CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 7, 2013
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Oaths of Office administered to City Councilmembers Ralph Dawson, Cameron Hubbard and Jeff Thorsen, and City Clerk Nick Kachiroubas.**

5. **Approval of Minutes – April 16, 2013 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**
    a. **St. Thomas the Apostle Church request to close Washington Street between Pierson Street and Lake Street on May 19, 2013.**

11. **Martin Chevrolet, 5220 Northwest Highway – Temporary Use Permit Amendment to allow temporary signs to be placed on the west side of the service building facing Exchange Drive for a period of 9 months or less.**

12. **Las Cazuelitas, 21 Crystal Lake Plaza – City Code Amendment increasing the number of Class 3 liquor licenses and decreasing the number of Class 2 liquor licenses.**

13. **Boy Scout Troop 165 request to overnight camp at the Three Oaks Recreation Area on May 18, 2013.**

14. **Crystal Lake Rowing Club request for the use of the Three Oaks Recreation Area for two instructional rowing camps from June 10, 2013 to June 14, 2013 and August 5, 2013 to August 10, 2013, and waiver of the City's Personal Flotation Device requirement.**

15. **Lincoln Park Boat Club request for the use of Three Oaks Recreation Area for the 33rd Annual Chicago Sprints Regatta from July 20, 2013 to July 21, 2013 and waiver of the City's Personal Flotation Device requirement.**

16. **Signature Auto Group, 970 Pyott Road – Use Variation to allow an automobile dealer in the M Manufacturing zoning district with a Variation to allow a crushed asphalt/gravel parking and storage area for vehicles.**

17. **2013 Bikeway Corridor Improvement Final Design Presentation – Discussion Only.**

18. **Walkup Road Concrete Wall – Discussion Only.**

19. Centennial Logo Selection

20. Centennial Planning Update – Discussion Only.

21. Proposal award and resolution authorizing execution of an agreement for the Country Club Area Water Main Improvement Phase III Construction Engineering and approval of changes in scope by 10 percent of the original price.

22. Bid award and resolution authorizing execution of a contract for the Country Club Area Water Main Replacement Stage 1 Construction and allowing for a 10 percent contingency.

23. Bid award and resolution rejecting a previous unsuccessful bid and authorizing execution of an agreement for Fire Rescue Department personal protective equipment pricing.

24. Resolution authorizing the purchase of thermoplastic pavement marking through the Suburban Purchasing Cooperative 2013 Pavement Marking Joint Purchasing Program.

25. Resolution authorizing execution of an agreement for the purchase of two dump trucks through the State of Illinois Joint Purchasing Program.

26. Resolution authorizing execution of an agreement for the purchase of a Case Backhoe Loader with trade-in through the National Joint Powers Alliance.

27. Resolution authorizing execution of an agreement for the purchase of a Stump Cutter through the National Joint Powers Alliance.

28. Resolution authorizing execution of an agreement for the purchase of a 4 x 4 pickup through the State of Illinois Joint Purchasing Program.

29. Resolution authorizing execution of an agreement for Mosquito Abatement Services.

30. Resolution authorizing execution of a license agreement for stand-up paddleboarding at the North Lake property of Three Oaks Recreation Area.

31. Ordinance implementing area-wide parking restrictions on Canterbury Drive, Aberdeen Drive, Denton Court, and Cardiff Drive.

32. Ordinance amending Chapter 476, Towing of the Crystal Lake City Code.

33. Council Inquiries and Requests.

34. 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.

35. Reconvene to Regular Session.

36. 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: 10a

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: St. Thomas the Apostle Church Street Closure Request

Staff Recommendation: Motion to approve the closure of Washington Street between Pierson Street and Lake Street on Sunday, May 19, 2013, from 1:00 p.m. to 8:00 p.m., during their outdoor Picnic at the Priests' Private Residence.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from St. Thomas the Apostle Church for the closure of Washington Street between Pierson Street and Lake Street on Sunday, May 19, 2013, from 1:00 p.m. until 8:00 p.m. for the safety of those attending an outdoor Picnic at the Priests' Private Residence, located at 200 Washington Street. The performers will begin set-up around 2:00 p.m. Approximately 300 people are expected to participate in this "open house".

City staff has reviewed the petitioner's request and does not have concerns regarding the closure of Lake Street, providing the following conditions are met:

1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. The petitioner must complete and submit a Barricade Borrowing Application.
2) The petitioner must send a notice to all affected property owners along Washington Street.
3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should

be available to remove barricades to allow emergency vehicles on the roadway, if necessary.

4) Emergency access to the Church must be maintained throughout the event.
5) Local traffic access to Washington Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
6) All debris created by the event shall be cleaned up during and after the event.
7) 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, and sign the required Indemnity/Hold Harmless agreement.
8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
9) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
10) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Washington Street and a map indicating the portion of the roadway to be closed have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Temporary Use Permit Amendment for Martin Chevrolet.

Recommendation: Council's discretion:

A. Motion to approve the Temporary Use Permit Amendment, pursuant to the recommendations listed below.

B. Motion to deny the applicant's request.

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

---

Background: On February 19, 2013, Martin Chevrolet, along with the other auto dealerships in the City limits, received approval of a year-long Temporary Use Permit to allow for various manufacturer's promotions that are inconsistently timed throughout the year. These manufacturer's promotions give the dealers little or no advance notice. Attached please find a copy of the advertising program that was approved for Martin Chevrolet at that time.

The owners of Martin Chevrolet are requesting approval of two 4-foot by 8-foot temporary signs to be placed on the west side of the service building facing Exchange Drive for a period of 9 months or less. The UDO does not allow signs of this type or size to be placed on the sides of buildings.

If the requests are approved, the following conditions are recommended:

1. The Temporary Use Permit Amendment for two 4-foot by 8-foot temporary signs to be placed on the west side of the service building facing Exchange Drive from May 8, 2013 to February 8, 2014. A building permit for the installation of the signs is required.
2. The original Temporary Use Permit approval from February 19, 2013 shall remain in effect for the 2013 calendar year.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: City Code Amendment Increasing the Number of Class "3" Liquor Licenses – Applicant: Las Cazuelitas

Staff Recommendation: Motion to adopt an ordinance increasing the number of Class "3" Liquor Licenses from the current permitted 8 licenses to 9 licenses and decreasing the number of Class "2" liquor licenses from the current 7 licenses to 6 licenses.

Staff Contact: George Koczwara, Deputy City Manager

Background: The City has received a request from Las Cazuelitas (formerly El Zarape), located at 21 Crystal Lake Plaza, to change their liquor license classification from a Class "2" liquor license, which allows the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises, between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday;11:00 a.m. and 2:00 a.m. Friday and Saturday; and **noon on Sunday** and 1:00 a.m. on Monday, to a Class "3" liquor license, which allows the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises, **as well as the retail sale of alcoholic liquor in the original package** between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and **10:00 a.m. on Sunday** and 1:00 a.m. on Monday.

Las Cazuelitas has requested the license classification change to allow the sale of alcohol beginning at 10:00 a.m. on Sundays.

Eight establishments, Chili's Grill & Bar, China Palace, Exclusively Napa, Fire Bar and Grill, Georgio's Chicago Pizzeria & Pub, Living Room Martini Lounge, Pablo's Mexican Restaurant, and TGI Friday's, currently hold a Class "3" liquor license.

Votes Required to Pass: Simple majority

ORDINANCE NO.
FILE NO. 255L

DRAFT

ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE, ILLINOIS

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 3 License shall be increased from 8 to 9.

2. Class 2 License shall be decreased from 7 to 6.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 7th day of May, 2013.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PASSED: May 7, 2013

APPROVED: May 7, 2013

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: May 7, 2013

Item: Boy Scout Troop 165 Request for Special Event

Staff Recommendation: Motion to approve Boy Scout Troop 165 request to overnight camp at the Three Oaks Recreation Area from 3:00 p.m. on Saturday, May 18, 2013 through Sunday, May 19, 2013.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Boy Scout Troop 165 for the use of the Three Oaks Recreation Area picnic grove and pavilion for overnight camping from 3:00 p.m. on Saturday, May 18, 2013 through Sunday, May 19, 2013. Approximately forty individuals would camp in the picnic grove, including 34 scouts and 6-8 leaders. Approximately 20 tents will be set up in the picnic grove. This is the same area that has been utilized by several other camping events previously approved by the City Council. Chapter 383 of the City Code allows camping only when approved by the Mayor and City Council.

383- 2 **General Rules; Use of Property and Facilities**

G. Camping and open fires within the recreational area are prohibited except as authorized by the Mayor and City Council.

In addition, the petitioner is requesting the exclusive use of the pavilion and picnic grove during this time. The petitioner will clean up the site and dispose of trash from the activities. In addition, the petitioner shall ensure that scouts do not access any watercraft or the south lake marina area after the park is closed to the general public. Since the petitioner is requesting the overnight use of the facility, City Staff recommends that a City Security Staff member monitor the facility during the time when no other Three Oaks staff is present. The additional Security Staff time would be 4.5 hours from 2:00 AM – 6:30 AM.

During the entire event, the scouts will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent

will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

Attached, for your information, is a copy of the request e-mail. The petitioner has agreed to pay the refundable damage security deposit of $550. The petitioner is requesting a waiver of the following fees:

Special Event Application Fee:	$50
Pavilion Rental Fee:	$50
Additional Site Security Staff:	$54 (4.5 hours x $12 per hour)
Total:	$154

For reference, in the past, the City Council has approved overnight camping for Crystal Lake scout groups. In addition, the City Council has waived the application fee, pavilion rental fees, and additional security staff fees for all scout camping events.

Votes Required to Pass:

Simple majority vote of the City Council.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Crystal Lake Rowing Club Teen Rowing Camp at Three Oaks Recreation Area

Staff Recommendation: Motion to approve the Crystal Lake Rowing Club request for a Teen Beginner Rowing Camp, at the Three Oaks Recreation Area from Monday, June 10, 2013 through Friday, June 14, 2013; and Monday, August 5, 2013 through Friday, August 10, 2013, including a waiver of the City's requirement that all persons wear a Personal Flotation Device (PFD) when in the watercraft, contingent upon the State of Illinois providing a waiver of the requirement that racing shells have PFDs within the boat for this event.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Crystal Lake Rowing Club for the use of the Three Oaks Recreation Area for two instructional rowing camps from 8:00 AM to Noon, Monday, June 10, 2013 through Friday, June 14, 2013, and a second camp from Monday, August 5, 2013 through Friday, August 10, 2013. A maximum of 20 students would participate in each camp. Student participants will be 14 – 18 years of age. The Club would have, at most, two racing sculls in the water from Tuesday through Friday.

Waiver of Personal Flotation Device (PFD) Requirement

One potential challenge for this event is that the petitioner is requesting that the City waive its requirement that all people in watercraft wear a PFD. Rowers in racing sculls do not wear PFDs while rowing because it impedes the rowing stroke. Not only that, but the life jacket can catch the oar handle which could then lead to injury or ejection from the boat. Each boat will be steered and directed by an experienced coxswain, who will be seated in the boat with the students. This individual will be wearing a PFD. In addition, the Club will use only experienced trainers that are certified US Rowing Coaches who hold current Illinois Boating Safety Certificates.

The US Coast Guard, State of Illinois, and City requirements for personal flotation devices are summarized in the below table. As shown below, the requirements of the State of Illinois and City of Crystal Lake are applicable to watercraft at the Three Oaks Recreation Area and are stricter than the US Coast Guard requirements.

US Coast Guard Requirements (*State Laws may be more Restrictive*)	State of Illinois Illinois Department of Natural Resources	City of Crystal Lake Three Oaks Recreation Area
Personal flotation devices (PFD) required to be located "aboard" each recreational boat. PFDs *not required* on racing shells or rowing sculls.	PFDs are required to be located "on board" watercraft. *No exemption* for racing shells or rowing sculls.	"All renters and passengers on watercraft must wear a USCG approved Personal Flotation Device (PFD)" (RES. #2011R-151).

The City requires that PFDs be worn at all times when customers are on the water, not just present in the boat, which is the State of Illinois requirement. However, in order to be compliant with State law, it should be a condition of the approval that the petitioner receive a waiver from the State of Illinois requirement that PFDs are required to be "on board" racing shells or rowing sculls.

The Fire Rescue Department is opposed to waving the PDF requirement in order to ensure boater safety while maintaining consistent application of the Three Oaks Recreation Area Boating Rules.

Permit Conditions

Staff has reviewed the submittals and would offer the following conditions for approval. The Petitioner shall:

- Prior to the event, the petitioner shall receive a waiver from the State of Illinois requirement that PFDs are required to be "on board" racing shells or rowing sculls for this event.
- Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements.
- The marina and lake shall remain open to the general public during the camp times.
- Since the petitioner will bring in boats and buoys that have been used on other lakes, it shall be required that the petitioner clean all racing sculls and buoys, under the supervision of Three Oaks staff, per the Illinois Department of Natural Resources' "Protect Your Waters" guidelines (see attached). These are the same guidelines used by the IDNR when transporting their own watercraft from one lake to another.
- Boats used for rowing and the associated trailers shall not block emergency access points, including the south lake boat launch and Pingree Road access trail.
- Acknowledge that the City may cancel or delay the camp at anytime due to weather conditions, including wind or severe weather.
- Since the petitioner has requested a waiver from the requirement that all boaters wear life vests, the following safeguards shall be utilized:
    1. All student rowers will be required to pass a swim test on the first day of camp, which will be administered by a certified Water Safety Instructor. Student rowers will

be required to be able to tread water for 5 minutes, swim at least 100 yards, and be able to put on a life jacket in the water.

2. The racing sculls used by the students will be followed at all times by a "chase boat", or "coaching launch". This boat will be a City service boat, operated by Three Oaks staff. A City lifeguard will be in the "chase boat" to monitor the rowing students.
3. Life vests for each rowing participant will be on hand in the "chase boat".

During the entire event, the Rowing Club will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent of the teen participating will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

The petitioner is requesting the exclusive use of the pavilion for one day during the week. The petitioner will clean up the site and dispose of trash from the activities.

Attached, for your information, is a copy of the request letter. The petitioner will pay the following fees:

Special Event Application Fee:	$50
Use of City Service Boat:	$144 ($36 per day x 4 days)
Staff for Service Boat:	$180 ($45 per day x 4 days)
Lifeguard for Service Boat:	$160 ($40 per day x 4 days)
Pavilion Rental Fee (one day):	$50
Total:	***$584***
Refundable Damage Deposits:	$550

In addition, for the swim test, the petitioner will pay the City for a lifeguard at $10 per hour. The petitioner has also agreed that all non-resident participants driving into the parking lot will pay the $5 per vehicle parking fee.

Votes Required to Pass:

Simple majority vote of the City Council.

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Lincoln Park Boat Club Request for a Special Event at the Three Oaks Recreation Area

Staff Recommendation: Motion to approve the Lincoln Park Boat Club request for the annual Chicago Sprints Regatta at the Three Oaks Recreation Area from Saturday, July 20, 2013 to Sunday, July 21, 2013, including a waiver of the City's requirement that all persons wear a Personal Flotation Device (PFD) when in the watercraft, contingent upon the State of Illinois providing a waiver of the requirement that racing shells have PFDs within the boat for this event.

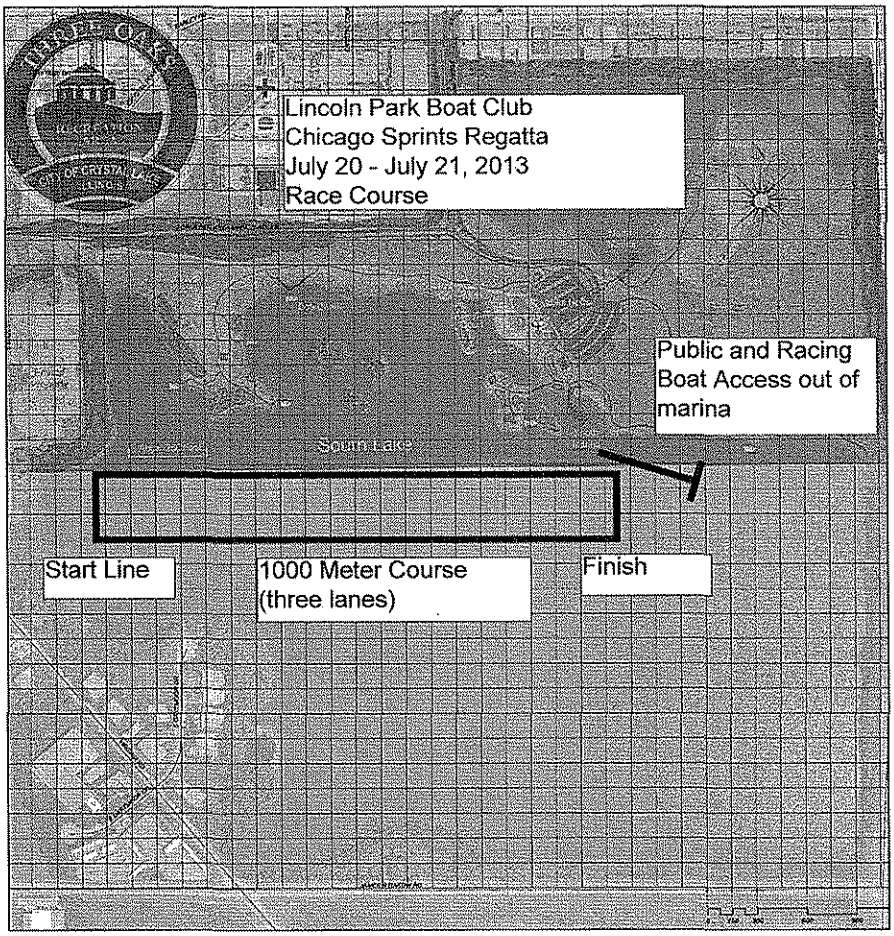
Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Lincoln Park Boat Club (LPBC) for the use of the Three Oaks Recreation Area for the 33rd Annual Chicago Sprints Regatta from Saturday, July 20, 2013 to Sunday, July 21, 2013. Per the attached itinerary, the LPBC would set up on Friday from Noon – 6:00 PM and depart by 6:00 PM on Sunday, July 21st. The event would draw approximately 500 competitors and 500 – 600 spectators. Per the attached diagrams, the special event would use the following areas:

- Exclusive use of the northern portion of the south lake water. The southern portion of the south lake would be open for the public.
- Exclusive use of the island pavilion for race officials.
- Non-exclusive use of the main island, which is accessible by the boardwalk and east trail shoreline for spectator viewing.
- Use of the main island for sponsor tents.
- Use of the east trail for storage of racing row boats and port-o-lets.
- Potential use of the west trail and shoreline area for launching of boats.

The on-water race course is depicted below. The course would be 1000m (3,280') x 137m (438'):



After staff review, the event has several potential challenges:

Waiver of Personal Flotation Device (PFD) Requirement

First, the LPBC is requesting a waiver from the City's requirement that all people in watercraft wear a PFD. Rowers in racing sculls do not wear PFDs while rowing because it impedes the rowing stroke. Not only that, but the life jacket can catch the oar handle which could then lead to injury or ejection from the boat. Each boat will be steered and directed by an experienced coxswain, who will be seated in the boat and wear a PFD.

The US Coast Guard, State of Illinois, and City requirements for personal flotation devices are summarized in the following table. As shown in the table, the requirements of the State of Illinois and City Crystal Lake are applicable to watercraft at the Three Oaks Recreation Area and are stricter than the US Coast Guard requirements.

US Coast Guard Requirements (*State Laws may be more Restrictive*)	State of Illinois Illinois Department of Natural Resources	City of Crystal Lake Three Oaks Recreation Area
Personal flotation devices (PFD) required to be located "aboard" each recreational boat. PFDs *not required* on racing shells or rowing sculls.	PFDs are required to be located "on board" watercraft. *No exemption* for racing shells or rowing sculls.	"All renters and passengers on watercraft must wear a USCG approved Personal Flotation Device (PFD) (RES. #2011R-151)

The City requires that PFDs be worn at all times when customers are on the water, not just present in the boat, which is the State of Illinois requirement. However, in order to be compliant with State law, it should be a condition of the approval that the petitioner receive a waiver from the State of Illinois requirement that PFDs are required to be "on board" racing shells or rowing sculls.

The Fire Rescue Department is opposed to waiving the City's PDF requirement in order to ensure boater safety while maintaining consistent application of the Three Oaks Recreation Area Boating Rules.

Watercraft Wake Conditions

Second, a motorized chase boat will be needed to travel at speeds that create a wake on the lake. While the Fire Rescue Department feels that the chase boats should not create a wake, the chase boats are needed to keep up with the row boats. City Staff will ensure that rental boats susceptible to instability due to wakes are either not allowed on the water or kept clear of the race area.

Public Use of the Lake

The use of the lake by the LPBC will require two restrictions on the public access to the lake. First, City Staff recommends that sailboats and canoes not be allowed on the lake during the event. Sailboats are often difficult to control and may inadvertently travel into the race course area. Due to the imprecise movements of sailboats, City Staff recommends that sailboats not be allowed on the lake for the weekend of the Sprints. Canoes should be restricted since they are susceptible to wake conditions and could flip due to heavy wave action.

Second, the public will not be able to access the entire lake. The northern portion of the south lake will be restricted from public access by buoy markers. In addition, public access to the lake may be delayed while racing boats are being launched. Renters will be notified of the wake conditions on the lake and instructed to stay clear of the race area on the water. The Fire Rescue Department and Three Oaks staff will have emergency/service boats on the water to ensure the public's safety.

Event Conditions

Staff has reviewed the submittals and would offer the following conditions for approval. The Petitioner shall:

- Prior to the event the petitioner shall receive a waiver from the State of Illinois requirement that PFDs are required to be "on board" racing shells or rowing sculls for this event.

- Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements.
- Receive approval from 3rd party property owners for off-site parking of all contestants and spectators. Remote parking / shuttle service locations and signing plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval.
- Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
- Agree that all traffic control activities shall be performed by City Staff.
- Inform event attendees, prior to the event, that all attendees should park in the designated off-site parking.
- Provide shuttle buses for attendees utilizing off-site parking. Petitioner shall provide adequate evacuation plan for attendees utilizing shuttle buses.
- Submit, for City approval, severe weather plans, specifically, the number and passenger size of busses/shuttles that will be present during the entire duration of the event.
- Provide demarcated buoy lanes in the water to allow public access to the south lake and keep the general public from the race area.
- Ensure that the sound system not disturb other users of the park.
- Ensure that the public may access the areas of the park that are not exclusively used by the LPBC, including the picnic grove and the main pavilion.
- Petitioner shall be responsible for contacting the City for an inspection of all electrical items (sound system, etc.). All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
- Since the petitioner will bring in boats, buoys, and platforms that have been used on other lakes, it shall be required that the petitioner clean all racing sculls, chase boats, and buoys, under the supervision of Three Oaks staff, per the Illinois Department of Natural Resources' "Protect Your Waters" guidelines (see attached). These are the same guidelines used by the IDNR when transporting their own watercraft from one lake to another.
- Boats used for rowing and the associated trailers shall not block emergency access points, including the south lake boat launch and Pingree Road access trail.
- Acknowledge that the City may cancel or delay the race at anytime due to weather conditions, including wind or severe weather.
- Reimburse City for the following:

Special Event Fees	
Special Event Permit Fee:	$75
Out of City Permit Fee:	$150
Three Oaks Staff Prep:	$410 (two days x 7 per day ($30 per hour)
Three Oaks Island Pavilion Rental	$200
Fire Rescue Service Boat	$3,289 (18 hours on water)*
Total Fee:	$4,124 (not including hourly fees for Police Services)
Total Refundable Damage Deposits:	$1,200
Hourly Fees As needed:	
Two Police Department Detail Officers	$46 per hour, per officer, based on time needed.
Three Oaks Night Security	$12 per hour / depending on time.
Row Boats and Trolling Motors	Per marina hourly rates.

*Fire Rescue Service Boat Rates

1 boat (398) x 2 personnel =	$128.76/hour
1 Fire Rescue supervisor =	$ 54.00/hour
Sub total	$182.76/hour

The Fire Rescue Department review of the event is attached. The Police Department is requiring that two detail Police Officers remain on the site for traffic and crowd control.

Votes Required to Pass:

Simple majority vote of the City Council.

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-19 Signature Auto Group 970 Pyott Road

Request: Use Variation to allow an automobile dealer in the M Manufacturing zoning district with a Variation to allow a crushed asphalt/gravel parking and storage area for vehicles.

Petitioner: Brent Pennington, petitioner
970 Pyott Road

PZC Recommendation: To approve the petitioner's request and adopt an ordinance granting the Use Variation and Variation to allow the automobile dealer in the M Manufacturing zoning district with the temporary use of a crushed asphalt/gravel parking area at 970 Pyott Road.

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

---

Background:

- Previous Approvals: Crystal Auto Body was approved in 1997 for auto repair and outdoor storage.
- Existing Use: An existing "L" shaped building and paved parking area. The paved area is deteriorating.

Key Factors:

- Request: A Use Variation to allow an automobile dealer, a use not permitted in the M Manufacturing zoning district.
- UDO Standards: Strictly retail uses, such as an automobile dealership, are not permitted in the manufacturing zoning district. This use will have ancillary vehicle detailing, car wash and minor automobile repair.
- Request: A Variation to allow the temporary use of crushed asphalt/gravel as a parking area for the outdoor vehicle storage.
- UDO Standards: The UDO requires all surfaces to be approved surfaces by the Engineering Division. Typically asphalt or concrete is the required approved surface.

PZC Highlights:

- Several residents from the homes behind this property, on Cardiff Drive, attended the meeting. They were concerned with the pile of debris left by the property owner near their back fence line. They also wanted a berm similar to JA Frate.
- The PZC discussed the need for landscape screening, but not a berm. The PZC amended Condition #6 to require 6 to 8-foot-tall evergreens staggered near the rear property line.
- The PZC was concerned with the protection of the City's well, as this property is within a well-head protection area. The concerns were from the minor auto repair and any fluids that would be caught in the holding tank. The McHenry County Health Department will review the septic and proposed holding tank system. They would regulate what is permitted to go into the septic and what is not. The petitioner also stated that they do not keep leaking vehicles on site, but that if they found a leaking vehicle, they would use the fluid capture mats.

The PZC recommended **approval (6-3)** of the petitioner's request for a Use Variation and Variation with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Signature Auto Group, Inc., received 04/08/13)
   B. Plat of Survey (RLS Land Surveyors, dated 05/27/05, received 04/08/13)
   C. Site Plan (Signature Auto, received 04/08/13)

2. Ordinance No. 4016, for the former Crystal Auto Body, is no longer valid and replaced with this ordinance.

3. The property is located within a well-head protection area. Any vehicles stored outdoors that are awaiting repair or leaking fluids must utilize fluid capture mats.

4. The site shall maintain the minimum required foundation base landscape of 5 feet around the building where landscape materials exist now. The customer parking addition adjacent to the building should not remove all of the landscape area.

5. Customer parking areas shall have end landscape islands and a landscape island every 10 spaces.

6. ~~A berm and landscape area, similar to that on JA Frate's property, shall be completed by September of 2014.~~ **In place of a berm, evergreens shall be placed next to the property line and staggered. They shall be 6 to 8 feet in height. (Amended by PZC)**

7. No vehicles shall be parked on any grass areas.

8. The crushed asphalt/gravel area shall be improved with a surface acceptable to the City Engineer within 2 years. All required compaction rates, engineering, landscape and permit requirements in effect at the time shall be met.

9. All wall and free-standing signage shall meet the UDO requirements.

10. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development Departments.

11. **This approval is for minor auto repairs only. (Added by PZC)**

12. **Obtain/Secure plumbing modification approval from McHenry County code to mitigate the auto fluid concerns. (Added by PZC)**

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING VARIATIONS
AT 970 PYOTT ROAD

WHEREAS, pursuant to the terms of a Petition (File #2013-19) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Use Variation from Article 2 Land Uses to allow an automobile dealer in the M Manufacturing zoning district, and a Variation from Article 4-200 C 3 Off-Street Parking and Loading and City Code Section 570 Parking Lot, Driveway and Sidewalk Construction to allow a crushed asphalt/gravel parking and storage area for vehicles for Signature Auto Group at 970 Pyott Road; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that a Use Variation from Article 2 Land Uses to allow an automobile dealer in the M Manufacturing zoning district, and a Variation from Article 4-200 C 3 Off-Street Parking and Loading and City Code Section 570 Parking Lot, Driveway and Sidewalk Construction to allow a crushed asphalt/gravel parking and storage area for vehicles for Signature Auto Group at 970 Pyott Road be granted 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 Variations be granted from Article 2 Land Uses to allow an automobile dealer in the M Manufacturing zoning district, and from Article 4-200 C 3 Off-Street Parking and Loading and City Code Section 570 Parking Lot, Driveway and Sidewalk Construction to allow a crushed asphalt/gravel parking and storage area for vehicles

at the property commonly known as 970 Pyott Road, City of Crystal Lake,.

Section II: That the Variations be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Signature Auto Group, Inc., received 04/08/13)
   B. Plat of Survey (RLS Land Surveyors, dated 05/27/05, received 04/08/13)
   C. Site Plan (Signature Auto, received 04/08/13)

2. Ordinance No. 4016, for the former Crystal Auto Body, is no longer valid and replaced with this ordinance.

DRAFT

3. The property is located within a well-head protection area. Any vehicles stored outdoors that are awaiting repair or leaking fluids must utilize fluid capture mats.

4. The site shall maintain the minimum required foundation base landscape of 5 feet around the building where landscape materials exist now. The customer parking addition adjacent to the building should not remove all of the landscape area.

5. Customer parking areas shall have end landscape islands and a landscape island every 10 spaces.

6. In place of a berm, evergreens shall be placed next to the property line and staggered. They shall be 6 to 8 feet in height.

7. No vehicles shall be parked on any grass areas.

8. The crushed asphalt/gravel area shall be improved with a surface acceptable to the City Engineer within 2 years. All required compaction rates, engineering, landscape and permit requirements in effect at the time shall be met.

9. All wall and free-standing signage shall meet the UDO requirements.

10. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development Departments.

11. This approval is for minor auto repairs only.

12. Obtain/Secure plumbing modification approval from McHenry County code to mitigate the auto fluid concerns.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of 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 and approval as provided by law.

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

_____

MAYOR

ATTEST:

DRAFT

CITY CLERK

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

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: 2013 Bikeway Corridor Improvement Final Design Presentation.

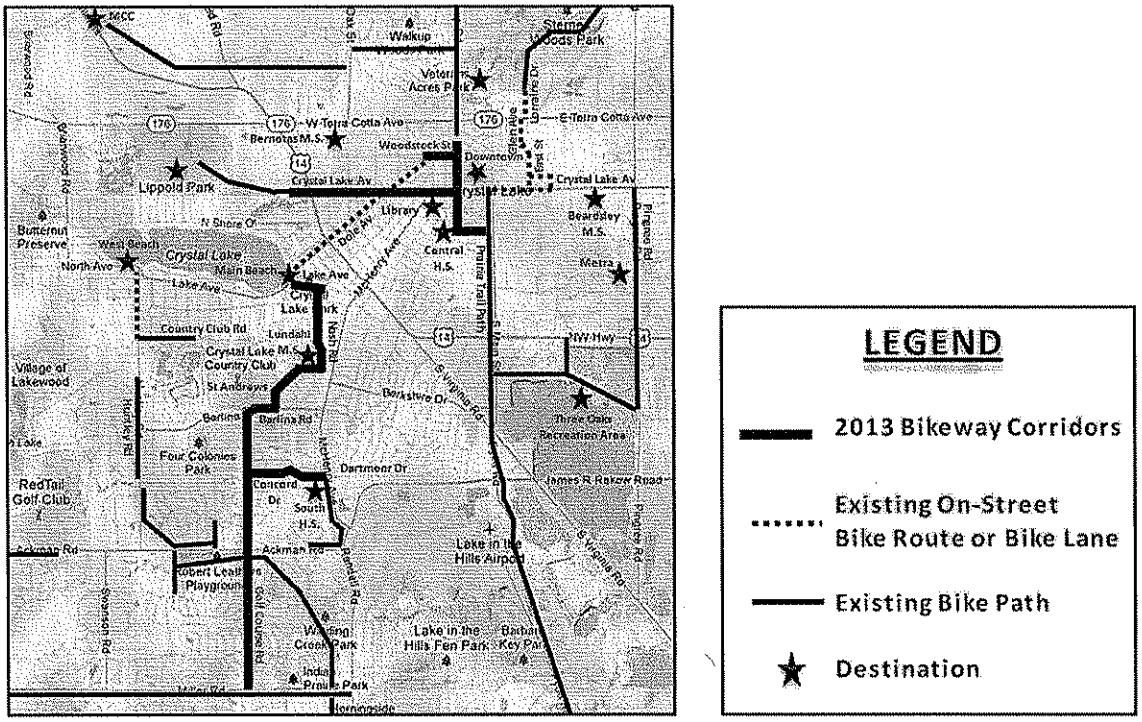
Staff Recommendation: Discussion Only

Staff Contact: Erik D. Morimoto, Director of Engineering and Building

---

Background:

Following discussion at the April 16, 2013 City Council meeting, staff has completed revisions to the pre-final bikeway corridor plans based on the feedback received. This revised final plan will be submitted to the Illinois Department of Transportation (IDOT) by May 13 for their approval in order to meet the deadlines for an August letting and fall construction. A summary of the final routes, bikeway configurations, and adjustments per the discussion at the last City Council meeting are included on the following pages.



NORTHERN CORRIDORS:

Downtown to Lippold Park via Crystal Lake Avenue:

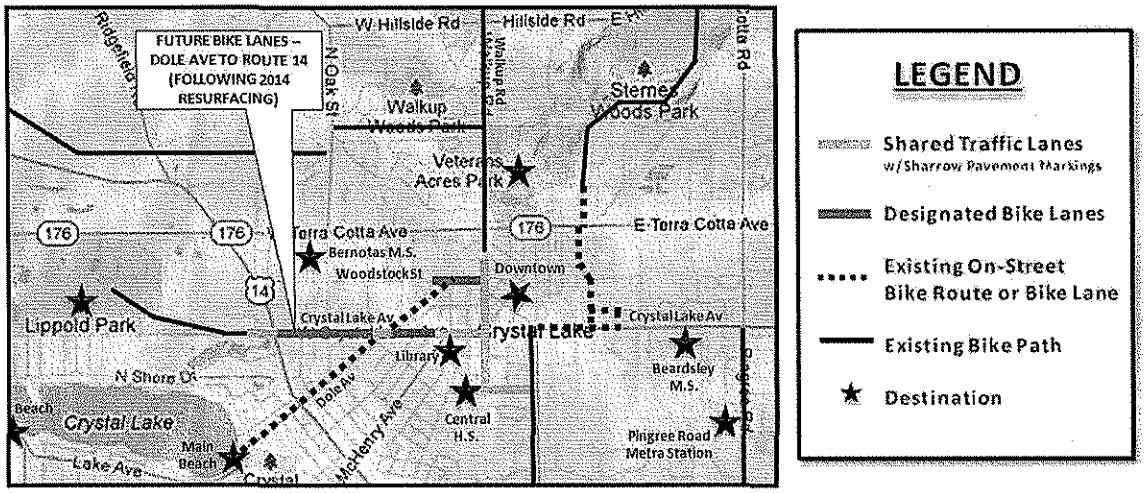
Council Feedback:

- Extend bikeway corridor to connect Lippold Park to Downtown (include segment between Dole Avenue and Walkup Avenue).

Options: Staff requests direction on the desired bikeway configuration for Crystal Lake Avenue between Oak Street and Route 14:

- Option 1 - Designated Bike Lanes: Fits within the existing pavement width and provides safer separation of cyclists and motor vehicles. However, on-street parking would not be permitted. It is currently allowed for a short stretch between Victor Parkway and just east of Route 14.
- Option 2 – Shared Traffic Lanes: No pavement markings required and on-street parking would still be permitted for the short stretch between Victor Parkway and just east of Route 14. However, this would not provide the ideal separation between motor vehicles and cyclists on this main thoroughfare for the neighborhood.

Due to the current pavement condition of Crystal Lake Avenue between Dole Avenue and Route 14, it is recommended that any bikeway striping be delayed until after the resurfacing of this segment is completed in 2014. In the interim, as part of this year's project, bike route signage will be added until such time that the bike lanes are striped.



Downtown to Stearnes Woods via East Street/Prairie Street/Glen Avenue/Lorraine Drive:

Council Feedback: The Council suggested that the Park District and Conservation District be contacted to inquire on any future plans to add a path from Walkup Road eastward to the Stearns Woods trail, as this would function better than the existing bike route that crosses Route 176 without any signal or beacon.

Recommendation: Staff recommends moving forward with the proposed update of the existing signage as part of this federally-funded project, as the new Manual on Uniform Traffic Control Devices (MUTCD) compliant signage includes improved way-finding along with the bike route designation. Staff will consult the Park District and Conservation District for any future bike path plans within Veterans Acres.

Veteran Acres to Prairie Trail Path via Walkup Avenue/Esther Street:

Council Feedback: No additional comments – okay as presented.

Downtown to Dole Avenue Bike Lanes via Woodstock Street:

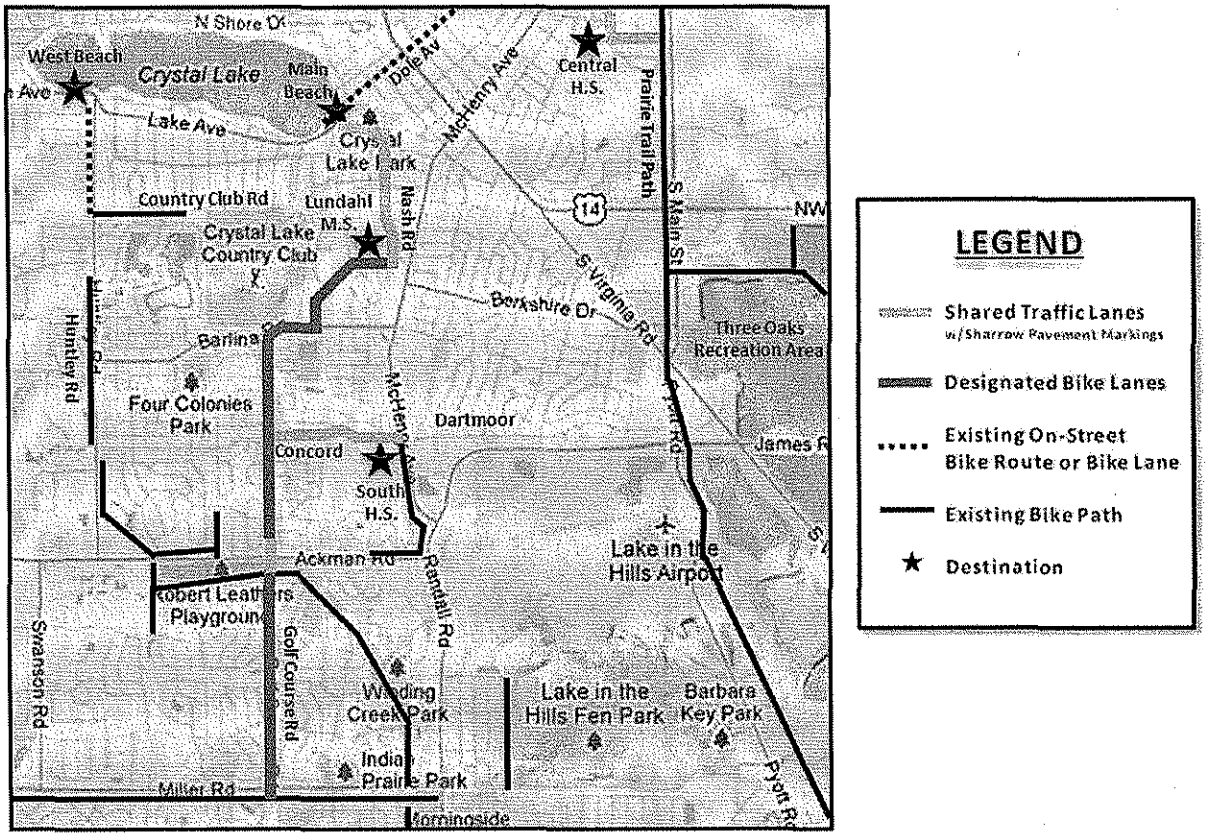
Council Feedback: No additional comments – okay as presented.

SOUTHERN CORRIDORS:

Golf Course Road to Prairie Trail Path via Coventry Subdivision:

Council Feedback: The Council suggested that the bikeway corridor between McHenry Avenue and the Prairie Trail be eliminated from this project, and that Canterbury Drive was too busy from the school and youth baseball traffic to encourage cyclists in this area.

Recommendation: Staff has removed this section of the bikeway corridor from the current project. The bike route on Concord Drive/Dartmoor Drive will end at McHenry Avenue, and connect to the new off-street path being constructed this summer along the South High School frontage towards the existing path near Rakow Road.



Miller Road to Main Beach
via Golf Course Road/Barlina Road/St Andrews Lane/Nash Road/ Lake Avenue:

Council Feedback: No additional comments – okay as presented.

Next Steps:

- ✓ Finalize preliminary design (Fall 2012)
- ✓ Prepare construction plans (Winter 2012-2013)
- ✓ Submit pre-final construction plans to IDOT for review & approval (January 2013)
- ☐ Submit final construction plans to IDOT (May 13, 2013)
- ☐ Bid project through IDOT and select contractor (August 2, 2013)
- ☐ Begin Construction (Late September 2013)

Votes Required to Pass:

Discussion Only

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Walkup Road Concrete Wall Discussion

Staff Recommendation: Discussion Only

Staff Contact: Erik D. Morimoto, Director of Engineering and Building

---

Background:

At the April 16, 2013 City Council meeting, staff presented potential options that could address concerns with the aesthetics of the concrete wall that is along the new Walkup Road bike path adjacent to Veteran Acres Park, north of Route 176. The consensus reached by the Council was to pursue a request to the County to consider the addition of a decorative overlay treatment on the concrete wall as the preferred option.

A letter dated April 29, 2013 was sent to the County outlining staff's recommendation to apply an engineered stone veneer. A copy of this letter is attached. This treatment was suggested over the other decorative overlay options, such as the stamped concrete or composite panels, in order to ensure a quality product is utilized that minimizes long-term maintenance or durability concerns.

Staff will continue coordination with the County regarding the details of the request and keep the Council apprised of the results of these discussions.

Votes Required to Pass:

Discussion Only

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Centennial Logo Selection

Staff Recommendation: City Council Discretion.

Staff Contact: George Koczwara, Deputy City Manager

Background:
The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial.

At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report, which included a contest for the selection of the City's Centennial logo. The Centennial logo will be used for a myriad of purposes such as banners, patches, promotional items and advertising.

Information regarding the contest was included in the winter edition of the City newsletter, on the City's website, as well as through press release. Twenty-six (26) submittals were received.

At the April 23, 2013 Centennial Committee meeting, the committee selected six finalists. Each of the finalists will receive a $100 I Shop Crystal Lake gift certificate. In accordance with the Centennial Final Report, the City Council will select the winning submittal. In addition to the $100 I Shop Crystal Lake gift certificate, the winner of the logo contest will be recognized as a creative partner in the new logo reveal publication, which will occur in the next City newsletter. All of the logo submittals will be placed on display at the Lakeside Center's "First Friday" event on June 7, 2013.

Votes Required to Pass:
Simple majority for the winning logo

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Centennial Planning Update

Staff Recommendation: Discussion Only

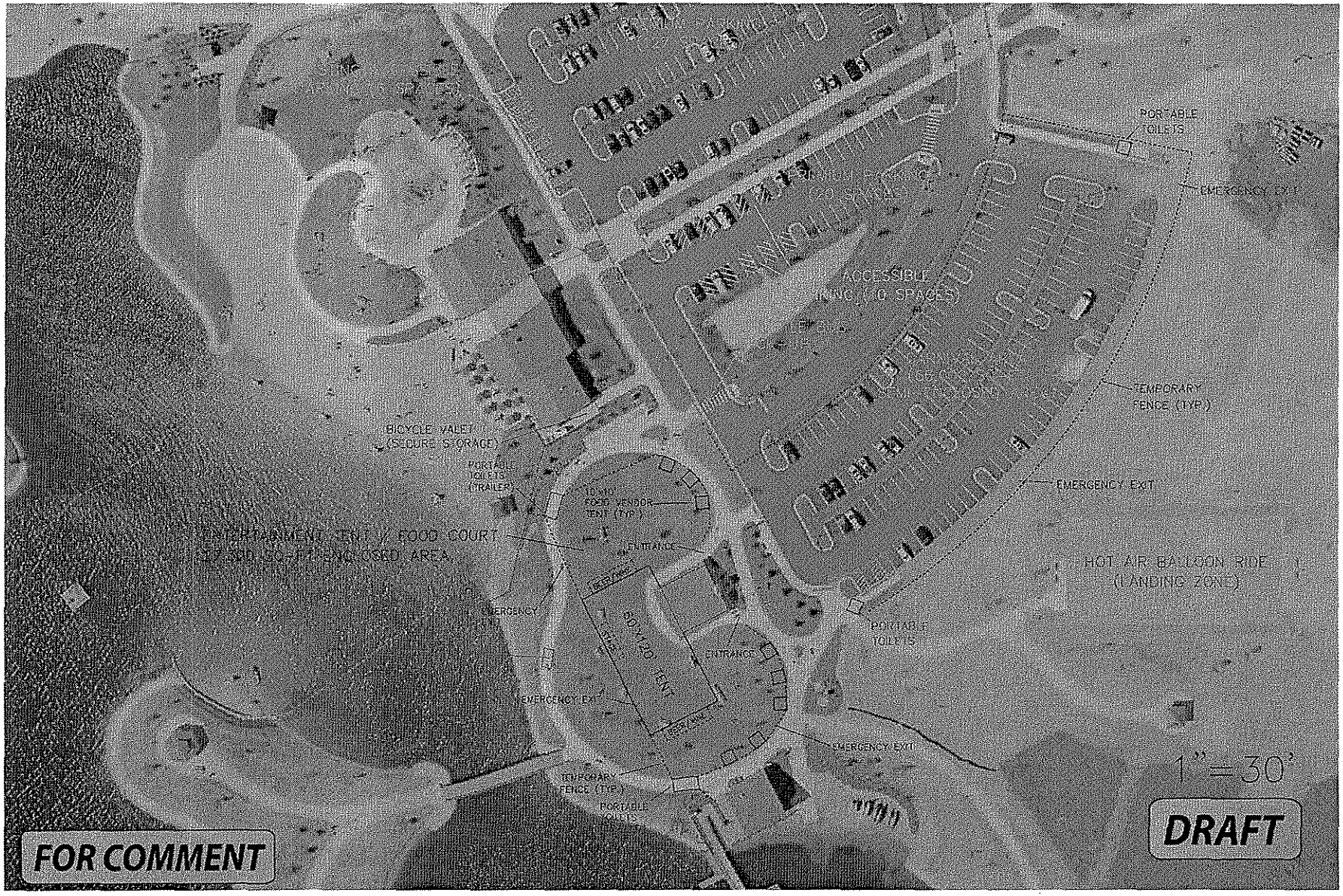
Staff Contact: George Koczwara, Deputy City Manager

Background:
The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial.

At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report. Since the time of the acceptance of the Final Report, the Centennial Committee working groups have been progressing on finalizing plans for the Centennial commemoration. In order to keep the City Council apprised as to this progress, periodic City Council updates will be provided. These updates will also serve to confirm City Council direction regarding the events and projects.

Opening Event
The Centennial celebrations will kick-off with an opening community event at the Three Oaks Recreation Area on Saturday, September 21, 2013 – Sunday, September 22, 2013. The Events Working Group has been meeting to create a framework for the event. The current plan for the Centennial Opening Event includes the following:

- An entertainment area adjacent to the pavilion.
- The area would be fenced and would include a 60" x 120' ft. tent. A band stage would be included within the tent area as would beer/wine sales.
- Food vendors would be able to serve both in and outside the entertainment area.
- The beach area would be open during the day and would include family events. The beach area would close at dusk.
- A carnival would be situated in the southern parking lot. The remaining parking spaces would be all paid parking during the weekend.
- The former Wal-Mart and Garden Fresh property parking lots would serve as the free shuttle parking areas. Patrons would be shuttled.
- If feasible, tethered hot air balloon rides would be included.


PORTABLE TOILETS
EMERGENCY EXIT
ACCESSIBLE PARKING (6 SPACES)
TEMPORARY FENCE (TYP.)
BICYCLE VALET (SECURE STORAGE)
PORTABLE TOILETS (TRAILER)
TO BE FOOD VENDOR TENT (TYP.)
EMERGENCY EXIT
ENTRANCE
EXIT
EMERGENCY EXIT
HOT AIR BALLOON RIDE (LANDING ZONE)
PORTABLE TOILETS
EMERGENCY EXIT
EMERGENCY EXIT
TEMPORARY FENCE (TYP.)
PORTABLE
1" = 30'
FOR COMMENT
DRAFT

Legacy Project – Centennial Fountain

An ongoing legacy project would be completed in order to commemorate the City's Centennial beyond the centennial year. This legacy project would include the construction of a Centennial Fountain. Potential locations for the Centennial Fountain include:

- The northwest intersection of Woodstock Street and Dole Avenue
- Downtown Crystal Lake such as in the Veteran's Memorial Park

The Centennial time capsule would be buried at the base of the fountain. Once a location has been determined, conceptual drawings of the fountain will be created. A "Buy-A-Brick" Program would be a fundraising source for the fountain.

Votes Required to Pass:

Discussion Only

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Consultant Selection Approval for the Country Club Area Water Main Improvement for Phase III Construction Engineering.

Staff Recommendation: Motion to award the proposal for the Country Club Area Water Main Improvement Phase III Construction Engineering to the lowest qualified, responsible, and responsive proposer, Hampton, Lenzini and Renwick, Inc, and adopt a resolution authorizing the City Manager to execute an agreement with Hampton, Lenzini and Renwick, Inc in the amount of $265,764.53 and approve changes in scope by 10 percent of the original price.

Staff Contact: Victor C. Ramirez, Director of Public Works
Erik D. Morimoto, Director of Engineering and Building

Background:

The water mains in the Country Club area were installed in the 1960s and are far beyond the serviceable life. The existing water main sizes range from four inches to eight inches. The proposed improvement in this area consists of replacing approximately 14,000 feet of existing water main as well as related water service lines, valves and fire hydrants. The new design incorporates larger PVC water mains including approximately 3,000 feet of new 12-inch water main and 11,000 feet of new 8-inch water main. This improvement will be constructed in three stages over a three-year period:

- Stage 1: Installation of new water main along Country Club Road from Meridian to Golf and along Broadway Avenue from Meridian to Country Club Road. This work is expected to be completed in 2013.
- Stage 2: Installation of new water main along Essex, Riverside, and Lakeside from Broadway Avenue to Country Club Road including the abandonment of the existing rear yard water mains. This work is expected to be completed in 2014.

- Stage 3: Installation of new water main along Meridian, Melrose, Oxford, and Cumberland from Broadway Avenue to Country Club Road. All roadways in the affected area will be resurfaced after completion of the stage 3 water main installation. This work will be completed as part of the City's annual resurfacing program and assistance from Hampton, Lenzini and Renwick will not be needed.

ANTICIPATED PROJECT SCHEDULE:

In an effort to minimize the impacts to the neighborhood, surrounding schools and the traveling public, the following project schedules are anticipated:

- Stage 1: Installation of new water main along Country Club Road will start in early June 2013, after school dismisses for the summer. Work along Country Club Road will be completed before school resumes in the fall, pending weather. Installation of the new water main along Broadway Avenue will not start until after the work is completed along Country Club Road. Work along Broadway Avenue will be completed by the end of October, pending weather.
- Stage 2: Installation of new water main along Essex, Riverside, and Lakeside will start in early June 2014, after school dismisses for the summer. Work in this area should be completed by late September 2014.
- Stage 3: Installation of new water main along Meridian, Melrose, Oxford, and Cumberland will start in May of 2015. Work in this area should be completed by August of 2015. The resurfacing work for the entire area will start in late August of 2015 and should be completed in October 2015.

The contractor will not be completing any work during the Lakeside Legacy Festival around the fourth of July.

PUBLIC OUTREACH PLAN:

Attached is the City's Public Outreach Plan for this improvement. In summary, the City has or will be completing the following public outreach:

- Public meeting was held on July 26, 2012;
- Direct mailing to all affected stakeholders was sent on April 25, 2013;
- The resident engineer from Hampton, Lenzini and Renwick will be walking door-to-door throughout the entire area prior to construction commencing to meet all of the homeowners;
- Changeable message signs will be utilized during all three stages of construction;
- Social media (Facebook, Twitter, Email Blasts) will be utilized during all three stages of construction;
- A project website will be posted on the City's webpage;
- A press release will be issued prior to construction commencing for all three stages; and
- Staff will present to the various stakeholder groups.

CONSULTANT SELECTION PROCESS:

The City sent the Request for Qualifications & Proposal (RFQ&P) directly to qualified engineering firms. An advertisement of the RFQ&P was also placed in the *Northwest Herald.* Through this notification process, the City received six proposals.

Staff from the Engineering and Building Department and Public Works Department reviewed the proposals based on their qualifications and proposed cost. The qualifications criteria considered during the review were:

- Proposal completeness
- Firm's reputation and integrity
- General experience and history of performance on similar projects
- Current or past projects related to the scope of services
- Understanding of the project
- Experience of personnel
- Miscellaneous – additional items which made the firm stand out

A summary of the six qualified firms who submitted proposals and their costs are as follows:

ENGINEERING FIRM	COST
HAMPTON, LENZINI AND RENWICK, INC.	$265,764.53
RHMG	$275,318.76
BAXTER AND WOODMAN	$364,940.00

ENGINEERING FIRM	COST
PRIMERA	$365,825.00
ESI CONSULTANTS	$567,804.00
STANLEY CONSULTANTS	$1,276,096.28

Recommendation:

Staff has worked with Hampton, Lenzini and Renwick, Inc. on numerous previous projects and has been very satisfied with their performance. It is staff's recommendation to select Hampton, Lenzini and Renwick, Inc. to perform the Country Club Area Water Main Improvement Phase III Construction Engineering.

Votes Required to Pass:

Simple Majority

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Hampton, Lenzini and Renwick, Inc for the Country Club Area Water Main Improvement for Phase III Construction Engineering in the amount of $265,764.53. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventh day of May, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: May 7, 2013

APPROVED: May 7, 2013

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

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Country Club Area Water Main Replacement Stage 1 Construction Bid Award

Staff Recommendation: Motion to award the Country Club Area Water Main Replacement Stage 1 construction bid to the lowest responsive and responsible bidder, Berger Excavating Contractors, Inc., in the bid amount of $1,241,099.45, and adopt a resolution authorizing the City Manager to execute a contract with Berger Excavating Contractors, Inc., allowing for a 10 percent contingency.

Staff Contact: Victor C. Ramirez, Director of Public Works
Erik D. Morimoto, Director of Engineering and Building

Background:

On April 29, 2013, the City opened and publicly read the bids received for the Country Club Area Water Main Replacement Stage 1 constrution. The City received three bids and the results are tabulated below.

Firm	*Amount of Bid*
Berger Excavating Contractors, Inc.[1] Wauconda, IL	$1,241,099.45
Campanella & Sons, Inc. Wadsworth, IL	$1,376,778.91[2]
R.A. Mancini, Inc. Prairie Grove, IL	$1,482,198.00

[1] Indicates Recommended Lowest Responsive and Responsible Bidder
[2] Corrected Bid Amount Based on Unit Prices Provided

The water mains in the Country Club area were installed in the 1960s and are far beyond the serviceable life. The existing water main sizes range from four inches to eight inches. This improvement will be constructed in three stages over a three-year period. Stage 1 includes the

installation of new water main along Country Club Road from Meridian Lane to Golf Road and along Broadway Avenue from Meridian Lane to Country Club Road. This work will be completed in 2013.

Berger Excavating completed three projects in the City last year: the North Shore Drive Flooding Mitigation improvement, the Illinois Route 176 and Briarwood Road improvement, and the Dearborn Court improvement. Specifications were mailed to various contractors and standard bid advertisement procedures were followed.

Votes Required to Pass:

Simple majority

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Berger Excavating Contractors, Inc. for the Country Club Area Water Main Replacement Stage 1 improvement in the amount of $1,241,099.45. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventh day of May, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: May 7, 2013

APPROVED: May 7, 2013

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Fire Rescue Department Personal Protective Equipment Pricing Bid

Staff Recommendation: Motion to reject a previous unsuccessful bid and award a bid for Fire Rescue Department personal protective equipment pricing for two (2) years in the submitted bid amounts, starting May 7, 2013, to the lowest responsive and responsible bidder, Municipal Emergency Services, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Municipal Emergency Services, Inc.

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief

Background:

On Monday, April 22, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for Fire Rescue Department personal protective equipment pricing for two years beginning May 7, 2013. The lowest, responsible and responsive bidder will furnish fire coats, fire pants, helmets, gloves, fire boots, and fire hoods purchased throughout the year by the Fire Rescue Department. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

Listed below are the costs to outfit a firefighter with a personal protective equipment ensemble:

BIDDER	Original Bid
Municipal Emergency Services, Inc. Deer Creek, IL	$1,861.00✓
Air One Equipment, Inc South Elgin, IL	$2,119.00
5 Alarm Fire & Safety Equipment, Inc Delafield, WI	Incomplete bid, could not meet specifications

✓ Indicates recommended lowest responsive and responsible bidder.

Bids for personal protective equipment were originally solicited in February. Bid packets were sent to several vendors. Only one vendor returned a completed bid packet at bid opening. To ensure competitive pricing, the personal protective equipment pricing bid was rebid after contacting the vendors who chose not to bid.

Recommendation:

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

It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Municipal Emergency Services Inc., in the submitted bid amounts. The bid prices received for the aforementioned equipment will be valid for two (2) years, beginning May 7, 2013.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Municipal Emergency Services, Inc. for Fire Rescue Department personal protective equipment pricing for two (2) years beginning May 7, 2013 in the submitted bid amount.

BE IT FURTHER RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the bids received for Fire Rescue Personal Protective Equipment Pricing, which were opened on February 28, 2013, are hereby rejected.

Dated this 7th day of May, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: May 7, 2013

APPROVED: May 7, 2013

Agenda Item No: 24

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: 2013 Thermoplastic Program Funding Authorization

Staff Recommendation: Motion to adopt a resolution authorizing the City's participation in the 2013 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program, and the expenditure of $50,000 for the purchase of thermoplastic pavement marking through the Suburban Purchasing Cooperative 2013 Pavement Marking Joint Purchasing Program.

Staff Contact: Erik D. Morimoto, Director of Engineering and Building

---

Background:

The Northwest Municipal Conference (NWMC) conducts joint purchasing programs for several different goods and services for its member municipalities through the Suburban Purchasing Cooperative (SPC). Among those is a joint purchase for thermoplastic lane-marking services. Since many different municipalities participate in this program, the SPC is able to leverage the large quantities into better unit prices for thermoplastic marking. The Engineering and Building Department has participated in this program for the last several years and it has yielded a significant unit cost savings over when the City bids this program on its own.

Superior Road Striping was last year's low bidder for the program. They have been the low bidder for many years and have done an excellent job each year. This year the Suburban Purchasing Cooperative's Governing Board approved the first of three possible one-year contract extensions to Superior Road Striping.

Since the contract for this service is between the SPC and the contractor, the authorization to use $50,000 of Road and Vehicle License Funds for thermoplastic pavement marking services is requested of the Council. Funds have been budgeted for this purpose.

Votes Required to Pass:

Simple majority of City Council present.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is hereby authorized to participate in the 2013 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

BE IT FURTHER RESOLVED that the City be authorized to spend $50,000 for the purchase of thermoplastic pavement marking through the 2013 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

DATED this seventh day of May, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

_____
NICK KACHIROUBAS, CITY CLERK

PASSED: May 7, 2013

APPROVED: May 7, 2013

Agenda Item No: 25

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Two (2) Dump Truck purchases – State of Illinois Joint Purchasing Program

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Prairie International Trucks in Springfield, IL for the purchase of one (1) 2013 International 7400 SFA 6x4 dump truck and one (1) International 7400 SFA 4x2 dump truck in the amount of $312,850.00, through the State of Illinois Joint Purchasing Program.

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

Background:
The Public Works Department has slated two heavy duty dump trucks for replacement in its fleet. These trucks will replace current Water Division unit #550, a 1996 International 4900 with 5200 hours, and Streets Division unit #428, a 1998 International 4900 with 8300 hours. Unit 550 has excessive plow wear and dump body damage. Similarly, Unit 428 has heavy wear on the plow and had temporary dump body repairs performed due to heavy corrosion. The Public Works Department requested approval for replacement of the above-mentioned dump trucks as part of the 2013-2014 budget, for the Water and Streets Divisions.

The City is able to take advantage of the Illinois State Joint Purchasing Program. This program allows for joint purchasing members to combine purchasing power, which enables for significant cost reductions on a number of items. All items that are bid follow the State public procurement statutes that the City follows for a competitive, sealed bidding process.

Recommendation:
After careful examination of vendor material provided from State Contract# PSD4016932, it is the recommendation of the Public Works Department to purchase one (1) 2013 International 7400 6x4 dump truck and one (1) 2013 International 7400 4x2 dump truck in the total amount of $312,850.00 from Prairie International Trucks in Springfield, IL, through the State of Illinois Joint Purchasing Program. Both trucks will be fully equipped dump trucks with plows. Funds have been budgeted for this purchase.

Votes Required to Pass:
Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Prairie International Trucks, in Springfield, IL, for the purchase of one (1) 2013 International 7400 6x4 dump truck and one (1) International 7400 4x2 dump truck in the amount of $312,850.00.

Dated this 7th day of May, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: May 7, 2013

APPROVED: May 7, 2013

Agenda Item No: 26

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Backhoe Loader Purchase

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with McCann Industries, McHenry, IL for the purchase of a Case Backhoe Loader in the amount of $80,030.00 with trade-in through the National Joint Powers Alliance (NJPA).

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

---

Background:

The 2013-2014 fiscal year Public Works budget includes funds for the replacement of Public Works Unit #551, a 2004 JCB 215 backhoe loader with 3,150 hours. This backhoe is used for all emergency water main breaks and other underground repair projects. If this backhoe is out of service, it is very difficult to complete required emergency repairs on the water system.

In July of 2011, the current unit experienced a major rear differential failure and in May of 2012, the unit had a major transmission failure. This unit has an operational cost of $25.85 per hour. A recently retired Case backhoe with 19 years of service had an operational cost of $11.17 per hour. As of 8/2012, the unit has cost $53,875.00 in parts and labor. Normally, our backhoes have a lifecycle of about 20 years, however, due to the excessive maintenance cost and downtime, it is the recommendation of the Fleet & Facility Services Superintendent to replace the unit before we incur further expenses.

Discussion:

Staff has identified that a 2013 Case 590 Super N backhoe loader will be a suitable, cost-effective replacement for Unit #551, through the National Joint Powers Alliance. Public Works had purchased a 2011 Case 590 Super N and found this unit to be a very dependable unit. This is a new unit and carries a full factory warranty. Pricing was solicited for the trade-in of the existing 2004 JCB 215 with the purchase of the new backhoe loader. The trade-in offer was evaluated and found to be fair based on historical sales of similar units.

The purchase of this backhoe loader will take advantage of the following economical efficiencies by sharing the following equipment with the fleet's existing Case backhoe:

- Spare wheels & tires
- Buckets, including a large snow bucket and breaker unit through a consistent quick release system for easily switching between the buckets and the breaker on a job site.

As a participant in the National Joint Powers Alliance (NJPA) Program, the City is able to take advantage of the joint purchase program. The NJPA is a government-managed, public, national municipal contracting agency that facilitates the bidding and contracting process on behalf of its members. The NJPA contracts are solicited, awarded, and monitored by a public agency with a publicly elected board of directors. As a result, the NJPA offers its members the opportunity to purchase equipment through nationally-leveraged contracts.

Recommendations:

After careful examination, it is the recommendation of the Public Works Department to declare the existing backhoe loader as surplus and purchase one (1) new 2013 Case 590 Super N backhoe loader during the current fiscal year from McCann Industries, Inc., through the National Joint Powers Association (NJPA) program in the amount of $83,030.00 after the $24,000.00 credit for trade-in. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and McCann Industries, Inc. for the provision of one (1) new 2013 Case 590 Super N for $83,030.00 after the $24,000.00 credit for trade-in. Funds to purchase this equipment have been included in the Fiscal Year 2013/2014 Budget.

DATED this 7th day of May, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED:
APPROVED:

Agenda Item No: 27

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Stump Cutter Purchase

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Vermeer Corporation, Pella, Iowa, for the purchase of a Stump Cutter in the amount of $35,940.00 through the National Joint Powers Alliance (NJPA).

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

---

Background:

The Public Works Department has identified a need for a new Stump Cutter. The Streets Division has been actively replacing public trees primarily due to Emerald Ash Borer (EAB) infestation, but also for a number of other issues. This equipment is necessary to maintain the productivity and efficiency of the division, to stay on track with the Division's active tree removal process, and to maintain excellent customer service.

The new stump grinder will be larger than the Division's existing stump cutter, which will allow staff to cut large diameter stumps. To this point, the Streets Division has relied on contractors to remove large stumps. However, as EAB removals increase, having adequate stump removal equipment in-house will be an important customer service tool.

Discussion:

Utilizing the National Joint Powers Alliance, staff has identified that a 2013 Vermeer SC602 – 60hp Stump Cutter will be a suitable, cost-effective option for City operations. This unit has a 23" cutting wheel, which will be able to tackle larger trunks that tree removal crews may encounter.

As a participant in the National Joint Powers Alliance (NJPA) Program, the City is able to take advantage of the joint purchase program. The NJPA is a government-managed, public, national municipal contracting agency that facilitates the bidding and contracting process on behalf of its members. The NJPA contracts are solicited, awarded, and monitored by a public agency with a publicly elected board of directors. As a result, the NJPA offers its members the opportunity to purchase equipment through nationally leveraged contracts.

Recommendations:

After careful examination, it is the recommendation of the Public Works Department to purchase one (1) new 2013 Vermeer SC602 – 60hp Stump Cutter during the current fiscal year from Vermeer Corporation, through the National Joint Powers Alliance (NJPA) program in the amount of $35,940.00. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Vermeer Corporation for the provision of one (1) new 2013 SC602 – 60hp Stump Cutter for $35,940.00 through the National Joint Powers Alliance.

DATED this 7th day of May, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED:
APPROVED:

Agenda Item No: 28

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: One (1) 2013 Ford F-350 4x4 pickup - State of Illinois Joint Purchasing Program

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Bob Ridings Inc. in Taylorville, IL for the purchase of a 2013 Ford F350, in the amount of $26,975.00 through the State of Illinois Joint Purchasing Program.

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

---

Background:

The Wastewater Division's Unit #701 is a 1999 Chevrolet K2500 pickup with 54,500 miles. The current truck's body and understructure is extremely corroded. This unit has been utilized by the Public Works Department for routine maintenance and operations, and as an alternate in the snow removal fleet. The Public Works Department requested approval for replacement of the above-mentioned vehicle as part of the 2013-2014 budget.

Recommendation:

After careful examination of vendor material provided regarding Illinois State Contract# PSD4017340, it is the recommendation of the Public Works Department to purchase one (1) 2013 Ford F350 4x4 pickup in the amount of $26,975.00 from Bob Ridings Inc. in Taylorville, IL, through the State of Illinois Joint Purchasing Program. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Bob Ridings Inc. in Taylorville, IL for the for the purchase of a one (1) 2013 Ford F350 4x4 pickup in the amount of $26,975.00.

Dated this 7th day of May 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED:

APPROVED:

Agenda Item No: 29

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Mosquito Abatement Contract

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a three-year agreement with Clarke Environmental Mosquito Management, Inc. for Mosquito Abatement Services.

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

---

Background:
At the April 6, 2010 City Council meeting, the City Council authorized the execution of a three-year agreement with Clarke Environmental Mosquito Management for mosquito abatement services. Attached is a proposal from Clarke Environmental Mosquito Management, Inc. extending the terms of the current agreement for a period of three years. Clarke would maintain the 2010 pricing ($82,082.28) for the 2013 and 2014 seasons, and would hold increases in 2015, the third year of the agreement, to the consumer price index (CPI) as determined by the U.S. Department of Labor, Bureau of Labor Statistics. *NOTE: Clarke had the option to increase the contract value by the CPI in 2012, but never executed this option.*

Mosquito Abatement Program:
At the March 6, 2001, regular City Council meeting, the Council accepted the recommendations of the Ad Hoc Mosquito Abatement Adulticiding Review Committee. The recommendations focused on monitoring potential breeding sites and prehatch larvacide treatment applications at these sites to eliminate as many mosquitoes as possible before they develop into adults, therefore, minimizing the need for adulticide application. Briefly, the program provides for:

Surveillance and monitoring:

- Two (2) virus isolation traps are set to collect for *Culex* mosquitoes. These mosquitoes are collected and pooled and sent to an independent laboratory for virus isolation. In the United States, West Nile virus is transmitted primarily by members of the *Culex* species of mosquito.
- Operation of six (6) light traps within the City of Crystal Lake to determine density and distribution of mosquito populations. The City is divided into six (6) zones which allows adulticiding, based upon trap readings in each individual zone (map attached).

Larval Control:

- Larval Site Monitoring: 13 inspections, which includes four (4) complete inspections of 217 sites; six (6) targeted inspections of up to 94 sites; one (1) woodland pool inspection of 27 sites; two (2) Culex targeted inspections of up to 86 sites; and inspections of sites called in by residents on the Mosquito Hotline.
- Larviciding by ground (hand and backpack) or air (helicopter) of sites found developing larvae during larval site monitoring using *VectoBac®* or *VectoLex®* for biorational control.
- Three (3) aerial prehatch applications with VectoLex® of 155 acres of historical breeding areas.
- Three (3) treatments of 3,200 catch basins with VectoLex® or 30-day sustainable biorational insecticide.
- One (1) application of Altosid® XR briquet (150 day residual) of backyard catch basins.

Adult Mosquito Management:

- Based on the recommendations of the Ad Hoc Mosquito Abatement Adulticiding Review Committee, targeted adulticiding would only occur if the larviciding measures were not effective. Targeted adulticiding would occur only after a count of 150 female mosquitoes has been reached in each light trap on two consecutive measurements.
- Once these targeted amounts are received from Clarke, Staff will inform the Council that the threshold has been met. If four or more Council members object to the adulticiding, then it will not proceed.
- As in the past, whenever adulticiding will occur, City staff will issue press releases to the local media in an effort to communicate to residents upcoming efforts. In addition, the City's web site will offer information to residents about the status of the mosquito abatement efforts.

The City's pro-active program of larval control, surveillance and adult control has significantly reduced the risk of being bitten by mosquitoes. This pro-active approach has especially been significant in face of the threat posed by the West Nile virus. In Illinois, West Nile virus was first identified in September 2001 when laboratory tests confirmed its presence in two dead crows found in the Chicago metropolitan area. In 2002, birds, mosquitoes and horses in 100 of the State's 102 counties were reported positive for West Nile virus, and the first human cases and deaths from West Nile virus illness in Illinois were reported in August 2002. By the end of the year, more than 800 human cases and 63 deaths were reported.

The City's mosquito abatement program focuses on decreasing the risk of the transmittal of West Nile virus, as well as decreasing the annoyance levels. The virus isolation traps and the treatments to the 3,200 catch basins are primarily focused on the *Culex pipiens* mosquito. This mosquito, which is referred to as the "house mosquito" because it commonly develops in small containers around the home, is the primary transmitter of the West Nile virus in the United States. The remainder of the program focuses on other annoyance mosquitoes.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and Clarke Environmental Mosquito Management, Inc. for Mosquito Abatement Services for a three-year term.

DATED this 7th day of May, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: May 7, 2013

APPROVED: May 7, 2013

Agenda Item No: 30

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Three Oaks Recreation Area Paddleboard License Agreement

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a license agreement with Alpine Accessories Incorporated for stand-up paddleboarding at the North Lake Property of the Three Oaks Recreation Area from Saturday, May 25, 2013 to September 15, 2013, with a possible license agreement extension in 2014.

Staff Contact: Eric T. Helm, Deputy City Manager

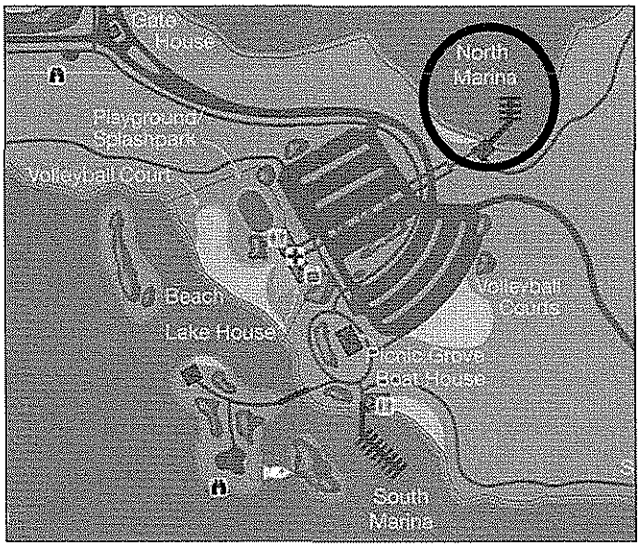
Background:

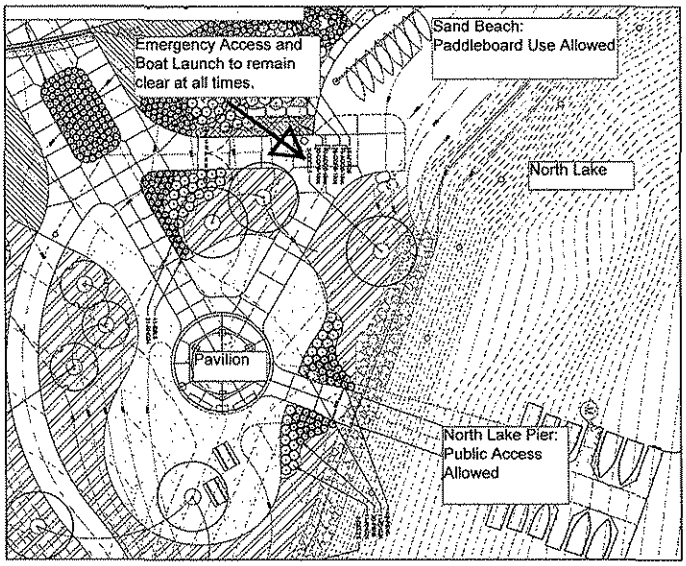
In 2012, the City began a pilot program to allow stand-up paddleboarding on the North Lake of the Three Oaks Recreation Area. Stand-up paddleboarding is a sport where participants stand on top of surfboards and propel the surfboards forward with long paddles.



The City initiated this trial program at the Three Oaks Recreation Area under the supervision of Alpine Accessories, a McHenry County company that specializes in skiing, snowboarding, and paddleboarding lessons and rentals. In 2012, Alpine Accessories performed 122 rentals and 187 lessons at the Three Oaks Recreation Area.

Last year, the rentals and lessons were conducted on the North Lake, near the North Lake pavilion and pier. The area of the 2012 pilot program, and the proposed 2013 program, is depicted in the below maps:





Based on the success of the 2012 program, Alpine Accessories is requesting that the City expand the program in 2013 to include the following:

- Paddleboarding would be allowed seven days a week, from Memorial Day weekend to September 15, 2013.
- Paddleboards will be allowed to be stored on the property
- The hosting of a special event named the "BIC SUP One Design Challenge" (brochure attached to the agenda supplement).
- Placement of buoys on the North Lake throughout the summer.
- If the City deems appropriate, Alpine Accessories will supervise members of the general public who bring their own paddleboards to utilize the North Lake.
- With the approval of the City, schedule "guided excursions" of the south lake.

In exchange for the license to provide the above services at the Three Oaks Recreation Area, Alpine Accessories has agreed to do the following:

- Expand the revenue sharing with the City in 2013 to include 15% of gross revenues from all stand-up paddleboarding activities. In 2012, the City received $5 per rental or license. Depending on the monetary value of the rental or lesson, this ranged from 5% – 15% of revenues. In 2013, the collection of a flat 15% of gross revenues will be more advantageous to the City.
- All paddleboarding customers arriving in vehicles without a Crystal Lake vehicle sticker shall be required to pay the $5 per vehicle parking fee.
- Enter into a formal license agreement.

The conditions of the license agreement are summarized below:

- The general public shall be allowed to use the North Lake shoreline and North Lake pier for fishing and hiking.
- The term shall commence on May 25, 2013 and expire on September 15, 2013. There is an option for a one-year extension in 2014 based on the discretion of the City.
- Alpine Accessories shall pay the City 15% of all gross revenues in 2013 and 20% of all gross revenues in 2014.
- US Coast Guard approved life jackets shall be worn at all times when participants are in the water.
- On weekends and holidays, at least two Alpine Accessory employees shall are monitor the North Lake property and the surrounding areas during the lessons and rental times. On weekdays, at least one Alpine Accessory employee shall monitor the North Lake property and the surrounding areas during the lessons and rental times.
- Alpine Accessories shall provide all necessary equipment and personnel to maintain the North Lake Property and clean the area after each day, including trash.
- Alpine Accessories shall comply with any reasonable safety regulations which may be promulgated, from time to time, by any nationally or regionally recognized associations in the Stand-up Paddleboarding industry.
- Similar to 2012, Alpine Accessories shall be allowed one 36" x 75" banner, to be placed on the North Lake pavilion. The banner shall be maintained in good repair at all times.
- Comply with all City insurance requirements, including naming the City as additional insured.
- All participants shall be at least 18 years of age. Participants ages 12-17 may be allowed with the signature and consent of a parent or guardian.
- All participants shall sign a Waiver and Release of All Claims & Assumption of Risk, releasing the City of Crystal Lake from all liability.
- Since Alpine Accessories will bring in buoys and boards that have been used on other lakes, it shall be required that the petitioner clean all buoys and boards, under the supervision of Three Oaks staff, per the Illinois Department of Natural Resources' "Protect Your Waters" guidelines (see attached). These are the same guidelines used by the IDNR when transporting their own watercraft from one lake to another.

The entire License Agreement and exhibits are attached for the City Council's consideration.

Recommendation

It is staff's recommendation to approve the license agreement with Alpine Accessories Incorporated. The City's legal counsel has reviewed the license agreement.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a license agreement with Alpine Accessories Incorporated for stand-up paddleboarding at the North Lake property of the Three Oaks Recreation Area from Saturday, May 25, 2013 to September 15, 2013, with a possible license agreement extension in 2014.

DATED this 7th day of May, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED:
APPROVED:

Agenda Item No: 31

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Canterbury Elementary Area-Wide Parking Restriction Ordinance

Staff Recommendation: Motion to adopt an ordinance to implement area wide parking restrictions to Canterbury Drive, Aberdeen Drive, Denton Court, and Cardiff Drive as recommended by City staff.

Staff Contact: Erik Morimoto, Director of Engineering and Building
James Black, Chief of Police

Background:

As a follow-up to the April 16, 2013 City Council discussion, the attached ordinance implements the area-wide parking restrictions along Canterbury Drive, Aberdeen Drive, Denton Court, and Cardiff Drive.

The parking restrictions would eliminate the unusual change between sides of the street for on-street parking, and provide a configuration consistent with other schools in the area. It allows the most number of spaces per block and limits the need for pedestrians to cross the street between parked cars. It also restricts on-street parking to only one side of the street for the following roads west and south of the school:

a. Canterbury Drive (Berkshire Drive to Surrey Lane); and
b. Aberdeen Drive (Teverton Lane to Cardiff Drive); and
c. Denton Court (Aberdeen Drive to Surrey Lane); and
d. Cardiff Drive (Aberdeen Drive to Surrey Lane).

In summary, the parking restrictions are as follows:

1. Canterbury Drive:
   a. No stopping, standing, or parking on the west side of Canterbury Drive between Berkshire Drive and Surrey Lane; and
   b. No stopping, standing, or parking on school days between 3:00 pm and 4:00 pm on the east side of Canterbury Drive, between the southern school entrance and 475 feet south of Faringdon Drive; and
   c. No parking on school days between 3:00 pm and 4:00 pm on the east side of Canterbury Drive, between Surrey Lane and the southern school entrance.

2. Aberdeen Drive:
    a. No stopping, standing, or parking on the north side of Aberdeen Drive between Canterbury Drive and Teverton Lane; and
    b. No parking on school days between 3:00 pm and 4:00 pm on the south side of Aberdeen Drive between Canterbury Drive and Teverton Lane; and
    c. No stopping, standing, or parking on the south side of Aberdeen Drive between Canterbury Drive and Cardiff Drive; and
    d. No parking on school days between 3:00 pm and 4:00 pm on the north side of Aberdeen Drive between Canterbury Drive and Cardiff Drive.
3. Denton Court: No stopping, standing, or parking on the east side of Denton Court between Aberdeen Drive and Surrey Lane.
4. Cardiff Drive: No stopping, standing, or parking on the east side of Cardiff Drive between the school entrance and Surrey Lane.
5. Repeal all other existing or conflicting parking restrictions on the roadway segments listed above.

Votes Required to Pass:

Simple Majority of City Council Present

DRAFT

The City of Crystal Lake Illinois

ORDINANCE

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows

SECTION I: That it shall be unlawful to stop, stand, or park any vehicle on the west side of Canterbury Drive between Berkshire Drive and Surrey Lane at any time.

SECTION II: That it shall be unlawful to stop, stand, or park any vehicle on the east side of Canterbury Drive on school days between 3:00 pm and 4:00 pm between 475 feet south of Farringdon Drive and the southern entrance to Canterbury Elementary School.

SECTION III: That it shall be unlawful to park any vehicle on the east side of Canterbury Drive on school days between 3:00 pm and 4:00 pm between the southern entrance to Canterbury Elementary School and Aberdeen Drive.

SECTION IV: That it shall be unlawful to stop, stand, or park any vehicle on the north side of Aberdeen Drive between Teverton Lane and Canterbury Drive.

SECTION V: That it shall be unlawful to park any vehicle on the south side of Aberdeen Drive on school days between 3:00 pm and 4:00 pm between Teverton Lane and Canterbury Drive.

SECTION VI: That it shall be unlawful to stop, stand, or park any vehicle on the south side of Aberdeen Drive between Canterbury Drive and Cardiff Drive at any time.

SECTION VII: That it shall be unlawful to park any vehicle on the north side of Aberdeen Drive on school days between 3:00 pm and 4:00 pm between Canterbury Drive and Cardiff Drive.

DRAFT

SECTION VIII: That it shall be unlawful to stop, stand, or park any vehicle on the east side of Denton Court between Aberdeen Drive and Surrey Lane.

SECTION IX: That it shall be unlawful to stop, stand, or park any vehicle on the east side of Cardiff Drive between the entrance to Canterbury Elementary School and Surrey Lane.

SECTION X: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

SECTION XI: That suitable signs and markers shall be erected.

SECTION XII: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION XIII: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this seventh day of May, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: May 7, 2013

APPROVED: May 7, 2013

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

Agenda Item No: 32

City Council
Agenda Supplement

Meeting Date: May 7, 2013

Item: Police Directed Towing

Staff Recommendation: Motion to adopt an ordinance amending Chapter 476, Towing

Staff Contact: James Black, Chief of Police

Background:

Recently, the Police Department comprehensively reviewed the City's towing ordinance. As a result, the Police Department is recommending significant changes with the intention of greater transparency and equity for awarding police-directed towing contracts. The most significant enhancements concern how the towing agencies are selected. Currently, a towing company can complete an application for the Chief of Police's review. Once reviewed and the tow company has met the qualifications of the current ordinance, the towing agency is added to the City's towing roster. The agencies listed on this roster are then set to a rotation, as dictated by ordinance. However, the Police Department believes the current system needs to be updated in an effort to make the system more efficient. The number of towing applications has begun to increase and the method for equitable selection needs to be more clearly defined.

Staff is recommending that police-directed towing be subject to competitive bid. As seen with other City services, competitive bidding provides numerous advantages. For example, competitive bidding will provide more transparency during the selection process. The bidding process will now be more formal and more accessible to the public. In addition, all interested towing agencies will have the ability to bid for services, which will provide greater fairness during the selection process. Once the bid process opens, each towing agency will have the opportunity to win the bid. Currently, agencies are selected on a first-come-first-serve basis, as long as there is need and the agency meets the City's ordinance requirements. Depending on qualifications, the lowest bidder will be selected and establish the fee schedule for tow-related services. The next lowest bidders will have the opportunity to agree to this fee schedule or reject the bid proposal and not be eligible for the towing roster. By including this clause, the City will establish the lowest, consistent rate for tow customers. Additionally, if the lowest bid is higher than the current market value consistent with police-directed towing, the City can also reject all bids and start a new competitive bid process. For these reasons, the Police Department is recommending that police-directed towing be subject to the competitive bidding process.

Aside from the addition of competitive bidding, staff is also recommending other modifications to the ordinance. For example, instead of potentially allowing an unlimited number of towing agencies on the roster, the recommendation is to limit the towing roster to not more than four companies, which could be adjusted from time to time depending on City need. Additionally, a list of established fees for towing-related activities is located in the current ordinance. The proposed ordinance provides flexibility by establishing these fees in association with the Invitation to Bid procedures. All of these recommendations are intended to solidify the police-directed towing selection process, make the process more efficient to monitor, and enhance the consistency of services provided by these companies.

Legal staff has reviewed this ordinance.

Recommendation:

It is staff's recommendation to adopt an ordinance amending Chapter 476, Towing, in the City Code.

Votes Required to Pass:

Simple majority

DRAFT

ORDINANCE AMENDING THE CRYSTAL LAKE CITY CODE RELATED TO SELECTION AND REGULATION OF TOWING FIRMS THAT PROVIDE SERVICES TO THE CITY'S POLICE DEPARTMENT

WHEREAS, Chapter 476 of the Crystal Lake City Code (the "*City Code*") provides for the selection of towing firms to providing towing and related services to the Crystal Lake Police Department and sets forth regulations and performance standards that apply to the towing firms serving the Department; and

WHEREAS, the Mayor and City Council have determined that it is appropriate to revise Chapter 476 to provide for the selection of towing firms to serve the Police Department through a competitive bidding process and to revise and update the regulations that apply to those towing firms;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

Section 1: Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the Mayor and City Council.

Section 2: Amendment of City Code Chapter 476. Chapter 476, titled "Towing," of the City Code is hereby amended in its entirety as follows:

CHAPTER 476. TOWING

§ 476-1. Definitions.

As used in this chapter, the following terms have the meanings indicated:

POLICE DEPARTMENT
The City of Crystal Lake Police Department.

ROSTER
See Section 476-11.

TOWING FIRM
A person or entity in the business of providing towing and storage of vehicles, basic repair services for disabled vehicles, and related services that is designated by the City to provide such services at the request of the Department.

TOW OPERATOR
A person who owns or operates a tow truck, as defined in this chapter.

TOW TRUCK

DRAFT

Every truck designed or altered and equipped for and used to push, tow, carry upon, or draw vehicles by means of a crane, hoist, tow bar, towline, or auxiliary axle, or carried upon to render assistance to disabled vehicles, except for any truck tractor temporarily converted to a tow truck by means of a portable wrecker unit attached to the fifth wheel of the truck tractor and used only by the owner to tow a disabled vehicle also owned by him or her and never used by hire.

TOW TRUCK, HEAVY-DUTY
Every tow truck having a gross vehicle weight of over 26,000 pounds with a 25,000-pound boom capacity and wheel lift capabilities.

TOW TRUCK, LIGHT-DUTY
Every tow truck having a gross vehicle weight of 10,000 to 15,000 pounds with an 8,000-pound boom capacity and with wheel lift capabilities.

TOW TRUCK, MEDIUM-DUTY
Every tow truck having a gross vehicle weight of 15,001 to 26,000 pounds with a 10,000-pound boom capacity and wheel lift capabilities.

§ 476-2. Scope and application.

This chapter applies only to towing services dispatched or requested by City personnel, except for Sections 476-3, 476-4, and 476-5, which apply to all tow operators.

§ 476-3. Compliance with laws.

All tow operators operating in the City are at all times subject to and must comply with all applicable federal, state, and local statutes, ordinances, and regulations, including Illinois Commerce Commission regulations and orders pertaining to commercial towing.

§ 476-4. Unlawful solicitation.

A. No person or entity that is not a selected and designated towing firm under this Chapter may tow away or otherwise remove vehicles from public streets in the City, except at the request of the vehicle owner or operator. A vehicle owner or operator may designate any towing operator to tow his or her vehicle and may designate the destination of the towed vehicle.

B. It is unlawful for any tow operator or his or her agent or employee to solicit any tow service under this Chapter at the scene of a traffic crash or disabled vehicle without having first been called by the owner or operator of the disabled vehicle or by the Police Department.

§ 476-5. Rules and regulations.

The City Council may promulgate rules and regulations from time-to-time describing the duties and procedures applicable to towing firms. All towing firm must obey those rules and regulations at all times when operating within City limits. Violations of those rules and regulations are punishable as provided in this Chapter.

§ 476-6. Number of towing firms.

DRAFT

The City will designate not more than four towing firms to provide towing services to the Police Department. The number of towing firms designated by the City may be adjusted at any time, and from time-to-time, by the Chief of Police based on his or her determination of the City's needs. At the time that Requests for Bids are being issued by the City under Section 476-7, the number of towing companies to which the City anticipates it will offer contracts as a result of that bidding process will be set by the City and included in the Request for Bids.

§ 476-7. Competitive bidding.

At least once every two years, and more frequently if determined appropriate by the Chief of Police, the City will issue a request for bids from towing firms to provide towing services to the Police Department (a "Request for Bids"). A Request for Bids must be issued in accordance with the process and terms provided in this Chapter and with the City's procurement policy and procedures for competitive bidding.

§ 476-8. Requests for Bids; Submission of bids.

A. The Request for Bids must include the place, time, date, and deadline for submission of sealed bids, the maximum number of contracts the City anticipates offering to successful bidders, the form of contract that the successful bidders must enter into with the City as provided in Section 476-10, and additional information as determined by the Chief of Police.

B. All bids from towing firms must be sealed and must be submitted as provided in the Request for Bids. Each bid must contain at least all of the following information about the bidder:

1. Name of bidder and type of entity (*e.g.* corporation or partnership);

2. Primary business location;

3. Name and address of a primary contact person;

4. Names and addresses of all parties having a 5% or more ownership interest in the entity;

5. Number of years the bidder has been doing business in the City or the surrounding area;

6. Number of years that the persons holding 5% or more ownership interests in the entity have been doing business in the City or the surrounding area;

7. Location of each of the bidder's storage lot(s) and a description of the security measures used at each lot;

8. A description of all tow trucks owned by the bidder and that may be used by the bidder to provide services to the City, including the year, make, model, type, serial number, registration number, and towing capacity of each truck;

DRAFT

9. A list of all tow operators employed or otherwise engaged by the bidder who may provide services to the City;

10. Number of years the business has conducted police towing services, the jurisdictions in which that work has been performed, and copies of any written commendations or complaints received from governmental agencies related to those services within the last five years;

11. A description of the bidder's business activities aside from participation in police towing activities;

12. Evidence that the bidder is a member in good standing of the Professional Towing and Recovery Operators of Illinois or a similar professional trade association.

§ 476-9. Selection of towing firms.

A. The Chief of Police or his or her designee will open and read bids at the time and place established in the Request for Bids. The Chief of Police thereafter will review and rank all responsive bids and select the lowest responsible bidder or bidders based on the selection criteria stated in the Request for Bids.

B. The Chief of Police will designate the selected bidder or bidders as towing firms to be used by the Department. Each designated bidder must enter into a contract with the City in the form provided by the City under Section 476-13.

§ 476-10. Roster of firms.

The Chief of Police must maintain a roster of all towing firms currently under contract with the City (the "Roster"). The Roster must be available for public inspection at Police Department headquarters at all times during regular office business hours.

§ 476-11. Job rotation procedure.

The Police Department will assign tow and service jobs (each a "Job") to towing firms on a rotating basis that allocates Jobs in a generally equitable manner among all towing firms on the Roster. The Chief of Police will establish, from time-to-time, policies and procedures for the assignment of Jobs in accordance with this Section.

§ 476-12. Emergency Job assignments.

In the case of an emergency determined by the Chief of Police or other authorized police officer, the Police Department may assign a Job to a towing company outside of the regular rotation procedure. After the emergency circumstances have been addressed, the Police Department will return to the regular rotation procedure in a manner that reasonably attempts to mitigate any unequal assignment of Jobs created by the emergency.

DRAFT

§ 476-13. Contract for services.

The City will enter into a contract with each towing firm using a form provided by the City that includes the following provisions:

A. A specific term for the contract, uniform to all of the towing firms, as determined by the Chief of Police.

B. Uniform pricing and fees, as determined by the Chief of Police based on bids received through the Request for Bids process and other criteria deemed relevant and appropriate, applicable to all of the towing firms for the term of the contracts, for the following services:

1. Vehicle tows, as follows:

   (a) Vehicles involved in traffic crashes;

   (b) Disabled vehicles;

   (c) Abandoned or unclaimed vehicles in the roadway or on private property;

   (d) Vehicles involved in crimes or seized or impounded as evidence;

   (e) Recovered stolen vehicles;

   (f) Disabled or damaged squad cars and other Department vehicles;

   (g) Vehicles that must be relocated during a City emergency;

   (h) Other vehicles as requested by the Department;

2. Vehicle storage; and

3. Performance of minor emergency repairs on disabled vehicles as listed by the Police Department, which may include such things as providing fuel, changing a tire, providing jump starts, and dislodging joined vehicles.

C. Established response times for tows and other services.

D. Maintenance of at least one facility within the City with equipment and of labor forces adequate to supply demand for police-directed towing services, on a full 24-hour-per-day basis every day of the year.

E. Maintenance of at least one office and storage facility in the City with hours available to citizens to make inquiries and obtain vehicles including the following minimum hours:

1. Monday through Friday: not fewer than eight hours each day; and

2. Saturday: not fewer than four hours.

DRAFT

F. Availability of an agent at all other hours to allow police access to all vehicles towed and stored under to this Chapter and to release vehicles under emergency situations.

G. Maintenance of a dispatch center that can communicate directly with the Police Department and with all tow operators.

H. Appropriate personal protective equipment, including reflective vests or similar clothing, for all tow operators.

The contract also must provide that the towing firm will assume full responsibility and liability for all property entrusted to its care and agree to indemnify, defend, and hold harmless the City against all claims or suits for loss, damage, injury, or liability, including court costs and attorney's fees, arising from the towing firm's work under the contract.

§ 476-14. Proper conduct.

All owners of towing firms must conduct their business in an orderly, ethical, and businesslike manner.

§ 476-15. Tow truck drivers and operators.

A. All towing firms must use only competent, courteous, trustworthy, sober, and properly licensed tow operators who have adequate experience and training to perform the services designated in this Chapter.

B. No towing firm may employ or engage, for City work, any tow operator who is not a person of good character as required by Subsection A, including any person who was:

1. Convicted of a felony within the past five years; or

2. Convicted of a misdemeanor violation of the Illinois Vehicle Code antitheft laws or similar statutes of other states within the past five years.

C. Each towing firm must file with the Police Department a list of the tow operators it employs or otherwise engages and must update the list at least annually and whenever requested by the City. The list must include the following information for each tow operator: name; date of birth; home address; driver's license number, state, and classification; and years employed by the towing firm. In addition, the towing company either must (1) provide the City with a copy of a current background check for each tow operator from a private fingerprinting and identification company, as provided in the Request for Bids or otherwise, or (2) pay the City a fee of $50 per tow operator to conduct the background checks.

§ 476-16. Tow truck requirements.

A. Each towing firm must maintain the following equipment, at a minimum: one medium-duty tow truck and one light-duty flatbed-type tow truck with capacity to tow a vehicle unable to be towed on its own tires/wheels.

DRAFT

B. All towing vehicles used by a towing firm to provide services to the City must be properly licensed by the Illinois Secretary of State for towing operation and must comply with all statutory requirements relating to identification, equipment, and insurance as outlined in the Illinois Vehicle Code, 625 ILCS 5/12-606(a) through (e).

C. Each towing firm must file with the Police Department a description of each tow truck it may use to provide services to the City, including the year, make, model, type, serial number, registration number, and towing capacity of each truck, and update that information at least every six months.

§ 476-17. Removal of debris.

When a towing firm is called to the site of a traffic crash and there is debris, shattered glass, liquid spills, or other material from wreckage at the site, the towing firm must remove such material from the site, in accordance with the Illinois Vehicle Code, 625 ILCS 5/12-606(c).

§ 476-18. Vehicles subject to Department hold.

No towing firm may release, service, inspect, repair, or remove personal property from a vehicle if the Police Department informed the towing firm that the vehicle is (1) impounded or seized for evidentiary purposes or (2) subject to a Police Department "hold."

§ 476-19. Storage facility.

Each towing firm must provide secure storage for all vehicles towed at the City's direction. Each towing firm must maintain secure storage space in the City with capacity for least 15 vehicles, including at least five vehicle spaces within an indoor storage facility.

§ 476-20. Vehicle repair or alteration.

A. Towing firms may not make any repairs or alterations to a vehicle without first being authorized by the owner or his or her designee.

B. Towing firms may not remove parts or accessories from vehicles without authorization except as necessary to secure the vehicle. Under those circumstances, the towing firm must make and keep a record of all parts or accessories removed.

§ 476-21. Records and reports.

The towing firm must maintain a record of all Department-directed tows and service requests that includes the following information:

1. Time, date, and location of tow, hold information if applicable, the name of the officer authorizing the tow, and the police report number;

2. The color, year, make, model, registration number, and vehicle identification number of the towed or serviced vehicle;

3. The date and time the vehicle owner was notified of the tow;

4. A list of any parts, accessories, or other items removed from the vehicle;

DRAFT

5. Itemized billing of all tow, service, and storage charges;

6. The date the vehicle was released;

7. A copy of the signed invoice, documenting the person claiming the vehicle, including a copy of the person's valid driver's license and proof of current valid insurance for the vehicle.

§ 476-22. Display of fee schedule; collection of fees.

A. Upon request of a towed or serviced vehicle's owner or operator, a towing firm must provide a printed fee schedule. Each towing firm must post a copy of the printed fee schedule in plain view to the public in a conspicuous place at the towing firm's place of business.

B. The towing firm is solely responsible for the collection of towing, service, and storage fees from the owner of a towed or serviced vehicle.

§ 476-23. City Inspections.

All towing firm records, vehicles, equipment, and storage facilities are subject to inspection by the Police Department at any time during the towing firm's regular business hours.

§ 476-24. Customer complaints.

The Police Department will prepare a customer complaint form and provide copies of the form to each towing firm. The towing firm must give a copy of the form to any customer who requests to file a complaint about the towing firm, its employees, or the services provided. The towing firm must promptly forward any completed complaint form that it receives to the Chief of Police.

§ 476-25. Suspension or removal from Department Roster.

The Chief of Police may temporarily suspend or permanently remove a towing firm from the Roster maintained under Section 476-10 if the Chief of Police determines that the towing firm:

1. Failed to respond promptly or provide adequate services in performing Jobs on three or more occasions; or

2. Cannot properly or sufficiently provide any of the services, labor, equipment, facilities, and materials described in Sections 476-14, 476-16, and 476-17; or

3. Violated a term of its contract with the City; or

4. Violated a provision of this Chapter.

If the Chief of Police suspends or removes a towing firm from the Police Department's Roster, then the Police Department must send a written notice to the primary contact person identified by the towing firm. The notice must state that the towing firm has been

DRAFT

temporarily suspended or permanently removed from the Roster, specify the period of suspension if applicable, and state the reason for the suspension or removal.

§ 476-26. Appeals of Suspension or Removal.

A. Any towing firm that has been suspended or removed from the Police Department's Roster may appeal to the City Manager

B. A towing firm must file a written notice of appeal with the City Manager within 14 days after the postmark date of the written notice required by Section 476-27.

C. The City Manager must conduct a hearing within 45 days of receipt of the notice of appeal, unless otherwise agreed by the City and the appellant. The City Manager will set the time and place for the hearing and provide notice of the hearing to the appellant.

D. The City Manager must issue a written order containing his or her findings and decision on the appeal within 45 days after the hearing is completed.

E. The decision and order of the City Manager on an appeal under this Section is final.

Section 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

DATED at Crystal Lake, Illinois, this 7th day of May 2013.

APPROVED:

_____

Aaron T. Shepley, Mayor

ATTEST:

_____

Nick Kachiroubas, City Clerk

PASSED: May 7, 2013

APPROVED: May 7, 2013

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