CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 4, 2012
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Proclamation – Family Alliance, Inc.**

5. **Approval of Minutes – August 21, 2012 Regular City Council Meeting**

6. **Accounts Payable**

7. **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.

8. **Mayor's Report**

9. **Council Reports**

10. **Consent Agenda**

11. **Living Room Martini Lounge/Crush Club, 446 W. Virginia Street - Sign variation to allow an additional 10-square-foot projecting sign.**

12. **323 Poplar Street – Special Use Permit to allow an accessory structure over 600 square feet.**

13. **Bid award and resolution authorizing execution of an agreement for the purchase and installation of a heater unit for the Fleet & Facility Services garage.**

14. **Unified Development Ordinance Text Amendment to Article 5, Subdivision Standards and Article 10, Definitions of the Unified Development Ordinance.**

15. **Proposal award and resolution authorizing execution of an agreement for engineering services for a Wastewater Treatment Master Plan Study and approval of changes in scope by up to 10 percent of the original price.**

16. **Council Inquiries and Requests**

17. **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.**

18. **Board Appointment.**

19. **Reconvene to Regular Session.**

20. **Adjourn**

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

Agenda Item No. 4

City Council
Agenda Supplement

Meeting Date: September 4, 2012

Item: Proclamation – Family Alliance, Inc.

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

Family Alliance, Inc. has requested that Mayor Shepley issue a Proclamation in honor of their 30th anniversary.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: September 4, 2012

Item: Sign Variation to allow an additional 10-square-foot projecting sign for the Living Room's Crush Club at 446 W. Virginia Street.

Staff Recommendation: City Council Discretion:

A. Motion to approve an ordinance with the recommended conditions for variation as requested.

B. Motion to deny the variation request.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- The Living Room, owned by Mirage Imports, currently operates as a restaurant and martini bar at 446 West Virginia Street.
- The petitioner has applied for a sign variation in the past to allow a projecting sign in addition to wall signage.
- Single-tenant buildings are permitted a total of 150 square feet of wall signage. Multi-tenant buildings would be allowed 50 square feet of wall signage per tenant space.
- There is currently 63 square feet of wall signage, including a 13-square-foot projecting sign. Projecting signs are limited to 9 square feet.
- The petitioner is requesting a variation from Article 4 Section 4-1000 Table F (1) to allow a projecting sign larger than 9 square feet, wider than 3 feet and in addition to an existing projecting sign and other wall signage, for a 10-square-foot projecting sign for The Crush Club.
- Mirage Imports has an outstanding water bill balance of $1,693.17, and an outstanding alarm billing balance of $960.00. Also, on August 13, 2012, the State of Illinois Liquor Control Commission notified the City that the State Liquor License for Mirage Imports had been revoked but that the order for revocation had been stayed for 30 days to September 8, 2012. The reason for the revocation was a failure to pay State sales/use taxes and E911 surcharges as well as a failure to pay State withholding income taxes.

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

1. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
2. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
3. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Recommended Conditions:

1. Approved plans, reflecting staff recommendations, as approved by the City Council:
   A. Application (Ahmed, received 08/24/12)
   B. Sign Detail (Hughes Sign, dated 08/01/12, received 8/24/12)

2. As this is being considered a single tenant building to allow a greater amount of wall signage for the entire building, it is conditioned that the current owner and operator of The Living Room shall also own and operate The Crush Club.

3. The proposed signage shall meet all of the other requirements in the UDO and building codes, as applicable. A complete sign permit application is required.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date:	September 4, 2012
Item:	REPORT OF THE PLANNING & ZONING COMMISSION #2012-60 Schanz Special Use Permit
Request:	Special Use Permit to allow an accessory structure over 600 square feet. Scott Schanz 323 Poplar Street
PZC Recommendation:	Motion to approve the petitioner's request and adopt an ordinance approving the Special Use Permit to allow the 4-car garage at 1,188 square feet at 323 Poplar Street.
Staff Contact:	Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- The petitioner would be removing an existing two-car garage and constructing a new four-car garage at the rear of the property.
- Accessory structures over 600 square feet require a Special Use Permit.
- The new garage would be 1,188 square feet, providing room for four to five cars, lawn equipment and bikes.

PZC Highlights:

The Planning and Zoning Commission had several items they discussed:

- Some of the commission members felt that the garage was too large and that it was out of character for the neighborhood.
- There was also discussion that since no neighbors were present and that the garage would be set farther back on a wooded lot it would not impact the neighbors.
- There was also concern over what the garage would look like. The petitioner passed around pictures of the improvements he had completed to the house and said the garage would match the color, style and landscaping of the house.

The Planning and Zoning Commission recommended **approval (5-2)** of the petitioners' request with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Schanz, received 07/23/12)
   B. Plat of Survey/Site Plan (Luco Construction, dated 12-04-10, received 07/23/12)
   C. Elevations (Schanz, received 08/09/12)

2. Front facing, front load garages shall incorporate at least two architectural elements; such as, columns flanking doors, moldings, overhanging eaves, decorative vent covers, decorative brackets, dormers, and decorative garage doors or windows that match the style, spacing and frequency of windows for the rest of the dwelling.

3. The height of the garage shall not exceed 15 feet as measured at the mid-point of the roof.

4. Expansion of the garage in size and or volume shall require an amendment to the Special Use Permit.

5. The petitioner shall comply with all of the requirements of the Engineering and Building, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 323 POPLAR STREET

WHEREAS, pursuant to the terms of a Petition (File #2012-60) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a detached accessory structure greater than 600 square feet to allow a garage at 1,188 square-feet for the property located at 323 Poplar Street, Crystal Lake, Illinois; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued as requested in said Petition.

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

Section I: That the Special Use Permit be issued to allow a detached accessory structure greater than 600 square feet to allow a garage at 1,188 square-feet for the property commonly known as 323 Poplar Street, Crystal Lake, Illinois.

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

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Schanz, received 07/23/12)
   B. Plat of Survey/Site Plan (Luco Construction, dated 12-04-10, received 07/23/12)
   C. Elevations (Schanz, received 08/09/12)

2. Front facing, front load garages shall incorporate at least two architectural elements; such as, columns flanking doors, moldings, overhanging eaves, decorative vent covers, decorative brackets, dormers, and decorative garage doors or windows that match the style, spacing and frequency of windows for the rest of the dwelling.

3. The height of the garage shall not exceed 15 feet as measured at the mid-point of the roof.

4. Expansion of the garage in size and or volume shall require an amendment to the Special Use Permit.

5. The petitioner shall comply with all of the requirements of the Engineering and Building, and Planning and Economic Development Departments.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the

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City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

_____
MAYOR

ATTEST:

_____
CITY CLERK

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

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: September 4, 2012

Item: Fleet & Facility Services Garage Heater Replacement

Staff Recommendation: Motion to award the bid for the purchase and installation of a heater unit for the Fleet & Facility Service garage, to the lowest responsible and responsive bidder, Advantage Mechanical, and adopt a resolution authorizing the City Manager to execute a service agreement with Advantage Mechanical in the amount of $49,385.00.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

Background:

On Monday, August 27, 2012, the City of Crystal Lake publicly opened and read aloud bids received for the purchase and installation of a heater unit for the Fleet & Facility Services garage. The heater is the only unit for the garage space and is tied into the makeup air system. The existing heater is 25 years old, which exceeds the 20-year service life expectancy and has experienced several failures in recent years. Parts are becoming obsolete, with some parts requiring custom fabrication as needed. Because the materials for the replacement can take several weeks to acquire, the City is being proactive about the replacement of the unit prior to the heating season when the heater is fully operational.

The following is a breakdown of the bids received:

Bidder	Base Installation	Additional 1 year warranty	In duct smoke detector	Total Bid
√ Advantage Mechanical McHenry, IL	$ 47,573.00	$ 1,182.00	$ 630.00	$ 49,385.00
Althoff Industries Crystal Lake, IL	$ 49,886.00	N/A	$ 1,380.00	$ 51,226.00
Sherman Mechanical Cary, IL	$ 53,249.00	Included	Included	$ 53,249.00
M.G. Mechanical Woodstock, IL	$ 54,403.00	$ 690.00	$ 550.00	$ 55,643.00
Amber Mechanical Alsip, IL	$ 54,600.00	$ 1,150.00	$ 5,000.00	$ 60,750.00
Mechanical Concepts Romeoville, IL	$ 58,500.00	$ 600.00	$ 1,000.00	$ 60,100.00

Hayes Mechanical Arlington Heights, IL	$ 59,915.00	N/A	$ 1,800.00	$ 61,715.00
JP Mechanical McHenry, IL	$ 76,250.00	$ 728.85	N/A	$ 76,974.85

√ Indicates the lowest responsible and responsive bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. It is the recommendation of staff to award the bid for the purchase and installation of a heater unit in the Fleet & Facility Services garage to the lowest responsible and responsive bidder, Advantage Mechanical in the amount of $49,385.00. Work will include the installation of the in-duct smoke detector and an additional one-year warranty on all parts and labor in accordance with the terms and conditions of the invitation to bid document.

Votes Required to Pass:

Simple Majority

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RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Advantage Mechanical for the purchase and installation of a heater unit for the Fleet & facility Services garage

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: September 4, 2012

Item: UDO Text Amendment to Article 5, Subdivision Standards and Article 10, Definitions of the Unified Development Ordinance (UDO)

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendations and to adopt an ordinance amending Chapter 650 of the Code of Ordinances of the City of Crystal Lake for the changes to the UDO.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- Per Illinois State Statute, any subdivision of land, within 1½ miles of the incorporated boundary of the City of Crystal Lake, requires approval by the City.
- Currently, per the City's UDO, a parcel created by rent or lease is not considered a subdivision.
- For properties located within 1 ½ miles of the City's boundaries, uses or facilities established on parcels created by rent or lease could potentially have a negative impact on the City.
- The proposed text amendment would treat parcels created by rent or lease as a subdivision and would afford the City an opprtunity to review them prior to approval.

PZC Highlights

- The Planning and Zoning Commission had no concerns with the amendments as proposed and recommended **approval (7-0)** of the request.

The language in the UDO will be amended as follows:

Article 5, Subdivisions
Section 5-200 A 3 Exemptions
d. Interior space rent or lease
The creation of an interior space leasehold such as the rent or lease of apartments, offices, stores or similar space within a building.
e. Agricultural rent or leasehold

The creation of rent or leasehold for agricultural use of a property, provided that the use does not involve the construction of a building to be used as a residence or for any purpose not directly related to the agricultural use of the land or crops or livestock raised thereon.

Section 5-200 D. Subdivision Types
There are ~~3~~ **4** types of subdivision review with differing levels of approval required for each. The criteria for establishing the applicable review process and the corresponding level of approval for each are indicated below. Other standards within the Ordinance may also be applicable depending on the specific characteristics of the subdivision.

5. Subdivisions created by rent or lease
A subdivision created by rent or lease, including a mobile or manufactured home or recreational vehicle park, is any tract of land divided by renting or leasing portions thereof. It is owned, however, as one parcel under single ownership (which can include a number of persons owning property in common). Subdivisions created by rent or lease are not subject to the dimensional standards of this Ordinance.

Subdivisions created by rent or lease are exempt from the survey requirements of this Article, but must be submitted for review and be approved by the City before possession of any portion thereof may be conveyed in any manner. Subdivisions created by rent or lease will be reviewed in accordance with the procedures listed for Minor Subdivisions.

Article 10, Definitions
SUBDIVISION: Any change, division, re-subdivision, lease, or rearrangement of any tract, piece, or parcel of land, block, lot, or sub-lot, or any part thereof that results in two or more lots, pieces, or parcels of land or two or more discrete uses on any lot, piece, or parcel of land, block, lot, or sub-lot, or any part thereof that are not otherwise authorized by the Unified Development Ordinance.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

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

WHEREAS, a hearing of said Petition was held before the City of Crystal Lake Planning and Zoning Commission in the manner and in the form as prescribed by Ordinance and Statute;

WHEREAS, as a result of said hearing, the taking of evidence, and the viewing of exhibits advanced thereat, the Crystal Lake Planning and Zoning Commission did recommend to the City Council of the City of Crystal Lake the granting of the requested text amendment (File #2012-61); and

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

SECTION 1

Article 5, Subdivisions is amended to include the following additions and corrections:

Section 5-200 A 3 Exemptions

d. Interior space rent or lease
   The creation of an interior space leasehold such as the rent or lease of apartments, offices, stores or similar space within a building.
e. Agricultural rent or leasehold
   The creation of rent or leasehold for agricultural use of a property, provided that the use does not involve the construction of a building to be used as a residence or for any purpose not directly related to the agricultural use of the land or crops or livestock raised thereon.

Section 5-200 D. Subdivision Types

There are 4 types of subdivision review with differing levels of approval required for each. The criteria for establishing the applicable review process and the corresponding level of approval for each are indicated below. Other standards within the Ordinance may also be applicable depending on the specific characteristics of the subdivision.

5. Subdivisions created by rent or lease
   A subdivision created by rent or lease, including a mobile or manufactured home or recreational vehicle park, is any tract of land divided by renting or leasing portions thereof. It is owned, however, as one parcel under single ownership (which can include a number of persons owning property in common). Subdivisions created by rent or lease are not subject to the dimensional standards of this Ordinance.
   Subdivisions created by rent or lease are exempt from the survey requirements of this Article, but must be submitted for review and be approved by the City before possession of any portion thereof may be conveyed in any manner. Subdivisions created by rent or lease will be reviewed in accordance with the procedures listed for Minor Subdivisions.

Article 10, Definitions is amended to include the following additions:

SUBDIVISION: Any change, division, re-subdivision, lease, or rearrangement of any tract, piece, or parcel of land, block, lot, or sub-lot, or any part thereof that results in two or more lots, pieces, or parcels of land or two or more discrete uses on any lot, piece, or parcel of land, block, lot, or sub-lot, or any part thereof that are not otherwise authorized by the Unified Development Ordinance.

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

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

_____
MAYOR

ATTEST:

_____
CITY CLERK

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

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: September 4, 2012

Item: Consultant Selection Approval for the completion of a Wastewater Treatment Master Plan Study

Staff Recommendation: Motion to award the proposal for engineering services for a Wastewater Treatment Master Plan Study to the most responsible and responsive proposer, HR Green, and adopt a resolution authorizing the City Manager to execute an agreement with HR Green in the amount of $111,600.00 and approve changes in scope by up to 10 percent of the original price.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

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Background:
The City is in need of updating its master plan for wastewater treatment operations. The most recent report was created 25 years ago and does not account for current equipment utilization, facility deterioration, or the maintenance needs of the City's two treatment facilities. The primary purpose of the updated master plan will be to correct current infrastructure issues, prioritize capital expenditures, and increase efficiencies. The new master plan will serve as the primary wastewater infrastructure guide for the long-term future.

Staff also requested that the engineering firms pay particular attention to key equipment or processes that have generated concern in the recent past. Such equipment and processes include:

- Digester (WWTP2) - Persistent anaerobic digester foaming instances have resulted in the digester volume being limited to approximately a quarter of its original operating design. With only one digester on-site, consideration will be given to increasing the volume of the solids handling facilities through installation of an additional primary digester, installation of a secondary digester, or converting the plant to an aerobic/anaerobic hybrid configuration.

- Centrifuge (WWTP2) - There is currently only one centrifuge at this facility with no redundancy in place. The City was fortunate that a rental was available when the unit failed last year and had to be sent for emergency repairs. Because there is no storage

capacity in the digester, everything that is pumped into the digester must be pumped out and run through the centrifuge on the same day, which requires the centrifuge to be able to be fully operational at all times.

- Primary Tanks (WWTP2) - The flow pattern in the primary tanks is unequal, giving larger flow volumes to the outermost tanks. This causes an imbalance in both the hydraulic and organic loading of the primary tanks. Evaluation needs to be conducted to make improvements to correct the flow imbalance.

- Secondary Clarifiers (WWPT2) - The flow to these units during high flow events cause the #5 clarifier to be at times removed from service. A review will consider how to resolve flow balance issues, evaluate hydraulic and loading imbalances among the secondary clarifiers and propose improvements.

- Total Nitrogen (WWTP3) - Improvements may be warranted due to total nitrogen regulations being considered by the IEPA. The impact of such regulations will be considered for this facility.

- Automation (WWTP3) - To enhance the efficiency of wastewater treatment operations, consideration will be given to full automation of WWTP3, which would reduce staff time for routine tasks at this facility. Through the use of a SCADA, operations will be controlled using automatic valves, process sensors, vibration and noise sensors, and cameras.

The full scope of the project includes correcting current infrastructure issues, prioritizing capital expenditures, increasing efficiencies and automation design work, as well as a thorough analysis of all structures, electrical systems and specific components of the wastewater treatment plants, some of which are noted above. The selected firm will also identify potential grant opportunities available for each aspect of the project. Below is a summary of the proposals received:

Firm	Total
HR Green McHenry, IL	$ 83,600.00
Baxter & Woodman Crystal Lake, IL	$ 127,406.00
RHMG Mundelein, IL	$ 140,640.00
Walter E. Deuchler Associates, Inc. Aurora, IL	$ 156,540.00
Trotter & Associates St. Charles, IL	$ 160,392.00
Crawford, Murphy, Tilly, Inc Aurora, IL	$ 169,900.00
Symbiont Milwaukee, WI	$ 174,885.00

Clark-Dietz Kenosha, WI	$ 177,970.00
Farnsworth Bloomington, IL	$ 254,700.00

In addition to the base scope of work, HR Green provided optional pricing for a Bio-win Model and Facility Plan at each facility for a combined $28,000.00, bringing their total bid, including options, to $111,600.00. The Bio-win Model will allow staff to run flow scenarios through the plants to detect deficiencies. This is a useful tool in determining and prioritizing facility upgrades and improvements. The Facility Plan is a formal report submitted to the EPA, which ultimately is required to apply for certain grant funding and low interest loans.

Consultant Selection Process

The Public Works Department followed the City's Purchasing Policy to secure a qualified engineering firm to address this project. The City received proposals from seven firms in response to the request.

Staff from the Public Works Department reviewed each of the proposals and ranked the firms based on their qualifications and the overall cost to the City. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the unique project design challenges
6. Adherence to the Project Scoping Summary
7. Experience of personnel

The Public Works Department identified HR Green as being the most responsive and responsible proposer for reasons including:

- Proposal was detailed and adequately addressed each of the many aspects of this project.
- Proposal identified past projects of a similar scope to the Crystal Lake project.
- Proposal included coordination and communication elements necessary for the success of the project, including a week-long intensive on-site review of the two plants.
- Proposal provided a feasible schedule that will be immediately beneficial to the City.

Recommendation:

Based upon the qualifications and cost review, and analysis of each firm's project approach relative to the RFP&Q requirements, staff's recommendation is to select HR Green to perform the Wastewater Treatment Master Plan Study. Work will begin immediately with the final report to be completed by December 2012. Funds have been budgeted for this project.

Votes Required to Pass:

Simple majority

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RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement with HR Green, for Engineering Services for a Wastewater Treatment Master Plan Study, in the amount of $111,600.00 with a 10% contingency for unforeseen changes to the scope.

DATED this _____ day of _____, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____