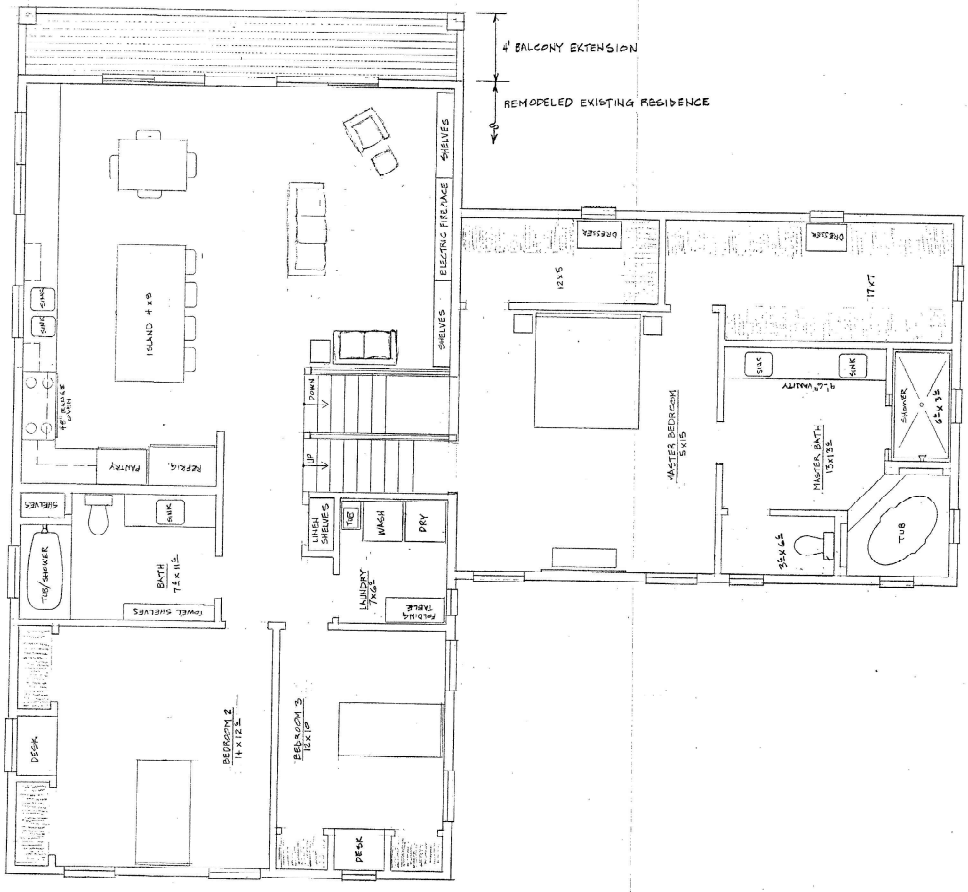
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   B. Floor Plans (Hess Architects, received 01/09/2023)
   C. Elevations (Hess Architects, received 01/09/2023)

2. The petitioners shall address all of the review comments and requirements of the Community Development and Public Works and Engineering Departments.

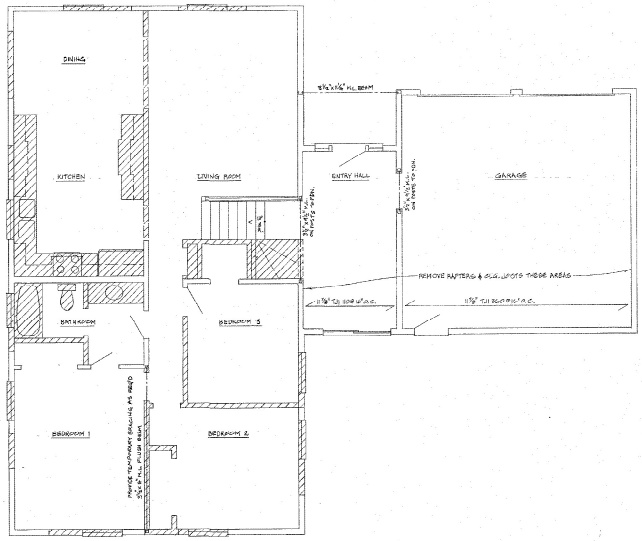
Mr. Skluzacek seconded the motion. On roll call Members Greenman, Repholz, Skluzacek, Smith and Teetsov voted aye. Motion passed 5-0.



EXISTING CONDITIONS, JOHNSON RESIDENCE, 583 LAKE AVENUE, CRYSTAL LAKE, ILLINOIS, DECEMBER 2022

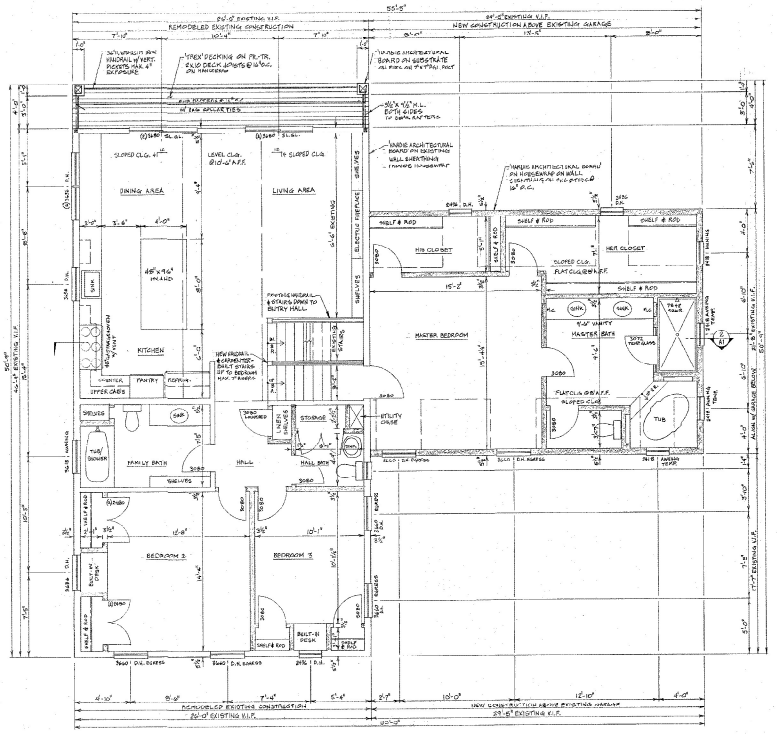


PROPOSED REMODELING AND ADDITION PLAN, JOHNSON RESIDENCE, 583 LAKE AVENUE, CRYSTAL LAKE, ILLINOIS. DECEMBER 2022. HESS ARCHITECTS



NOTES: 1. SHADED AREAS INDICATE STUD WALLS, WINDOWS, CABINETS, FIXTURES AND APPLIANCES TO BE REMOVED.
2. REMOVE ALL EXTERIOR SIDING AND MATERIALS FOR NEW "HARDIE ARCHITECTURAL BOARD".

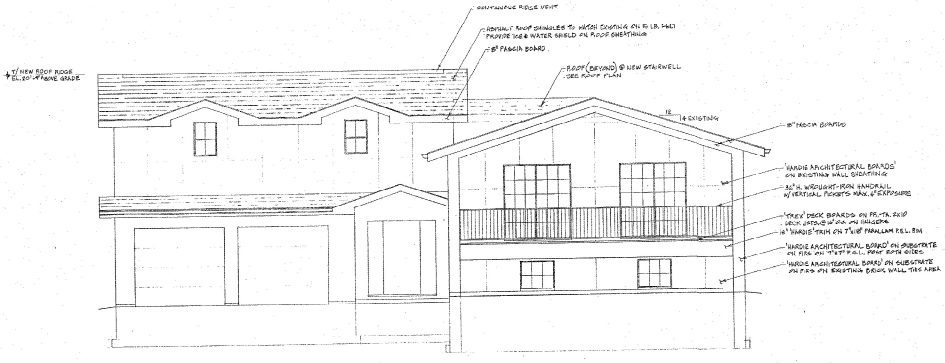
1 / A3 EXISTING CONDITIONS/DEMOLITION PLAN
SCALE: 1/4"=1'-0"


REMODELED EXISTING CONSTRUCTION
NEW CONSTRUCTION ABOVE EXISTING GARAGE
LIVING AREA
DINING AREA
KITCHEN
MASTER BEDROOM
MASTER BATH
HIS CLOSET
HER CLOSET
FAMILY BATH
BEDROOM 2
BEDROOM 3
HALL
STORAGE
UTILITY CHASE
FLAT CEILING
SLOPED CEILING
SHELF & ROD
BUILT-IN DESK
HARDIE ARCHITECTURAL BOARD ON SUBSTRATE
HARDIE ARCHITECTURAL BOARD ON SUBSTRATE WALL SHEATHING
TRIMMING THROUGHOUT
HARDIE ARCHITECTURAL BOARD ON HORIZONTAL WALL FURRING ON WALL SHEATHING
NEW FURRING & GYPSUM BOARD SOFFIT DOWN TO BEDROOM WALL TO REMAIN
REMOVE EXISTING FIREPLACE
REMOVE EXISTING STAIRS
NEW OPENING IN EXISTING WALL
NEW WINDOW
NEW DOOR
NEW SKYLIGHT
NEW 4" CONCRETE SLAB
NEW 12" CONCRETE FOOTING
NEW 8" CONCRETE WALL
NEW 8" CONCRETE PIER
NEW 8" CONCRETE STEM WALL
NEW 8" CONCRETE RETAINING WALL
NEW 8" CONCRETE STEM WALL
NEW 8" CONCRETE PIER

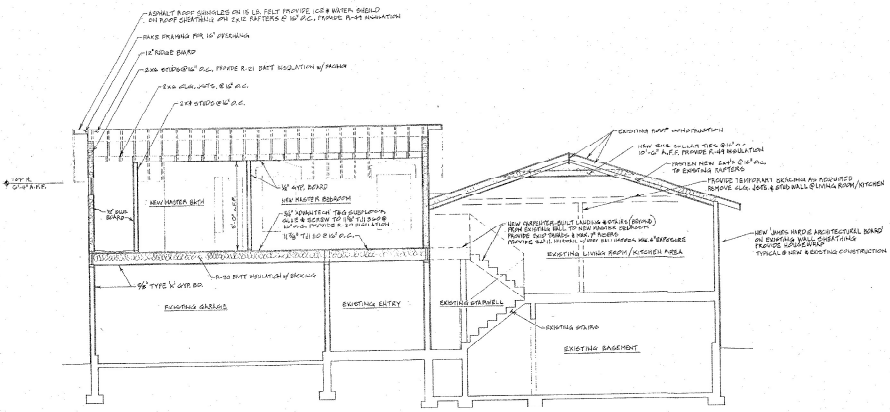


GENERAL NOTES

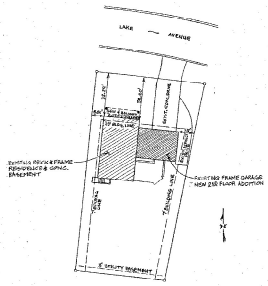
1. ALL WORK MUST COMPLY WITH THIS DOCUMENT, AND WITH ALL APPLICABLE BUILDING AND ZONING ORDINANCES, INCLUDING 2018 INT. RESIDENTIAL CODE, 2018 INT. MECHANICAL CODE, 2017 NATIONAL ELECTRIC CODE, 2018 ENERGY CONSERVATION CODE, AND 2014 ILLINOIS STATE PLUMBING CODE, WITH AMENDMENTS.
2. CONTRACTOR MUST VERIFY ALL CONDITIONS AND DIMENSIONS, AND SHALL IMMEDIATELY NOTIFY THE ARCHITECT OF ANY DISCREPANCIES PRIOR TO STARTING WORK.
3. DO NOT SCALE DRAWINGS.
4. THE USE OF THIS DOCUMENT TO OBTAIN A PERMIT SHALL CONSTITUTE APPROVAL OF THE DESIGN AND DOCUMENT AS INDICATED.
5. CONTRACTOR SHALL VERIFY ALL ELECTRICAL, H.V.A.C. AND PLUMBING REQUIREMENTS.

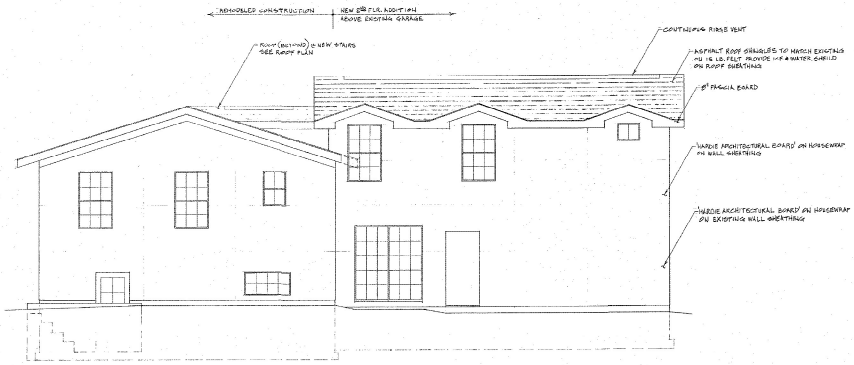


1 / A1 NORTH ELEVATION
SCALE: 1/4"=1'-0"

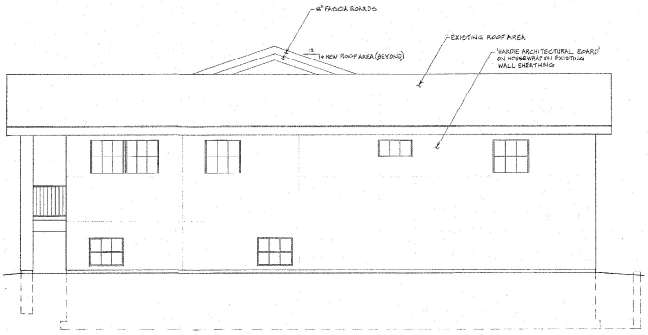


2 / A1 SECTION
SCALE: 1/4"=1'-0"

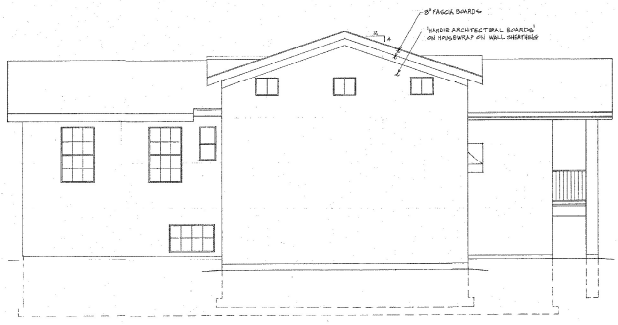

LAKE AVENUE
EXISTING FRAME GARAGE
NEW 2ND FLOOR ADDITION
EXISTING FRAME & BRICK RESIDENCE & CONC. BASEMENT
EXISTING TREE
EXISTING TREE
EXISTING TREE



1 / A2 SOUTH ELEVATION
SCALE: 1/4"=1'-0"



2 / A2 WEST ELEVATION
SCALE: 1/4"=1'-0"



3 / A2 EAST ELEVATION
SCALE: 1/4"=1'-0"

SCALE:	APPROVED BY:	DRAWN BY
DATE:		REVISED
		DRAWING NUMBER A2 of 5

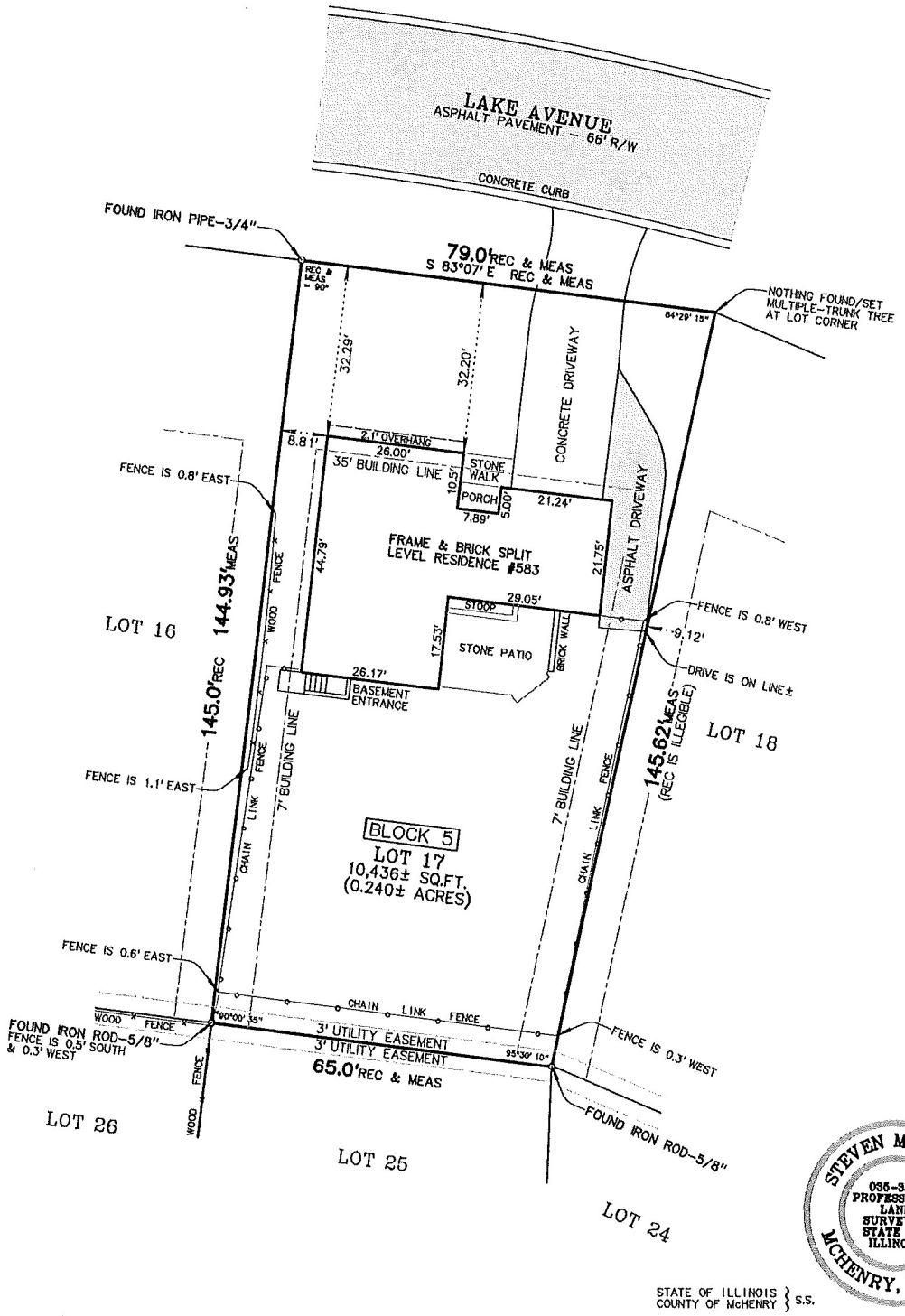
COMPASS ALTERNATIVES
4708 GREGORY STREET
MCHENRY, IL 60051
Licensed Professionals in
both Illinois & Wisconsin
IL DESIGN FIRM #184.008609

PLAT OF SURVEY

LOT 17 IN BLOCK 5 IN COUNTRY CLUB ADDITIONS TO CRYSTAL LAKE, A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 6, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 8, 1923 AS DOCUMENT NO. 61104, IN BOOK 4 OF PLATS, PAGE 109, IN MCHENRY COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 583 LAKE AVENUE, CRYSTAL LAKE, IL 60014
PERMANENT INDEX NUMBER: 19-06-403-005

PHONE: 847-978-5124
compalt743@gmail.com
www.compassalternatives.com



STEVEN M. SLOOT
035-3279
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
McHENRY, ILLINOIS

SCALE: 1 inch = 20 feet
ORDERED BY: TIMOTHY J. SOMEN, ATTORNEY
REFERENCE: WELDER TRUST
JOB NO.: 22144
FIELDWORK COMPLETED: MAY 19, 2022

COMPARE ALL POINTS AND REPORT ANY DIFFERENCE AT ONCE.

BUILDING LINES AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO RECORDED IN THE MAPS. REFER TO YOUR DEED, ABSTRACT, TITLE POLICY OR BUILDING COMMISSIONER.

DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

NO DIMENSION IS TO BE ASSUMED BY SCALING THIS PLAT.

THIS PLAT IS NOT VALID WITHOUT SURVEYORS SEAL.

STATE OF ILLINOIS } S.S.
COUNTY OF McHENRY }

THIS IS TO CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY, ACCORDING TO THE OFFICIAL RECORD, AND THE ABOVE PLAT CORRECTLY REPRESENTS SAID SURVEY.

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

STEVEN M. SLOOT
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-003279
MY PROFESSIONAL LICENSE EXPIRES ON NOVEMBER 30, 2022.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: REPORT OF THE PLANNING & ZONING COMMISSION

M'Lady Nissan

Requests: Special Use Permit Amendment to allow a new free-standing sign at 18 feet, 10 inches high and 37.67 square feet in area and less than 10 feet from the property line

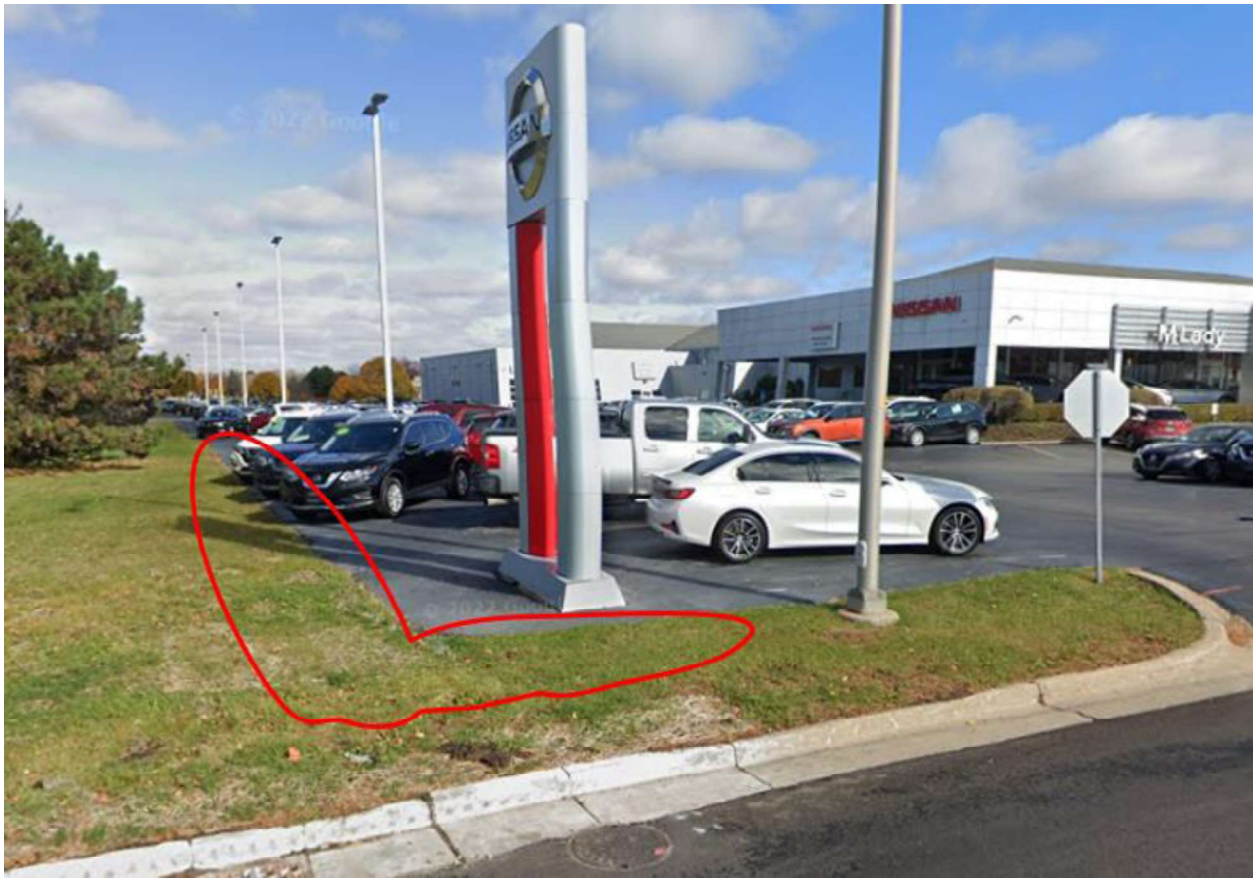
Petitioner: Mir Ali, petitioner
5656 Northwest Highway

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendations and adopt an Ordinance granting the Special Use Permit Amendment for the free-standing sign for M'Lady Nissan at 5656 Northwest Highway.

Staff Contact: Kathryn Cowlin, Director of Community Development
Elizabeth Maxwell, City Planner

Background:

- The M'Lady dealership was annexed in 1998. The annexation agreement accepted the signs as-is and allowed for their removal and replacement provided they did not increase in square footage or light intensity.
- M'Lady is **not** agreeing to the condition to add landscape around the sign. Sign landscaping is a requirement of the UDO. Staff made this same recommendation for the Martin Chevy when they replaced their sign and the landscaping was installed. Staff suggested adding landscape in the existing grass areas near the sign. The PZC suggested removing unnecessary asphalt to add some landscape. The condition allows for the petitioner to work with staff on the landscape location. See the photo below to see suggested locations.



- Changes to the sign:
    - The sign is remaining in the same general setback from Route 14. The location needs to change to avoid the existing underground foundation.
    - The sign is reducing the illumination by removing the red illuminated pillars. The sign is going from a traditional lighting element to LED.
    - The square footage of the logo sign panel is increasing by approximately two square feet.

PZC Highlights:

- The PZC was concerned with the location and wanted to be sure the sign was not moving closer to the street and the petitioner had enough room for the required landscape.
- The PZC found that this request meets the Findings of Fact.

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 (Bright Light Signs, received 01/11/23)
    B. Sign Plan (AGI, dated 06/15/20, received 01/11/23)
    C. Sign Package (Nissan, undated, received 01/11/23)
    D. Plat of Survey (Mionske, dated 01/22/98, received 01/11/23)

2. The petitioner must install 36 square feet of landscape material along the base of the sign, which must be comprised of evergreen and deciduous trees and shrubs. Provide a landscape plan for staff review and approval.

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

Votes Required to Pass: A simple majority.

Acknowledgement Form

Regarding the SUP Amendment at 5656 Northwest Highway for M'Lady Nissan. Please check one of the choices and sign below.

I hereby acknowledge that I have read, understand, and agree to the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable).

I hereby acknowledge that I have read, understand, and agree to most of the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable) but have concerns with the following items:

I Agree but Line #2 I ABSOLUTELY will NOT Be adding Any Landscape, It is concrete Blacktop.

Petitioner's Name: _____ Date: 2/3/23
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Bright Light Signs, received 01/11/23)
   B. Sign Plan (AGI, dated 06/15/20, received 01/11/23)
   C. Sign Package (Nissan, undated, received 01/11/23)
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2. The petitioner must install 36 square feet of landscape material along the base of the sign, which must be comprised of evergreen and deciduous trees and shrubs. Provide a landscape plan for staff review and approval.

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

PIQ Map
5656 Northwest Highway



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT TO ALLOW FOR A NEW FREE-STANDING SIGN AT 18 FEET 10 INCHES AND 37.67 SQUARE FEET IN AREA LESS THAN 10 FEET FROM THE PROPERTY LINE FOR M'LADY NISSAN AT 5656 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #PLN-2023-01) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit Amendment to allow a new free-standing sign at 18 feet 10 inches high and 37.67 square feet in area and less than 10 feet from the property line for M'Lady Nissan at 5656 Northwest Highway; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 14, 2023 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 1, 2023, at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment, and

WHEREAS, on February 1, 2023, 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, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment and 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 to allow a new free-standing sign at 18 feet 10 inches high and 37.67 square feet in area and less than 10 feet from the property line for M'Lady Nissan at the property commonly known as 5656 Northwest highway (19-04-300-020), Crystal Lake, Illinois is hereby approved.

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 (Bright Light Signs, received 01/11/23)

Draft

B. Sign Plan (AGI, dated 06/15/20, received 01/11/23)
C. Sign Package (Nissan, undated, received 01/11/23)
D. Plat of Survey (Mionske, dated 01/22/98, received 01/11/23)

2. The petitioner must install 36 square feet of landscape material along the base of the sign, which must be comprised of evergreen and deciduous trees and shrubs. Provide a landscape plan for staff review and approval.

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

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the 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 21st day of February, 2023.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

Passed: February 21, 2023
Approved: February 21, 2023

Draft

#2023-01
M'Lady Nissan – SUP Amendment
Project Review for Planning and Zoning Commission

Meeting Date: February 1, 2023

Requests: Special Use Permit Amendment to allow a new free-standing sign at 18 feet 10 inches high and 37.67 square feet in area and less than 10 feet from the property line for M'Lady Nissan.

Location: 5656 Northwest Highway

Acreage: Approximately 4.6 acres

Existing Zoning: B-2 General Commercial

Surrounding Properties:

North:	B-2 PUD General Commercial
South:	B-2 PUD General Commercial
East:	B-2 PUD General Commercial
West:	B-2 PUD General Commercial

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- M'Lady Nissan was annexed in June of 1998 as an existing use with existing signage. The annexation agreement stated that provided the free-standing sign was not increasing in size or illumination it could be replaced and not need to comply with current ordinances.
- The proposed sign is about two square feet larger in area than the previous sign. Due to the corporate requirements, M'Lady is unable to alter the proposed sign.

Request:

- To allow a new free-standing sign with a height of 18'10" and 37.67 square feet of copy area that is less than 10 feet from the property line. The height and location match the existing sign approval.

Land Use Analysis:

ZONING

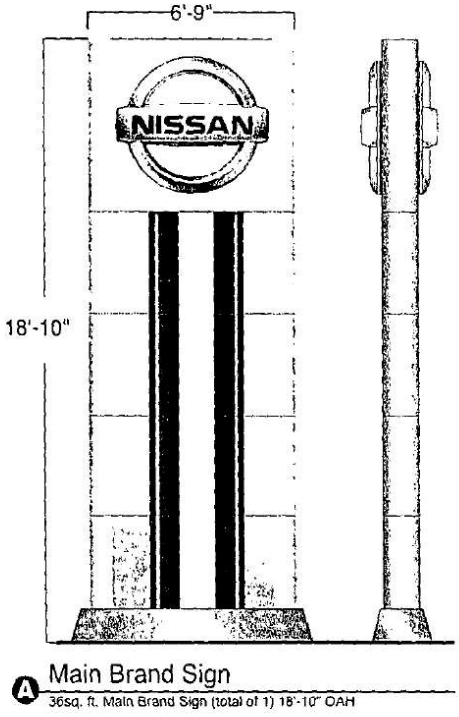
- The site is currently zoned B-2 General Commercial. M'Lady Nissan car dealership is an appropriate use in this zoning district.
- The Comprehensive Land Use Plan designates this area as Commercial. The proposed car dealership use is an acceptable use in the Commercial land use district.

SIGNAGE

- The new sign is the same height and removes the illuminated red pillars.
- The top portion of the new sign will be illuminated with internal LED lighting, the base will not be illuminated.
- Staff has added a condition to add landscape around the sign base to comply with the UDO. This was also a requirement for the Chevrolet dealership.
- The comparison of the two signs is illustrated below:

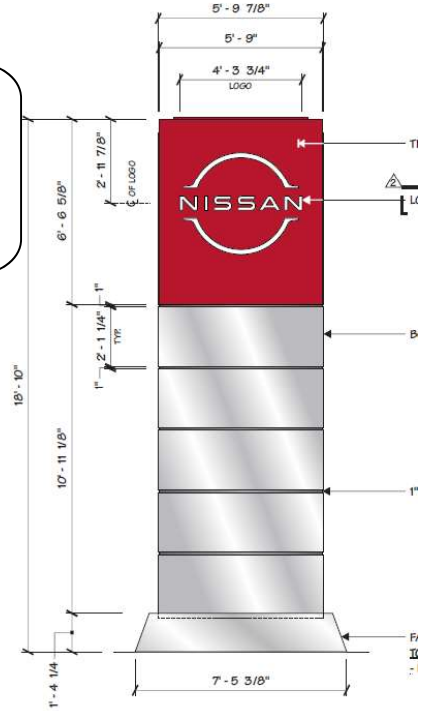






A Main Brand Sign
36sq. ft. Main Brand Sign (total of 1) 18'-10" OAH

-Same Height
-Same Location
-Slightly larger
Square footage



2 1 FRONT ELEVATION
1/4" = 1' - 0"

Findings of fact:

SPECIAL USE PERMIT AMENDMENT

The petitioner has requested a Special Use Permit Amendment to allow changes to one of the free-standing signs to install a new sign with increased square footage. Special Uses require a separate review because of their potential to impact surrounding properties and the orderly development of the City. Section 2-400 B of the Unified Development Ordinance establishes standard for all Special Uses in Crystal Lake. The criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.

   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.

   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.

   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.

   ☒ *Meets* ☐ *Does not meet*

5. The use will not negatively impact public utilities or municipal service delivery systems. If required, the use will contribute financially to the upgrading of public utilities and municipal service delivery systems.

   ☒ *Meets* ☐ *Does not meet*

6. The use will not negatively impact the environment or be unsightly.

   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.

   ☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.

   ☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.

   ☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where

applicable.

☒ *Meets* ☐ *Does not meet*

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as Commerce, which allows for existing and future retail uses. The following goal is applicable to this request:

Land Use – Office

Goal: Maintain a dynamic and sustainable base of commercial uses that provides a solid tax base, goods, services and jobs to the City, as well as the surrounding region through coordination in the Unified Development Ordinance, Comprehensive Land Use Plan and Economic Development Strategic Plan.

This can be accomplished with the following supporting actions:

Supporting Action: Promote, retain and attract businesses that provide a diverse tax base.

Recommended Conditions:

If a motion to recommend approval of the petitioner's request is made it should be with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Bright Light Signs, received 01/11/23)
   B. Sign Plan (AGI, dated 06/15/20, received 01/11/23)
   C. Sign Package (Nissan, undated, received 01/11/23)
   D. Plat of Survey (Mionske, dated 01/22/98, received 01/11/23)

2. The petitioner must install 36 square feet of landscape material along the base of the sign, which must be comprised of evergreen and deciduous trees and shrubs. Provide a landscape plan for staff review and approval.

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

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: _____

Action Requested

- ___ Annexation
- ___ Comprehensive Plan Amendment
- ___ Conceptual PUD Review
- ___ Final PUD
- ___ Final PUD Amendment
- ___ Final Plat of Subdivision
- ___ Preliminary PUD
- ___ Preliminary Plat of Subdivision
- ___ Rezoning
- X Special Use Permit
- ___ Variation
- ___ Other

Petitioner Information

Name: Bright Light Sign Co.
Address: 310 Telser Rd
Lake Zurich, IL 60047
Phone: 847-550-8902
Fax: _____
E-mail: permits@brightlightsign.com

Owner Information (if different)

Name: MIR ALI
Address: 56056 Northwest Hwy
Crystal Lake, IL
Phone: 815-459-2288
Fax: _____
E-mail: mir.Ali@mlady.com

Property Information

Project Description: Replace Existing Nissan Ground Sign

Project Address/Location: 56056 Northwest Highway

PIN Number(s): 19 04 300 020

Development Team

Please include address, phone, fax and e-mail

Developer: _____

Architect: _____

Attorney: _____

Engineer: _____

Landscape Architect: _____

Planner: _____

Surveyor: _____

Other: Bright Light Sign 847-550-8902

Signatures

_____

PETITIONER: Print and Sign name ***(if different from owner)*** **Date**

As owner of the property in question, I hereby authorize the seeking of the above requested action.

Mir Ali 12-13-22

OWNER: Print and Sign name **Date**

NOTE: If the property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

City of Crystal Lake
Development Application
Ownership Sign-off Acknowledgement Form

The following information is related to a development application. As the owner of the property in question, I (we) acknowledge that the information provided in the submittal was reviewed and approved.

Owner Information

Name: MIR ALI

Address: 5656 NORTHWEST HIGHWAY
CRYSTAL LAKE IL

Phone: 815-459-2288

E-mail: MIR.ALI@MCADY.COM

Project Name & Description: REPLACE EXISTING NISSAN SIGN.

Project Address/Location: 5656 NORTHWEST HIGHWAY

Signature

MIR ALI 12/13-22

Owner: Print and Sign name Date

NOTE: If the property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, FEBRUARY 1, 2023
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

The meeting was called to order by Mr. Greenman at 7:00 p.m.

CALL TO ORDER

On roll call, members Greenman, Repholz, Skluzacek, Smith, and Teetsov were present. Mr. Gronow was absent. It was noted that Mr. Atkinson resigned from the Commission.

Elizabeth Maxwell, City Planner was present from Staff.

Mr. Greenman said this meeting is being recorded for broadcast and future playback on the City's cable channel. He led the group in the Pledge of Allegiance.

2023-01 – 5656 NORTHWEST HIGHWAY – M'LADY NISSAN - SPECIAL USE PERMIT AMENDMENT

Request for a Special Use Permit Amendment to allow a new free-standing sign at 18 feet 10 inches high and 37.67 square feet in area and less than 10 feet from the property line for M'Lady Nissan.

Mr. Bill Holley was present to represent the petition. He said they need to replace the existing sign. Their new signs is exceeding the allowable square footage as established from the Annexation Agreement and Special Use Permit. The existing sign is illuminated along the columns, whereas this new sign will just have a metal panel along the base.

Mr. Greenman opened the public hearing. There being no one who wished to speak, he closed the public hearing.

Staff summarized the request and noted the Annexation Agreement allowed them to replace the sign in the future provided it was not increasing in size and illumination. Since the sign square footage is increasing they need to amend their Special Use Permit.

Ms. Skluzacek asked if the new sign will be in the same location. Mr. Holley said they need to move the sign east or west to avoid the existing foundation. That foundation will be removed up to the asphalt then covered over. Mr. Skluzacek does not want it moved closer to the street. Mr. Holley said that there is electrical there, so they will call to have all the utilities marked out and then pick a location for the new foundation.

Mr. Smith said the sign is in about the same location and looks to be the same size and wondered why staff through it was increasing in square footage. Ms. Maxwell explained that the square footage is calculated by looking at the actual sign panel that copy can be placed on. She compared the difference

between the existing silver panel with the Nissan logo and the new longer red panel with the Nissan logo. Mr. Smith appreciates the investment they are making in the property.

Ms. Teetsov appreciated the explanation of how the square footage was calculated. Since the overall sign is not increasing in size she can support the request.

Ms. Repholz asked where the landscape could be planted. Staff said that they are willing to work with the petitioner on the location and showed options of where landscape could be added. She asked if the metal base panel was reflective. Mr. Holley said not that was just a representation in the rendering.

Mr. Greenman said the request is reasonable and he can support it. He suggested that once they mark the utilities they also look at options for the landscape and coordinate the sign location with landscape in mind versus locating the sign then scrambling to stick in the landscape. He noted they met the Findings of Fact.

Mr. Skluzacek moved to approve 2023-01 the Special Use Permit Amendment to allow a new free-standing sign at 18 feet 10 inches high and 37.67 square feet in area and less than 10 feet from the property line for M'Lady Nissan with the following staff conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Bright Light Signs, received 01/11/23)
   B. Sign Plan (AGI, dated 06/15/20, received 01/11/23)
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2. The petitioner must install 36 square feet of landscape material along the base of the sign, which must be comprised of evergreen and deciduous trees and shrubs. Provide a landscape plan for staff review and approval.

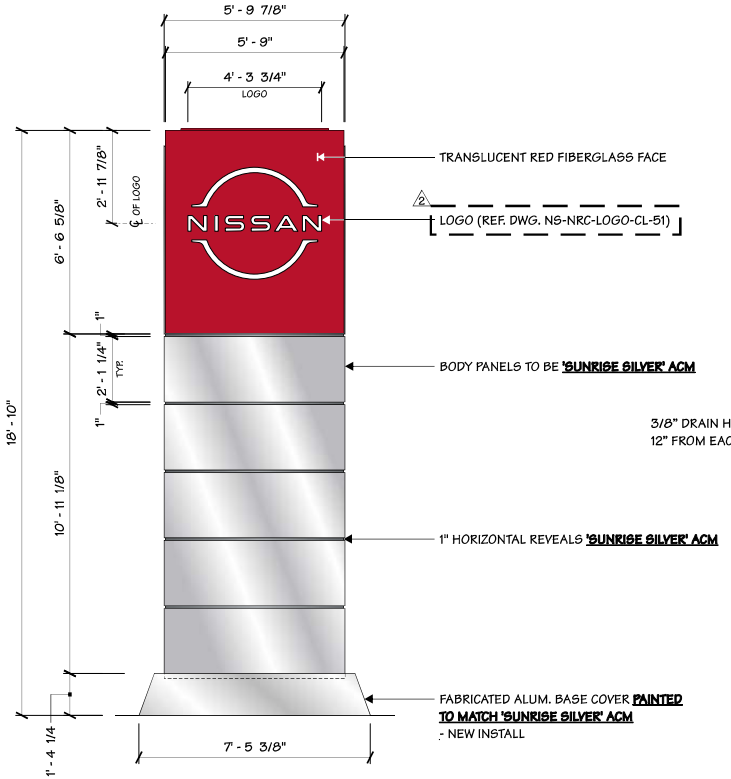
3. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Mr. Smith seconded the motion. On roll call Members Greenman, Repholz, Skluzacek, Smith and Teetsov voted aye. Motion passed 5-0.

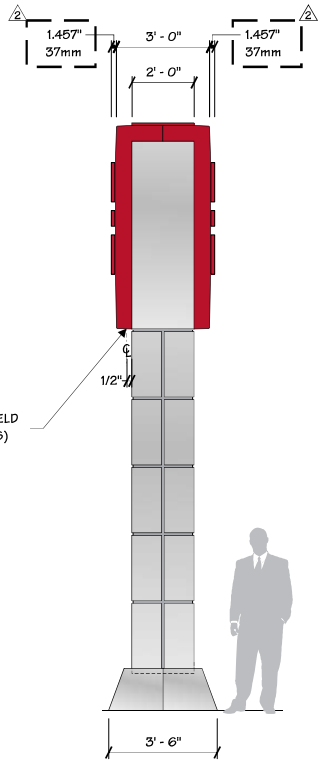


ALUM. TOPPER **PAINTED MAP TO MATCH FIBERGLASS RED**

1/1 PLAN VIEW
1/4" = 1' - 0"



2/1 FRONT ELEVATION
1/4" = 1' - 0"



3/1 SIDE VIEW
1/4" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

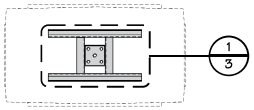
	Drawn By	Date	Change
1	DLR	08.07.20	42906 - SHOP UPDATES
2	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
3	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
4	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
5	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS
6			
7			
8			
9			
10			

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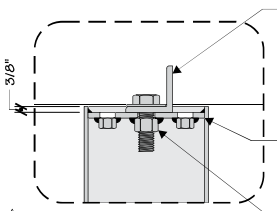
Code 41923
Type C
Sign Type P36N-115
PG #: 1

2655 International Parkway
Virginia Beach, VA 23452

MATERIAL LIST:
(x8) 3" X 3" X 3/16" ANGLE @ 21.875" LONG (SHIP LOOSE)
(x4) 3" X 3" X 3/16" ANGLE @ 16" LONG
(x4) 1"Ø GRADE 5 STEEL HEX. HEAD BOLT X 3-1/4" LONG UPPER SHIPPING STAND BOLTS
(x4) 1-1/2"Ø GRADE 5 STEEL HEX. HEAD BOLT X 4-3/4" LONG LOWER SHIPPING STAND BOLTS



1/2 PLAN VIEW
1/4" = 1' - 0"



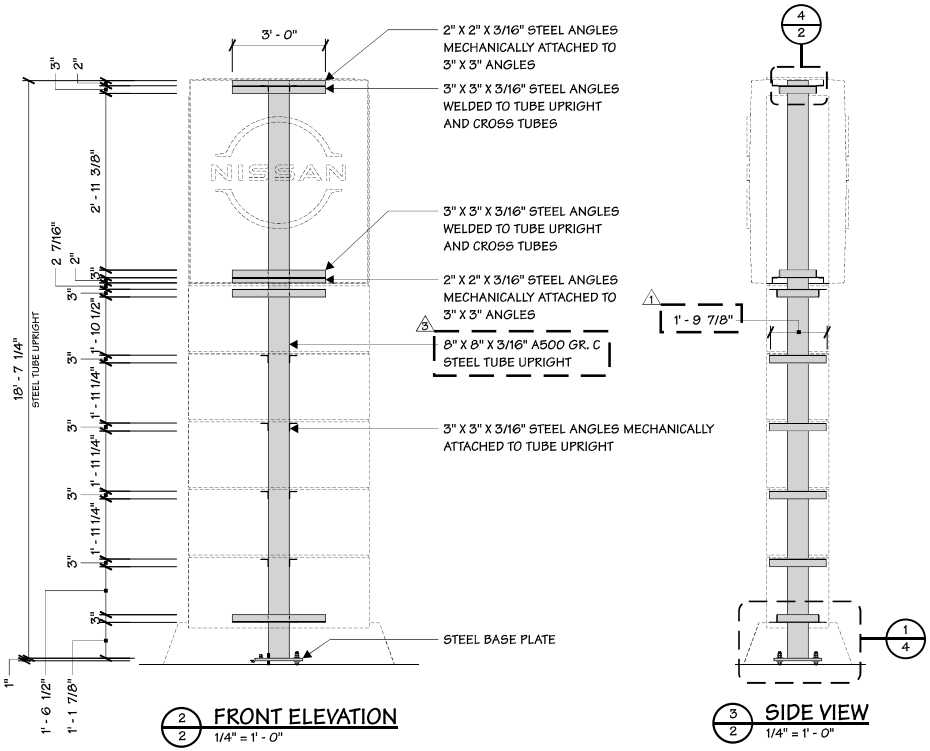
3" X 3" X 3/8" STEEL LIFTING ANGLE W/ 13/16"Ø HOLE FOR 3/4"Ø CLEVIS MOUNTED TO SIGN W/ 3/4"Ø HEX. HEAD CAP SCREW
- REMOVE ANGLE AFTER INSTALLATION & SILICONE SEAL BOLT BACK INTO PLACE

3/8" STEEL CAP PLATE W/ (4) 3/4"Ø HEX. NUTS FOR SHIPPING STANDS WELDED TO UNDERSIDE

1"Ø HEX. NUT FOR LIFTING WELDED TO UNDERSIDE

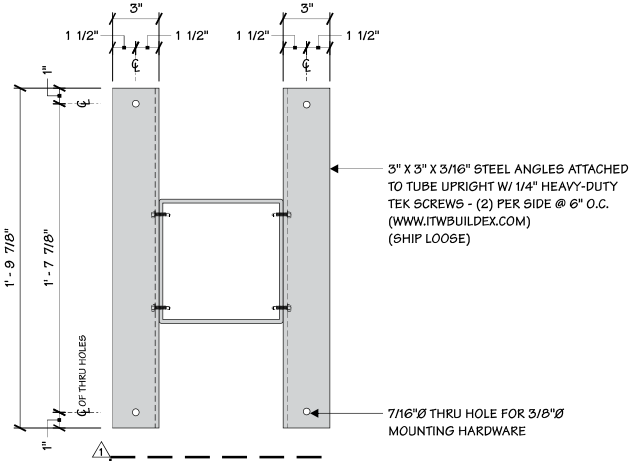
5

4/2 BLOW-UP DETAIL
1/8" = 1"



2/2 FRONT ELEVATION
1/4" = 1' - 0"

3/2 SIDE VIEW
1/4" = 1' - 0"



3" X 3" X 3/16" STEEL ANGLES ATTACHED TO TUBE UPRIGHT W/ 1/4" HEAVY-DUTY TEK SCREWS - (2) PER SIDE @ 6" O.C. (WWW.ITWBUILDEX.COM) (SHIP LOOSE)

7/16"Ø THRU HOLE FOR 3/8"Ø MOUNTING HARDWARE

5/2 SECTION VIEW
1/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

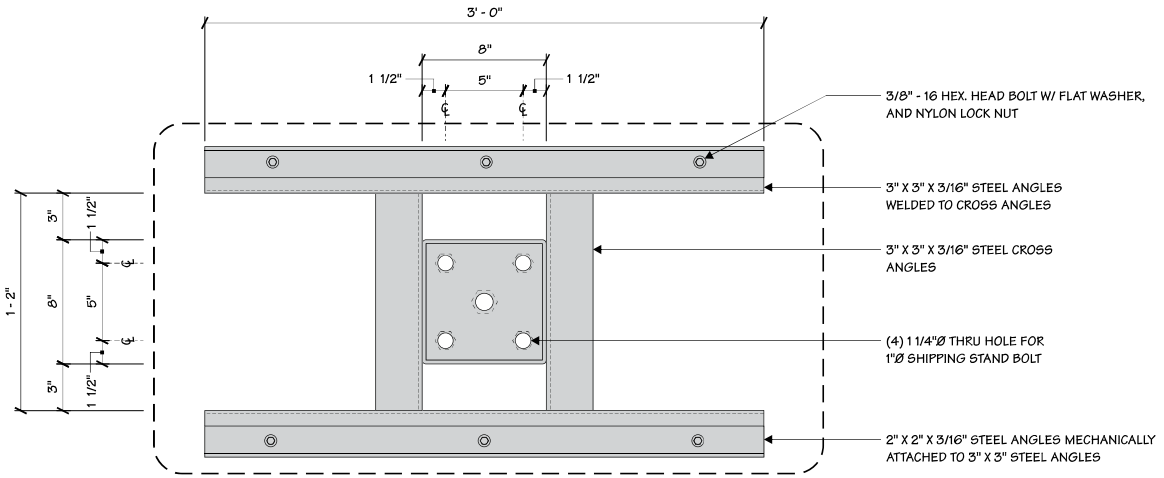
Drawing Revisions

Drawn By	Date	Change
DLR	08.07.20	42906 - SHOP UPDATES
DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
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DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

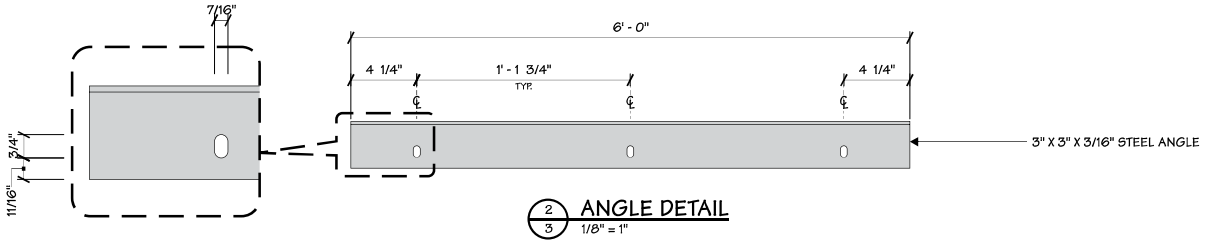
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Code 41923
Type C
Sign Type P36N-115
PG #: 2

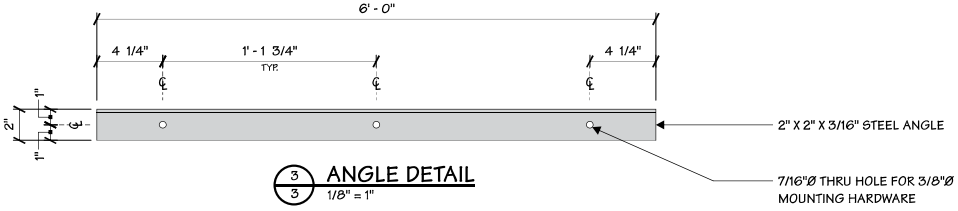
2655 International Parkway
Virginia Beach, VA 23452



1/3 BLOW-UP DETAIL
1/8" = 1"



2/3 ANGLE DETAIL
1/8" = 1"



3/3 ANGLE DETAIL
1/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

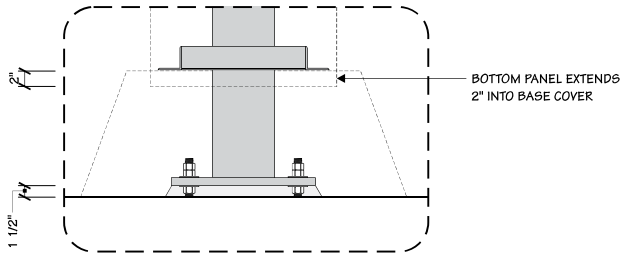
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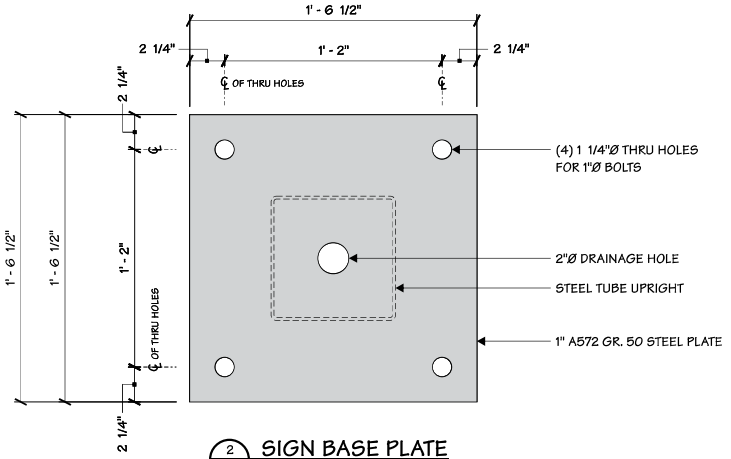
Code 41923
Type C

2655 International Parkway
Virginia Beach, VA 23452

Sign Type P36N-115
PG #: 3



1/4 BLOW-UP DETAIL
3/4" = 1' - 0"



2/4 SIGN BASE PLATE
1/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

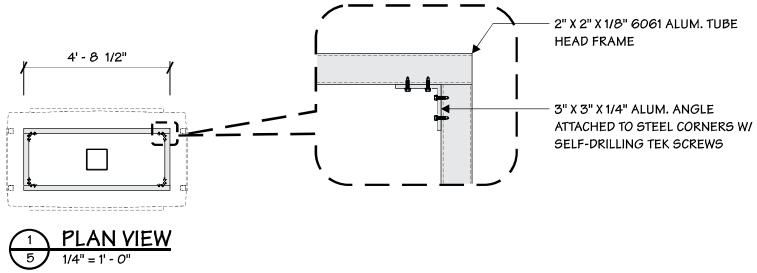
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4	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
5	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

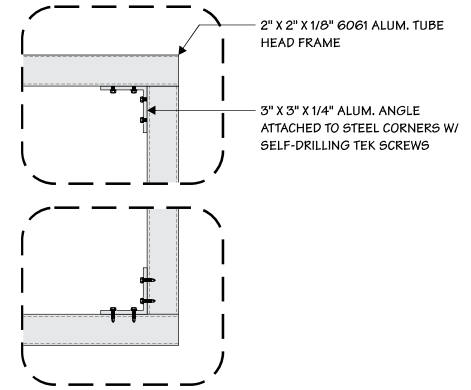
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Code 41923
Type C
Sign Type P36N-115
PG #: 4

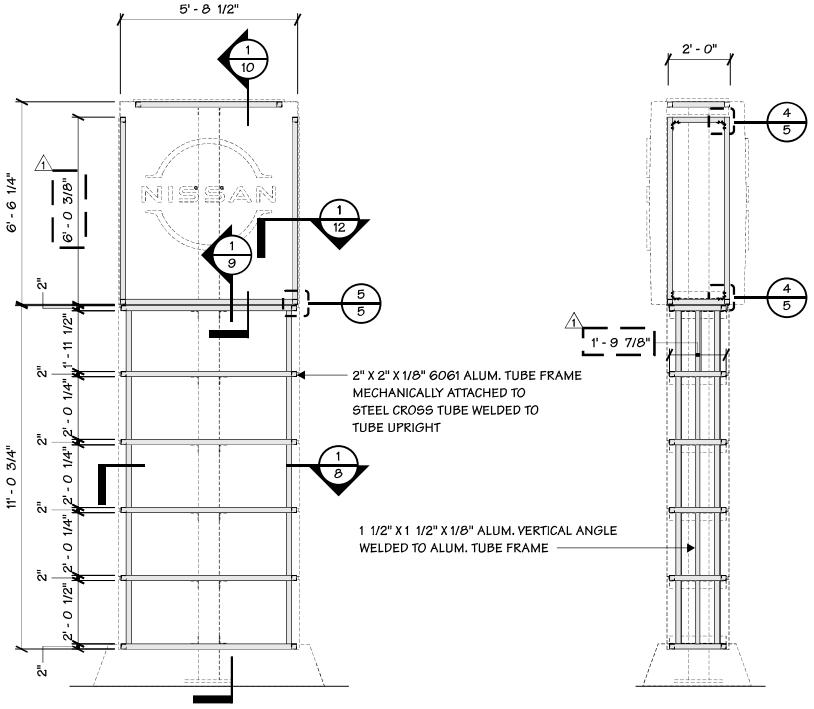
2655 International Parkway
Virginia Beach, VA 23452



1/5 PLAN VIEW
1/4" = 1' - 0"

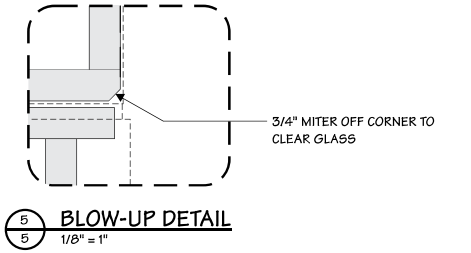


4/5 BLOW-UP DETAIL
1/8" = 1"



2/5 FRONT ELEVATION
1/4" = 1' - 0"

3/5 SIDE VIEW
1/4" = 1' - 0"



5/5 BLOW-UP DETAIL
1/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

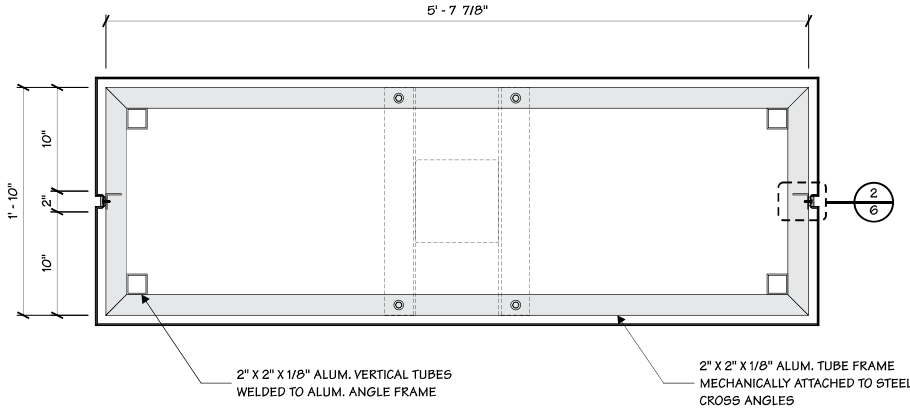
Drawing Revisions

	Drawn By	Date	Change
1	DLR	08.07.20	42906 - SHOP UPDATES
2	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
3	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
4	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
5	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

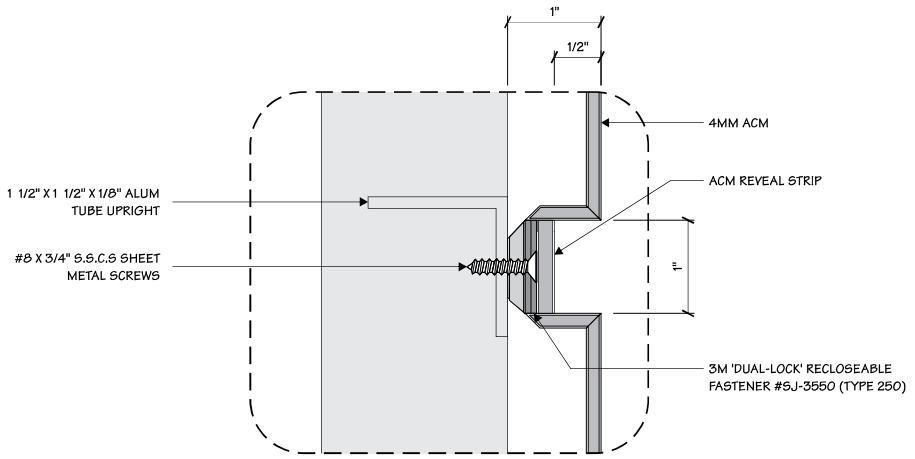
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Code 41923
Type C
Sign Type P36N-115
PG #: 5

2655 International Parkway
Virginia Beach, VA 23452



1/6 SECTION VIEW
1" = 1' - 0"



2/6 BLOW-UP DETAIL
3/4" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

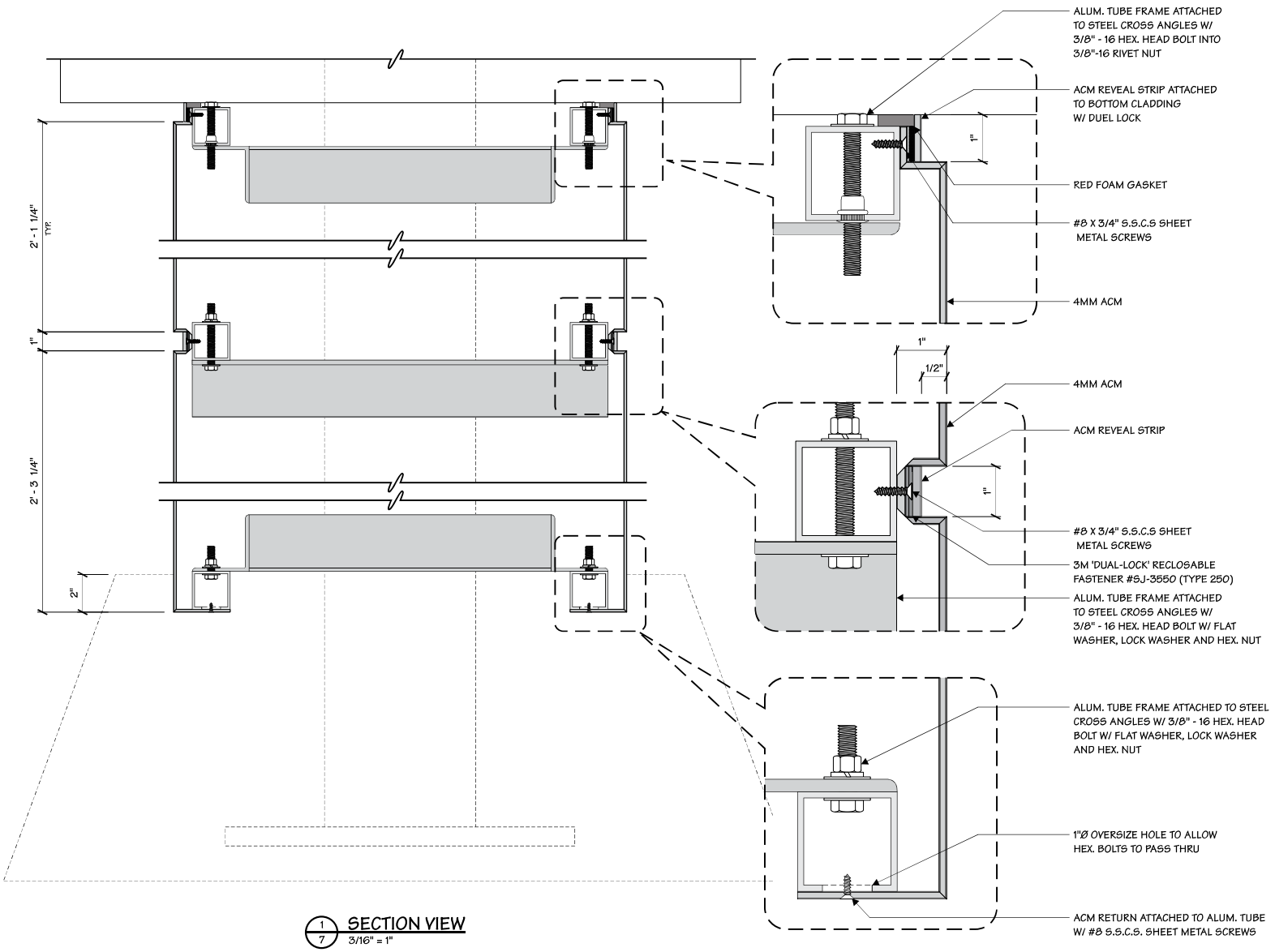
	Drawn By	Date	Change
A	DLR	08.07.20	42906 - SHOP UPDATES
A	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
A	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
A	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
A	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

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Code 41923
Type C

2655 International Parkway
Virginia Beach, VA 23452

Sign Type P36N-115
PG #: 6



1/7 SECTION VIEW
3/16" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

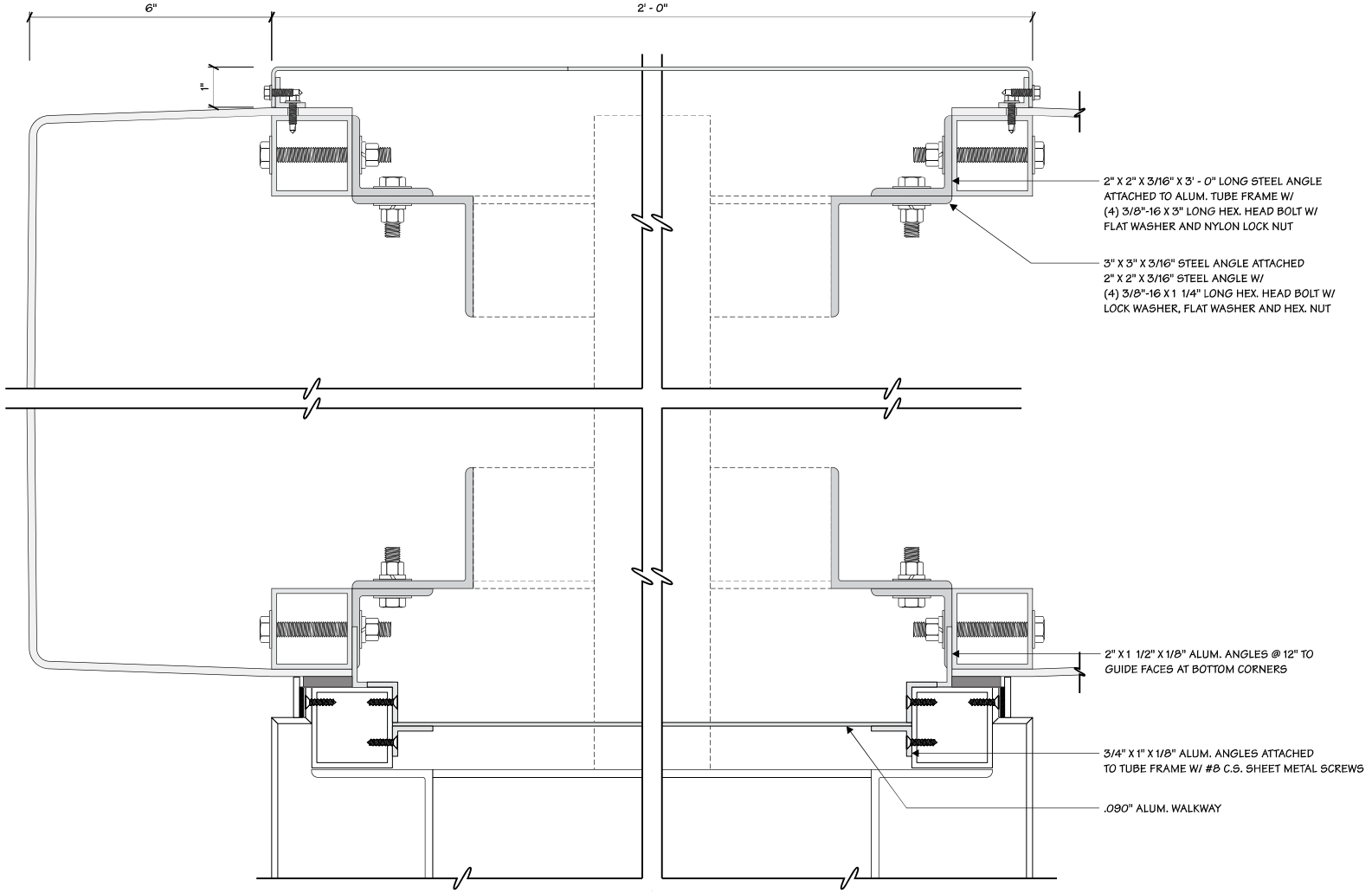
Drawing Revisions

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7	DLR	08.07.20	42906 - SHOP UPDATES
6	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
5	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
4	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
3	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS
2			
1			

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Code 41923
Type C
Sign Type P36N-115
PG #: 7

2655 International Parkway
Virginia Beach, VA 23452



1/8 HEADER SECTION
3/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
- ☐ Interior ■ Exterior
- ☐ Single Faced ■ Double Faced
- ☐ _____
- ☐ Non-Illuminated
- ■ Illuminated

120 Volts 8.1 Amps(+/-)

Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

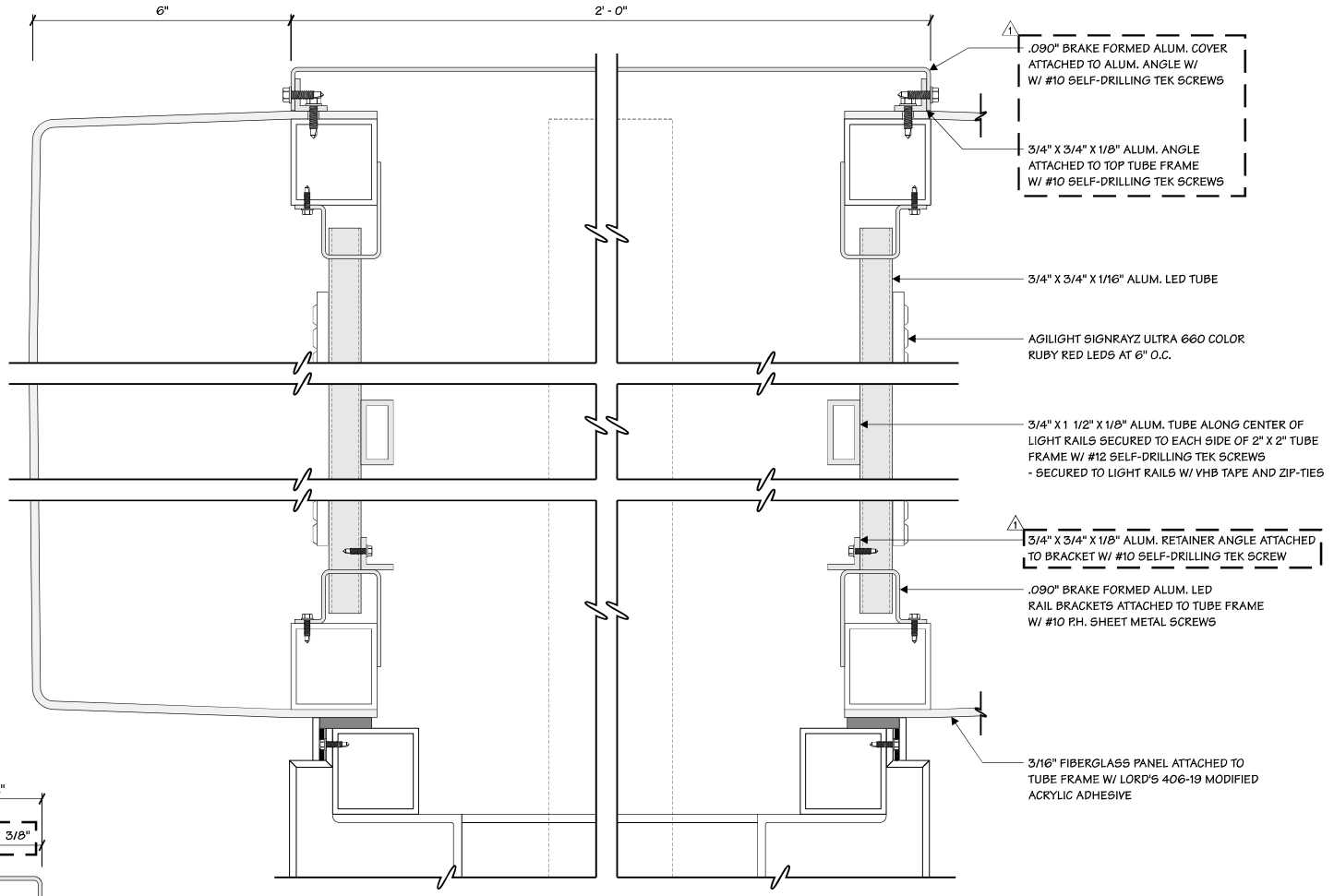
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7	DLR	08.07.20	42906 - SHOP UPDATES
6	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
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3	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS
2			
1			

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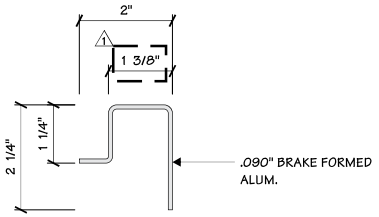
Code 41923
Type C

2655 International Parkway
Virginia Beach, VA 23452

Sign Type P36N-115
PG #: 8



1/9 HEADER SECTION
3/8" = 1"



2/9 LIGHT RAIL BRACKET
3/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
- ☐ Interior ■ Exterior
- ☐ Single Faced ■ Double Faced
- ☐ _____
- ☐ Non-Illuminated
- ■ Illuminated

120 Volts 8.1 Amps(+/-)

Location _____
Windload 115 MPH / ASCE 7-10

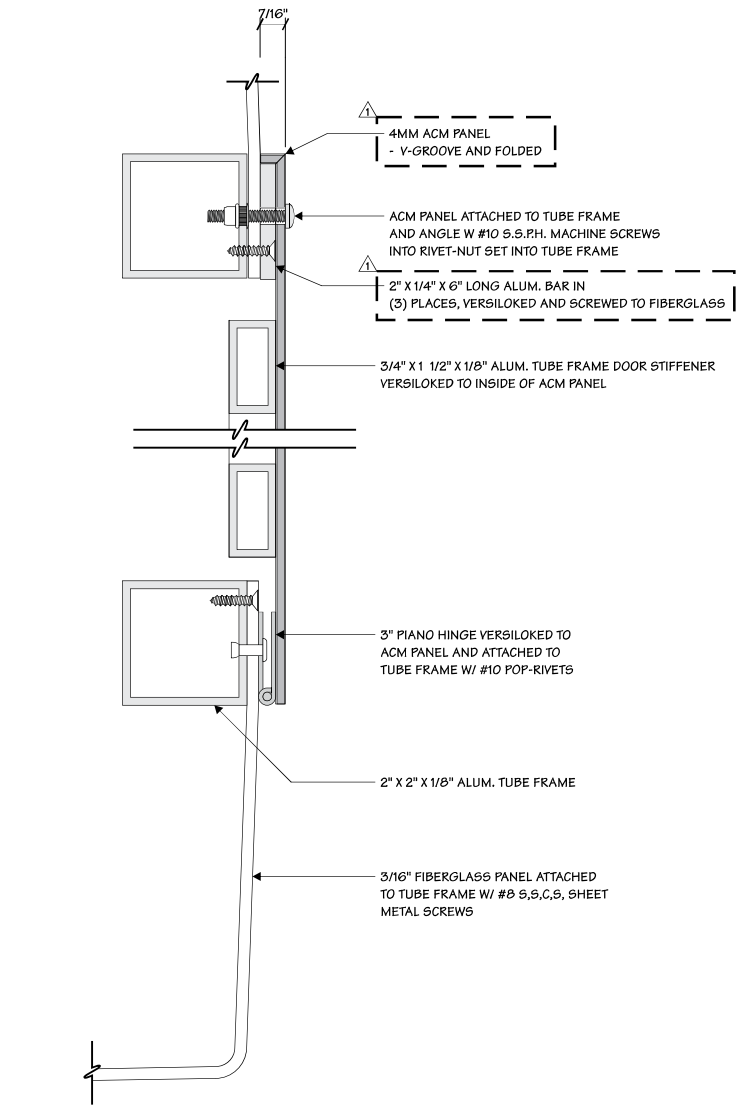
Drawing Revisions

	Drawn By	Date	Change
7	DLR	08.07.20	42906 - SHOP UPDATES
6	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
5	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
4	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
3	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS
2			
1			

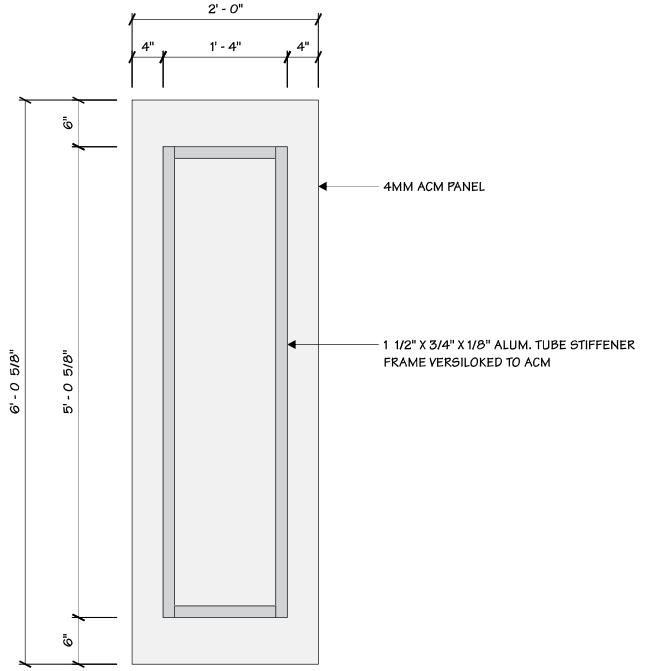
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Code 41923
Type C
Sign Type P36N-115
PG #: 9

2655 International Parkway
Virginia Beach, VA 23452



1/10 SECTION VIEW AT DOOR
1/2" = 1"



2/10 DOOR ELEVATION
3/4" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

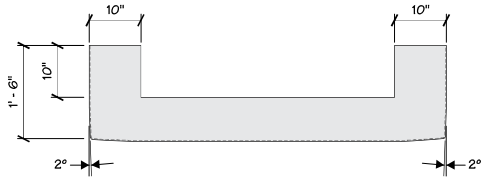
Drawing Revisions

	Drawn By	Date	Change
1	DLR	08.07.20	42906 - SHOP UPDATES
2	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
3	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
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5	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

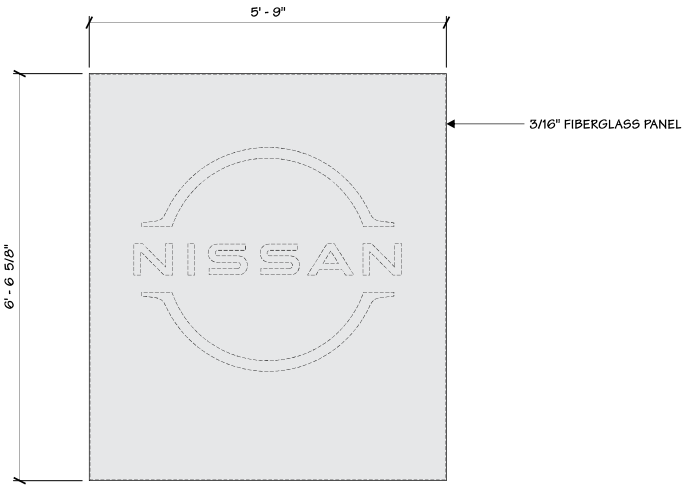
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Code 41923
Type C
Sign Type P36N-115
PG #: 10

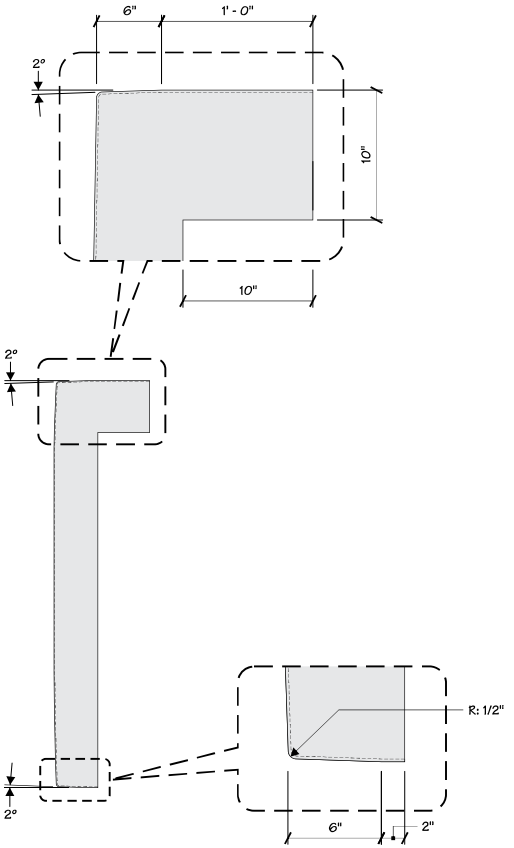
2655 International Parkway
Virginia Beach, VA 23452



1 / 11 PLAN VIEW
1/2" = 1' - 0"



2 / 11 FRONT ELEVATION
1/2" = 1' - 0"



3 / 11 SIDE VIEW
1/2" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
- ☐ Interior ■ Exterior
- ☐ Single Faced ■ Double Faced
- ☐ _____
- ☐ Non-Illuminated
- ■ Illuminated

120 Volts 8.1 Amps(+/-)

Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

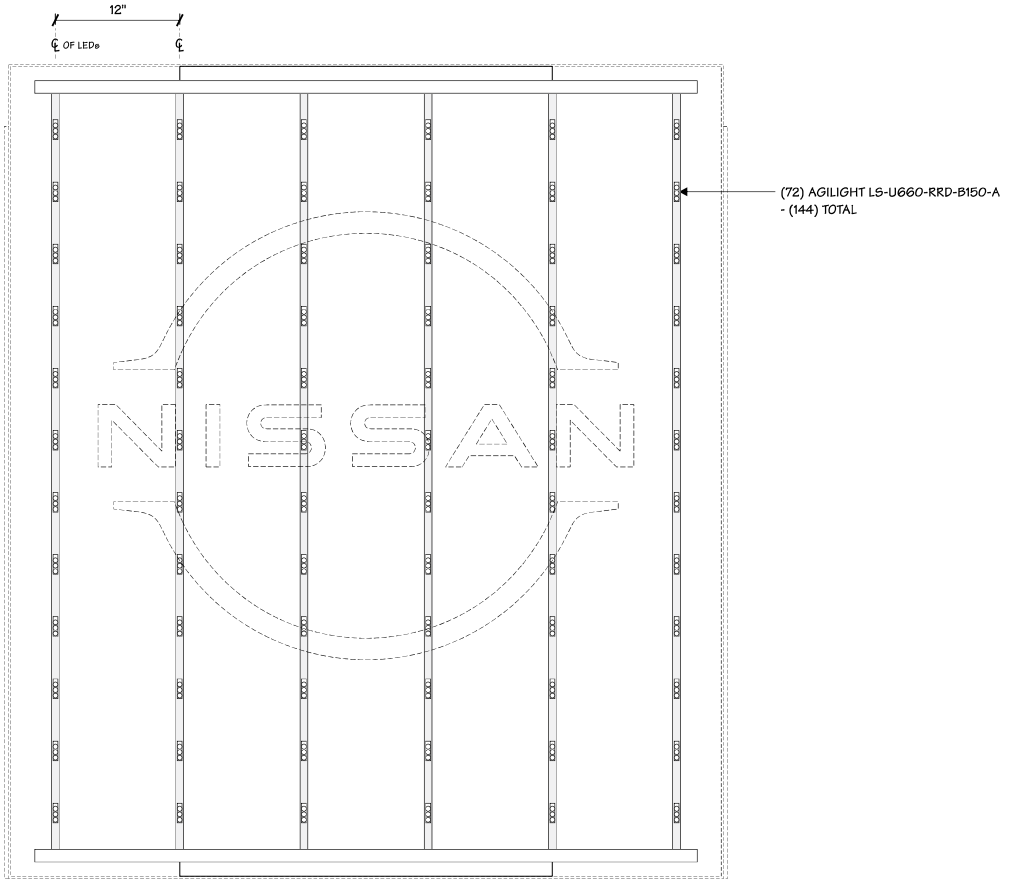
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DLR	08.07.20	42906 - SHOP UPDATES
DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

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Code 41923
Type C

2655 International Parkway
Virginia Beach, VA 23452

Sign Type P36N-115
PG #: 11



1/12 LED LAYOUT
1" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications

- ☐ Interior ■ Exterior
- ☐ Single Faced ■ Double Faced
- ☐ _____
- ☐ Non-Illuminated
- ■ Illuminated

120 Volts 8.1 Amps(+/-)

Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

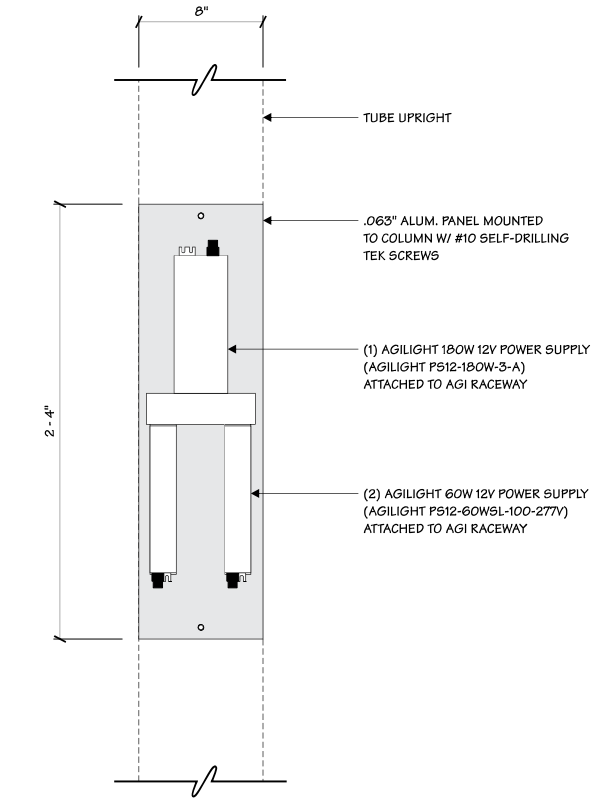
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A	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
A	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
A	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
A	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS
A			
A			
A			
A			
A			

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Code 41923
Type C

2655 International Parkway
Virginia Beach, VA 23452

Sign Type P36N-115
PG #: 12



1/13 POWER SUPPLY TRAY MOUNT
1/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
- ☐ Interior ■ Exterior
- ☐ Single Faced ■ Double Faced
- ☐ _____
- ☐ Non-Illuminated
- ■ Illuminated

120 Volts 8.1 Amps(+/-)

Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

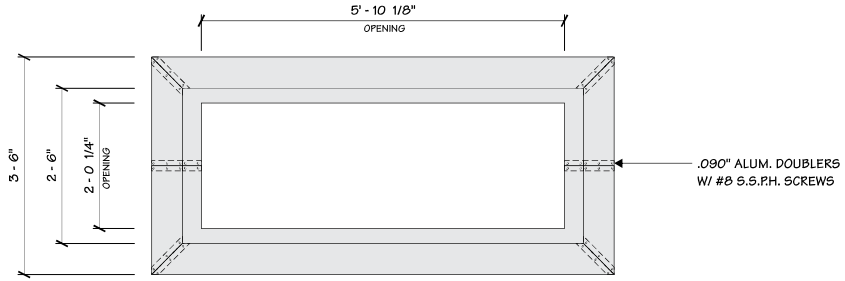
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7	DLR	08.07.20	42906 - SHOP UPDATES
6	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
5	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
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3	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS
2			
1			

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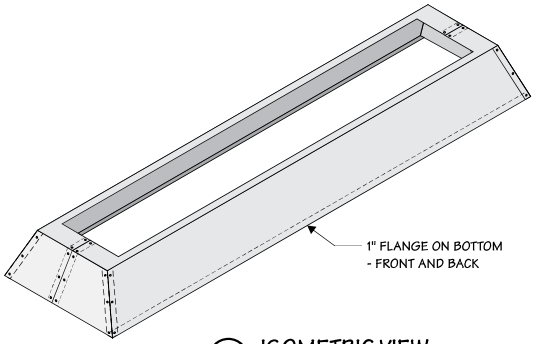
Code 41923
Type C

2655 International Parkway
Virginia Beach, VA 23452

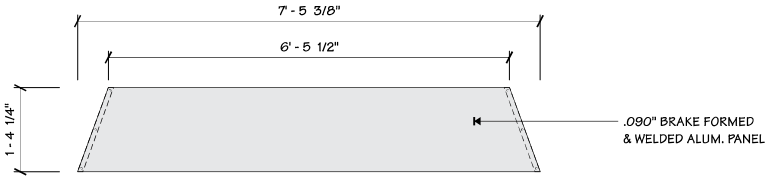
Sign Type P36N-115
PG #: 13



1/14 PLAN VIEW
1/2" = 1' - 0"



3/14 ISOMETRIC VIEW
NTS



2/14 BASE COVER ELEVATION
1/2" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
- ☐ Interior ■ Exterior
- ☐ Single Faced ■ Double Faced
- ☐ _____
- ☐ Non-Illuminated
- ■ Illuminated

120 Volts 8.1 Amps(+/-)

Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

	Drawn By	Date	Change
A	DLR	08.07.20	42906 - SHOP UPDATES
A	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
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Code 41923
Type C

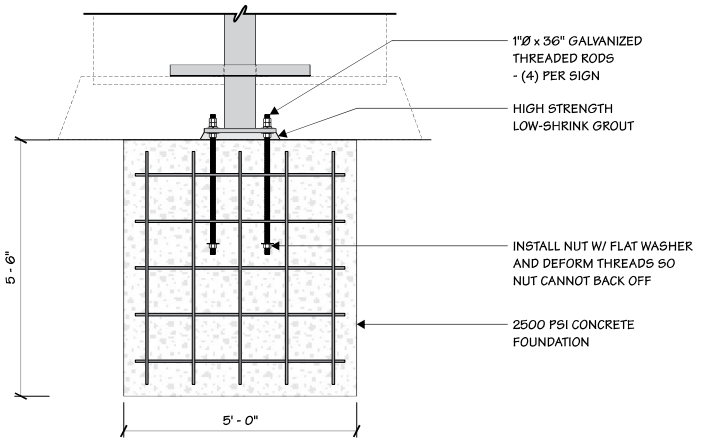
2655 International Parkway
Virginia Beach, VA 23452

Sign Type P36N-115
PG #: 14

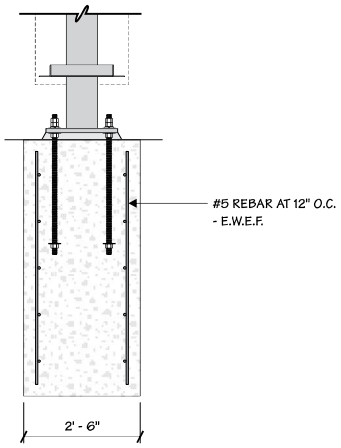
MATERIAL SPECIFICATIONS:
(UNLESS OTHERWISE NOTED)

REINFORCING - GRADE 60 W/ 3" MIN. COVER
DO NOT WELD REBAR

STANDARD FOUNDATION

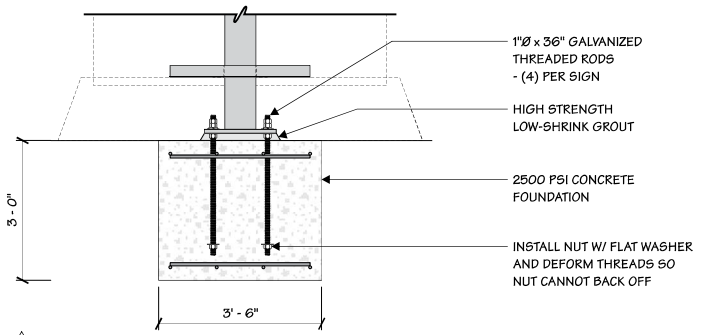


1/15 FOUNDATION ELEVATION (VERTICAL SLAB)
3/8" = 1' - 0"

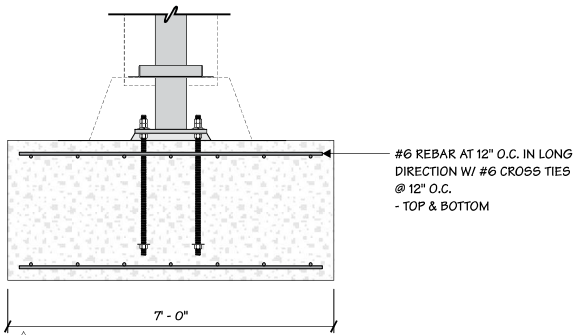


2/15 SIDE VIEW (VERTICAL SLAB)
3/8" = 1' - 0"

CUSTOM - SPECIAL PRICING REQUIRED



3/15 FOUNDATION ELEVATION (BLOCK)
3/8" = 1' - 0"



4/15 SIDE VIEW (BLOCK)
3/8" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

	Drawn By	Date	Change
1	DLR	08.07.20	42906 - SHOP UPDATES
2	DLR	12.16.20	UPDATED LOGO TO ADAMS TECH & UPDATED POWER SUPPLY CALLOUTS
3	DLR	09.14.21	49692 - RB UPDATES, REMOVE GUSSETS FROM BASE PLATES
4	DLR	03.16.22	52579 - SEPARATED NEW AND RETRO DRAWINGS
5	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

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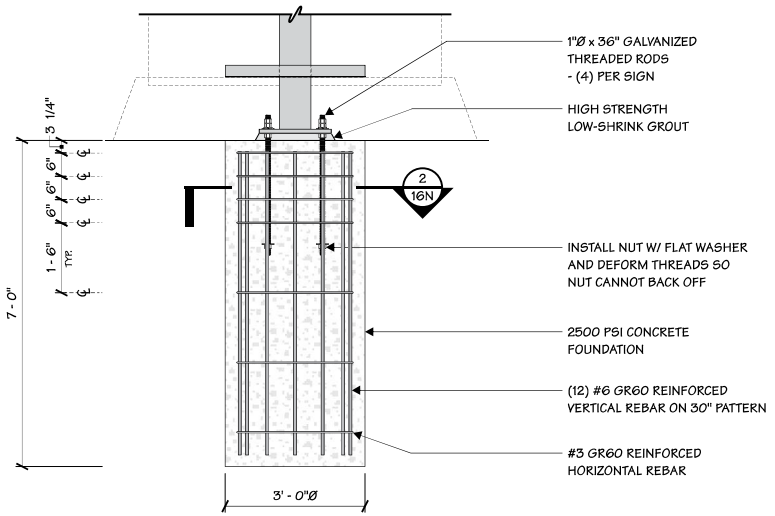
Code 41923
Type C
Sign Type P36N-115
PG #: 15

2655 International Parkway
Virginia Beach, VA 23452

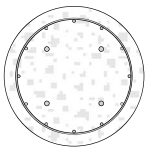
CUSTOM - SPECIAL PRICING REQUIRED

MATERIAL SPECIFICATIONS:
(UNLESS OTHERWISE NOTED)

REINFORCING - GRADE 60 W/ 3" MIN. COVER
DO NOT WELD REBAR



1/16 FOUNDATION ELEVATION (CAISSON)
3/8" = 1' - 0"



2/16 SECTION VIEW
3/8" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

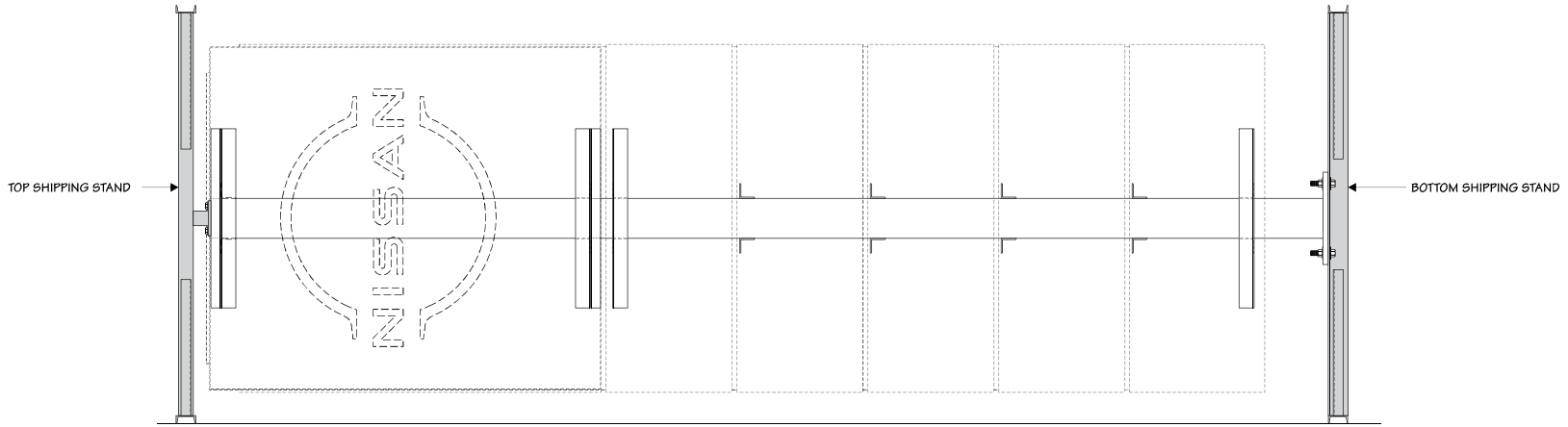
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A	DLR	03.16.22	52579 - ADDED LIFTING ANGLE DETAILS

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Code 41923
Type C
Sign Type P36N-115
PG #: 16

2655 International Parkway
Virginia Beach, VA 23452

NOTES:
WEIGHTS
1.) SIGN W/ SHIP STANDS = 2,124 LBS



1/17 FRONT ELEVATION
1/2" = 1' - 0"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

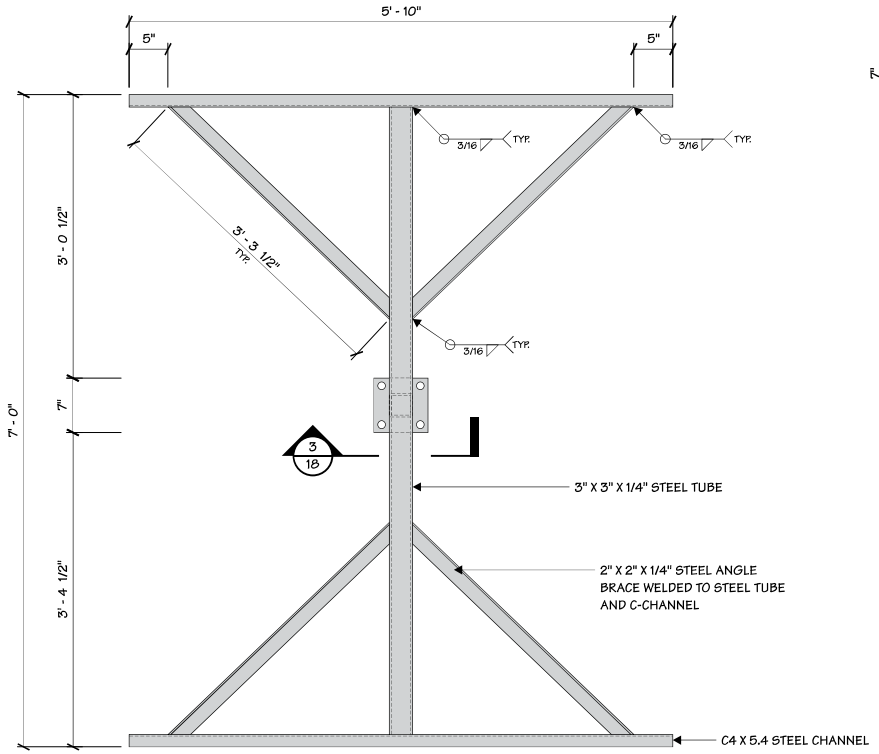
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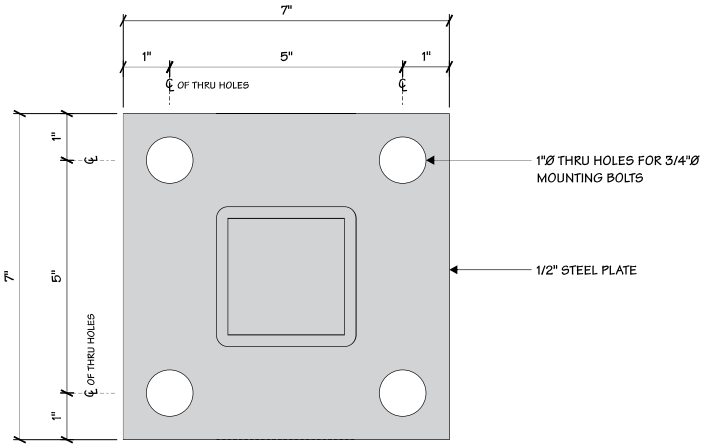
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Code 41923
Type C
Sign Type P36N-115
PG #: 17

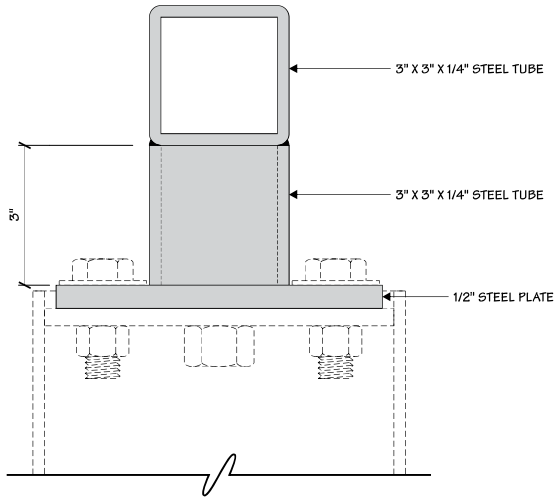
2655 International Parkway
Virginia Beach, VA 23452



1 / 18 TOP SHIPPING STAND
3/4" = 1' - 0"



2 / 18 MOUNTING PLATE
3/8" = 1"



3 / 18 SECTION VIEW
3/8" = 1"

AGI

Project Title
NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications
☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

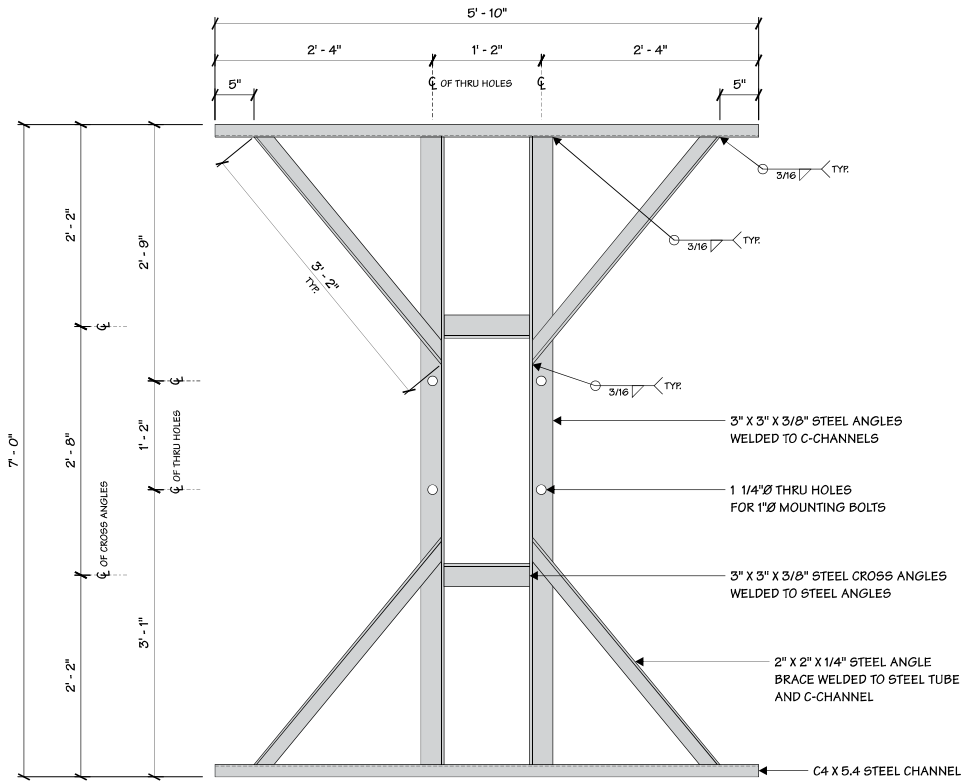
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Code 41923
Type C
Sign Type P36N-115
PG #: 18

2655 International Parkway
Virginia Beach, VA 23452



1/19 BOTTOM (NEW) SHIPPING STAND

3/4" = 1' - 0"

AGI

Project Title

NISSAN NRC NEXT

Date 06.15.20

AGI EoR M. SMITH
Lead Drafter DLR
Drawn By DLR
Project Mgr. S. HNATKOWICZ

General Sign Specifications

☐ Interior ■ Exterior
☐ Single Faced ■ Double Faced
☐ _____
☐ Non-Illuminated
■ Illuminated
120 Volts 8.1 Amps(+/-)
Location _____
Windload 115 MPH / ASCE 7-10

Drawing Revisions

	Drawn By	Date	Change
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Code 41923

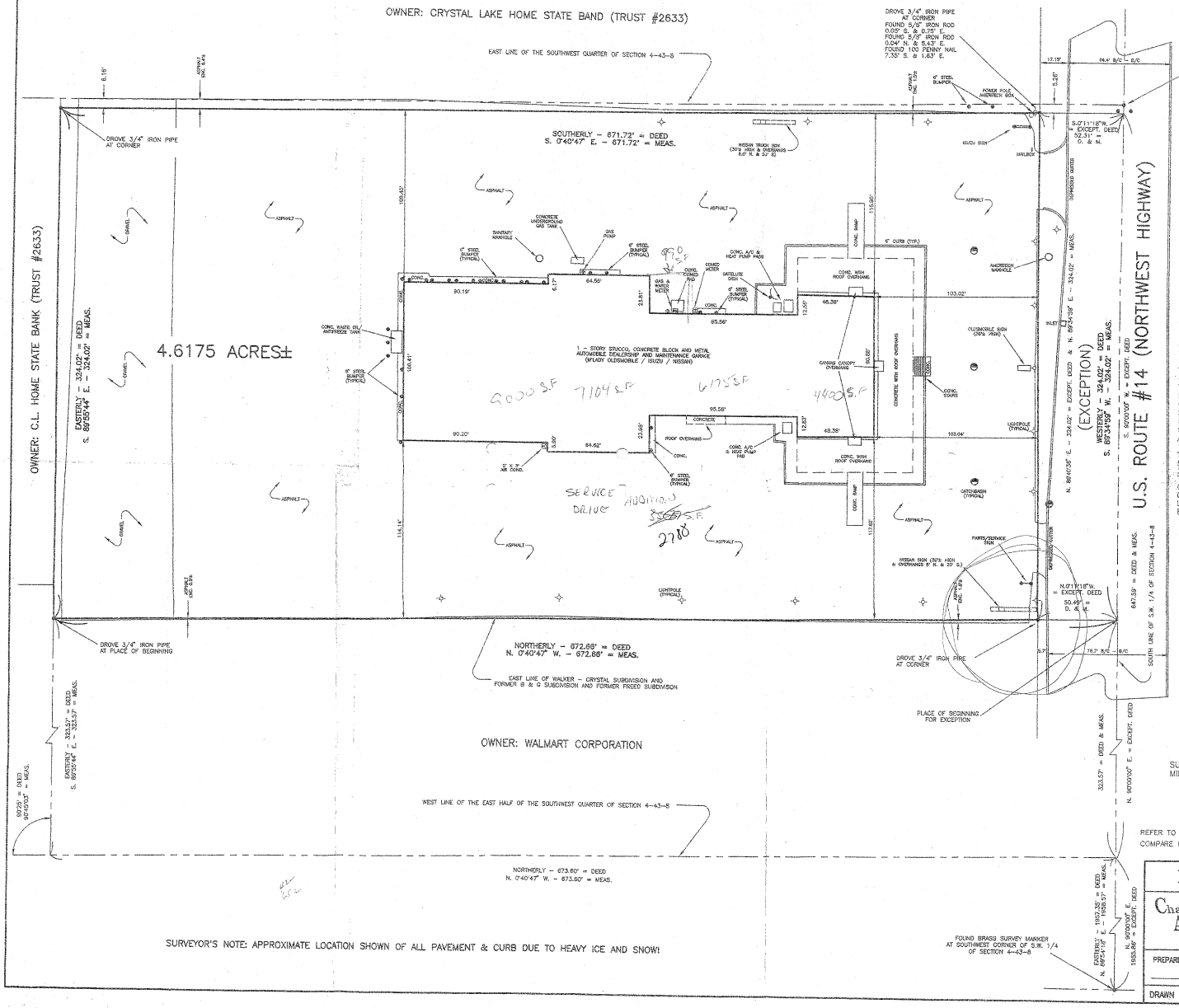
Type C

2655 International Parkway
Virginia Beach, VA 23452

Sign Type P36N-115

PG #: 19

PLAT OF SURVEY



LEGAL DESCRIPTION

THAT PART OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, 1957.35 FEET TO THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SOUTHWEST QUARTER; THENCE NORTHERLY ALONG SAID WEST LINE 673.6 FEET; THENCE EASTERLY ALONG A LINE THAT FORMS AN ANGLE OF 90 DEGREES, 25 MINUTES, TO THE RIGHT WITH A PROLONGATION OF THE LAST DESCRIBED COURSE 323.57 FEET FOR THE PLACE OF BEGINNING; THENCE CONTINUING EASTERLY ALONG THE LAST DESCRIBED COURSE 324.02 FEET; THENCE SOUTHERLY 671.72 FEET TO A POINT IN THE SOUTH LINE OF SAID SOUTHWEST QUARTER THAT IS 647.59 FEET EAST OF THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SOUTHWEST QUARTER; THENCE WESTERLY ALONG SAID SOUTH LINE 324.02 FEET; THENCE NORTHERLY 672.66 FEET TO THE PLACE OF BEGINNING, (EXCEPTING THEREFROM DESCRIBED AS FOLLOWS: THAT PART OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER; THENCE ON AN ASSUMED BEARING OF NORTH 90 DEGREES, 00 MINUTES, 00 SECONDS EAST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, 1955.86 FEET TO THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SOUTHWEST QUARTER; THENCE CONTINUING NORTH 90 DEGREES, 00 MINUTES, 00 SECONDS EAST ALONG THE LAST DESCRIBED COURSE, A DISTANCE OF 323.57 FEET, TO THE PLACE OF BEGINNING; THENCE NORTH 00 DEGREES, 11 MINUTES, 18 SECONDS WEST AND PARALLEL WITH THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 4, A DISTANCE OF 50.49 FEET; THENCE NORTH 89 DEGREES, 40 MINUTES, 36 SECONDS E 7, A DISTANCE OF 324.02 FEET; THENCE SOUTH 00 DEGREES, 11 MINUTES, 18 SECONDS EAST PARALLEL WITH THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 4, A DISTANCE OF 52.31 FEET TO THE SOUTH LINE OF THE SOUTHWEST QUARTER; THENCE SOUTH 90 DEGREES, 00 MINUTES, 00 SECONDS WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 324.02 FEET TO THE PLACE OF BEGINNING), IN MCHENRY COUNTY, ILLINOIS.

STATE OF ILLINOIS
S. S.
COUNTY OF MCHENRY

TO: CHICAGO TITLE INSURANCE COMPANY

This is to certify that this plat and the survey on which it is based were made in accordance with the "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys", jointly established and adopted by ALTA and ACSM in 1992 and meets the accuracy requirements of an Urban Class Survey, as defined therein.

Dated this 22nd day of January 1998 at Crystal Lake, Illinois.

Charles A. Mionske
CHARLES A. MIONSKE
ILLINOIS PROFESSIONAL LAND SURVEYOR #1750

SURVEYOR'S NOTE: THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF PRACTICE APPLICABLE TO BOUNDARY SURVEYS.

INDICATES IRON STAKE

REFER TO DEED OR GUARANTEE POLICY FOR BUILDING LINES AND EASEMENTS NOT SHOWN HEREON
COMPARE DESCRIPTION AND POINTS BEFORE BUILDING AND REPORT ANY APPARENT DIFFERENCE TO THE SURVEYOR

M'LADY OLDS/ISUZU/NISSAN SURVEY

Charles A. Mionske Inc.
SURVEYING / LAND PLANNING
2024 STATE ROUTE 176
CRYSTAL LAKE, ILLINOIS 60014
(815)-455-3252

SCALE: 1" = 30'
DATE : 1-22-98
REVISIONS

PREPARED FOR: M'LADY OLDSMOBILE / ISUZU / NISSAN
ADDRESS: 5656 N. NORTHWEST HIGHWAY

DRAWN BY: MTB | CHECKED BY: CAM | JOB NO. 98017

DBN: A-503 FLE NM. 98017SUR
DES: SB-174 PRO. NO. 98017P

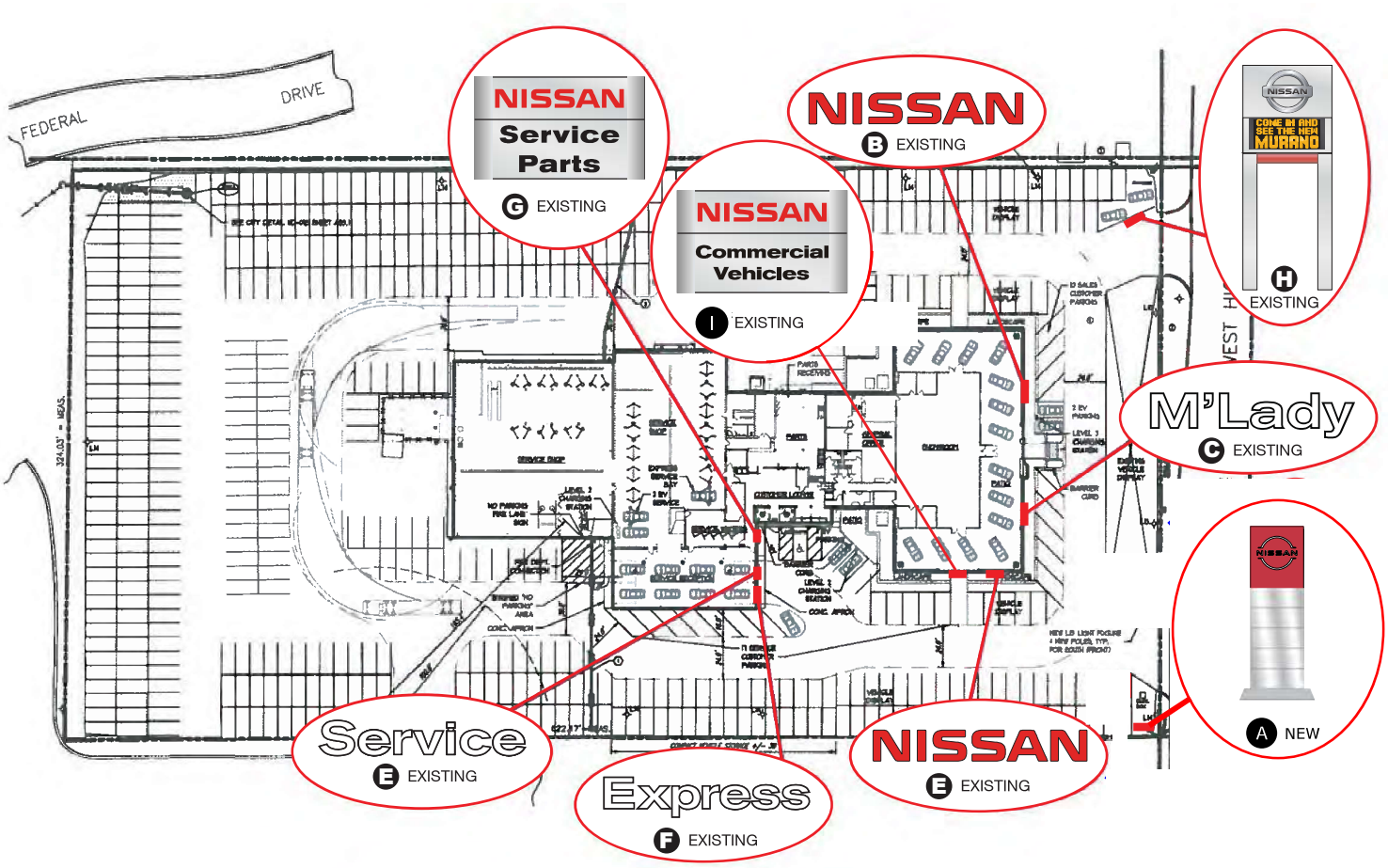
PLAT OF SURVEY
KD

E:\MBS\98017\98017SUR Thu Jan 22 12:13:58 1998

NISSAN NORTH AMERICA
Dealer Presentation Package

1. SITE PLAN

The following provides a visual representation of the prepared schedule:



2. SCHEDULE OF SIGNS

Site Before

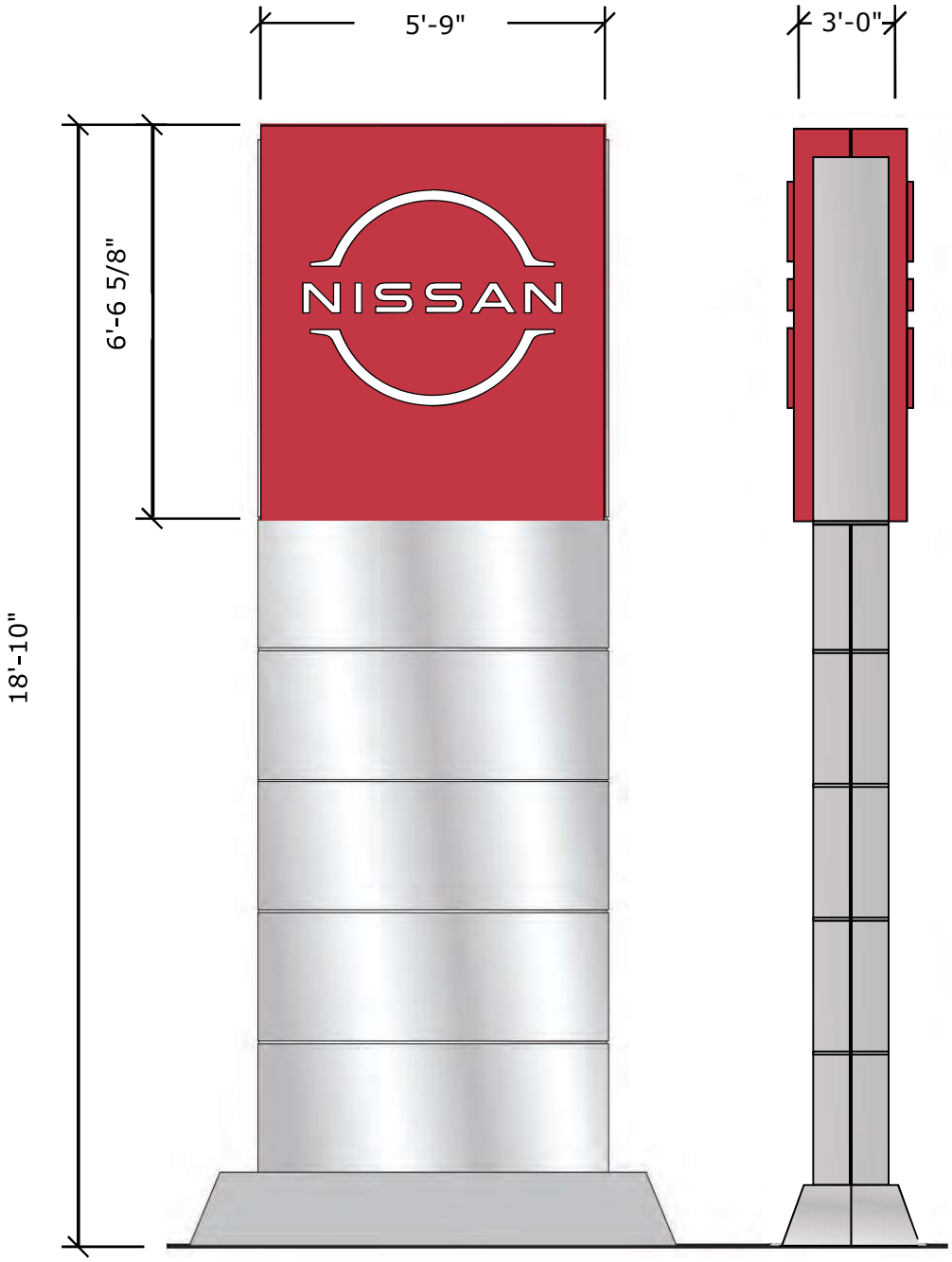


Proposed Signage



A: P36 Main Brand Pylon

2. SCHEDULE OF SIGNS



A P36 Main Brand Pylon
37.67 sf Total of 1
New

2. SCHEDULE OF SIGNS

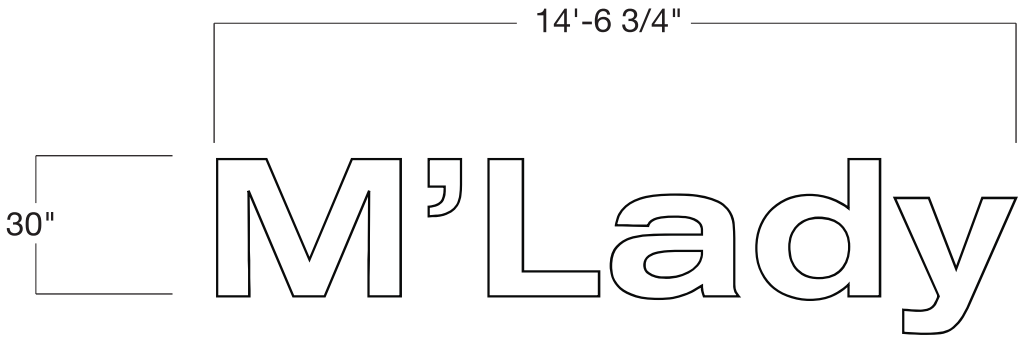


B Nissan Word Mark Channel Letters

62.35 sf Total of 1

Existing

2. SCHEDULE OF SIGNS



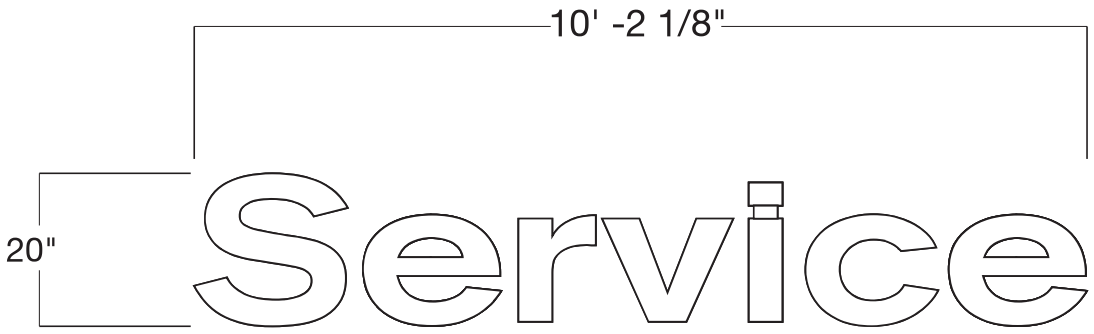
C Dealer Name Letters
36.40 sf Total of 1
Existing

2. SCHEDULE OF SIGNS



D Nissan Word Mark Channel Letters
27.71 sf Total of 1
Existing

2. SCHEDULE OF SIGNS



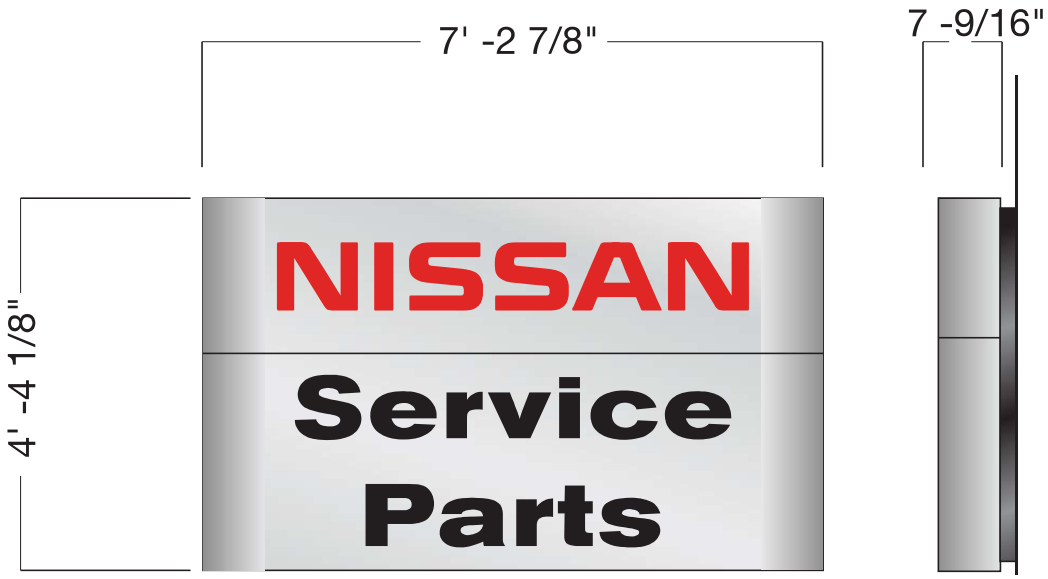
E Service Channel Letters
16.96 sf Total of 1
Existing

2. SCHEDULE OF SIGNS



F Express Channel Letters
18.15 sf Total of 1
Existing

2. SCHEDULE OF SIGNS

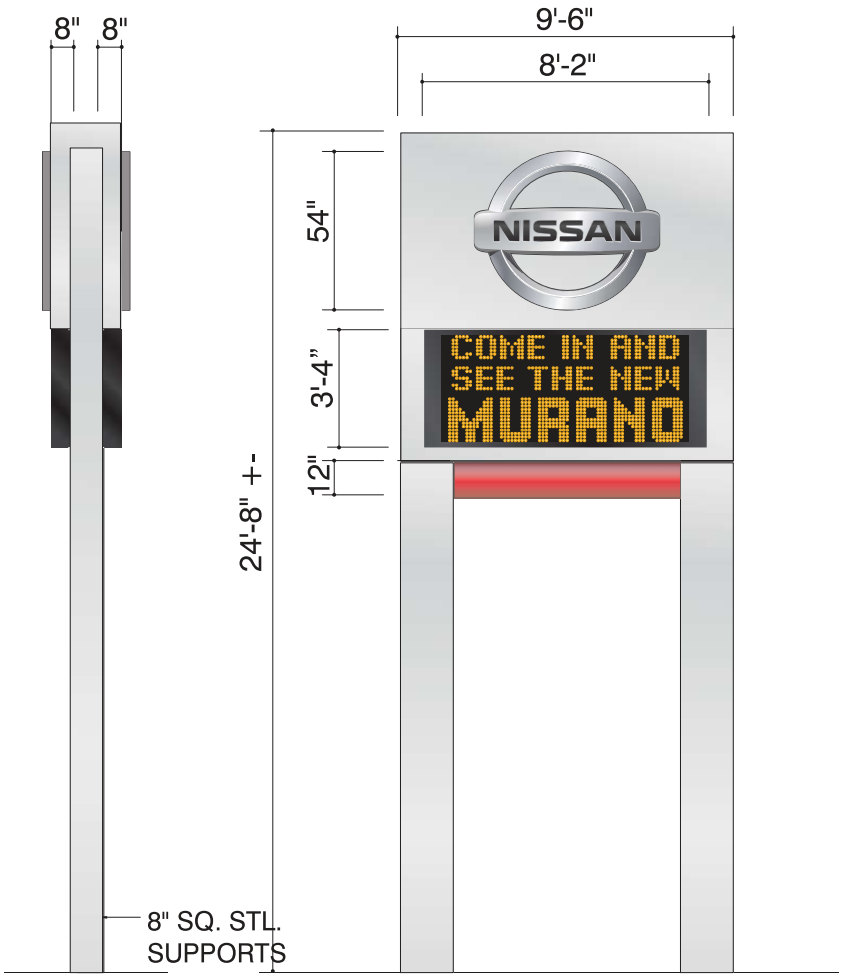


G SRV-32 WS Wall Sign

32 sf Total of 1

Existing

2. SCHEDULE OF SIGNS

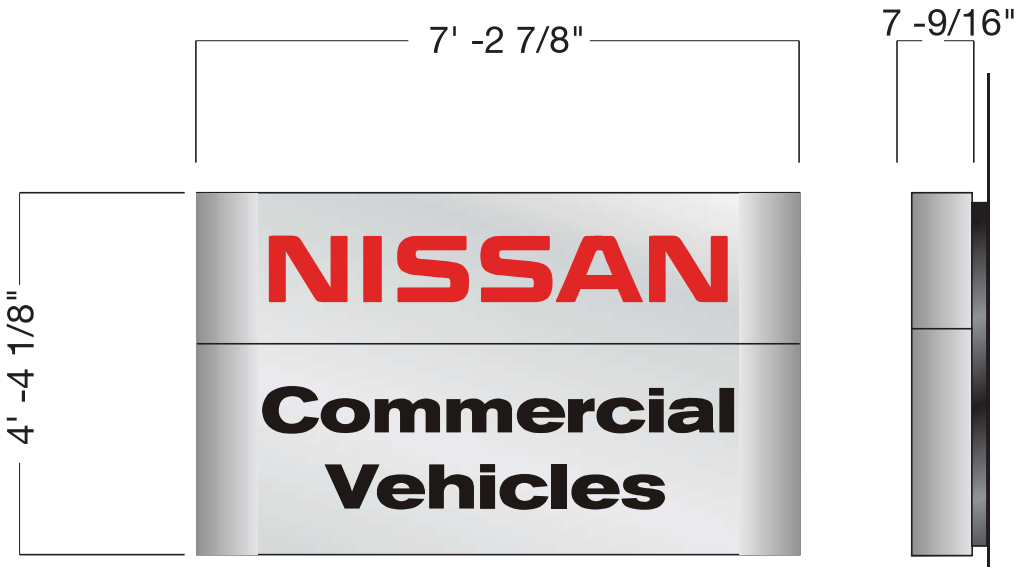


H Custom Pylon

98.16 sf Total of 1

Existing

2. SCHEDULE OF SIGNS



I CV-32-WS Wall Sign
32 sf Total of 1
Existing

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Private Activity Bond Volume Cap Reservation

Recommendation: Motion to adopt an Ordinance reserving the State of Illinois volume cap for private activity bonds.

Staff Contact: Kathryn Cowlin, Director of Community Development
Heather Maieritsch, Economic Development Manager

Background: The City of Crystal Lake received notification from the Governor's Office regarding the reservation of Crystal Lake's volume cap. Private activity bonds can be issued as Industrial Revenue Bonds using the volume cap allocation. The State requires that all eligible municipalities pass an Ordinance to reserve their volume cap for the fiscal year.

For 2023, each home rule municipality is authorized a volume cap amount equal to $120 per capita. Using this formula, Crystal Lake's allocation equals $4,849,320, based upon the State's assigned population of 40,411.

At this time, there have been no official applications from private businesses for the City to allocate our volume cap in the form of Industrial Revenue Bonds. However, staff has had discussions with businesses recently regarding the issuance of Industrial Revenue Bonds for pending or prospective developments. According to the State Office of Management and Budget, after the volume cap has been reserved, the municipality is required to allocate the amount reserved for private activity bonds by December 31 of that year. If the City does not allocate its volume cap by December 31, it can request to carry-over the allocation for up to three years for a variety of different projects, but not for qualified small issue bonds (Industrial Revenue Bonds). The Ordinance reserves the City's allocation for possible future use.

There is no obligation to the municipality in issuing Industrial Revenue Bonds. All the payment responsibility rests with the private party. The lien is on the property, secured by the Industrial Revenue Bonds. Under Federal law, the City can utilize the authorized volume cap as additional incentive for industrial firms to relocate or expand facilities within its jurisdiction. Industrial Revenue Bonds can be attractive to industrial firms because of the difference to the bond buyers between tax-free interest rates and prevailing taxable interest rates.

Votes Required to Pass: A simple majority vote.

ORDINANCE NO. xxxx
FILE NO. xxx

AN ORDINANCE RESERVING VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, AND RELATED MATTERS.

WHEREAS, the City of Crystal Lake, McHenry County, Illinois *(the "Municipality"),* is a Municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended *(the "Code"),* provides that the Municipality has volume cap equal to $120 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, *30 Illinois Compiled Statutes 1998, 345/1 et seq.,* as supplemented and amended *(the "Act"),* provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2023 to be applied toward the issuance of private activity bonds *(the "Bonds"),* for unidentified projects, as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

SECTION I: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2023, in the amount of $4,849,320, based upon the State of Illinois assigned population of 40,411, is hereby reserved by the Municipality, which shall issue Bonds using such volume cap, or shall transfer such cap, without further action required on the part of the Municipality; and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds, provided

Draft

that any such transfer shall be evidenced by a written instrument executed by the Mayor or any other proper officer or employee of the Municipality.

SECTION II: That the City of Crystal Lake shall maintain a written record of this Ordinance in its records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

SECTION III: That the Mayor, the City Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

SECTION IV: That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase, or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases, and provisions of this Ordinance.

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

DATED at Crystal Lake, Illinois, this 21st day of February, 2023.

Draft

_____

Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____

Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023

APPROVED: February 21, 2023

CITY OF
Crystal Lake
ILLINOIS

February 21, 2023

Office of the Governor
Governor's Office of Management and Budget
555 W. Monroe Street- Suite 1500-S-GOMB
Chicago, IL 60661

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

RE: Issuer: City of Crystal Lake, McHenry County, Illinois
Type: A home-rule unit of government
Total 2023 Volume Cap Allocation: $4,849,320.

Volume cap allocations **reserved** by Issuer resolution on February 21, 2023:

Principal Amount of Reservation: $4,849,320

A copy of the allocation Ordinance is attached.

Total Allocation Granted $4,849,320

Sincerely

Heather Maieritsch

Heather Maieritsch
Economic Development Manager
(815)356-3737
hmaieritsch@crystallake.org

Attachment
Cc: Eric Helm, City Manager
Jodi Hartman, Finance Director

DRAFT

STATE OF ILLINOIS



GUIDELINES AND PROCEDURES

FOR THE

ALLOCATION OF PRIVATE ACTIVITY BONDING AUTHORITY

IN ACCORDANCE WITH THE TAX REFORM ACT OF 1986

AND 30 ILCS 345

OFFICE OF THE GOVERNOR

Effective January 1, 2023

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Questions regarding these guidelines and procedures may be directed to the Capital Markets Unit of the Governor's Office of Management and Budget at (312) 814-0023**. ** Please note that the Hard Copy Submission address has changed to 555 W. Monroe Street, Suite 1500-S-GOMB, Chicago, IL 60661**

INTRODUCTION

The Federal Tax Reform Act of 1986 (the "Code") as amended, imposes a limit on the aggregate amount of "tax exempt private activity" bonds (also known as "Volume Cap") that can be issued by a state. While the Code provides an allocation scheme for specific issuing authorities, it also provides that a state may, by law, provide a different formula for allocating the State ceiling among the governmental units in the State having authority to issue such bonds. The State of Illinois ("the State") has adopted procedures for the allocation of Volume Cap pursuant to the Illinois Private Activity Bond Allocation Act, 30ILCS 345 (the "Illinois Allocation Act").

The Governor's Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code and Illinois Allocation Act and these "2023 Guidelines and Procedures" (the "Guidelines"), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor's Office, and the Governor's Office reserves the right to amend the Guidelines at any time.

These Guidelines are provided by the Governor's Office to assist issuers in understanding how the allocation formula will be administered. They do not represent a binding legal interpretation of either the Code or the Illinois Allocation Act. The Governor's Office will not make a legal determination of the applicability of the Code to an issuer, nor will it determine an issuer's compliance under the Code. Issuers should consult their own legal counsel to make these determinations.

The Guidelines require certain issuers to submit requests to the Governor's Office for allocations of Volume cap. In addition, they require issuers within the State to report on reallocations and their use of Volume Cap.

PLEASE NOTE – ALL REQUESTS AND REPORTING SUBMISSIONS, AS DESCRIBED HEREIN, MUST BE SUBMITTED IN BOTH (i) HARD AND (ii) ELECTRONIC FORMATS (ADOBE ACROBAT "PDF") TO THE FOLLOWING ADDRESSES:

HARD COPY SUBMISSIONS TO:

Governor's Office of Management and Budget
Capital Markets Unit– Volume Cap Submission
555 W. Monroe Street – Suite 1500-S-GOMB
Chicago, IL 60661
Attn: Sophia Ronis

ELECTRONIC (PDF) SUBMISSIONS TO:

Omb.volumecaprequest2023@Illinois.gov

Please indicate the (i) name, (ii) status of your organization (Home Rule, Non-Home Rule or State Agency) and (iii) type of submission (either a "REPORT" or a "REQUEST") in the "SUBJECT" line of your submission e-mail. Please include the following information for a primary and secondary contact person in the body of each electronic submission (email):

Name
Title
Department/Division
Phone Number
Email address

IMPORTANT NOTE – The time and date stamp of the email will be used for the purpose of determining the order in which the submissions are received unless otherwise noted herein.

**** Please note that the Hard Copy Submission address has changed to 555 W. Monroe Street, Suite 1500-S-GOMB, Chicago, IL 60661**

Calendar Year 2023 State Ceiling and Allocations

2023 State Ceiling – Background and Calculation

Section 146 of the Code limits the amount of qualified private activity bond debt that may be issued in a state during a calendar year ("the State Ceiling"). Section 146(d) of the Code was amended by H.R. 5662, the "Community Renewal Tax Relief Act of 2000 (the "CRTF Act")," to specify that beginning in calendar year 2002 the limit shall be the greater of $75 multiplied by a state's population or $225 million. The CRTF Act further specifies that beginning in calendar year 2003 the volume limit may be adjusted annually for inflation. Pursuant to Revenue Procedure 2008-66 published by the Internal Revenue Service, the volume limit on qualified private activity bonds adjusted for inflation for calendar year 2023 is ($120 multiplied by the state's population).

Section 146(j) of the Code further requires that the calculation of the State Ceiling be based on the most recent resident population estimate released by the U. S. Bureau of the Census before the beginning of the calendar year. On December 30, 2019, the Population Division of the U.S. Census Bureau issued "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2022 (NST-EST2022-01)" which reports Illinois's estimated population as 12,582,032.

Illinois 2023 State Ceiling is $1,509,843,840.00 ($120 x 12,582,032).

Allocations

Pursuant to the Statute, the table below denotes the initial allocation of the 2023 State Ceiling.

Home Rule Units	$ 973,257,000.00
Non-Home Rule Units	268,293,420.00
State Agencies/Authorities	268,293,420.00
Total	**$1,509,843,840.00**

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HOME RULE UNITS

Allocation

January 1 Benchmark
As described in "2023 State Ceiling – Background and Calculation" above, each Home Rule community is allocated an amount equal to ($120 multiplied by its population and Cook County, as a Home Rule County, is allocated an amount equal to $120.00 multiplied by the population of its unincorporated area). Based on the most recent US Census estimates the total amount for all Home-Rule units has been determined to be $973,257,000.00. Appendix C attached identifies the list of Home Rule units and the population count used by the Governor's Office for the volume cap allocation. Special census estimates or other estimates for individual municipalities are not recognized by the Governor's Office.

During the period from January 1, 2023, through May 1, 2023, Home Rule units may not apply to the State for an allocation under the Illinois Allocation Act. Rather, Home Rule units must determine and monitor their own private activity bond limits as provided in the Illinois Allocation Act. Please see reporting requirements detailed below in "Home Rule Reporting".

June 1 Benchmark
Of the total amount available to each Home Rule unit of government with less than 2,000,000 inhabitants, the amount that has not been granted, transferred, or reserved by Home Rule units for specific projects or purposes as of May 1, 2023, shall be reserved to the Governor's Office on June 1, 2023 (the "home Rule Pool"). From the period of June 1 through July 15, 2023, one-half of the home rule Pool will be available to all Home Rule units with less than 2,000,000 inhabitants (the remaining half is available for allocation to the State or State Agencies as herein after described).

The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule Pool beginning on the first State business day on or after June 1, 2023. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the Home Rule Pool upon a request made, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter Express mail will be used upon request and at the issuer's expense. The allocation is valid for a period of 60 calendar days from the date of the letter or December 28 of the year of the allocation. This period is set by Illinois Allocation Act and cannot be extended.

July 15 Benchmark
On and after July 15, 2023, the amount of the unused allocation from the Home Rule Pool shall be available to both Home Rule units of government (with less than 2,000,000 inhabitants) and to State agencies. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed after July 15 if cap still is requested.

The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule pool beginning on the first State business day on or after July 15, 2023. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

- **A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official action", as defined in the Statute, must accompany all request submissions (June 1 or July 15). A submission will not be deemed complete unless a copy of Official action is included in the transmittal.**
- **No Home Rule unit may be granted more than 10% of the amount of total allocation initially available for Home Rule units for a single project. Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Requests will be processed only for allocation to be used directly by the requesting Home Rule unit. Joint requests from more than one unit or requests from one unit for allocation that will also be used by other units of government will not be considered. Once an allocation is given to a specific unit, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **The allocation approval letter to Home Rule units of government is valid for a period of 60 calendar days from the date of the letter or through December 31, 2023, whichever date comes first. If an issuer's allocation has expired, it may apply for a new allocation if allocation is still available. Such application will be processed by the Governor's Office in the same manner as any other new application.**
- **The State, a State agency or Home Rule unit may reallocate all or a portion of its ORIGINAL allocation to a Home Rule Unit, the State, a State agency or a Non Home Rule Unit of local government. Home Rule units may reallocate by official action of their governing body only as to volume cap reserved prior to May 1, 2023. Home Rule units MAY NOT reallocate any allocation granted by the Governor's Office after June 1. Please see "REALLOCATION PROVISIONS" for further details.**

Home Rule Reporting

Confirmation of Issuance
Pursuant to Section 7 of the Illinois Allocation Act, any Home Rule unit utilizing Volume Cap (regardless of its source) is required to report, within 10 calendar days of issuance, the following:

(a) Name of the Issuer.
(b) Principal amount of the issue.
(c) Purpose for which the private activity bonds were issued.
(d) The amount, if any, used to refund any prior issue of private activity bond; and
(e) IRS 8038

A form of the "Confirmation of Bond Issuance" letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This "lapsed" volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer's representative states in writing that all or a portion of the cap will not be used.

Mid-Year Reporting
No later than May 10, 2023, each Home Rule unit with less than 2,000,000 inhabitants must report to the Governor's Office in writing on volume cap (i) granted, (ii) transferred, or (iii) reserved by official action of the unit's governing body prior to May 1, 2023. The form described in Appendix A is provided for this purpose – "Report of Allocation Granted by Home Rule".

Once Volume Cap is properly reserved by a Home Rule unit prior to May 1, 2023, the Governor's Office will not object to the subsequent transfer or reallocation of such cap or filing of a carry-forward of such volume cap, and no notice to the Governor's Office of any such subsequent action is required. {Please note, however, that Home Rule units must provide notice to the Governor's office, as provided in Section 6 of the Illinois Allocation Act, within fourteen days of said reallocation.}

Please Note - Copies of "Official Action", as defined in the Illinois Allocation Act, must accompany this reporting submission. Submission will not be deemed complete unless a copy of Official Action is included with the submissions.

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NON-HOME RULE UNITS

Allocation Requests

January 1 Benchmark
The 2023 allocation of Volume Cap available on or after January 1, 2023, to be issued by Non-Home Rule units of local government is expected to be $ 268,293,420.00. Non-Home Rule units are defined as municipalities or counties, other than Home-Rule units. All other forms of government, such as local water districts or airport authorities, must apply for Volume Cap as a State Agency.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Local Government Pool beginning on the first State business day on or after January 1, 2023 (January 3, 2023). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 3, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission received, and processed on a first come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the total available allocation, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter. Express mail may be used upon request and at the issuer's expense.

July 15 Benchmark
Of the total amount allocated to Non-Home Rule units, the amount of remaining allocation as of July 14, 2023 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2023, to be allocated to the State, State agencies or Non-Home Rule units as described in the Illinois Allocation Act. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed on or after July 15 if volume cap is still requested**.**

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Non-Home Rule Pool beginning on the first State business day on or after July 15, 2023. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

- **A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official Action", as defined in the Illinois Allocation Act, must accompany all request submissions (January 1 or July 15). A submission will not be deemed complete unless a copy of Official Action is included in the transmittal.**
- **No Non-Home Rule unit may be granted more than 10% of the amount of total allocation initially available to units of local government for a single project. Non-Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Non-Home Rule units do not have power under statute to transfer or reallocate cap to other Non-Home Rule or Home-Rule units. Requests may be made only for cap that will be used within the Non-Home Rule unit's jurisdiction, as evidenced by such documentation or evidence as the Governor's Office shall request. Letters of intent from lenders shall be deemed**

prima facie evidence. Units planning to pool their allocations must certify their intent to comply with this section in their request letter.

- **The allocation approval letter is valid for a period of 60 calendar days from the date of the letter. This period is set by the Illinois Allocation Act and cannot be extended.**
- **Pursuant to Section 6 of Illinois Allocation Act, a Non-Home Rule unit IS NOT AUTHORIZED TO REALLOCATE all or any unused portion of its allocation. Direct and indirect reallocations by Non-Home Rule Units are strictly prohibited. This prohibition is discussed more fully in the "Reallocation Provisions" of these Guidelines.**
- **The** proceeds from bonds utilizing Volume Cap allocated to a Non-Home Rule unit pursuant to these Guidelines must be used within the jurisdiction of the Non-Home Rule unit.

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Non-Home Rule Reporting

Confirmation of Issuance
Pursuant to Section 7 of the Illinois Allocation Act, Non-Home Rule units are required to report, within 10 calendar days of issuance, the following:

(a) Name of the Issuer.
(b) Principal amount of the issue.
(c) Purpose for which the private activity bonds were issued.
(d) The amount, if any, used to refund any prior issue of private activity bond; and
(e) IRS 8038

A form of the "Confirmation of Bond Issuance" letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This "lapsed" volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer's representative states in writing that all or a portion of the cap will not be used.

Annual Reporting of Housing Projects
The Illinois Allocation Act requires Non-Home Rule units to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in the Section 7.5 of the Illinois Allocation Act. A form to aid reporting has been provided in Appendix B to these Guidelines. Calendar Year 2023 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2023. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

Illinois Housing Development Authority
Attention: General Counsel
401 North Michigan Avenue
Chicago, IL 60611

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STATE AGENCIES

Allocation Requests

For calendar year 2023 there is expected to be $ 268,293,420.00 for use by State Agencies, (the "State Agency Pool"), defined as any State agency, commission, board, authority, or body politic and corporate of the State authorized by law to issue Private Activity Bonds, other than a Non-Home Rule or Home-Rule unit.

The Governor's Office may allocate among all State agencies from the State Allocation Pool available after January 3, 2023. In addition, State agencies may apply beginning on or after the first State business day after June 1, 2023, for the allocation retained by the Governor's Office from the Home-Rule Pool and beginning on or on July 15, 2023, for the allocation retained, if any, from the Non-Home Rule Pool. Requests submitted prior to June 1 which are not completely fulfilled, and requests submitted prior to July 15 which are not completely fulfilled must be re-filed after July 15 if cap from the Non-Home Rule pool is requested. Please see "HOME RULE" and "NON-HOME RULE" sections for submission procedures.

Please Note-

- **Requests will be processed only for allocation to be used directly by the requesting State agency. Requests may be requested and granted on a lump-sum by private activity bond category or individual project basis as the Governor's Office may determine. Joint requests from more than one State agency or units of government or requests from one State agency for an allocation that will be used by other units of government will not be considered. Once an allocation is given to a specific State agency, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **State agencies may submit requests for allocations of any amount. The 10% limit does not apply to State Agencies**
- **The Governor's Office may consult with State agencies prior to submission of their allocation requests and determine the amount of allocation that shall be requested and approved. The allocation shall be valid through the end of the calendar year.**
- **State agencies may reallocate their unused allocation in the manner described in "REALLOCATION PROVISIONS" with the approval of the Governor's Office. A State agency that issues bonds after receiving a reallocation from a Home-Rule unit or another State agency shall submit the information described in the "Reporting" section below.**
- **State agencies also may file a carry-forward of an allocation remaining at the end of one calendar year to the next under certain circumstances, with the approval of the Governor's Office. Issuers should consult their legal counsel with respect to the applicability of this provision to their circumstances**

State Agency Reporting

Confirmation of Issuance
Pursuant to Section 7 of the Illinois Allocation Act. State Agencies are required to report, within 10 calendar days of issuance, the following:

(a) Name of the Issuer.
(b) Principal amount of the issue.
(c) Purpose for which the private activity bonds were issued.
(d) The amount, if any, used to refund any prior issue of private activity bond; and
(e) IRS 8038

A form of the "Confirmation of Bond Issuance" letter is provided in Appendix A.

If the amount of the bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the unused allocation amount shall be retained by the State Agency unless otherwise directed by the Governor's Office.

Annual Reporting of Housing Projects
Pursuant to the Illinois Allocation Act, State Agencies are required to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in Section 7.5 of the Illinois allocation Act and a form has been provided in Appendix B for submission. Calendar Year 2023 Submissions are to be sent via the instruction set forth on page 3 of these guidelines by February 1, 2023. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

Illinois Housing Development Authority
Attention: General Counsel
401 North Michigan Avenue
Chicago, IL 60611

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REALLOCATION PROVISIONS

Reallocations by the State, a State Agency or a Home Rule Unit

The State, any State Agency or Home Rule unit may voluntarily reallocate to any Non-Home Rule unit of local government, Home-Rule unit, the State or any State agency all or any portion of its unused allocation. {The State Agency or Home Rule unit reallocating all or a portion of its unused allocation must provide notice to the Governor's office within fourteen days of said reallocation.}

Consistent with the Illinois Allocation Act and these guidelines, entities that issue private activity bonds on the basis of reallocations must submit to the Governor's Office written evidence of such reallocation and a confirmation of bond issuance letter within ten calendar days from the date the bonds are issued.

Reallocations by a Non-Home Rule Unit Are Prohibited

Non-Home Rule units may not reallocate to any issuer. This prohibition applies to direct reallocations and to reallocations attempted via an intergovernmental or other agreement. Allocations made to Non-Home Rule units pursuant to the Illinois Allocation Act and these Guidelines may not be used in an issuance by another governmental entity on behalf of the Non-Home Rule unit or as a surrogate for the Non-Home Rule unit via an intergovernmental or other agreement.

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APPENDIX A

STANDARD FORM OF LETTERS

(Letterhead of Signatory)

ALLOCATION REQUEST LETTER
FROM ALL ISSUERS

(Date)

Office of the Governor
Governor's Office of Management and Budget
555 W Monroe Street - Suite 1500 S GOMB
Chicago, IL. 60661

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

RE: Issuer: _____
Type: (Home-Rule, Non-Home Rule or State agency)
Maximum Principal Amount: _____
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear Governor J B Pritzker:

In accordance with the Tax Reform Act of 1986 as passed by 99th Congress 2nd Session (1986), as amended, and *30 ILCS 345*, the (name of issuer) respectfully requests an allocation for the above-captioned private activity bonds. In preparation for this bond issue to date, all applicable Federal and State requirements have been complied with. A copy of the inducement resolution or similar official action for this issue has been attached herewith.

[(The following is required only of Non-Home Rule units which expect to join other units in a single bond issue as described in the guidelines): I hereby certify that (name of issuer) intends to comply with requirements set forth in the Governor's Office guidelines and will not transfer or reallocate any cap received from the Governor's Office to other Non-Home Rule or Home-Rule units and will use the cap only within our jurisdiction.]

I hereby certify under penalty of perjury, that to the best of my knowledge, the issuance of the Private Activity Bond was or will not be made in consideration of any bribe, gift, gratuity or direct or indirect contribution to any political campaign.

Please forward the allocation approval letter to the undersigned [or to: _____]. Bond counsel for these bonds [is expected to be _____, who may be reached at [phone number]] [has not yet been selected].

Sincerely,

(Name of issuer)

_____
(Signature of authorized public official)
(Title)
(Phone number)

[Note: The Bond description cannot be materially changed after submission.]

(Governor's Letterhead)

BOND ALLOCATION APPROVAL LETTER

(Date)

Allocation Number (our assigned number)

(Name of issuer)

Attention: (Name of Official)

Re: Issuer: _____
Type: (Home-Rule, Non-Home Rule or State agency)
Maximum Principal Amount: _____
Bond Description: (project, beneficiary, location, type/category of bonds)

Ladies and Gentlemen:

In accordance with the Tax Reform Act of 1986, as amended, and *30 ILCS 345*, the above-captioned Issuer has requested an allocation for Private Activity Bonds with respect to the above-captioned bonds. In support of this request, I have been presented with the resolution duly adopted by the Issuer or similar official action with respect to the above-captioned bonds.

I hereby allocate $_____ of the State's 2023 maximum limit on private activity bonds to the above-captioned Issuer.

Pursuant to Section 6 of the Illinois Private Activity Bond Allocation Act, this allocation is only valid if:

(1) the proceeds from the bonds (the "Bonds") utilizing the bond volume cap are to originate single family mortgages to finance the purchase of homes located within the jurisdiction of the unit local government applying for the bond volume cap, or the costs associated therewith, or, if not so used, applied to redeem the Bonds; and

(2) the unit of local government is the Issuer of the Bonds.

"Issuer" as used herein is the entity named on the Bonds and obligated for the repayment of the Bonds and does not include an entity for whom bonds have been issued by another party via an intergovernmental or other agreement.

This allocation is valid through and including _____. If the above-captioned bonds have not been issued by said date this allocation automatically expires and is available for reallocation.

Sincerely,
J B PRITZKER

Governor

(Letterhead of Signatory)

CONFIRMATION OF BOND ISSUANCE
TO BE PROVIDED BY ISSUER

(Date) [Within 10 calendar days of issuance]

Allocation Number: (assigned by us in the allocation approval letter)

Office of the Governor
Governor's Office of Management and Budget
555 W Monroe Street - Suite 1500 S GOMB
Chicago, IL. 60661
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: _____
Type: (Non Home-Rule, Home-Rule or State agency)
Date of Issuance: _____
Principal Amount Issued: _____
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear _____:

In accordance with the Tax Reform Act of 1986, as amended, and *30 ILCS 345*, the above-captioned Issuer is giving notice that the above-captioned private activity bonds have been issued. With regard to the issuance of these bonds, all applicable federal and state requirements have been complied with. The total allocation provided for this bond issue in the Allocation Approval Letter dated _____ was $_____. The total principal amount actually issued was $_____ and, therefore, the amount of $_____ is unused allocation that may be added to the total available allocation.

Sincerely,

(Name of issuer)

_____
(Signature of authorized public official)
(Title)

Attachments

[Note: If the bonds were issued on the basis of a voluntary reallocation of unused allocation or as a result of a carry-forward of allocation from a prior year, this fact should be so stated in this confirmation letter and a copy of the written evidence of such reallocation or carry-forward should be attached.]

(Letterhead of Signatory)

REPORT OF ALLOCATION GRANTED
BY HOME-RULE UNITS

(Date) [Due Thursday, May 10, 2023]

Office of the Governor
Governor's Office of Management and Budget
555 W Monroe Street - Suite 1500 S GOMB
Chicago, IL. 60661
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: (Home-Rule unit)
Total 2023 Volume Cap Allocation: [see list attached to guidelines for population, multiplied by $120.00]

Volume Cap allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2023:

1. Principal Amount of Issue: _____
Bond Description: (Type of bond)
(Repeat as necessary identify all specific allocations)
If reallocated to another issuer, state name of issuer: _____

Copies of allocation resolutions or ordinances are attached. [Note: Memorandums of agreements with businesses need not be attached.]

Total Allocation Granted or Reallocated $_____

Sincerely,

(Name of issuer)

_____
(Signature of authorized public official)
(Title)
(Phone number)

APPENDIX B

ANNUAL HOUSING REPORT

SAMPLE FORM

Bond Issuer Annual Reporting Form

Statutory Requirement (30 ILCS 345/7.5)	Explanation/Detail	Insert Required Information
Information Required for All Bond Issues		
Bond Issuer	Entity Issuing Bonds:	
Person Completing Report (Drafter)	Name:	
Drafter Contact Information	Company:	
	Address:	
	Address:	
	City, State, Zip:	
	Phone:	
	E-mail Address:	
Reporting Period	Calendar Year:	
Date of Report	Date (no less than 45 days prior to end of Reporting Period):	
Bond Proceeds Used for Projects and Loans	Percentage of Total Issuance:	
Total Cost of Issuance	Amount:	
Bond Proceeds Used to Refund Prior Bonds	Amount:	
Unused Proceeds at Time of Report	Amount:	
Plan for Use of Any Unused Proceeds	*Attach Narrative and Supporting Documentation Showing Commitments to Utilize Proceeds, including timetable for use.*	
For Multifamily Rental Units Only		
Total Number of Developments	Total:	
Total Number of Units	Total:	
Income Levels for All Units (using Area Median Income, or "AMI")	No. Units at 30% AMI or less:	
	No. Units at 40% AMI:	
	No. Units at 50% AMI:	
	No. Units at 60% AMI:	
NOTE: The table of current AMI figures to be used in compiling this information may be found by calling the Illinois Housing Development Authority at 312-836-5200.	No. Units at 80% AMI:	
	No. of Other Restricted Units (% AMI):	
	No. of Other Restricted Units (% AMI):	
	No. of Other Restricted Units (% AMI):	
	Unrestricted (Market Rate):	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	*Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.*	
For Single Family Units Only		
Loans and Households Achieving Homeownership with Bond Proceeds	Number of Mortgage Loans:	
	Number of Households:	
Loan Amounts, Actual and Effective Interest Rates	*Attach List of Individual Loan Amounts, detailing the actual and effective interest rate for each loan.*	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	*Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.*	
First-time Homebuyers	Number:	
Homeownership Counseling	No. of assisted homeowners who received any homeownership counseling:	
Key to Priorities		
Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at www.ihda.org; choose "Housing Policy and Planning" in the left margin)		
Extremely Low Income - No. Units Serving Very Low-Income (less than 30% AMI) Households and Families		
Homeless - No. Units Serving Homeless People and Families and Those At-Risk of Homelessness		
Live Near Work - No. Units Serving Low and Moderate-Income Families and People Unable to Find Affordable Housing Near Employment or Transportation		
Preservation - No. of Units for Low-Income Families and People Living in Existing Affordable Housing that is in Danger of Becoming Unaffordable		
Very Low Income - No. Units Serving Very Low-Income (31 to 50% AMI) Households and Families		

QUESTIONS?

Any questions on how to complete this form should be directed to IHDA's CFO or General Counsel at 312-836-5200 or TTD 312-836-5222.

APPENDIX C

POPULATION ESTIMATES

Home Rule Unit[1]	Population[2]
Addison Village	35,353
Alsip Village	18,601
Alton City	25,422
Arlington Heights Village	76,000
Aurora City	179,266
Bannockburn Village	1,002
Barrington Hills Village	4,060
Bartlett Village	40,539
Bartonville Village	5,855
Batavia City	26,092
Bedford Park Village	589
Belleville City	41,751
Bellwood Village	18,331
Belvidere City	25,134
Benton City	6,708
Berkeley Village	5,214
Berwyn City	55,772
Bloomingdale Village	22,386
Bloomington City	78,283
Bolingbrook Village	73,597
Bridgeview Village	16,715
Bryant Village	163
Buffalo Grove Village	42,794
Burbank City	28,789
Burnham Village	3,989
Cahokia Village	11,912
Calumet City City	35,159
Calumet Park Village	6,843
Carbon Cliff Village	1,818
Carbondale City	21,741
Carlock Village	539
Carol Stream Village	39,333
Carpentersville Village	37,598
Carterville City	5,828
Champaign City	89,114
Channahon Village	13,706
Chicago City	2,696,555
Chicago Heights City	26,905
Chicago Ridge Village	14,130
Christopher City	2,657
Cicero town	83,161
Collinsville City	24,320
Cook County, Unincorporated	102,529
Country Club Hills City	16,407
Countryside City	6,275
Crainville Village	1,460
Crystal Lake City	40,411
Danville City	28,787
Darien City	21,751
Decatur City	69,646
Deerfield Village	19,079
DeKalb City	40,486
De Pue Village	1,601
Des Plaines City	59,459
Dolton Village	20,941
Downers Grove Village	49,654
Du Quoin City	5,811

Home Rule Unit[1]	Population[2]
East Dundee Village	3,115
East Hazel Crest Village	1,262
East St. Louis City	18,195
Edwardsville City	25,218
Elgin City	113,911
Elk Grove Village Village	32,066
Elmhurst City	45,326
Elmwood Park Village	23,945
Elwood Village	2,216
Evanston City	77,517
Evergreen Park Village	19,471
Fairview Heights City	16,474
Flora City	4,753
Forest View Village	778
Freeport City	23,650
Galesburg City	29,712
Gilman City	1,731
Glendale Heights Village	32,796
Glen Ellyn Village	28,533
Glenview Village	47,856
Glenwood Village	8,477
Golf Village	507
Granite City City	27,484
Gurnee Village	30,521
Hanover Park Village	36,774
Harvey City	19,871
Harwood Heights Village	8,836
Hazel Crest Village	13,098
Herrin City	12,253
Highland Park City	30,177
Highwood City	5,374
Hillside Village	8,142
Hodgkins Village	1,472
Hoffman Estates Village	51,350
Homer Glen Village	24,516
Hopkins Park Village	575
Huntley Village	28,008
Inverness Village	7,449
Jacksonville City	17,816
Johnston City City	3,349
Joliet City	150,372
Kankakee City	23,922
Lake Barrington Village	5,080
Lake Bluff Village	5,589
Lake Forest City	19,253
Lake in the Hills Village	28,945
Lansing Village	28,379
LaSalle City	9,499
Lincolnshire Village	7,932
Lincolnwood Village	13,191
Lockport City	26,118
McCook Village	243
McHenry City	27,372
Manhattan Village	10,037
Marion City	16,742
Mascoutah City	8,676
Matteson Village	18,664

1. Home Rule Communities: Secretary of State – Index Department

2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2021 (NST-EST2021-02) on December 29, 2022

Home Rule Unit[1]	Population[2]
Maywood Village	23,112
Melrose Park Village	24,206
Mettawa Village	534
Midlothian Village	13,983
Moline City	42,418
Monee Village	5,103
Monmouth City	8,778
Morton Grove Village	24,712
Mound City City	524
Mount Prospect Village	55,541
Mount Vernon City	14,454
Muddy Village	56
Mundelein Village	31,560
Murphysboro City	7,023
Naperville City	149,104
Naples town	99
Nauvoo City	932
New Lenox Village	27,477
Niles Village	30,345
Normal town	53,594
Norridge Village	15,009
Northbrook Village	34,587
North Chicago City	30,029
Northfield Village	5,634
Northlake City	12,664
North Utica Village	1,321
Oakbrook Terrace City	2,725
Oak Forest City	26,793
Oak Lawn Village	57,013
Oak Park Village	53,224
O'Fallon City	32,292
Old Mill Creek Village	164
Onarga Village	1,319
Orland Park Village	57,850
Oswego Village	35,316
Palatine Village	66,321
Park City City	7,867
Park Forest Village	21,261
Park Ridge City	38,810
Pekin City	31,448
Peoria City	111,666
Peoria Heights Village	5,827
Peru City	9,842
Phoenix Village	1,666
Plainfield Village	45,398
Posen Village	5,497
Prairie Grove Village	1,961
Quincy City	39,131
Rantoul Village	12,119
Riverdale Village	10,397
River Grove Village	10,531
Riverwoods Village	3,765

Home Rule Unit[1]	Population[2]
Robbins Village	4,627
Rockdale Village	1,990
Rock Island City	36,636
Rolling Meadows City	23,781
Romeoville Village	40,469
Rosemont Village	3,855
Round Lake Beach Village	27,081
St. Charles City	33,009
Sauget Village	136
Savoy Village	8,823
Schaumburg Village	77,082
Schiller Park Village	11,424
Sesser City	1,865
Sherman Village	4,635
Shorewood Village	18,254
Skokie Village	66,422
South Barrington Village	5,016
South Chicago Heights Village	3,924
South Holland Village	21,015
Springfield City	113,394
Standard Village	223
Stickney Village	6,963
Stone Park Village	4,470
Streamwood Village	38,651
Summit Village	10,875
Sycamore City	18,580
Thornton Village	2,333
Tilton Village	2,616
Tinley Park Village	54,864
Tuscola City	4,654
University Park Village	7,082
Urbana City	38,681
Valier Village	552
Valmeyer Village	1,221
Vernon Hills Village	26,786
Volo Village	6,269
Warrenville City	14,655
Washington City	15,978
Watseka City	4,622
Waukegan City	88,614
West Chicago City	25,370
West City Village	644
West Dundee Village	7,784
West Frankfort City	7,229
Wheaton City	53,126
Wheeling Village	38,499
Williamsville Village	1,424
Willowbrook Village	9,127
Wilmette Village	27,587
Winnetka Village	12,475
Woodridge Village	33,826
Woodstock City	25,646

1. Home Rule Communities: Secretary of State – Index Department
2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2021 (NST-EST2021-02) on December 29, 2022

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Amendment to Chapter 228 of the City Code to Eliminate the Business Transition Grant Program and the Impacted Business Relief Program, and the Adoption of the Commercial Façade Improvement Grant Program

Staff recommendation: Motion to adopt an Ordinance eliminating the two expired COVID-19 grant programs no longer available to businesses, and approving a new Commercial Façade Improvement Grant Program.

Staff Contact: Kathryn Cowlin, Director of Community Development
Heather Maieritsch, Economic Development Manager

Background:

On May 4, 2010, the City Council approved an Ordinance establishing a Retailer Façade and Commercial Tenant Improvement and a Manufacturer Building Improvement and Equipment matching grant program. $80,000 has been budgeted each year to support this program. This program has been utilized since adoption to help starting retailers and manufacturers cover their costs for establishing a business in the community. Since the creation of the grant program, a variety of small businesses have been awarded funding that has assisted with opening a new business. Coming out of the pandemic, with a volatile economy, the grant program has been taken advantage of more than in past years by primarily new and expanding manufacturers and a few restaurants looking to add outdoor seating areas. This fiscal year, we received the most applications ever received in one fiscal year, and businesses have expressed that without this grant, they would have struggled to finance an expansion or relocation here in Crystal Lake.

The City continues to explore ways to assist the business community and has identified a need to help promote re-investment and incentivize existing retailers and restaurants to remain in the community and offer assistance to improve and fix the facades of their existing spaces. Building facades have a great impact on our community. They are a highly visible component of the community's streetscape and when property owners and businesses make the investment to improve facades there is a noticeable benefit to the community and property values.

The proposed Commercial Façade Improvement Grant Program would allow for property owners, in connection with new and existing retail businesses, to request matching grant funds for façade improvements. This program is designed to encourage property reinvestment and façade improvements

and assist property owners in doing so. Through this program, the City will award 50% matching grants for façade improvements to owners of properties in connection with new and existing retail and restaurant businesses which are located upon such properties and which are collecting sales taxes. The grant funds would be reimbursed to the owners once receipts are submitted and approved. The City budgeted a total of $250,000 for this year-to-year rollover grant program. The program will provide a matching grant up to $30,000 depending on the square footage of the site being improved, and will be awarded until funds are exhausted.

Maximum award amounts are based upon the size of the shopping center as follows:

Up to 10,000 square feet of floor area: $20,000 maximum grant
10,001 – 35,000 square feet of floor area: $25,000 maximum grant
35,001 square feet or more: $30,000 maximum grant

Last year alone, 47 new small businesses joined the Crystal Lake community. This program would enable the City to expand its financial assistance programs and assist small retail businesses and restaurants by helping them reinvest in their existing spaces and refresh tired facades thereby beautifying our community.

Program Parameters

Eligible façade improvements include, but are not limited to:

- ✓ exterior brick cleaning;
- ✓ exterior tuck pointing;
- ✓ exterior painting;
- ✓ wall façade construction, repair, and treatment;
- ✓ original exterior architectural features repair or replacement;
- ✓ exterior demolition;
- ✓ historic renovation to exterior, doors, electrical conduit/wiring and fixtures, masonry, structural elements, windows, and exterior paint; and
- ✓ improvements to all elevations visible from a public way.
- ✓ New window and frame for architectural improvement that is visible from the street and is appropriately scaled to the building.
- ✓ New storefront construction appropriately scaled within an existing building.
- ✓ New awnings (excluding bubble/round awnings) to buildings located in the Downtown or Virginia Street Corridor Districts that are part of a larger façade improvement project.
- ✓ Street level windows (glass) and doors are eligible only when part of an overall larger façade improvement project.
- ✓ Improvements in the Downtown must be of historic nature and matching the existing look and materials in the surrounding area. Please contact staff for additional questions and guidance regarding this requirement.

The Business Transition Grant Program and Impacted Business Relief Program received COVID-19 grant funding from outside sources and available funds no longer exist. As such, City staff recommends eliminating the programs and removing the grant language from the City Code.

Votes Required to Pass: A simple majority vote.

Ordinance #:
File

ORDINANCE AMENDING CHAPTER 228 OF THE CITY CODE RELATING TO THE ELIMINATION OF THE BUSINESS TRANSITION GRANT PROGRAM AND THE IMPACTED BUSINESS RELIEF PROGRAM AND THE ADOPTION OF THE COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM

WHEREAS, as a result of the COVID-19 pandemic and its impact upon businesses within the City of Crystal Lake, the Mayor and City Council adopted ordinances 7628 and 7666 which approved a Business Transition Grant Program and an Impacted Business Relief Program, respectively, in order to encourage and support investment in the City of Crystal Lake (hereinafter collectively referred to as the "2020 Grant Programs"); and;

WHEREAS, in light of the reopening of businesses and the elimination of COVID-19 related restrictions which impacted businesses with the City, the Mayor and City Council have found and determined that the 2020 Grant Programs can now be terminated; and

WHEREAS, in order to encourage and further support the continued revitalization of the City's retail and restaurant businesses, the Mayor and City Council have determined that a Commercial Façade Improvement Grant Program should be adopted; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT:

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO. Repeal of Section 228-32 and 228-33 of the City Code. Sections 228-32 (Business Transition Grant Program) and Section 228-33 (Impacted Business Relief Program) of the City Code are hereby repealed, in their entirety.

Draft

SECTION THREE. Adoption of new Section 228-32 (Commercial Façade Improvement Grant Program). New Section 228-32, entitled Commercial Façade Improvement Grant Program, is hereby adopted and shall hereinafter provide as follows:

§ 228-32 **Commercial Façade Improvement Grant Program**

A. In a continuing effort to support the development and reinvestment in the business community and our workforce, the City of Crystal Lake has created a Commercial Façade Improvement Grant Program for property owners in connection with new and existing retail businesses within the City's B-1, B-2 and B-4 zoning districts. This program is designed to encourage property reinvestment and façade improvement and assist property owners in doing so. Through this program, the City will award matching grants for façade improvements to owners of properties in connection with new and existing retail and restaurant businesses which are located upon such properties and which are collecting sales taxes. The City will award $0.50 for each dollar spent by such property owners who complete facade improvements. The total grant award for new façade improvements may not exceed $30,000 and shall be based upon the square footage of a retail and/or restaurant space located within the building which is owned by the applicant and for which façade improvements are proposed. All awards are subject to further limitations set forth in Section 228-32(B) and such financial limitations as may be established by the City's appropriation ordinance.

B. Eligibility criteria.
   (1) Applicants are required to complete and submit an Illinois Department of Revenue Authorization to Release Sales Tax Information form to City staff as part of the required application documentation.
   (2) Award calculations may include façade construction up to the maximum award amount set forth in §228-32(A) and as further limited by §228-32(B)(13).
   (3) Façade improvements must comply with all applicable codes and ordinances.
   (4) Eligible façade improvements include, but are not limited to:
      a. exterior brick cleaning;
      b. exterior tuck pointing;
      c. exterior painting;
      d. wall façade construction, repair, and treatment;
      e. original exterior architectural features repair or replacement;
      f. exterior demolition;

Draft

g. historic renovation to exterior, doors, electrical conduit/wiring and fixtures, masonry, structural elements, windows, and exterior paint; and

h. improvements to all elevations visible from a public way.

i. New window and frame for architectural improvement that is visible from the street and is appropriately scaled to the building.

j. New storefront construction appropriately scaled within an existing building.

k. New awnings (excluding bubble/round awnings) to buildings located in the Downtown or Virginia Street Corridor Districts that are part of a larger façade improvement project.

l. Street level windows (glass) and doors are eligible only when part of an overall larger façade improvement project.

(5) Improvements in the Downtown must be of an historic nature and matching the existing look and materials in the surrounding area. Please contact staff for additional questions and guidance regarding this requirement.

(6) Any retail business which serves as the basis for the owner/applicant to qualify for the award of a grant must provide a stocked retail showroom for retail products sold by such retail business.

(7) Any restaurant business which serves as the basis for the owner/applicant to qualify for the award of a grant must be a limited service or full-service restaurant.

(8) Applicants must provide written proof of façade construction costs.

(9) Applicants must file and have City Council approval for grant funding prior to commencing improvements.

(10) Grants shall only be awarded to property owners for the rehabilitation of commercial shopping centers or multi-story mixed use buildings containing first floor retail/commercial space (leasing or common areas within primarily residential buildings are expressly excluded).

(11) Property owners may apply for one grant award for façade improvements per site over the life of the program, regardless of the number of additional façade improvement grant programs may be offered by the City.

(12) Property owners shall have twelve (12) months after the award to complete the project. Reimbursement is given after the building permit work is completed and the final inspection is completed and approved by the Building Department.

(13) Maximum award amounts are based upon the size of the floor area of the retail and/or restaurant business upon which the application is based, within the building or shopping center, as follows:

- Up to 10,000 square feet of floor area: $20,000 maximum grant
- 10,001 – 35,000 square feet of floor area: $25,000 maximum grant
- 35,001 square feet or more: $30,000 maximum grant

C. Ineligible projects.

The Commercial Façade Improvement Grant Program will not provide grant funds for working capital, debt refinancing, inventory acquisition, application fees, furniture, fixtures, equipment

Draft

("FFE") permit fees, legal fees, or signage. Grant funding shall not be provided in connection: 1) applications based upon existing businesses which do not meet the minimum threshold of $100,000 in taxable sales in the twelve month period prior to the date of application; or 2) applications based upon new businesses which do not submit projections, business plans or other documentation to establish, as determined by the City's Community Development Department, that such project is likely to generate taxable sales of at least $100,000 during the one year period following the issuance of a certificate of occupancy for such new business.

D. Grant agreement.

For applications that receive City Council approval, applicant(s) must enter into a grant agreement with the City. The grant agreement will specify grant parameters, requirements for proof of expenditure, and early termination provisions.

E. Administration.

(1) Any eligible business owner who wishes to apply for a grant can obtain an application from the City. All applications for grants will be accepted on a first-come, first-served basis and will be subject to the financial limitations established by the City's annual appropriation ordinance as established from time to time. Only completed applications that include all required submittal documents and information will be accepted. The City's Community Development Department will review each application for accuracy and will determine if it meets the requirements for funding. If the application is determined to meet the requirements of the program, then the application will be reviewed and approved administratively.

(2) If all available grant funds for a current funding cycle, as established by the City's annual appropriation ordinance or otherwise, from time to time, have been fully distributed, then applicants may be placed on a waiting list to be considered for a grant when funds become appropriated and available.

F. Required documentation.

(1) Eligible applicants who apply for the Commercial Façade Improvement Grant Program will be required to provide documentation, drawings, specifications, and estimates for the facade improvements. Applicants also will be required to provide a signed Illinois Department of Labor Authorization to Release Sales Tax Information form.

(2) Applicants must sign and submit an affidavit that the applicant has paid prevailing wages, as established in accordance with the Illinois Prevailing Wage Act, in connection with the construction/installation of the façade improvements.

(3) After the retail and/or restaurant upon which the grant application is based has obtained final approval by the City for the façade improvements and, as applicable, a final certificate of occupancy, the applicant must submit documentation, satisfactory to the Community Development Department, which establishes the applicant's purchase of and payment for the facade improvements, including receipts, cancelled checks, or other documents which the City may require.

Draft

(4) Grant payments authorized by the City shall only be paid following the submission by the applicant of all required documentation and the issuance of final approval of the façade improvements and, as applicable, the issuance of a final certificate of occupancy.

SECTION FOUR Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED this ____ day of _____, 2023

APPROVED:

_____
Haig Haleblian, MAYOR

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

PASSED: _____,2023
APPROVED: _____,2023

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

Draft

This is a sample agreement containing general agreement terms. Applicant's actual agreement may contain different provisions customized for their application.

CITY OF CRYSTAL LAKE

Commercial Façade Improvement Grant Agreement

THIS AGREEMENT, entered into this _____ day of _____, _____, between the City of Crystal Lake, and Illinois Municipal Corporation (hereinafter referred to as "CITY") and _____, the following designated business owner, (hereinafter referred to as "OWNER"), to witness:

Property Owner's Name: _____
Business Owner's Name: _____
Name of Business/Businesses: _____
Federal Tax ID#'s: _____
Address/Addresses of Property where the business will be located:
_____
_____
PIN Number(s): _____

WITNESSETH:

WHEREAS, pursuant to Chapter 228-32 of the City of Crystal Lake Municipal Code (the "Code"), the City of Crystal Lake ("the City") has created the Commercial Façade Improvement Grant Program (the "Grant Program"); and

WHEREAS, the Grant Program is administered by the City and is funded by the general fund for the purpose of enhancing economic development opportunities in the City; and

WHEREAS, the Grant Program was created for the purpose of reimbursing the owners of properties located within the B-1, B-2 and B-4 zoning districts for façade improvements made upon such properties and which are occupied by new and existing retail and/or restaurant businesses, subject to eligibility requirements and grant parameters and limitations set forth in the Code; and

WHEREAS, the Owner owns the real property located within the _____ zoning district and commonly known as _____ (the "Property");

WHEREAS, the Property is or will be occupied by a retail business or restaurant commonly known as _____, (the "Business"); and

WHEREAS, the Owner has applied for a grant under the Grant Program (the "Grant"); and

WHEREAS, the City has determined that the Owner is eligible for the Grant, subject to the conditions and limitations set forth in the Code and this Agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the CITY and the OWNER do hereby agree as follows:

Draft

SECTION 1

The City shall reimburse the Owner at a rate of fifty percent (50%) for the cost of eligible façade improvement expenses incurred by the Owner in connection with the Property. The total amount of all reimbursements paid by the City pursuant to this Agreement shall not exceed $ _____. Except as may be agreed by the City, it is understood that the Owner may only receive one grant award for façade improvements per site regardless of the number of additional façade improvement programs which may be offered by the City.

SECTION 2

The City's approval of a Grant shall not be construed as permission to commence construction on the subject property. No improvements or construction shall be undertaken by the Owner on the location of their business until applications for Building Permits and Occupancy have been submitted to the Building Division and approved by the City. Following approval, the Owner shall start work within six (6) months, and work shall be completed within twelve (12) months from the date of City Council approval. The Owner may request a ninety-day (90) extension provided there is a demonstrated hardship.

SECTION 3

Upon completion of the improvements and upon their final inspection and approval by the City Building Commissioner, the Owner shall submit to the City properly executed documentation, including: receipts and cancelled checks related to payment for the façade improvements including labor and materials with wages paid and a copy of a final Certificate of Occupancy for the business.

Draft

SECTION 4

If the Owner fails to complete the façade improvements consistent with the conditions of the approval by the Mayor and City Council, then upon written notice being given by the City Manager to the Owner, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the City shall cease and become null and void.

SECTION 5

Upon completion of the improvements, Owner shall be responsible for properly maintaining the façade without change or alteration thereto, as provided in this Agreement for a period of five (5) years following completion of the construction and/or business commencement.

SECTION 6

This Agreement shall be binding upon the CITY and upon the OWNER and its successors, to said property for a period of four (4) years from the date the check has been issued to the applicant. It shall be the responsibility of the OWNER to inform subsequent OWNER(S) of the provisions of this Agreement.

In the event that at any time, subsequent to the reimbursement payment required by this Agreement have been paid by the City, the retail and/or restaurant business which was the basis for the Grant is abandoned, closed, sold or terminated during the four (4) year term of this

Agreement (hereinafter collectively referred to as the "Terminating Event"), the Owner shall, within thirty (30) days from the date of the Terminating Event or such later date as the City may agree to in writing (hereinafter, the "Refund Payment Due Date"), refund to the City a portion of the Grant received from the City prior to the Terminating Event, in accordance with the following schedule (hereinafter, the "Refund Payment"):

Date of Terminating Event	**% of the Total Grant Payment to be Refunded**
Within one year of the agreement date	75%
Within two years of the agreement date	50%
Within three years of the agreement date	25%

Such Refund Payment shall be paid to the City within thirty (30) days from the date of the Terminating Event (hereinafter, the "Refund Payment Due Date").

Owner agrees on its own behalf and on behalf of its heirs, successors, and assigns that the City's right to the Refund Payment pursuant to this paragraph shall constitute both a personal obligation of the Owner and a lien against the Property and Owner agrees that the City may record this Agreement with the McHenry County Recorder of Deeds. To further secure the repayment of Reimbursement Payments pursuant to this paragraph, Owner agrees to execute and deliver to the City a UCC financing statement, in a form acceptable to the City Attorney, pledging inventory, accounts held at financial institutions, accounts receivables, and such other assets of the Owner as the parties may agree to in writing, and Owner further consents to the filing and/or recording of such financing statements as may be appropriate under the laws of the State of Illinois. Such financing statement shall be delivered to the City upon request.

SECTION 7

The Owner releases the City from, and covenants and agrees that the City shall not be liable for, and covenants and agrees to indemnify and hold harmless the City and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected directly or indirectly with the façade improvements made by the Owner and for which the Owner has received Grant funding. The Owner further covenants and agrees to pay for or reimburse the City and its officials, officers, employees, and agents for any and all costs, reasonable attorney's fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The City shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

OWNER

_____

CITY OF CRYSTAL LAKE

_____

Draft

City Manager

ATTEST:

_____

Draft

AFFIDAVIT CERTIFIYING PAYMENT OF PREVAILING WAGE IN CONNECTION WITH APPLICATION FOR FUNDING UNDER THE CITY OF CRYSTAL LAKE COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM

_____, states upon oath that in connection with the application for grant funding under the City of Crystal Lake Commercial Façade Improvement Grant Program for the property located at _____, Crystal Lake, Illinois, _____ (the "Applicant") and/or contractors retained by the Applicant has paid prevailing wages, as established by the Illinois Prevailing Wage Act, relating to the construction of the façade improvement for which the grant funding application has been submitted.

Draft

Subscribed and sworn before me this _____ day of _____, 20___.

_____

Notary Public.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Approval of Contract Change Order for Traffic Signal Maintenance, Intergovernmental Agreement Amendment, and Appropriation of Motor Fuel Tax Funds (MFT) for the 2023 Traffic Signal Maintenance LED Replacement Project

Staff Recommendation:

1) Motion to adopt a Resolution authorizing the City Manager to execute a Change Order for an additional $165,453.00 to the City's Fiscal Year 2023 Electrical Maintenance Contract with Meade, Inc. to include the bulk replacement of the LED traffic signal modules

2) Motion to adopt a Resolution authorizing the City Manager to execute the Intergovernmental Agreement Amendment with the Illinois Department of Transportation (IDOT) for the Local Agency Maintenance of Traffic Control Devices

3) Motion to adopt a Resolution appropriating an additional $105,000.00 in MFT funds for the annual allocation for FY 2023

Staff Contact: Michael Magnuson, Director of Public Works and Engineering

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Background:

The City currently maintains 33 traffic signals within the City limits. In 2009-2010, the City upgraded all the traffic signal modules (bulbs) from incandescent lamps to light-emitting diode (LED) modules. LED modules increase the safety of the intersection while using less energy and have a longer bulb life. These LED signal modules (bulbs) are at the end of their life (13 years old) and need replacement.

In consultation with the Illinois Department of Transportation (IDOT) and several of our engineering consultants, the most cost effective manner to replace the LED modules is to utilize the City's existing electrical maintenance contractor, Meade, Inc. By utilizing the City's existing

contractor, a formal maintenance transfer of each traffic signal to a different contractor will not be required and this will save costs and substantially reduce City staff time and IDOT staff time. Meade, Inc. provided a cost per intersection for this work with the total cost being $165,453. The City requested a review of the proposed cost by the Illinois Department of Transportation (IDOT) and they feel the cost is appropriate for this type of work.

Of the 33 traffic signals that the City maintains, 21 are along IDOT routes. The City has an existing Intergovernmental Agreement with IDOT for cost sharing of these signals. In addition, the existing traffic signal at Route 14 and McHenry County College is paid for 100% by McHenry County College. The follow provides a cost breakdown:

ENTITY	ENTITY SHARE
City	$102,084.25
IDOT	$58,185.75
McHenry County College	$5,183.00

This project is included in the Motor Fuel Tax (MFT) Fiscal Year 2022/2023 budget. In order to utilize MFT, IDOT requires the City to pass a resolution appropriating MFT funds for each project funded with MFT. Staff is proposing to appropriate $105,000.00 to provide for a small contingency over the estimated cost of $102,084.25.

Votes Required to Pass:
A simple majority vote is required.

RESOLUTION

WHEREAS, the existing LED modules at all 33 City maintained traffic signals have reached the end of their service life and the CITY has identified the need to replace them; and

WHEREAS, the City has an existing Electrical Maintenance Contract with Meade, Inc. for maintenance of the City's traffic signals; and

WHEREAS the City in consultation with the Illinois Department of Transportation has negotiated a price for this work.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED that the City Manager is authorized to execute a Change Order for $165,453.00 for the City's Fiscal Year 2023 Electrical Maintenance Contract with Meade, Inc. for the replacement of the LED signal modules on City maintained traffic signals.

DATED this 21st day of February, 2023.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST:

_____

Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

RESOLUTION

WHEREAS, the City has identified the need to replace the existing LED modules at all 33 City maintained traffic signals; and

WHEREAS, the City entered into an Intergovernmental Agreement for Local Agency Maintenance of Traffic Control Devices with the Illinois Department of Transportation on August 17, 2021.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED that the City Manager is authorized to execute an Agreement Amendment for the Intergovernmental Agreement for Local Agency Maintenance of Traffic Control Devices with the Illinois Department of Transportation.

DATED this 21st day of February, 2023.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST:

_____

Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Illinois Department of Transportation

Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
1	McHenry		Supplemental	23-00000-00-GM

BE IT RESOLVED, by the Council (Governing Body Type) of the City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) Illinois that there is hereby appropriated the sum of one hundred five thou

Dollars ($105,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

05/01/22 (Beginning Date) to 04/30/23 (Ending Date).

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Nick Kachiroubas (Name of Clerk) City (Local Public Agency Type) Clerk in and for said City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Council (Governing Body Type) of Crystal Lake (Name of Local Public Agency) at a meeting held on _____ (Date).

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ (Day) day of _____ (Month, Year).

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Draft

Illinois Department of Transportation

Local Public Agency General Maintenance

Estimate of Maintenance Costs

Submittal Type: Supplemental

District	Estimate of Cost for	Local Public Agency	County	Section Number	Maintenance Period Beginning	Maintenance Period Ending
1	Municipality	Crystal Lake	McHenry	23-00000-00-GM	05/01/22	04/30/23

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Traffic Signal LED Replacement	IIA	No	Maintenance	LS	1	$105,000.00	$105,000.00	$105,000.00
						Total Operation Cost		$105,000.00

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor	$0.00	$0.00	$0.00	$0.00
Local Public Agency Equipment	$0.00	$0.00	$0.00	$0.00
Materials/Contracts(Non Bid Items)	$105,000.00	$0.00	$0.00	$105,000.00
Materials/Deliver & Install/Materials Quotations (Bid Items)	$0.00	$0.00	$0.00	$0.00
Formal Contract (Bid Items)	$0.00	$0.00	$0.00	$0.00
Maintenance Total	$105,000.00	$0.00	$0.00	$105,000.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering	$0.00	$0.00	$0.00	$0.00
Engineering Inspection	$0.00	$0.00	$0.00	$0.00
Material Testing	$0.00	$0.00	$0.00	$0.00
Advertising	$0.00	$0.00	$0.00	$0.00
Bridge Inspection Engineering	$0.00	$0.00	$0.00	$0.00
Maintenance Engineering Total	$0.00	$0.00	$0.00	$0.00
Total Estimated Maintenance	$105,000.00	$0.00	$0.00	$105,000.00

Remarks

Draft

Estimate of Maintenance Costs

Submittal Type: Supplemental

Local Public Agency	County	Section	Maintenance Period Beginning	Ending
Crystal Lake	McHenry	23-00000-00-GM	05/01/22	04/30/23

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Draft

Illinois Department of Transportation

Intergovernmental
Agreement Amendment

Amendment No. 2 - LED Modules

FOR THE AGREEMENT INTERGOVERNMENTAL AGREEMENT FOR LOCAL AGENCY MAINTENANCE OF TRAFFIC CONTROL DEVICES

The undersigned DEPARTMENT and GOVERNMENTAL BODY (the PARTIES) agree that the following AMENDMENT shall amend the AGREEMENT referenced herein. All terms and conditions set forth in the original AGREEMENT, not amended herein, shall remain in full force and effect as written. In the event of a conflict, the terms of this AMENDMENT shall prevail. This AMENDMENT is in the best interest of the State of Illinois and is authorized by law and Part 1D. of the AGREEMENT.

1. Description Of Agreement

This is the Master Agreement for Local Agency maintenance and apportionment of energy costs for traffic control devices located on State highway within or near Local Agency.

2. Effective Date of Amendment

Upon execution until June 30, 2031

3. Description Of Amendment

The DEPARTMENT intends to engage the GOVERNMENTAL BODY in upgrading the existing traffic signal lamps with LED modules. Attachment A contains the description of amendment.

4. Attachments and Incorporations **Choose the appropriate attachment clause**

☐ No Attachments applicable to this Amendment

☒ The following Attachments are hereby incorporated and made part of this Amendment

Attachment A - Description Amendment
Attachment B - LED Upgrade Locations and Cost Apportionment

IN WITNESS WHEREOF, the parties have caused this AGREEMENT AMENDMENT to be executed on the dates shown below by representatives authorized to bind the respective parties.

Draft

FOR THE GOVERNMENTAL BODY

Signature of the Authorized Representative | Printed Name & Title of the Authorized Representative | Date

Governmental Body: City of Crystal Lake

Legal Address: 100 West Woodstock Street

City: Crystal Lake | State: IL | Zip: 60014 | Attn | Email

FOR THE DEPARTMENT

Check One:

☒ The amendment is under $250,000. Only the Director and/or Secretary's signatures are required and may be delegated.

☐ The amendment is over $250,000. All signatures below are required and cannot be delegated.

Click or tab to this field to choose from list. | Date

Omer Osman, P.E., Secretary of Transportation | Date

By

Printed Name

Printed Title

By

Printed Name

Printed Title

Yangsu Kim, Chief Counsel
(Approved as to form) | Date

Vicki Wilson, Chief Fiscal Officer | Date

Draft

Attachment A

[Describe which Exhibit(s) of the IGA is (are) being amended] of the original AGREEMENT is to include the following:

The Department through the Governmental Body is initiating the upgrades of selected traffic signals to LED modules. The cost responsibility for LED upgrades at each intersection is indicated in Attachment B.
The scope of the LED module upgrade is limited to removing the existing optical units from the signal and pedestrian sections and installing LED modules in the same sections. If feasible, use of existing signal head housing and pedestrian head- housing shall be made. The use of ancillary items including but not limited to load switches shall be made only when necessary to achieve acceptable traffic signal operation.

The LED modules utilized on the conversion project shall fully comply with Institute of Transportation Engineers' adopted specifications on the date of the module purchase.

Draft

Attachment B

LED Upgrade Locations and Cost Apportionment

LOCATIONS	STATE	CITY
IL 176 at Briarwood Dr	$5,405.00	$0
IL 176 at Oak Street	$2,436.50	$2,436.50
IL 176 at Walkup Ave	$5,163.75	$1,721.25
IL 176 at Terra Cotta Rd	$2,297.50	$2,297.50
US 14 at IL 31 (W Ramp)	$4,689.00	$0
US 14 at IL 31 (E Ramp)	$4,689.00	$0
US 14 at IL 176	$4,962.00	$0
US 14 at Cog Circle	$2,913.00	$2,913.00
US 14 at Crystal Court SC	$0	$5,103.00
US 14 at Crystal Lake Av	$2,798.50	$2,798.50
US 14 at Crystal Point Mall	$0.00	$5,402.00
US 14 at Devonshire Ln/Keith Av	$2,988.00	$2,988.00
US 14 at Dole Av (Lake Shore Av)	$2,939.50	$2,939.50
US 14 at Exchange Dr	$0	$4,485.00
US 14 at Main Street	$2,789.00	$2,789.00
US 14 & McHenry County College	$0	$5,183.00
US 14 at McHenry Av	$3,107.00	$3,107.00
US 14 at Pingree Rd	$3,080.50	$3,080.50
US 14 at Sands Rd	$2,313.00	$2,313.00
US 14 at Teckler Blvd	$2,816.00	$2,816.00
US 14 at Woodstock St	$2,798.50	$2,798.50
TOTAL:	**$58,185.75**	$55,171.25

Draft

City / Town / Village: City of Crystal Lake

2023 LED Changeouts per request of Abigail Wilgreen, 1-31-23 Revised spreadsheet representing confirmed quantities from Abigail Wilgreen

	Location	Pedestrian			12" Balls			12" Arrows			3M Balls			3M Arrows			Comments	LED Date	2023 Price Quote Amount
		12" Hand / Man	12" Countdown	16" Countdown	Red Ball	Yellow Ball	Green Ball	Red Arrow	Yellow Arrow	Green Arrow	Red Ball	Yellow Ball	Green Ball	Red Arrow	Yellow Arrow	Green Arrow			
1	IL 176 & Briarwood			0	20	20	20	0	8	8								?	$5,405.00
2	IL 176 & Oak Street			4	12	12	12	0	4	4								?	$4,673.00
3	IL 176 & Walkup Ave			8	20	20	20	0	14	14								?	$6,885.00
4	IL 176 & Terra Cotta Rd			0	12	12	12	0	8	8								?	$4,595.00
5	Main St & Crystal Lake Ave			4	13	13	13	4	10	10							New	2021	
6	Main St & Crystal Point Mall / Walkup Ave			0	12	12	12	0	8	8								?	$4,626.00
7	Main St & Congress Parkway			4	10	10	10	0	6	6								?	$4,620.00
8	Main St & Berkshire Dr			2	14	14	14	0	8	8								2015	$5,085.00
9	McHenry Ave & Barlina Ave			8	11	11	11	0	6	6								?	$5,448.00
10	McHenry Ave & Berkshire Dr			4	11	11	11	0	2	4								?	$4,705.00
11	McHenry Ave & Dartmoor Dr			8	13	13	13	0	8	8								?	$5,782.00
12	McHenry Ave & Crystal Lake Ave			12	13	13	13	0	8	8								?	$6,310.00
13	US 14 & Crystal Court Shopping Center			0	14	14	14	0	12	12								?	$5,103.00
14	US 14 & Crystal Lake Ave			8	14	14	14	0	4	4								?	$5,597.00
15	US 14 & Crystal Point Dr			8	12	12	12	0	4	4								?	$5,402.00
16	US 14 & Dole Ave			8	14	14	14	0	8	8								?	$5,879.00
17	US 14 & IL 176			0	14	14	14	4	8	8								2017	$4,062.00
18	US 14 & Keith / Devonshire			8	15	15	15	0	8	8								?	$5,976.00
19	US 14 & Main St			4	12	12	12	8	10	10								?	$5,576.00
20	US 14 & McHenry Ave			8	16	16	16	0	10	10								?	$6,214.00
21	US 14 & McHenry County College			2	15	15	15	0	8	8								2015	$5,193.00
22	US 14 & Pingree Rd			8	14	14	14	0	12	12								?	$6,161.00
23	US 14 & Teckler Blvd			4	14	14	14	0	12	12								?	$5,632.00
24	US 14 & Virginia Rd			8	15	15	15	0	2	2							New	2021	
25	US 14 & Woodstock St			8	14	14	14	0	4	4								2015	$5,597.00
26	US 14 & Manor Dr / Cog Circle			4	16	16	16	0	12	12								?	$5,826.00
27	US 14 & Sands Rd			0	12	12	12	0	8	8								?	$4,626.00
28	US 14 & IL 31 Ramp (East)			0	14	10	2	2	8	17								?	$4,689.00
29	US 14 & IL 31 Ramp (West)			0	14	10	2	2	8	17								?	$4,689.00
30	US 14 & Exchange Dr			0	12	12	12	0	4	8								?	$4,465.00
31	Pingree Rd & Congress Pkwy	4	4	0	15	15	15	4	8	12								?	$6,062.00
32	Dole Ave & Lake Shore Dr			4	8	8	8	0	0	0								?	$4,008.00
33	Pingree Rd & Crystal Lake Rd			4	13	13	13	0	8	8								?	$5,252.00
		12" Hand / Man	12" Countdown	16" Hand/Man - Countdown	12" Red Ball	12" Green Ball	12" Yellow Ball	12" Red Arrow	12" Green Arrow	12" Yellow Arrow	3M Red Ball	3M Green Ball	3M Yellow Ball	3M Red Arrow	3M Green Arrow	3M Yellow Arrow		Total	$165,453.00
	Totals	4	4	138	446	438	422	24	248	275	0	0	0	0	0	0		Average per Intersection	$5,013.73

Draft

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Bid Award – City Hall Server Room Cooling System Replacement

Staff Recommendation: Motion to award the bid to replace the cooling system in one of the City Hall Server Rooms to the lowest responsive and responsible bidder, Sherman Mechanical, Inc. and adopt a Resolution authorizing the City Manager to execute a contract with Sherman Mechanical, Inc. in the amount of $21,244.00, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract.

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

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Background:

Computer server equipment is very sensitive to heat and humidity and a room with multiple servers will generate a lot of heat from the equipment. Therefore, these rooms have separate or secondary heating, ventilation and air conditioning systems (HVAC) that regulate the temperature of these spaces to ensure the equipment operates properly. The City has two server rooms with separate HVAC systems. The oldest of the server rooms has an HVAC system that is approximately 20 years old (end of service life.) It is experiencing an increased frequency of failures and repairs that is disruptive to operations and therefore needs to be replaced.

Plans and specifications for this work were completed and bids advertised in accordance with City policies. The City of Crystal Lake publically opened and read the bids on February 10, 2023. The bid results are summarized below:

Bidder	*Bid*
Sherman Mechanical, Inc.[1]	$21,244.00
MG Mechanical Contracting, Inc.	$41,500.00
Roberts Environmental Control Corp.	$63,647.00
Amber Mechanical Contractors, Inc.	$87,670.00

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

Recommendation:

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

Sherman Mechanical, Inc. meets all of the City's requirements and has previously performed work for the City with satisfactory results. This project is included in the FY2022/2023 budget.

Votes Required to Pass:

Simple majority vote.

RESOLUTION

WHEREAS the heating, ventilation and air conditioning unit (HVAC) in one of the CITY's computer server rooms has reached the end of its useful life and needs to be replaced; and

WHEREAS the CITY received and publicly opened the bids for replacement of the server room HVAC unit project on February 10, 2023; and

WHEREAS the lowest responsive and responsible bidder is Sherman Mechanical, Inc.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Sherman Mechanical, Inc. for the City Hall Server Room Replacement project in the bid amount $21,244.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DATED this 21st day of February, 2023.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Bid Award – Public Works Garage Streets Division offices Heating, Ventilation and Air Conditioning (HVAC) modifications

Staff Recommendation: Motion to award the bid for the Public Works Streets Division offices HVAC modifications to the lowest responsive and responsible bidder, Roberts Environmental Control Corp., and adopt a Resolution authorizing the City Manager to execute a contract with Roberts Environmental Control Corp. in the amount of $31,855.00, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract.

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

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Background:
The HVAC system for the Public Works Streets Division offices requires modifications to better control humidity and more evenly distribute treated air. The modifications will also result in the HVAC unit operating more efficiently. Plans and specifications for this work were completed and bids advertised in accordance with City policies. The City of Crystal Lake publically opened and read the bids on January 26, 2023. The bid results are summarized below:

Bidder	*Bid*
Roberts Environmental Control Corp. [1]	$31,855.00
Jensen's Plumbing and Heating, Inc.	$38,000.00
Sherman Mechanical, Inc.	$46,600.00
Amber Mechanical Contractors, Inc.	$59,000.00

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

Recommendation:
This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest

responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

Staff and the City's consultant, Wold Architects and Engineers have reviewed the bids and checked the references for Roberts Environmental Control Corp. They meet all of the City's requirements. Funds are available in the FY2022/2023 budget for this work.

Votes Required to Pass:
Simple majority vote.

RESOLUTION

WHEREAS the heating, ventilation and air conditioning unit (HVAC) in Public Works Streets Division offices requires modifications; and

WHEREAS the CITY received and publicly opened the bids for replacement of the server room HVAC unit project on January 26, 2023; and

WHEREAS the lowest responsive and responsible bidder is Roberts Environmental Control Corp.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Roberts Environmental Control Corp. for the Public Works Streets Division offices HVAC modifications in the bid amount $31,855.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DATED this 21st day of February, 2023.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Bid Award – Congress Parkway Roundabouts Project

Staff Recommendation: Motion to adopt a Resolution awarding the contract for the Congress Parkway Roundabouts Project to the lowest responsive and responsible bidder, Landmark Contractors, in the amount of $1,237,606.38, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract.

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

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Background:

The Congress Parkway Roundabouts project includes the construction of a roundabout at the Congress Parkway/Exchange Drive intersection and the Congress Parkway/Federal Drive intersection to improve traffic flow and enhance safety. Construction is scheduled to begin in July of 2023 and be completed this year.

City staff has held several public meetings, met with several of the businesses, and met with the Northern Illinois Special Recreation Association (NISRA). The design of the project has been modified based on comments received at the public meeting and stakeholder meetings.

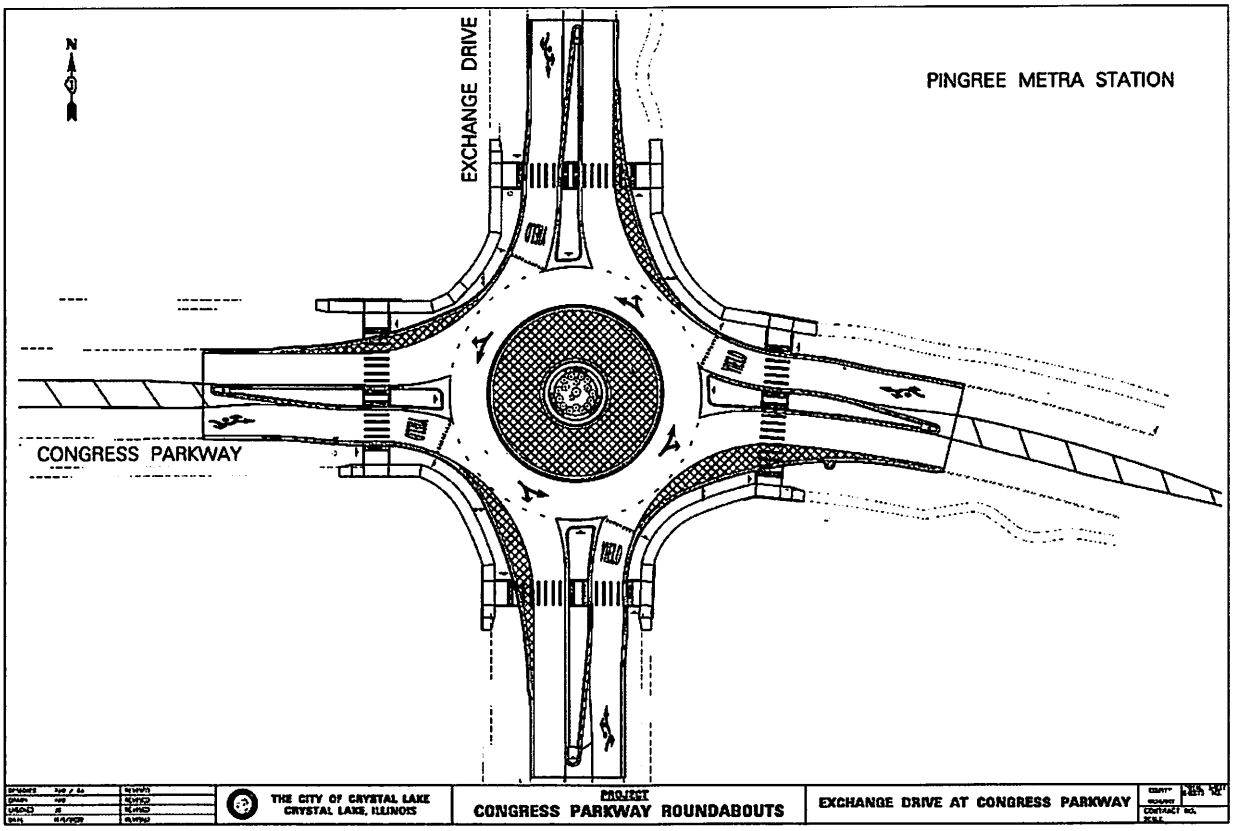
Each roundabout will be constructed separately and will require a detour. The Exchange Drive roundabout will be constructed first, followed by the Federal Drive roundabout. US Route 14 (Northwest Highway) will be utilized as the signed detour route.

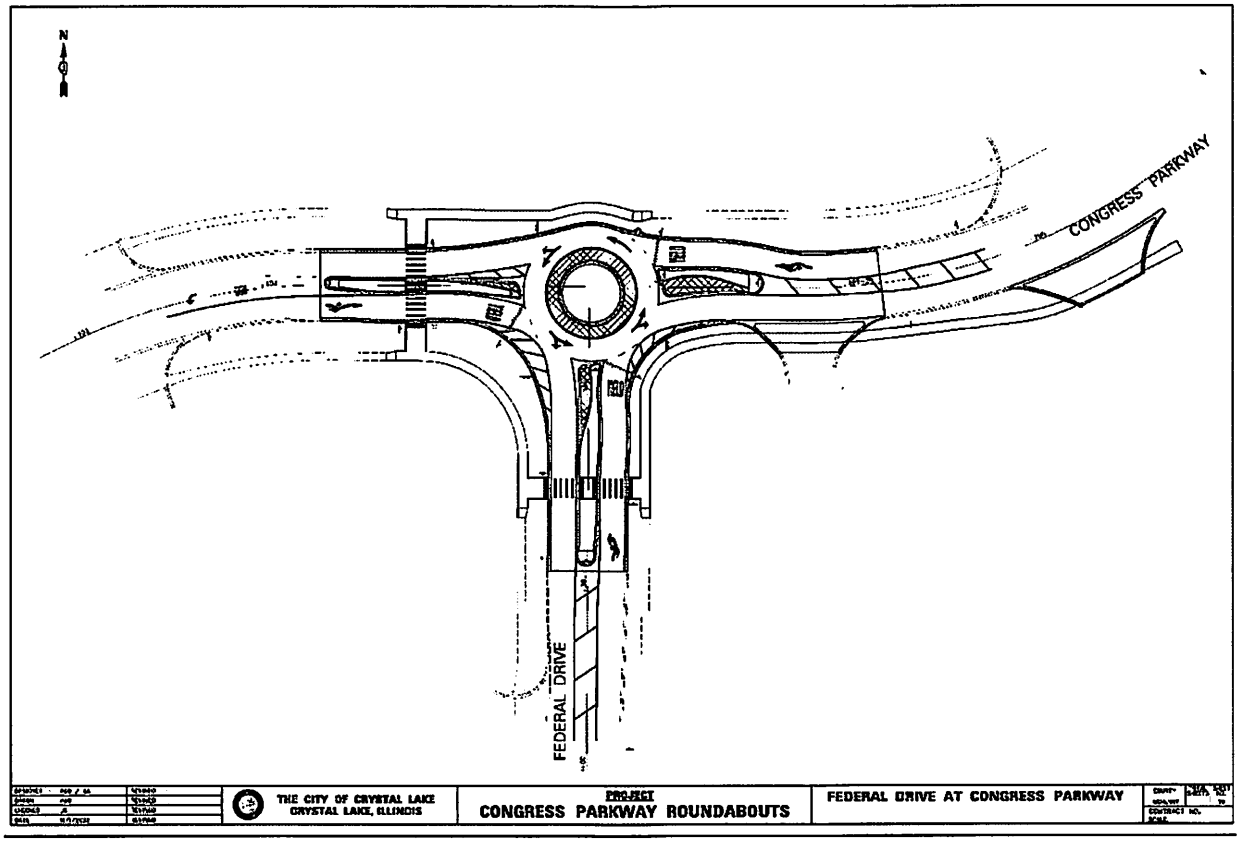
On February 10, 2023, the City of Crystal Lake publicly opened and read aloud the bids received for the Congress Parkway Roundabouts project. The following is a breakdown of the bids received:

Contractor	Total Bid Cost
Landmark Contractors, Huntley, IL[1]	$1,237,606.38
Alliance Contractors, Woodstock, IL	$1,291,045.34
Martam Construction, Elgin, IL	$1,391,230.94
Copenhaver Construction, Gilberts, IL	$1,474,946.22

[1] *Indicates lowest responsive and responsible bidder*

The exhibits below depicts the two roundabouts:





Recommendation

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

The Public Works Department has reviewed the bids received for completeness and accuracy in accordance with the invitation to bid document. Staff has checked the references for the contractor.

The project is included in the Fiscal Year 2022/2023 capital budget. Staff recommends that the contract for the Congress Parkway Roundabouts Project be awarded to the lowest responsive and responsible bidder, Landmark Contractors in the amount bid.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS the CITY desires to improve the intersections of Congress Parkway at Exchange Drive and Congress Parkway at Federal Drive to improve the flow of traffic and enhance safety; and

WHEREAS the CITY received and publicly opened bids for the Congress Parkway Roundabouts project on February 10, 2023; and

WHEREAS the lowest responsive and responsible bidder is Landmark Contractors, Inc., Huntley, Illinois.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Landmark Contractors for the Congress Parkway Roundabouts Project in the amount of $1,237,606.38; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DATED this 21st day of February, 2023.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Congress Pkwy Roundabouts Construction
Bid Opening: 2/10/23, 9:00am

					Landmark Contractors Huntley, IL		Alliance Contractors Woodstock, IL		Martam Construction Elgin, IL		Copenhaver Construction Gilberts, IL	
No.	Pay Item No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	20100110	TREE REMOVAL 6-15	32.0	UNIT	$27.00	$864.00	$20.00	$640.00	$46.00	$1,472.00	$26.00	$832.00
2	20100210	TREE REMOVAL OVER 15	55.0	UNIT	$35.00	$1,925.00	$45.00	$2,475.00	$55.00	$3,025.00	$27.00	$1,485.00
3	20101100	TREE TRUNK PROTECTION	12.0	EA	$150.00	$1,800.00	$200.00	$2,400.00	$180.00	$2,160.00	$75.00	$900.00
4	20201200	REMOVAL & DISPOSAL OF UNSUITABLE MATERIAL	565.0	CY	$39.70	$22,430.50	$10.00	$5,650.00	$48.00	$27,120.00	$40.00	$22,600.00
5	21001000	GEOTECH FABRIC FOR GROUND STABILIZATION	456.0	SY	$7.00	$3,192.00	$1.00	$456.00	$4.00	$1,824.00	$3.00	$1,368.00
6	21101685	TOPSOIL FURNISH & PLACE 24"	125.0	SY	$25.00	$3,125.00	$25.00	$3,125.00	$31.00	$3,875.00	$30.00	$3,750.00
7	XX007278	PARKWAY RESTORATION	1340.0	SY	$6.50	$8,710.00	$6.50	$8,710.00	$7.50	$10,050.00	$9.00	$12,060.00
8	28000510	INLET FILTERS	15.0	EA	$189.30	$2,839.50	$25.00	$375.00	$220.00	$3,300.00	$80.00	$1,200.00
9	30300001	AGGREGATE SUBGRADE IMPROVEMENT	140.0	CY	$45.80	$6,412.00	$75.00	$10,500.00	$116.00	$16,240.00	$37.00	$5,180.00
10	35101500	AGGREGATE BASE COURSE, TYPE B	500.0	CY	$63.90	$31,950.00	$75.00	$37,500.00	$48.00	$24,000.00	$37.00	$18,500.00
11	35101600	AGGREGATE BASE COURSE TYPE B 4"	860.0	SY	$9.15	$7,869.00	$8.00	$6,880.00	$14.00	$12,040.00	$8.00	$6,880.00
12	35300300	PCC BASE COURSE 8"	800.0	SY	$70.35	$56,280.00	$65.00	$52,000.00	$90.00	$72,000.00	$90.00	$72,000.00
13	40600290	BIT MATLS TACK CT	957.0	POUND	$2.50	$2,392.50	$2.50	$2,392.50	$0.01	$9.57	$2.00	$1,914.00
14	40600982	HMA SURF REM BUTT JT	110.0	SY	$12.00	$1,320.00	$12.00	$1,320.00	$10.00	$1,100.00	$22.00	$2,420.00
15	40603085	HOT MIX ASPHALT BINDER COURSE, IL-19.0, N70	400.0	TON	$98.50	$39,400.00	$98.50	$39,400.00	$139.00	$55,600.00	$140.00	$56,000.00
16	40600625	LEVELING BINDER MACHINE METHOD N50	160.0	TON	$97.50	$15,600.00	$97.50	$15,600.00	$148.00	$23,680.00	$165.00	$26,400.00
17	40604062	HOT MIX ASPHALT SURFACE COURSE IL-9.5 MIX "D" N70	325.0	TON	$96.50	$31,362.50	$96.50	$31,362.50	$167.00	$54,275.00	$159.00	$51,675.00
18	42001300	PROTECTIVE COAT	3180.0	SY	$1.40	$4,452.00	$0.01	$31.80	$1.00	$3,180.00	$5.00	$15,900.00
19	42000501	PCC PAVEMENT 10" JOINTED	85.0	SY	$136.00	$11,560.00	$88.50	$7,522.50	$158.00	$13,430.00	$153.00	$13,005.00
20	42400200	PCC SIDEWALK 5"	6566.0	SF	$10.85	$71,241.10	$9.90	$65,003.40	$8.00	$52,528.00	$9.00	$59,094.00
21	42400800	DETECTABLE WARNINGS	480.0	SF	$34.40	$16,512.00	$40.00	$19,200.00	$31.00	$14,880.00	$40.00	$19,200.00
22	44000100	PAVEMENT REM	1413.0	SY	$17.65	$24,939.45	$25.00	$35,325.00	$28.00	$39,564.00	$21.00	$29,673.00
23	X4401198	HMA SURF REMOVAL VARIABLE DEPTH	3370.0	SQ YD	$7.50	$25,275.00	$7.50	$25,275.00	$10.30	$34,711.00	$6.00	$20,220.00
24	44000200	DRIVE PAVEMENT REM	210.0	SY	$12.60	$2,646.00	$25.00	$5,250.00	$28.00	$5,880.00	$16.00	$3,360.00
25	44000500	COMB CURB GUTTER REM	1950.0	LF	$6.30	$12,285.00	$15.00	$29,250.00	$12.00	$23,400.00	$7.00	$13,650.00
26	44000600	SIDEWALK REM	3873.0	SF	$1.50	$5,809.50	$3.00	$11,619.00	$1.50	$5,809.50	$2.00	$7,746.00
27	44201325	CLASS C PATCH, TYPE 1, 8"	60.0	SY	$84.80	$5,088.00	$105.00	$6,300.00	$164.00	$9,840.00	$130.00	$7,800.00
28	44201329	CLASS C PATCH, TYPE 2, 8"	60.0	SY	$76.30	$4,578.00	$105.00	$6,300.00	$144.00	$8,640.00	$130.00	$7,800.00
29	LR443200	STRIP REFLECTIVE CRACK CONTROL TREATMENT	1105.0	FOOT	$11.00	$12,155.00	$11.00	$12,155.00	$5.00	$5,525.00	$5.00	$5,525.00
30	550A0050	STORM SEWERS, CLASS A, TYPE 1 12"	146.0	FOOT	$136.60	$19,943.60	$146.00	$21,316.00	$86.00	$12,556.00	$102.00	$14,892.00
31	550A0070	STORM SEWERS, CLASS A, TYPE 1 15"	104.0	FOOT	$151.15	$15,719.60	$151.00	$15,704.00	$96.00	$9,984.00	$103.00	$10,712.00
32	550A0050	CONNECT TO EXISTING MANHOLE	3.0	EA	$1,376.50	$4,129.50	$500.00	$1,500.00	$820.00	$2,460.00	$1,600.00	$4,800.00
33	55100700	STORM SEWER REMOVAL 15"	75.0	FOOT	$29.05	$2,178.75	$25.00	$1,875.00	$8.00	$600.00	$30.00	$2,250.00
34	60235700	INLETS TA T3F&G	4.0	EA	$2,962.40	$11,849.60	$2,565.00	$10,260.00	$2,120.00	$8,480.00	$1,600.00	$6,400.00
35	60240220	INLETS TB T3F&G	7.0	EA	$3,573.50	$25,014.50	$2,955.00	$20,685.00	$2,660.00	$18,620.00	$1,600.00	$11,200.00
36	X6023508	INLETS TA W/SPL F&G	2.0	EA	$2,780.00	$5,560.00	$2,865.00	$5,730.00	$2,120.00	$4,240.00	$1,900.00	$3,800.00
37	X6024502	INLETS TB W/SPL F&G	2.0	EA	$3,390.00	$6,780.00	$3,255.00	$6,510.00	$2,660.00	$5,320.00	$1,900.00	$3,800.00
38	60258200	MANHOLE TO BE RECONSTRUCTED WITH NEW TYPE 1 FRAME, CLOSED	2.0	EA	$1,785.50	$3,571.00	$2,570.00	$5,140.00	$2,260.00	$4,520.00	$1,700.00	$3,400.00
39	60255500	STRUCTURE ADJUSTMENT WITH NEW FRAME AND LID	15.0	EA	$500.00	$7,500.00	$785.00	$11,775.00	$880.00	$13,200.00	$850.00	$12,750.00
40	60500050	REMOVING INLETS	9.0	EACH	$369.45	$3,325.05	$200.00	$1,800.00	$135.00	$1,215.00	$400.00	$3,600.00
41	60600505	CONC CURB TB	571.0	LF	$50.15	$28,635.65	$28.00	$15,988.00	$36.00	$20,556.00	$54.00	$30,834.00
42	60603800	COMB CC&G TB6.12	2990.0	LF	$39.40	$117,806.00	$43.50	$130,065.00	$35.00	$104,650.00	$29.00	$86,710.00
43		ROLLED CURB 4" (SPECIAL)	505.0	LF	$40.30	$20,351.50	$50.00	$25,250.00	$33.00	$16,665.00	$31.00	$15,655.00
44	X6064200	COMB CC&G TB6.12 (SPECIAL)	271.0	LF	$43.30	$11,734.30	$80.00	$21,680.00	$41.00	$11,111.00	$34.00	$9,214.00
45	60618300	CONC MEDIAN SURF 4	2950.0	SF	$4.75	$14,012.50	$7.65	$22,567.50	$8.00	$23,600.00	$8.00	$23,600.00
46	60622800	CONCRETE MEDIAN TYPE SM 6.12	315.0	SF	$19.70	$6,205.50	$30.50	$9,607.50	$16.00	$5,040.00	$18.00	$5,670.00
47	70300220	TEMP PVT MK LINE 4	3812.0	LF	$0.57	$2,172.84	$0.55	$2,096.60	$0.65	$2,477.80	$1.00	$3,812.00
48	72000100	SIGN PANEL T1	525.0	SF	$20.00	$10,500.00	$20.00	$10,500.00	$23.00	$12,075.00	$25.00	$13,125.00
49	X7280105	TELESCOPING STEEL SIGN SUPPORT (SPECIAL)	770.0	FOOT	$12.00	$9,240.00	$12.00	$9,240.00	$14.00	$10,780.00	$14.00	$10,780.00
50	78000100	THPL PVT MK LTR & SYM	650.0	SF	$5.00	$3,250.00	$5.00	$3,250.00	$8.00	$5,200.00	$5.00	$3,250.00
51	78000200	THPL PVT MK LINE 4	1589.0	LF	$1.00	$1,589.00	$1.00	$1,589.00	$2.45	$3,893.05	$2.00	$3,178.00

Congress Pkwy Roundabouts Construction
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					Landmark Contractors Huntley, IL		Alliance Contractors Woodstock, IL		Martam Construction Elgin, IL		Copenhaver Construction Gilberts, IL	
52	78000400	THPL PVT MK LINE 6	1230.0	LF	$1.50	$1,845.00	$1.50	$1,845.00	$3.60	$4,428.00	$3.00	$3,690.00
53	78000600	THPL PVT MK LINE 12	993.0	LF	$5.00	$4,965.00	$5.00	$4,965.00	$7.20	$7,149.60	$4.00	$3,972.00
54	78000700	PAVEMENT MARKING REMOVAL	593.0	SF	$1.00	$593.04	$1.00	$593.04	$3.00	$1,779.12	$8.00	$4,744.32
55	80400100	ELECT SERV INSTALL	2.0	EA	$3,000.00	$6,000.00	$1,600.00	$3,200.00	$1,800.00	$3,600.00	$3,000.00	$6,000.00
56	81028220	UNDRGRD C GALVS 3	323.0	LF	$36.00	$11,628.00	$36.00	$11,628.00	$42.00	$13,566.00	$36.00	$11,628.00
57	81028340	UNDRGRD C PVC 1 1/2	1479.0	LF	$14.00	$20,706.00	$14.00	$20,706.00	$16.50	$24,403.50	$14.00	$20,706.00
58	81028360	UNDRGRD C PVC 2 1/2	33.0	LF	$18.00	$594.00	$18.00	$594.00	$22.00	$726.00	$18.00	$594.00
59	81702130	EC C XLP USE 1C 6	1694.0	LF	$2.00	$3,388.00	$2.00	$3,388.00	$2.30	$3,896.20	$2.00	$3,388.00
60	81702140	EC C XLP USE 1C 4	3461.0	LF	$2.90	$10,036.90	$2.90	$10,036.90	$3.60	$12,459.60	$2.90	$10,036.90
61	81702180	EC C XLP USE 1C 3/0	198.0	LF	$8.00	$1,584.00	$8.00	$1,584.00	$9.50	$1,881.00	$8.00	$1,584.00
62	82500350	LT CONT BASEM 240V100	2.0	EA	$12,800.00	$25,600.00	$10,800.00	$21,600.00	$12,660.00	$25,320.00	$12,800.00	$25,600.00
63	83600200	LIGHT POLE FDN 24D	110.0	LF	$290.00	$31,900.00	$290.00	$31,900.00	$360.00	$39,600.00	$290.00	$31,900.00
64	83800105	BREAKAWAY DEVICE, TRANSFORMER BASE, 11.5 INCH BOLT CIRCLE	22.0	EA	$560.00	$12,320.00	$460.00	$10,120.00	$540.00	$11,880.00	$560.00	$12,320.00
65	84200500	REM LT UNIT SALV	3.0	EA	$300.00	$900.00	$300.00	$900.00	$350.00	$1,080.00	$300.00	$900.00
66	X8250050	TEMPORARY LIGHTING CONTROLLER	2.0	EA	$8,000.00	$16,000.00	$5,000.00	$10,000.00	$5,800.00	$11,600.00	$8,000.00	$16,000.00
67	X8300001	LIGHT POLE SPECIAL	22.0	EA	$3,950.00	$86,900.00	$3,850.00	$84,700.00	$4,320.00	$95,040.00	$3,950.00	$86,900.00
68	84200804	REMOVAL OF POLE FOUNDATION	2.0	EA	$225.00	$450.00	$400.00	$800.00	$510.00	$1,020.00	$2,500.00	$5,000.00
69	X0327583	STAMPED CLRD PCC PVT 10J	495.0	SY	$207.35	$102,638.25	$230.00	$113,850.00	$161.00	$79,695.00	$227.00	$112,365.00
70	Z0004530	HMA DRIVEWAY PAVT 8	150.0	SY	$81.35	$12,202.50	$77.25	$11,587.50	$169.00	$25,350.00	$79.00	$11,850.00
71	X7010216	CONSTRUCTION LAYOUT	2.0	LS	$12,500.00	$25,000.00	$5,900.00	$11,800.00	$18,300.00	$36,600.00	$20,000.00	$40,000.00
72	X7015005	CHANGEABLE MESSAGE SN	270.0	CAL DA	$25.00	$6,750.00	$25.00	$6,750.00	$30.00	$8,100.00	$30.00	$8,100.00
73	X7030005	TEMP PAVT MKING REMOV	1144.0	SF	$1.15	$1,315.60	$0.40	$457.60	$0.50	$572.00	$2.00	$2,288.00
74	LS01	SOIL AMENDMENTS (PLANTING AREA, NOT SOD)	2.00	CU YDS	$150.00	$300.00	$150.00	$300.00	$180.00	$360.00	$400.00	$800.00
75	LS02	SYRINGA RETICULATA 'IVORY SILK' / IVORY SILK JAPANESE TREE LILAC, 10' HIGH	3.00	EA	$1,100.00	$3,300.00	$1,100.00	$3,300.00	$1,300.00	$3,900.00	$900.00	$2,700.00
76	LS03	CHOKEBERRY, 5 GAL./24"	17.00	EA	$60.00	$1,020.00	$60.00	$1,020.00	$72.00	$1,224.00	$75.00	$1,275.00
77	LS04	HYDRANGEA, 7 GAL. / 36"	1.00	EA	$62.00	$62.00	$62.00	$62.00	$74.00	$74.00	$190.00	$190.00
78	LS05	AMSONIA X 'BLUE ICE' / BLUE ICE BLUE STAR, 1 GAL.	9.00	EA	$18.00	$162.00	$18.00	$162.00	$22.00	$198.00	$21.00	$189.00
79	LS06	ALLIUM X 'SUMMER BEAUTY' / SUMMER BEAUTY ORNAMENTAL ONION, 1 GAL.	30.00	EA	$18.00	$540.00	$18.00	$540.00	$22.00	$660.00	$21.00	$630.00
80	LS07	SEDUM 'DAZZLEBERRY' / DAZZLEBERRY STONECROP (SEDUM), 1 GAL.	9.00	EA	$18.00	$162.00	$18.00	$162.00	$22.00	$198.00	$21.00	$189.00
81	LS08	STACHYS BYZANTINA 'HELEN VON STEIN' / HELEN VON STEIN LAMB'S EAR, 1 GAL.	10.00	EA	$18.00	$180.00	$18.00	$180.00	$22.00	$220.00	$21.00	$210.00
82	LS09	VINCA MINOR 'DART'S BLUE' / DART'S BLUE PERIWINKLE, 3" POT	106.00	EA	$5.00	$530.00	$5.00	$530.00	$6.00	$636.00	$17.00	$1,802.00
83	LS10	CA-6 GRAVEL FOR OUTCROPPING BASE	2.25	CY	$100.00	$225.00	$100.00	$225.00	$130.00	$292.50	$220.00	$495.00
84	LS11	SETTING SAND	0.25	CY	$100.00	$25.00	$100.00	$25.00	$130.00	$32.50	$2,000.00	$500.00
85	LS12	OUTCROPPING STONES, 24"WX42"LX8" THICK	2.00	TONS	$750.00	$1,500.00	$750.00	$1,500.00	$900.00	$1,800.00	$750.00	$1,500.00
86	LS13	OUTCROPPING STONES, 24"WX42"LX10" THICK	2.00	TONS	$750.00	$1,500.00	$750.00	$1,500.00	$900.00	$1,800.00	$750.00	$1,500.00
87	LS14	SHREDDED HARDWOOD MULCH	5.00	CY	$100.00	$500.00	$100.00	$500.00	$125.00	$625.00	$110.00	$550.00
88	LS15	KENTUCKY BLUEGRASS BLEND SOD	67.00	SF	$20.00	$1,340.00	$20.00	$1,340.00	$24.00	$1,608.00	$3.00	$201.00
89	Z0004530	TRAFFIC CONTROL AND PROTECTION (SPECIAL)	1.0	LS	$23,500.00	$23,500.00	$40,300.00	$40,300.00	$80,000.00	$80,000.00	$175,000.00	$175,000.00
90	Z0013798	MOBILIZATION	1.0	LS	$53,114.15	$53,114.15	$77,000.00	$77,000.00	$60,000.00	$60,000.00	$94,000.00	$94,000.00
91	Z0030850	TEMP INFO SIGNING	104.0	SQ FT	$12.00	$1,248.00	$12.00	$1,248.00	$14.00	$1,456.00	$20.00	$2,080.00
				Total		$1,237,606.38		$1,291,045.34		$1,391,230.94		$1,474,946.22

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Proposal Award - Design Engineering Services for the Final Engineering for the Re-Establish Crystal Creek Project

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Christopher B. Burke Engineering for the Re-Establish Crystal Creek Final Design Engineering Services in the amount of $335,806.97, approve warranted changes for up to 10 percent of the agreement cost, and to approve warranted completion date extensions

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

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Background:

Crystal Creek, between the lake and Highland Avenue is an open channel. The Creek then flows underground in a storm sewer behind South Elementary School and in front of Lundahl Middle School. South of Lundahl Middle School, Crystal Creek is back to an open channel and remains open to the south. The area of the creek that is located in the storm sewer causes a pinch point for water flowing through the creek. During heavy storms, water cannot get into the storm sewer and it floods the upstream properties and the residential neighborhoods. Flooding also occurs through the school properties during heavy rain events. Re-establishing the creek will allow flood waters to flow in the designated creek area and reduce the level of flooding to the surrounding area.



The proposed project will re-establish the open channel creek at this location and remove the existing storm sewers. The exhibit shows the sections of the creek that currently is open channel flow (blue dotted line), the recently replaced and upsized culverts (yellow rectangles), and the section that is currently in an undersized storm sewer (red dashed line).

This project was identified as part of the City's Stormwater Solutions initiative that started in 2017. Since that time, the City has completed preliminary engineering for the project and has coordinated extensively with School District 47 staff regarding the routing, impacts and modifications needed on school property. Preliminary agency coordination was also completed with the Illinois Department of Natural Resources - Office of Water Resources (IDNR-OWR) and the United States Army Corps of Engineers (USACOE). A public meeting was held on December 14, 2022. Invitation letters were sent to the adjacent homeowners and the School District. Eleven people attended the meeting and were supportive of the project.

This project is very complex. In the same area that the creek runs underground in storm sewer is a Village of Lakewood storm sewer (lower than the creek) along with City of Crystal Lake sanitary sewer. Modifications will be required to the driveways and sidewalks at Lundahl Middle School. The engineering for this project requires not only expertise in drainage analysis, storm sewer design, structural engineering, and environmental permitting, but also requires expertise in roadway design, parking lot design, and utility engineering (sanitary sewer). Extensive permitting through Federal Emergency Management Agency (FEMA), IDNR-OWR, the Illinois Environmental Protection Agency (IEPA) and the USACOE is required in order to construct this project.

Consultant Selection Process

The Engineering Division followed the City's Purchasing Policy to solicit proposals from consulting engineering firms for design engineering services for this project. The City received proposals from one firm, Christopher B. Burke Engineering (CBBEL). CBBEL completed the preliminary engineering for this project and has been extensively involved over the years as the City's stormwater consultant. CBBEL was also the design consultant for the Crystal Creek Culverts Replacement project. CBBEL's proposal outlines their successful experience with not only stormwater and drainage analysis but also roadway design, parking lot design and utility engineering. Their proposal also outlined their extensive experience with permitting through FEMA, IDNR-OWR, IEPA and USACOE.

When reaching out to other consultants to inquire why they did not provide a proposal, firms stated they recognized how much experience and expertise CBBEL has gained from prior work related to this project and felt they would not be able offer a proposal that would match their knowledge of Crystal Creek or be cost effective. Staff did complete a qualification review of their proposal, a summary is provided below:

Re-Establish Crystal Creek Design Engineering

Proposal Ranking Excellent = 5 Very Good = 4 Good = 3 Acceptable = 2 Poor = 1 Unacceptable = 0	Committee's Relative Weight of Importance	Christopher B Burke Eng.							
		Average		Reviewer 1		Reviewer 2		Reviewer 3	
Criteria	(1-10)	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating
Comprehensiveness of proposal and proposal represents an understanding of City's needs	4	4.33	17.33	5	20.00	4	16.00	4	16.00
Understanding of Project Scope: Did the consultant properly identify key aspects of the specific design/how to resolve them and not submit a generic approach?	9	4.67	42.00	5	45.00	5	45.00	4	36.00
Experience and qualifications of the firm including the people assigned to the project	7	5.00	35.00	5	35.00	5	35.00	5	35.00
Project examples are pertinent and aligned with the proposed scope	6	4.67	28.00	5	30.00	5	30.00	4	24.00
relevant experience in project examples, good performance on past CL projects	8	3.33	26.67	5	40.00	3	24.00	2	16.00
Total Weighted Rating	34		149.00		170.00		150.00		127.00
PROPOSAL RANKING		4.38							

The final design engineering under this contract will develop the necessary engineering plans, specifications, estimates, bidding and permitting documents to allow this project to be bid out for construction. Construction is anticipated to start in 2024 and be completed in 2025. Staff has reviewed and negotiated with CBBEL for a fee of $335,806.97. This is below the City staff's estimated (budget) of $350,000 for the design engineering. The City is also actively applying for grants to assist in funding the construction phase of this project.

Recommendation:

This contract is being presented pursuant to a request for qualification process. Under such process, the contract is to be awarded to the vendor whose proposal "will be the most advantageous to the City." City staff has reviewed the proposal received, and determined that the recommended consultant is the most well-suited for the project.

Based on the proposals received, the City's evaluation criteria and the detailed review by staff, it is the recommendation of staff that Christopher B. Burke Engineering be selected for the design engineering services. Construction is anticipated to commence in June of 2024, pending permit approvals from outside agencies. Due to the proximity to the schools, the project is anticipated to be constructed over two construction seasons and be completed in the fall of 2025. This project is included in the Fiscal Year 2022/2023 and will be proposed in the Fiscal Year 2023/2024 Capital Budget.

Votes Required to Pass:

Simple majority.

RESOLUTION

WHEREAS, the City has determined that re-establishing Crystal Creek between Highland Avenue and St. Andrews Lane will reduce flooding, improve water quality and benefit the ecology of Crystal Creek; and

WHEREAS, the CITY requires the expertise of an engineering design consultant with environmental permitting expertise to prepare the final plans, specifications, and permit documents required for this project; and

WHEREAS, proposals were publically solicited and reviewed resulting in a determination that Christopher B. Burke Engineering offered a proposal that is the most advantageous to the City.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute an agreement with Christopher B. Burke Engineering for design engineering services in the amount of $335,806.97; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve warranted changes orders for up to ten percent (10%) of the agreement value and to approve warranted time extensions.

Draft

DATED this 21st day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Proposal Award - Design Engineering Services for the Highland Avenue and Randall Road Water Main Projects

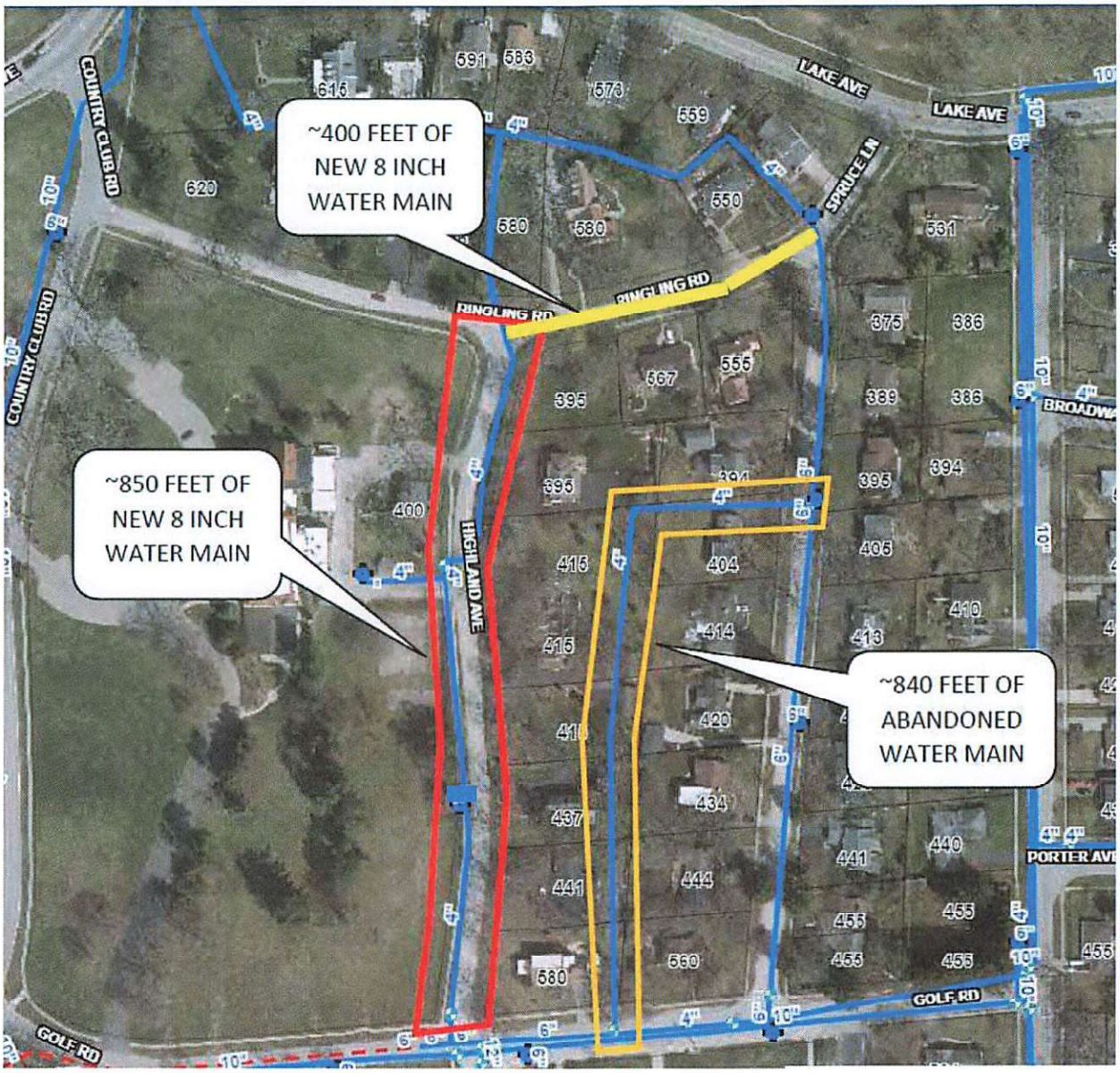
Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Clark Dietz for the Highland Avenue and Randall Road Water Main Design Engineering Consultant Services in the amount of $41,070, approve warranted changes for up to 10 percent of the agreement cost, and to approve warranted completion date extensions

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

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Background:
City staff has identified two areas in need of water main improvements that require consultant engineering services. These projects are Highland Avenue between Golf Road and Ringling Road and the need to loop an existing water main in advance of the County's Randall Road project.

Highland Avenue Project
Highland Avenue and Spruce Lane have existing four and six-inch water mains that run underneath the street pavement. In addition, a water main exists through the rear yard of the homes along Highland Avenue and Spruce Lane creating an unnecessary redundant water system. The rear yard water main is difficult to access and would require the Public Works Department to rent specialized equipment to access in the event of a water main break. The existing four inch water main along Highland Avenue results in limited water flow for the area that includes the Dole Mansion. As part of this project, a new 8-inch diameter water main will be constructed along Highland Avenue and Ringling Road to replace the existing four-inch and six-inch water mains. The existing backyard water main will be abandoned and the homes will be serviced from the mains on Highland Avenue and Spruce Lane (see figure below.)



Randall Road

The proposed McHenry County Randall Road improvement will impact the existing City water main along Randall Road from Alexandra Boulevard to Village Road that would need to be relocated at the City's cost as it is located within the existing Randall Road right-of-way. In reviewing the City's water model, a connection can be made between the shopping center at Angela Lane and the multi-family residential development along Carlemont Drive that would eliminate the need to relocate all of the water main along Randall Road.

Consultant Selection Process

The Engineering Division followed the City's Purchasing Policy to solicit proposals from consulting engineering firms for design engineering services for this project. The City received proposals from five firms. The proposals were reviewed based on the consultants' qualifications, experience, proposed staff for this specific project, adequacy of hours and cost. The evaluation is summarized below:

Highland Avenue and Randall Road Water Main Design Engineering

Proposal Ranking Excellent = 5 Very Good = 4 Good = 3 Acceptable = 2 Poor = 1 Unacceptable = 0	Committee's Relative Weight of Importance	Clark Dietz		ERA		Fehr Graham		GSG		Mackie Consultants	
Criteria	(1-10)	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating
Understanding of Project Scope: Did the consultant properly identify key aspects of the specific design/how to resolve them and not submit a generic approach?	9	3.7	33.00	4.0	36.00	3.3	30.00	2.3	21.00	3.7	33.00
Are the project hours by task appropriate and align with other consultant's submittals and past experience.	6	3.3	20.00	3.7	22.00	3.7	22.00	3.0	18.00	3.0	18.00
Project examples are pertinent and aligned with the proposed scope.	7	4.3	30.33	4.0	28.00	3.7	25.67	2.3	16.33	3.3	23.33
Senior/lead project team members have demonstrated experience, relevant experience in project examples.	8	4.0	32.00	4.0	32.00	3.7	29.33	2.3	18.67	3.0	24.00
Total Weighted Rating	30		115.33		118.00		107.00		74.00		98.33
PROPOSAL RANKING		3.84		3.93		3.57		2.47		3.28	
Total Cost		$41,070.00		$50,775		$55,650		$46,555		$59,290	
Relative Cost Ranking (Formula) (2.5 = avg. cost, points awarded/deducted for fee compared to avg) Avg. cost = $05,668.00		2.97		2.49		2.25		2.70		2.07	
TOTAL VALUE RANKING =		3.41		3.21		2.91		2.58		2.68	

The evaluation resulted in Clark Dietz's proposal as offering the best value to the City. Clark Dietz has previously worked on various City projects and has done a good job. Staff recommends selecting Clark Dietz.

Recommendation:

This contract is being presented pursuant to a request for qualification process. Under such process, the contract is to be awarded to the vendor whose proposal "will be the most advantageous to the City." City staff has reviewed the proposals received, and determined that the recommended consultant is the most well-suited for the project.

Based on the proposals received, the City's evaluation criteria and the detailed review by staff, it is the recommendation of staff that Clark Dietz be selected for the design engineering services. The engineering portion of this project is included in the Fiscal Year 2022/2023 Capital Budget. Construction will take place in late 2023/ early 2024 and will be proposed in the FY 2023/2024 budget.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE is desirous of improving the City's water main system along Highland Avenue and Randall Road; and

WHEREAS, the CITY requires consultant design and engineering services; and

WHEREAS, proposals were publically solicited and reviewed resulting in a determination that Clark Dietz offered a proposal that is the most advantageous to the City.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute an agreement with Clark Dietz for design engineering services in the amount of $41,070; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve warranted changes orders for up to ten percent (10%) of the agreement value and to approve warranted time extensions.

DATED this 21st day of February, 2023.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Ordinance waiving the bidding requirements under City Code Section 102-3 and for authorization to enter into an agreement with Invoice Cloud for Online Payment Processing Services

Staff Recommendation: Motion to adopt an Ordinance waiving competitive bidding and authorizing the City Manager to execute a biller agreement with Invoice Cloud for payment processing services and execute change orders for up to 10% of the agreement

Staff Contact: Jodie Hartman, Director of Finance

Background:

As the City Council is aware, the City will be changing to a new Enterprise Resource Planning (ERP) Software, BS&A, in the coming months. BS&A will replace Springbrook as the City's financial management software. Along with this change, the City will need a new online payment processor. BS&A works integrates with two online payment providers exclusively, Invoice Cloud and Point & Pay.

The City reached out to both Invoice Cloud and Point & Pay. Invoice Cloud was responsive, providing details as to the services they provide and the fee for those services. Despite multiple attempts to receive a quote from Point & Pay, the City did not receive a quote. Staff also reached out to other municipal clients of BS&A and discussed their experience with the two processors. Speaking with these other municipal representatives, the response was overwhelmingly in favor of Invoice Cloud. The references spoke highly of the ease of the software, the time savings for staff and the conveniences for their customers. One reference mentioned they first implemented Point & Pay, but quickly terminated that contract due to lack of functionality and are now using Invoice Cloud with much more satisfaction.

Based on the information received regarding both companies, staff recommends Invoice Cloud for online and mobile water and sewer payments. Invoice Cloud offers many payment services and they are integrated with the BS&A software so that when a customer makes a payment, the payment is applied to the customer's account in real time. Residents will also have the ability to see a copy of their billing statement on the customer portal. The City will also have the ability to collect payments online for other City services in the future.

Currently, the City's online payments are integrated with the existing ERP software, Springbrook. Residents have the ability to look up their account information and see accurate balance amounts, similar to what Invoice Cloud would provide. The City also offers an IVR phone payment system that is not

integrated with Springbrook but allows customers to make payments at any time and the software is updated daily. The Invoice Cloud system would allow for integration between BS&A and the IVR system, providing customers with their balance due and posting directly to their account. According to references, Point and Pay has significantly less functionality than the City currently has with Springbrook, reducing the services and conveniences available. This would be a step backwards in customer service to our residents and businesses.

Invoice Cloud does not charge any upfront fees for their services. Fees are based on transaction counts, as well as a $50 monthly fee. Looking at the City's recent payment activity, staff estimates the annual fee for Invoice Cloud to be around $98,000 per year, if payment option trends continue at their current levels. This is similar to the fees paid to the City's current online payment processor. A copy of the pricing sheet detailing the transactional fees has been included. The Biller Agreement includes an allowance for annual price increases up to the CPI or 5%, whichever is greater. While we are not anticipating savings to the fees, the City will be seeing enhanced efficiencies and customer service offerings.

ESTIMATE ANNUAL FEES		
Payment Type	Estimate Transaction Count	Resulting Fee
Web Payments (Online Credit Card)	37,100	$72,000
ACH Program (Bank Account Direct Debit)	21,800	$21,000
IVR (Pay by Phone)	229	$5,000
Total Estimate Annual Fee		$98,000

Attached is a resolution authorizing the City to execute an agreement with Invoice Pay for online payment processing for three years with the option to renew for ongoing one year terms.

Votes Required to Pass:

Two-thirds majority vote of Council members holding office (4 affirmative votes)

ORDINANCE APPROVING THE WAIVER OF COMPETITIVE BIDDING FOR PAYMENT PROCESSING SERVICES

WHEREAS the City of Crystal Lake offers multiple payment options to customers of the City's services; and

WHERAS, the City requires the services of an electronic payment processor to execute various payments to the City; and

WHEREAS, the City evaluated payment processors integrated with the City's Enterprise Resource Planning software, resulting in a determination that Invoice Cloud offered a proposal that is the most advantageous to the City.

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

SECTION 1. Recitals. The foregoing recitals are repeated and incorporated as though fully set forth herein; and

SECTION 2. Waiver of Competitive Bidding and authorization to enter into an Agreement with Invoice Cloud. The City Manager is authorized to execute an agreement with Invoice Cloud to provide payment processing services, without the necessity of seeking competitive bids; and

SECTION 3. Change Orders. The City Manager is authorized to approve warranted change orders for up to ten percent (10%) of the annual agreement value; and

SECTION 4. Effective Date. This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form in the manner provide by law.

Draft

DATED this 21st day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Resolution Establishing a Public Arts Commission

Staff Recommendation: Council Discretion
1) Motion to adopt a Resolution establishing a Public Arts Commission.
2) No Action

Staff Contact: Kathryn Cowlin, Director of Community Development
Nick Hammonds, Assistant City Manager

Background:

The City of Crystal Lake continues to grow and expand public places for residents and visitors to enjoy. As part of the movement to promote community enjoyment and engagement, the City has explored how to encourage public art. Public art displays are an economic development tool that aid in attracting residents and visitors to the community to enjoy, shop and dine. In an effort to add more public art within the community, a Public Arts Commission could be established to oversee the review and installation of public art displays.

The proposed Public Arts Commission would help the City achieve one of the City's 2030 Comprehensive Plan goals.

Quality of Life Goal: Encourage a diversity of high quality housing in appropriate locations throughout the City that supports a variety of lifestyles and invigorates community character.

Supporting Action: Foster the cultural arts.

Success Indictor: The establishment of a City art program.

The proposed Public Arts Commission would achieve this goal and start an initiative that would promote the City and attract people to the community.

Recommendation:

Enhancing public places with vibrant art with the creation of a Public Arts Commission.

Commission Structure: The Public Arts Commission shall be composed of seven (7) voting members to be appointed by the Mayor and City Council. Each member seat shall be a person nominated for consideration for appointment by the Mayor and subject to confirmation by a majority vote of the City Council. The following organizations shall recommend one member each: the Downtown Crystal Lake/Main Street organization and the Historical Society. The remaining five member seats shall be composed of members of the public nominated for consideration for appointment by the Mayor and subject to confirmation by a majority vote of the City Council.

Terms of members shall be for three (3) years. After initial appointments, each subsequent appointment shall be for a term of three (3) years. Appointments shall expire on January 1st in the anniversary year of appointment of the member and members that choose to continue on the Commission shall be accepted by a majority vote.

Member Qualifications: The Public Arts Commission shall be residents of the City of Crystal Lake, attend a school in Crystal Lake, or otherwise own a business in the City of Crystal Lake. Any person wanting to serve on the Commission would submit an application and require appointment approval by the Mayor and City Council. The members shall be appointed on the basis of expertise, experience, or interest in public art.

Meetings: The ad-hoc Public Arts Commission shall meet quarterly and as needed to review potential public art locations and submissions to provide a recommendation to the City Council for approval.

1. Meetings shall be held at regularly scheduled times to be established by the Commission at the beginning of each calendar year, or at any time upon the call of the Chair. There shall be a minimum of four meetings per year.
2. A quorum shall consist of a majority of the appointed members. A concurring vote of a majority of those members present and constituting a quorum is necessary to render a decision on any matter upon which the Commission is authorized to act.
3. All meetings shall be conducted in accordance with the Open Meetings Act of the State of Illinois (5 ILCS 120/1 et seq.) and shall be governed by Robert's Rules of Order.
4. The Commission shall keep minutes of its proceedings showing the vote of each member upon every question, or if absent or failing to vote, and shall also keep records of its official actions. Such minutes and records shall be open to the public for inspection and maintained at the offices of the City of Crystal Lake.

Commission Duties and Functions: The Public Arts Commission's duties will include:

1. To provide recommendations of potential locations for public art.
2. To spread awareness of public art to the Crystal Lake Community at local events.
3. To hear presentations from local artists for potential locations and art pieces in the City of Crystal Lake.
4. To receive applications for public art submissions and provide recommendations to the City Council.

5. To accept and administer on behalf of the City of Crystal Lake, upon designation by the City Council, such gifts, grants and money as may be appropriate for the purpose of this chapter.
6. To recommend to the City Council the award of grant monies to any applicant that satisfies the necessary submittal requirements to be awarded Commission grant funds. The grant monies are intended to promote appropriate installations, repairs, upgrades and changes to public art features.

General Guidelines:

1. The Community Development Department and City Manager's Office will provide staff support to the Commission.

Funding Sources:

1. The Commission may organize and host fundraisers relating to public art in order to administer Commission grants, upon designation by the City Council, for appropriate installations, repairs, updates and changes to public art features.
2. The City Council may designate funding for projects recommended by the Commission.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS, the Mayor and City Council for the City of Crystal Lake strive to enhance the beauty of the City with public art; and

WHEREAS, the Mayor and City Council for the City of Crystal Lake value the work of local artists; and

WHEREAS, the creation of a Public Arts Commission would assist the City of Crystal Lake with the implementation of a public art program by providing recommendations to the City Council regarding art submissions and potential locations for public art.

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

SECTION I: There is hereby established a Public Arts Commission of Crystal Lake.

SECTION II: The purpose of the Commission is to assist the City of Crystal Lake in recommending pieces of art to be placed in public locations within the City.

SECTION III: The Committee will consist of seven (7) members who shall be residents of the City of Crystal Lake, attend a school in Crystal Lake, or otherwise own a business in the City of Crystal Lake. The Downtown Crystal Lake/Main Street organization and the Historical Society shall each nominate one member to serve on the commission. The remaining five member seats shall be composed of members of the public. The members of the Committee shall be appointed and confirmed by the Mayor and the City Council and serve without compensation. Terms of members shall be for three (3) years. After initial appointments, each subsequent appointment shall be for a term of three (3) years. In the event of a vacancy prior to the expiration of a term, the Mayor and City Council shall appoint a qualified successor to fill the remainder of the term.

SECTION IV: The duties of the Commission shall be as follows:

1. To provide recommendations of potential locations for public art.
2. To spread awareness of public art to the Crystal Lake Community at local events.
3. To hear presentations from local artists for potential locations and art pieces in the City of Crystal Lake.
4. To receive applications for public art submissions and provide recommendations to the City Council.

Draft

5. To accept and administer on behalf of the City of Crystal Lake, upon designation by the City Council, such gifts, grants and money as may be appropriate for the purpose of this chapter.
6. To recommend to the City Council the award of grant monies to any applicant that satisfies the necessary submittal requirements to be awarded Commission grant funds. The grant monies are intended to promote appropriate installations, repairs, upgrades and changes to public art features.

DATED this 21st day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: February 21, 2023

Item: Proposal Award - Independence Day Fireworks Display

Staff Recommendation: Motion awarding the proposal for the Independence Day Fireworks Display and adopting a Resolution authorizing the City Manager to execute a two-year agreement, based on the submitted proposal with American Fireworks, for the Independence Day Fireworks Display in the amount of $30,000 or $60,000, based on availability of budgeted funds, and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance, with two optional one-year contract extensions.

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief
Josh Allain, Management Analyst

Background:
On Friday, January 26, 2023, the City of Crystal Lake publicly opened and read aloud the proposals received for the Independence Day Fireworks Display. The previous contract with American Fireworks expired. The City asked vendors to provide show details for both a $30,000 and a $60,000 show, based on the availability of funds. The City requested proposals for a variety of fireworks shells to provide a high altitude and engaging show.

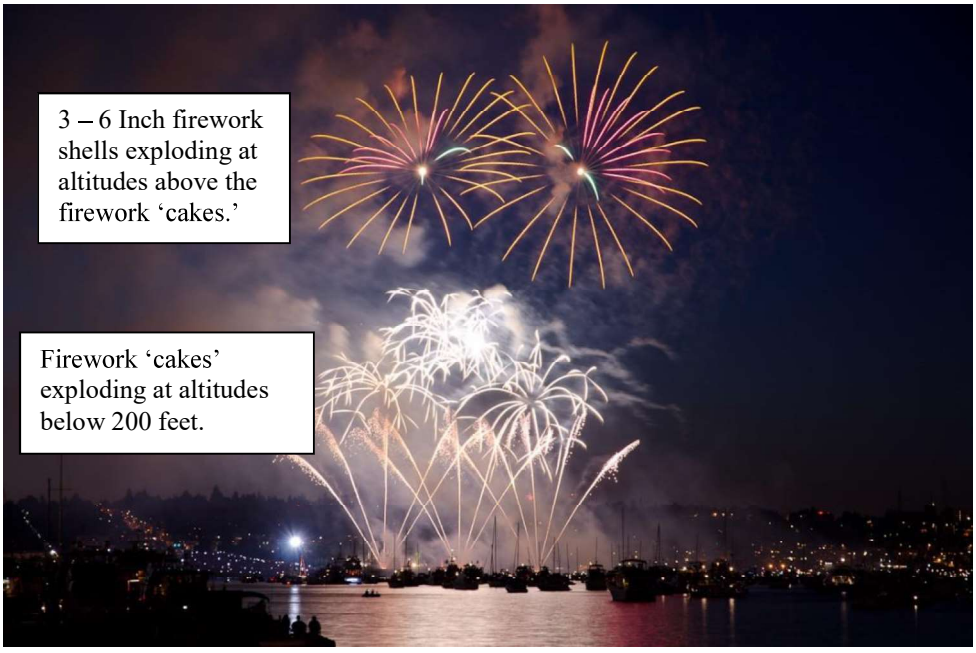
City staff requested vendors to submit a fireworks show using three inch to six inch shells. Each vendor submitted a display using the requested shell sizes, along with the use of firework ‘cakes.’ Firework ‘cakes’ are used to provide contrast for the high altitude fireworks and typically rise less than 200 feet in the air. A breakdown of the submitted shows is provided.

The following page details the use of the three to six inch shells along with the lower altitude ‘cakes’ for a fireworks display.

Picture 1



Picture 2



Shell Size	Maximum Shell Altitude
Fireworks "Cakes"	200 Feet
Three Inch Shells	300 Feet
Four Inch Shells	400 Feet
Five Inch Shells	500 Feet
Six Inch Shells	600 Feet

Below is a breakdown of the proposals received by each price point asked for.

$30,000 Option

	Cakes	**3"**	**4"**	**5"**	**6"**	**Totals***
American	3,066	408	396	198	144	1,146
Mad Bomber	0	456	216	154	90	916

$60,000 Option

	Cakes	**3"**	**4"**	**5"**	**6"**	**Totals***
American	6,192	950	492	300	252	1,994
Mad Bomber	0	842	432	292	162	1,728

*Totals will not include the "Cakes" in their tabulation

After careful evaluation of the proposals received, City staff recommends approval of the proposal submitted by American Fireworks. The proposal submitted by American Fireworks included the highest total number of fireworks, and meets all the requirements of the Request for Proposal document.

General Information:
The 2023 Fireworks Display would occur on July 2, 2023 to coincide with the final day of the Lakeside Festival. The fireworks display will be located on the lake, as has been done in past years, with the display to be set up on a floating platform on the lake. The Fire Rescue Department will be the lead City agency coordinating the contractor's activities. The initial contract period is for two (2) years. The proposal may be renewed for three (3) additional one-year periods, if mutually agreed upon by both parties.

Platform:
The assembly of the show will take place near the center of the lake so that nearby roads can be reopened to traffic. No wake restrictions on the lake are in effect during the entire time the fireworks are on site. The City will coordinate the tow of the Barge. The Fire Rescue Department will assign one of its members to transport the fireworks vendor to and from the shore during the course of the day as needed. The Crystal Lake Park District and the Fire Rescue Department will maintain a safe perimeter between the barge and boaters and swimmers during set up and the show.

Budget:
The proposal describes an all inclusive fireworks display to be provided at a cost of $30,000 or $60,000. Typically, the City has budgeted $30,000 annually for the show. In the past, the City received a donation to increase the size of the show to $60,000. In addition, a $5,000 annual Park District donation will be allocated to the total cost of the show.

Performance Penalty Clause:
Due to the public relations impact and credibility of the program, a payment penalty has been incorporated into the contract for fireworks that do not fire properly and inventory shortage as contracted. The City has reserved the right to determine an acceptable reduced amount based on the duration, type of shells, and type of display in which any errors occur.

Specifications:

The fireworks display is to take place on Sunday, July 2, 2023, starting at dusk. The display shall be a minimum of 25 to 30 minutes in length. The vendor agrees that should inclement weather prevent a fireworks display on the above date, the display will occur on the next feasible (good weather) day agreed upon by both parties. The fireworks shall be ignited by use of a choreographed display and fired by computer control. The vendor is required to abide by the National Fire Protection Association (NFPA) Code for public display of fireworks.

Testing: Contractor shall perform tests before beginning the official program in order to determine that winds will not carry hot or burning matter where it can cause damage to persons or property. No aerial display may be fired when winds exceed 20 mph or when conditions are deemed unsafe by the City. The Contractor shall ensure that all equipment and or materials required for the program are properly setup no later than 5:00 p.m. on the day of the show.

Transportation and Storage: The Contractor is responsible for and must arrange for transportation of their staff, supplies, and equipment to the docked barge site on Crystal Lake. The transportation of fireworks shall be in compliance with the regulations of the U.S. Dept. of Transportation and all state and local motor vehicle laws applicable to the area through which the fireworks are transported. The vendor shall provide necessary safety equipment, proper storage of materials, and security for fireworks at the site. Fire extinguishers shall be in plain view and adequate for the size of the display.

Cleanup: All equipment and apparatus will be removed by the vendor upon completion of the show.

Recommendation:

The Fire Rescue Department and City Manager's Office have reviewed all proposals received for completeness and accuracy in accordance with the Request for Proposals document and have checked references. It is staff's recommendation to award a contract for the Independence Day Fireworks Display to American Fireworks in the total proposal amount of $30,000.00 or $60,000.00 based on the availability of budgeted funds. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

Votes Required to Pass:

Simple majority vote of the City Council.

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 a two-year agreement based on the submitted proposal with American Fireworks for the Independence Day Fireworks Display in the amount of $30,000 or $60,000, based on availability of budgeted funds. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance, with two optional one-year contract extensions.

DATED this 21th day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas CITY CLERK

PASSED: February 21, 2023
APPROVED: February 21, 2023

Draft