CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
October 15, 2013
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – October 1, 2013 Regular City Council Meeting**

5. **Accounts Payable**

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

7. **Mayor's Report**

8. **Council Reports**

9. **Consent Agenda**

10. **Resolution accepting an in-kind donation from Liberty Outdoor Advertising and designating them as a Media Sponsor for the Centennial Celebration year.**

11. **A Heart for Animals Class 19 Temporary Liquor License request.**

12. **Too Cute Consignment, 5150 Northwest Highway – Special Use Permit to allow a Consignment Store.**

13. **Sky High Volleyball, 215 Exchange Drive – Land Use Variation and Special Use Permit to allow a volleyball facility as a special use in the "M" district.**

14. **Evangelical Free Church, 575 E. Crystal Lake Avenue – Variation to allow a 4-foot-high fence within the front yard setback and across Oak Hollow Road right-of-way.**

15. **Select Recovery Repossession, 1095 Pingree Road – Text Amendment to the Unified Development Ordinance to allow a repossession lot as a Special Use in the M Manufacturing Zoning District; and Special Use Permit for a repossession lot at 1095 Pingree Road.**

16. **185 N. Main Street – Use Variation to allow an architect's office, classified as a "Professional Office", in the "R-3B" district; Variation from the required number of 5 parking spaces to allow 3 spaces; and Variation to allow an existing nonconformity to expand.**

17. **Country Financial, 120 N. Walkup Road – Special Use Permit to allow an internally illuminated sign in the Downtown District.**

18. **Acceptance of the Annual Audit for the Fiscal Year 2012/2013.**

19. Resolution authorizing execution of an agreement to provide website hosting services, and approval of up to 10 percent in justifiable contract amendments from a contingency allowance.

20. Resolution authorizing execution of an agreement for the purchase of mobile data computers through the State of Illinois Joint Purchasing Program.

21. Bid award and resolution authorizing execution of a contract for the 2013/2014 snow season parking lot snow removal and salting services.

22. Proposal award and resolution authorizing execution of an agreement for the engineering services for the rehabilitation of the Water Treatment Plant #4 ground storage water tanks, and approval of changes in scope by 10 percent of the original price.

23. Proposal award and resolution authorizing execution of an agreement for repair work on Well #12, and a 10% contingency for unforeseen expenses.

24. Resolution approving the negotiated sum, authorizing the execution of any agreement or documents, and authorizing payment to a property owner for right-of-way and easements needed for the South Main Street Improvement.

25. Resolution authorizing execution of agreements with vendors, operators, and entertainers for the Crystal Lake Winter Festival.

26. Walkup Road Concrete Wall – Discussion Only.

27. City Treasurer Appointment.

28. Resolution authorizing the annual list of approved financial institutions.

29. Appointment to the Firefighters Pension Fund Board.

30. Resolution authorizing execution of a Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150.

31. Council Inquiries and Requests.

32. 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.

33. Reconvene to Regular Session.

34. Board, Committee and Commission reappointments and appointments.

35. 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: 10

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Centennial Celebration Sponsorship Acceptance

Staff Recommendation: Motion to adopt a Resolution accepting an in-kind donation from Liberty Outdoor Advertising and designating them as a Media Sponsor for the Centennial Celebration year.

Staff Contact: Eric Helm, Deputy City Manager
Elizabeth Maxwell, Planner

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. The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial. The final report included a fundraising plan with various sponsorship levels.

As part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration. Liberty Outdoor Advertising approached the City and asked how they could assist in our marketing efforts. They have agreed to create a 6-foot by 12-foot billboard sign panel for us. This will be located at four separate locations in McHenry County and can be displayed multiple times throughout the year. The attached exhibits list the location details and photos of the billboards.

Bryan Javor, General Manager with Liberty Outdoor Advertising will be in attendance to formally present their donation.

More information regarding levels of sponsorship can be found at the Centennial website: www.crystallake100.com.

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

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014); and

WHEREAS, a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial; and

WHEREAS, as part of the planning of the yearlong celebration, the Centennial Committee has extended an invitation to area businesses to become sponsors of the celebration; and

WHEREAS, Liberty Outdoor Advertising has accepted this invitation and has agreed to be a Media Sponsor of the Crystal Lake Centennial by providing advertisement on four billboard locations in McHenry County.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Council hereby graciously accepts the support of Liberty Outdoor Advertising and designates Liberty Outdoor Advertising as a Media Sponsor of the Crystal Lake Centennial celebrations.

DATED this fifteenth day of October, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: October 15, 2013

APPROVED: October 15, 2013

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Temporary Liquor License – A Heart for Animals

Staff Recommendation: Motion to approve issuance of a Class "19" Temporary Liquor License to A Heart for Animals

Staff Contact: George Koczwara, Deputy City Manager

Background:
The City has received a request from A Heart for Animals for the issuance of a Class "19" Temporary Liquor License in order to sell beer, wine and alcoholic drinks at their fundraising event to be held at Old Towne Hall, located at 54 Brink Street, from 7:00 p.m. to midnight on October 26, 2013.

Section 329-5-S of the City Code permits the issuance of a Class "19" Temporary Liquor License for the retail sale of beer, wine and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:
Simple majority

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-45 Too Cute Consignment

Special Use Permit to allow a Consignment Store (classified as a Used Merchandise Store)

Jeaninne Carlini, 3518 Franklin Court, Crystal Lake

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Special Use Permit to allow a Consignment Store (classified as a Used Merchandise Store) at 5150 Northwest Highway.

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

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Background:

- Development: Pinehurst Square, Crystal Lake Business Center, Unit 2
- Request: Special Use Permit to allow a consignment store, classified as used merchandise store
- Co-tenants: Verlo Mattress Factory Store, Julie's Nails, Advocate Good Shepherd Rehabilitation

Key Factors

- Proposed Use: A kids' consignment store at this location.
- The tenant space will be 1,850 square feet in area.
- The petitioner has indicated that the store will be open from Monday through Saturday from 10 am to 5 pm and will have later hours on Thursday until 8 pm.
- Land Use: The proposed use is classified as a 'Used Merchandise Store' which is a Limited Use in the 'B-2' and 'B-4' districts. Per the UDO, where the limited use criteria cannot be met, a Special Use Permit must be obtained. A Special Use Permit is necessary because an existing used merchandise store (On Angels' Wings) is located at 5186 Northwest Highway, immediately adjacent to this property.

- Parking: There are 96 parking spaces at this location. Per the UDO, used merchandise stores are required to provide 3.5 parking spaces per 1,000 square feet of gross floor area, which translates to 6 parking spaces for this use. Based on the uses located at this location, no parking issues are anticipated. The petitioner has indicated that a vehicle will be stored on site (for more than 24 hours at a time). Up to 2 vehicles that are used in the normal day-to-day operation of a business are exempt from being treated as outdoor storage as long as the vehicles are located towards the rear of the property.

PZC Highlights

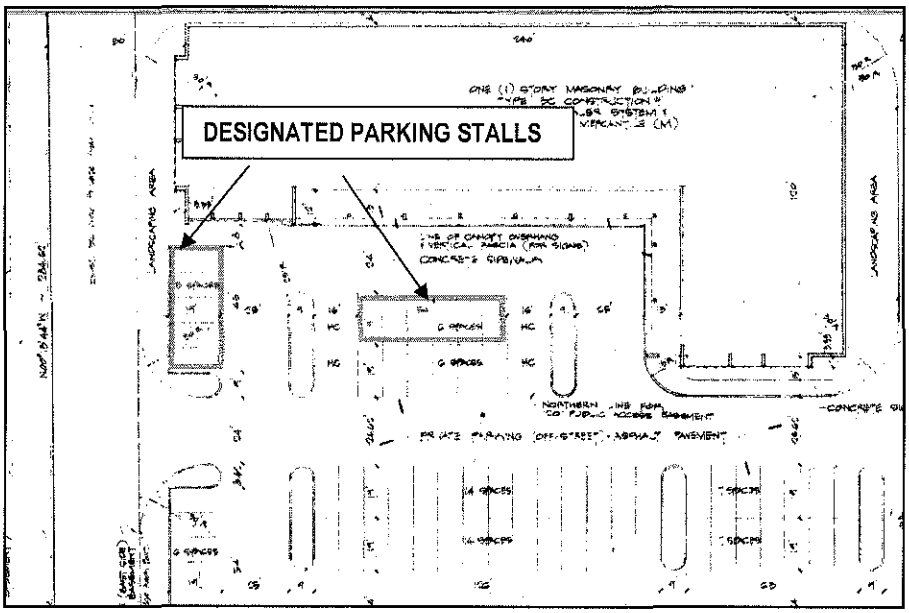
- The PZC had no concerns with this request and felt that the request met the Findings of Fact for a special use and recommended **approval (7-0)**.

The following conditions are recommended:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application, Carlini, received 9-3-13
   B. Plat of Survey, Geudtner, received 9-3-13

2. Sign permits are required for all exterior signage and all signage (including any window signage) must meet the requirements of the Unified Development Ordinance.

3. Any vehicle stored on-site for longer than 24 hours will be parked in one of the designated stalls **along the west side of the property, north of the entry drive**. Vehicles cannot be parked in any parking stall in the row of parking along Northwest Highway. **(Modified by PZC)**



4. The petitioner shall address all comments of the Planning and Economic Development, Engineering and Building, Public Works, Fire Rescue and Police Departments.

Votes Required to Pass: A simple majority vote

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 5150 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #2013-45) before the Crystal Lake Zoning Board of Appeals, the Petitioner has requested the issuance of a Special Use Permit to allow a Consignment Store (classified as a Used Merchandise Store) for the property located at 5150 Northwest Highway; and

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

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

Section I: That a Special Use Permit be issued to allow a Consignment Store (classified as a Used Merchandise Store) for the property commonly known as 5150 Northwest Highway, Crystal Lake, Illinois.

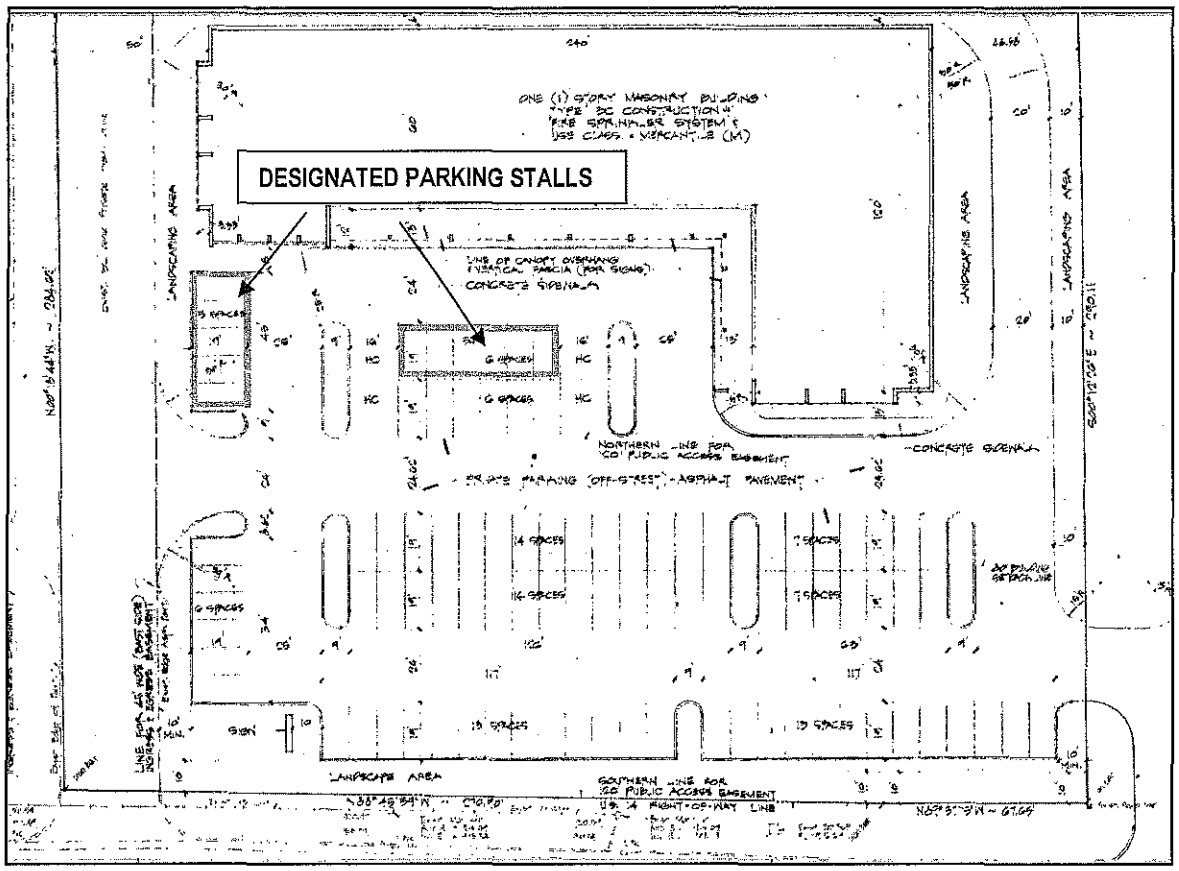
Section II: Said Special Use is issued with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application, Carlini, received 9-3-13
   B. Plat of Survey, Geudtner, received 9-3-13

2. Sign permits are required for all exterior signage and all signage (including any window signage) must meet the requirements of the Unified Development Ordinance.

3. Any vehicle stored on-site for longer than 24 hours will be parked in one of the designated stalls along the west side of the property, north of the entry drive. Vehicle cannot be parked in any parking stall in the row of parking along Northwest Highway.

DRAFT



4. The petitioner shall address all comments of the Planning and Economic Development, Engineering and Building, Public Works, Fire Rescue and Police Departments.

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 issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

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

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

_____
MAYOR

ATTEST:

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: 13

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-47 Sky High Volleyball

Land Use Variation and a Special Use Permit to allow a volleyball facility as a special use in the "M" district

Scott Harris, 215 Exchange Drive, Crystal Lake

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Use Variation and Special Use Permit to allow a volleyball facility as a special use in the "M" district at 215 Exchange Drive.

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

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Background:

- Location: 215 Exchange Drive, Tenant Suite 'E'
- Zoning: "M" Manufacturing
- Co-Tenants: Currently vacant
  Request: Use Variation and a Special Use Permit to allow a volleyball facility as a special use in the "M" Manufacturing district

Key Factors

- Details: Proposed use is a volleyball training and instruction center at this location.
- Tenant suite is approximately 50,474 square feet in area and is located at the south end of the building, closest to Exchange Drive.
- A total of 142,610 square feet of tenant space is available at this location. There are no other tenants in this facility at this time.
- History: In 2002, the petitioner had obtained a special use permit for commercial recreation for a 24,000-square-foot facility at this location (215 Exchange). However, in 2004, the petitioner instead obtained another Special Use Permit and located at 220 Exchange Drive.

- Permitted Uses: The proposed use is considered as 'All other amusement and recreation facility' per Article 2, Land Use of the UDO and is permitted as a special use in the "B-2" district, therefore requiring a use variation.
- Parking: There are no specific standards in the UDO for the proposed use. There are a total of 205 parking spaces at this location. At this time, there are no other users at this location. Parking requirements for manufacturing uses are typically low and if the other uses that locate at this site are manufacturing, there would be no parking concerns.

PZC Highlights

- The PZC had no concerns with this request and felt that the request met the Findings of Fact for a special use and recommended **approval (7-0)**.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application, Harris, received 9-6-2013
   B. Floor Plan, received 9-6-2013

2. A use variation is hereby granted to allow a special use for the proposed use classified as 'all other amusement & recreation facilities' at this location.

3. If the facility is expanded in area or intensity, the petitioner shall be required to seek a SUP amendment.

4. The petitioner shall provide a schedule of operations including practice times, game or tournament dates/times, or other significant activities that may affect traffic/parking so that potential traffic conflicts can be evaluated and avoided. The petitioner shall work with staff to ensure that their tournaments or other large events would not negatively affect the available parking or general safety of people utilizing the subject property.

5. All exterior doors must be clearly marked with a door number and have adequate lighting to ensure numbers are visible in the dark.

6. The petitioner will contact the McHenry County Health Department to obtain any necessary permits for food being served at this location.

7. All proposed signage must meet the provisions of Article 4-1000 H, Industrial Signs of the UDO. Permits through the Building Division must be obtained for all signs.

8. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 215 EXCHANGE DRIVE SUITE E

WHEREAS, pursuant to the terms of a Petition (File #2013-47) before the Crystal Lake Zoning Board of Appeals, the Petitioner has requested the issuance of a Land Use Variation and a Special Use Permit to allow Land Use Variation and a Special Use Permit pursuant to Article 2, Land Use of the Unified Development Ordinance to allow a volleyball facility as a special use in the "M" district at the specified location for the property located at 215 Exchange Drive Suite E; and

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

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

Section I: That a Land Use Variation and a Special Use Permit to allow Land Use Variation and a Special Use Permit pursuant to Article 2, Land Use of the Unified Development Ordinance to allow a volleyball facility as a special use in the "M" district at the specified location for the property located at 215 Exchange Drive Suite E for the property commonly known as 215 Exchange Drive Suite E, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application, Harris, received 9-6-2013
   B. Floor Plan, received 9-6-2013

2. A use variation is hereby granted to allow a special use for the proposed use classified as 'all other amusement & recreation facilities' at this location.

3. If the facility is expanded in area or intensity, the petitioner shall be required to seek a SUP amendment.

4. The petitioner shall provide a schedule of operations including practice times, game or tournament dates/times, or other significant activities that may affect traffic/parking so that potential traffic conflicts can be evaluated and avoided. The petitioner shall work with staff to ensure that their tournaments or other large events would not negatively affect the available parking or general safety of people utilizing the subject property.

DRAFT

5. All exterior doors must be clearly marked with a door number and have adequate lighting to ensure numbers are visible in the dark

6. The petitioner will contact the McHenry County Health Department to obtain any necessary permits for food being served at this location.

7. All proposed signage must meet the provisions of Article 4-1000 H, Industrial Signs of the UDO. Permits through the Building Division must be obtained for all signs.

8. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

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

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

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

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-49 Evangelical Free Church

Request: Variation to allow a 4-foot-high fence within the front yard setback and across Oak Hollow Road right-of-way.

Petitioner: David Palsgrove, petitioner
575 E. Crystal Lake Avenue

PZC Recommendation: To approve the petitioner's request and adopt an ordinance granting the Variation to allow the 4-foot-high fence at 575 E. Crystal Lake Avenue for Evangelical Free Church.

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

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Background:

- Existing Use: The property is the Evangelical Free Church. The location of the fence is along the back vacant parcel abutting the Ashton Pointe property.

Key Factors:

- Request: A Variation to allow a 4-foot-high fence in a front yard. The fence would be a split-rail cedar fence. The petitioner considers it a good neighbor fence to simply delineate their property line and not provide a barricade.
- UDO Requirement: The UDO would consider this area the front yard since it is abutting a right-of-way. Fences are limited to 3 feet in height in a front yard.

PZC Highlights:

- The PZC found that the way the UDO defines front yard has created the hardship for this parcel. This is not the front yard and the fence makes sense.
- They also let the petitioner know that this fence was only temporary since when Oak Hollow Road goes through, a portion of the fence will need to be removed.

The PZC recommended **approval (7-0)** of the petitioner's request for a Variation to allow the 4-foot-high fence with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (E-Free Church, received 09/16/13)
   B. Plat of Subdivision (TFW Surveying, dated 07/15/04, received 09/16/13)

2. An opening in the fence shall be provided along the north side of the dedicated right-of-way, aligning with the existing sidewalk on Oak Hollow Road, to allow for a future sidewalk extension prior to the full roadway extension by others.

3. When the roadway occurs, the fence will need to be removed from the portion that lies within the right-of-way. Additional modifications or fence removal may also be necessary beyond the right-of-way to meet other Unified Development Ordinance requirements.

4. Fence posts cannot be placed in any Municipal Utility Easement and the installer will need to verify water main and sewer locations to avoid utility conflicts, especially through the right-of-way.

5. Submit final construction plans for review and obtain a building permit from the Engineering and Building Department.

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

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 575 E. CRYSTAL LAKE AVENUE

WHEREAS, pursuant to the terms of a Petition (File #2013-49) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Variation from Article 4-700 Fences, Walls and Screening to allow a 4-foot-high fence within the front yard setback and in the right-of-way; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variation 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 a Variation be granted from Article 4-700 Fences, Walls and Screening to allow a 4-foot-high fence within the front yard setback and in the right-of-way

at the property commonly known as 575 E. Crystal Lake Avenue, City of Crystal Lake.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (E-Free Church, received 09/16/13)
   B. Plat of Subdivision (TFW Surveying, dated 07/15/04, received 09/16/13)

2. An opening in the fence shall be provided along the north side of the dedicated right-of-way, aligning with the existing sidewalk on Oak Hollow Road, to allow for a future sidewalk extension prior to the full roadway extension by others.

3. When the roadway occurs, the fence will need to be removed from the portion that lies within the right-of-way. Additional modifications or fence removal may also be necessary beyond the right-of-way to meet other Unified Development Ordinance requirements.

4. Fence posts cannot be placed in any Municipal Utility Easement and the installer will need to verify water main and sewer locations to avoid utility conflicts, especially through the right-of-way.

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5. Submit final construction plans for review and obtain a building permit from the Engineering and Building Department.

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

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

_____
CITY CLERK

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

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-52 Select Recovery Repossession

Request: 1) Text Amendment to the UDO to allow a repossession lot as a Special Use in the M Manufacturing Zoning District.
2) Special Use Permit for a repossession lot at 1095 Pingree Road

Petitioner: Tony Sarillo, property owner
1095 Pingree Road

PZC Recommendation: To approve the petitioner's request and adopt ordinances granting the Text Amendment allowing a repossession lot as a Special Use in the M, Manufacturing District and granting a Special Use Permit for Select Recovery Repossession at 1095 Pingree Road.

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

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Background:

- Existing Use: The property has a multi-tenant office building on the site. The building is "L" shaped with parking in front and behind. There are various office, light manufacturing, and commercial recreation tenants in the building.
- Previous Approvals: The property owner received a PUD Amendment to allow a mini-warehouse/self-storage building in the back area. This was administratively amended to allow outside storage in the back area. A portion of this area is where the proposed repossession lot would be fenced in to provide security for the vehicles.

Key Factors:

- Request: A Text Amendment to allow a repossession lot as a Special Use in the M, Manufacturing Zoning District. A Special Use Permit to allow the specific use at this location.
- UDO Requirement: The UDO does not have a use category for repossession lot, towing lot or similar uses. This required the petitioner to seek a text amendment to allow a repossession lot. The zoning district for 1095 Pingree is M- Manufacturing. This zoning

district is the most appropriate to allow a repossession lot. Approving this text amendment would allow a repossession lot with a Special Use Permit on any M zoned property.

PZC Highlights:

- The back area is not paved, but filled with chipped asphalt (roadway grindings). The PZC was concerned that the lot could not be plowed. The property owner stated that they have been plowing the area for the last few years since it was installed.
- The PZC had some concerns over the types of vehicles that could be brought to this location, which could be boats, RVs or other non-passenger vehicles. The petitioner stated that through the years he has been working with the banks, he has only once repossessed a boat. It is typically passenger vehicles like cars, trucks and motorcycles.

The PZC recommended **approval (7-0)** of the petitioner's request for a Text Amendment to allow a repossession lot as a Special Use in the M, Manufacturing zoning district and a Special Use Permit for Select Recovery Repossession with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Select Recovery Inc., received 09/23/13)
   B. Site Plan (Pingree Rakow, dated 09/14/13, received 09/23/13)

2. A video monitored security system must be installed at the property.

3. The fence shall not block the required Fire Rescue Department access.

4. Any spills must be cleaned up and reported as required by the IEPA and City ordinances.

5. The petitioner shall comply with 225 ILCS 422 Collateral Recovery Act and acquire all necessary licenses. **If the State repeals this Act, the petitioner will work with staff to reestablish criteria. (Added by PZC)**

6. The petitioner shall address all of the review comments and requirements of the Police, Fire Rescue, Engineering and Building, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

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

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

WHEREAS, as a result of said hearing, the taking of evidence, and the viewing of exhibits advanced thereat, the Crystal Lake Planning and Zoning Commission did recommend to the City Council of the City of Crystal Lake the granting of the requested text amendment (File #2013-52); and

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

SECTION 1
Article 2 – Table 2-300 Permitted Uses Table

		F	E	RE	R-1	R-2	R-3A	R-3B	O	B-1	B-2	B-4	M-L	M	W	USE CRITERIA	NAICS
Commercial																	
Remote Storage location for a Repossession agency														S			
Repossession Agency														S			

Article 10 - Definitions
Remote Storage location for a Repossession agency: Remote storage location for a Repossession agency means a secured storage facility of a licensed repossession agency designated for the storage of collateral that is a secure building or has a perimeter that is secured with a fencing construction that makes the area not accessible to the public as defined in 225 ILCS 422/ Collateral Recovery Act.

Repossession Agency: Any person or entity conducting business within the State of Illinois, that, for any type of consideration, engages in the business of, accepts employment to furnish, or agrees to provide or provides property locating services, property recovery, recovered property transportation, recovered property storage, or all services relevant to this use.

DRAFT

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

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

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

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

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 1095 PINGREE ROAD

WHEREAS, pursuant to the terms of a Petition (File #2013-52) before the Crystal Lake Zoning Board of Appeals, the Petitioner has requested the issuance of a Special Use Permit to allow a repossession lot for the property located at 1095 Pingree Road; and

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

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

Section I: That a Special Use Permit be issued to allow a repossession lot for the property commonly known as 1095 Pingree Road, Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Select Recovery Inc., received 09/23/13)
   B. Site Plan (Pingree Rakow, dated 09/14/13, received 09/23/13)

2. A video monitored security system must be installed at the property.

3. The fence shall not block the required Fire Department access.

4. Any spills must be cleaned up and reported as required by IEPA and City ordinances.

5. The petitioner shall comply with 225 ILCS 422 Collateral Recovery Act and acquire all necessary licenses. If the State repeals the Act, this petitioner will work with staff to reestablish criteria.

6. The petitioner shall address all of the review comments and requirements of the Police, Fire Rescue, Engineering and Building and Planning and Economic Development Departments.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

DRAFT

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

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

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

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-51 Korte

1. Use Variation to allow an architect's office - classified as a 'Professional Office' in the "R-3B" district;
2. Variation from the required number of 5 parking spaces to allow 3 spaces;
3. Variation to allow an existing nonconformity to expand.

Brian Korte, 35 Burdent Drive, Crystal Lake

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a use variation and variations to allow an architect's office at 185 N. Main Street.

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

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Background:

- Development: Ellsworth Addition to Nunda, recorded 1868
- Existing Uses: Single Family Residence
- Request: Use Variation to allow an architect's office, classified as a 'Professional Office' in the "R-3B" district and variations from the required parking and signage requirements.

Key Factors

Proposed Use: An architect's office at 185 N. Main Street which is a single-family residence with two architects working at this location.

- Very low traffic volume anticipated as they usually visit their clients.
- One or two visitors are expected once every two weeks. Deliveries via UPS would probably occur once or twice per week, when they are busy with projects in construction.

Land Use: Classified as a ''Professional Office'. Per the UDO, a professional office is a principal permitted use in the "O", "B-1", "B-2", "B-4", M-L", and "M" districts.

- An architect's office is permitted as a 'Home Occupation' in the residential districts. However, because the petitioner will not be residing at this location, the use cannot be classified as a Home Occupation.

Architectural Improvements: Adding approximately 150 square feet of useable space to the second floor by extending the existing gable over the current 1-story kitchen area.

- Additionally, they would like to add two dormers and add small shed canopies over the side door and front entry door.
- Because the existing structure does not meet the setback requirements along the front yard (along Main Street) or the yard abutting street (along Sherman Street), the addition of the dormers and shed canopies will be an addition to the nonconformity, thereby requiring a variation.
- The footprint of the structure will not be altered.

Parking: With the proposed addition, 5 parking spaces would be required.

- There is one enclosed parking space and the driveway off Sherman Street would accommodate at least 2 vehicles.
- The petitioner had proposed a site modification that utilized an additional driveway access off Main Street with 2 additional parking spaces off that driveway.
- The Engineering Division has expressed concerns with adding a driveway off Main Street due to the high volumes of traffic along Main Street and the safety of patrons exiting and entering the property. In addition, a large tree in the City's right-of-way would need to be removed to accommodate the driveway.
- Based on the information provided by the petitioner, it appears that very low traffic is expected at this location. A variation from the required number of parking spaces can be granted conditional upon the petitioner adding the required parking spaces utilizing the existing driveway off of Sherman Street and the grassy area to the east, if a need is determined.

Signage: The petitioner originally proposed adding a free-standing sign, 6 square feet in area and 2.5-feet high with no illumination. Residential districts are allowed a free-standing sign up to 6 feet in height and 1 square foot in area. Based on the discussion at the PZC meeting, this request is withdrawn.

PZC Highlights

- Several neighbors were present at the PZC hearing to express their concerns. Some neighbors had concerns that the character of the neighborhood would be impacted by allowing a business use. Specifically, they were concerned that the addition of a sign would alter the residential nature of the neighborhood. Some of the neighbors also expressed concern about the new parking area that was originally proposed.
- The Commissioners were divided in their opinion. A few of the Commission members felt that without the requested sign, the use would be no different than a home occupation. Some of the Commission felt that this would open up the entire area to business,
- Following the discussion, the petitioner withdrew their request for a 6-square-foot sign along Main Street. For residential properties, a one-square-foot sign is permitted.
- The PZC recommended **approval (4-3)** of the request.

The following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Korte, received 9-13-13)
   B. Site Plan (Korte, received 9-9-13)
   C. Proposed Elevations **~~and Sign Details~~** (Korte, received 9-26-13)

2. This Use Variation applies to Korte Architecture only. A new use variation would be necessary for another user, or if the scope of this use is increased.

3. The following variations are granted:
   A. From the required number of 5 parking spaces to allow 3 spaces;
   B. To allow an existing nonconformity to expand, as specified in this petition;
   ~~C. To allow a freestanding sign, 6 square feet in area, closer than 10 feet to the right-of-way.~~ (Sign withdrawn by petitioner)

4. The available parking at this location will be monitored by staff for a period of one year following occupancy. If parking issues are noted, the petitioner will be required to provide additional parking by adding pavement off the existing driveway of Sherman Street.

5. A Building Permit is required for the site alterations and any interior alterations.

6. The petitioner shall work with staff to determine the placement of the free-standing sign such that the sign will not block the sight line triangle for vehicles utilizing Sherman Street. No wall signage is permitted.

7. The petitioner shall address all of the review comments of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING VARIATIONS
AT 185 N. MAIN STREET

WHEREAS, pursuant to the terms of a Petition (File #2013-51) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Use Variation to allow an architect's office - classified as a 'Professional Office' in the "R-3B" district; and Variations from: A. the required number of 5 parking spaces to allow 3 spaces; and B. to allow an existing nonconformity to expand;

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variations 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 a Use Variation to allow an architect's office - classified as a 'Professional Office' in the "R-3B" district; and Variations from: A. the required number of 5 parking spaces to allow 3 spaces; and B. to allow an existing nonconformity to expand be granted for

the property commonly known as 185 N. Main Street, City of Crystal Lake,.

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

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Korte, received 9-13-13)
   B. Site Plan (Korte, received 9-9-13)
   C. Proposed Elevations ~~and Sign Details~~ (Korte, received 9-26-13)

2. This Use Variation applies to Korte Architecture only. A new use variation would be necessary for another user, or if the scope of this use is increased.

3. The following variations are granted:
   A. From the required number of 5 parking spaces to allow 3 spaces;
   B. To allow an existing nonconformity to expand, as specified in this petition;
4. The available parking at this location will be monitored by staff for a period of one year following occupancy. If parking issues are noted, the petitioner will be required to provide additional parking by adding pavement off the existing driveway of Sherman Street.

DRAFT

5. A Building Permit is required for the site alterations and any interior alterations.

6. The petitioner shall work with staff to determine the placement of the freestanding sign such that the sign will not block the sight line triangle for vehicles utilizing Sherman Street. No wall signage is permitted.

7. The petitioner shall address all of the review comments of Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

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

_____
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: October 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-48 Country Financial

Request: Special Use Permit to allow an internally illuminated sign in the Downtown District.

William Layer, petitioner
120 N. Walkup Road

PZC Recommendation: Motion to deny the petitioner's request

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

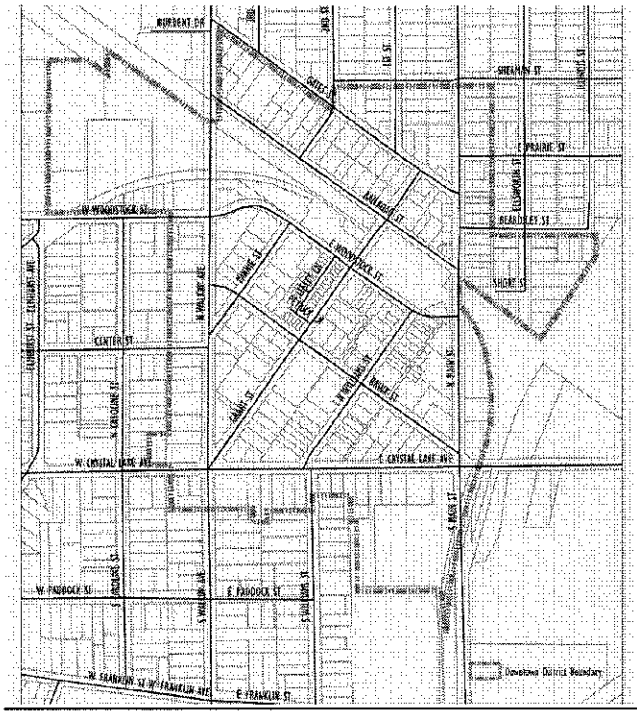
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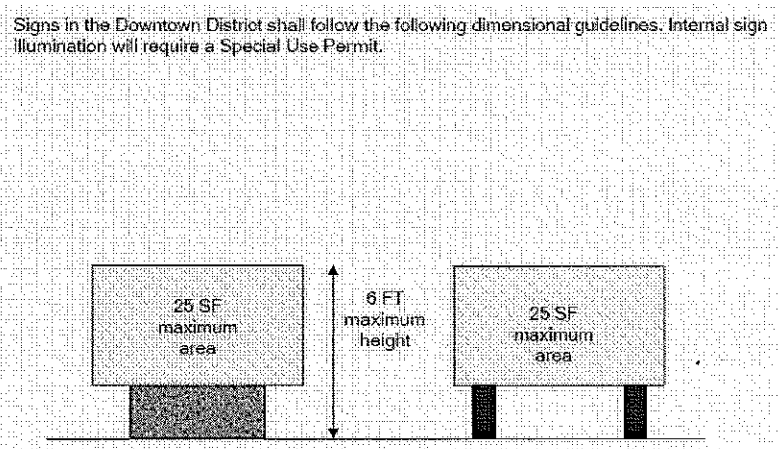
Background:

- Existing Use: The structure is a converted residence. It was previously used as a photography studio. Country Financial currently uses it for their offices.

Key Factors:

- Request: To allow an internally illuminated sign in the Downtown District on the west side of Walkup Road.
- Previous Zoning Ordinance: The previous ordinance established the Downtown District for signs. The permitted signs were a 5-foot-high sign on a 3-foot base and 25 square feet in area.
- UDO Standard: The UDO adopted the same Downtown District for signs and reduced the height of the sign to 6 feet total, but left the 25 square feet in area. Staff also examined the signs in the area, some of which received variations to be installed, to create a standard for signs downtown. The UDO requires that internally illuminated signs in the Downtown District seek a Special Use Permit. See the following attached section from the UDO Appendix.





PZC Highlights:

The Planning and Zoning Commission had the following discussion about the item:

- The Commission did not want to set a new precedent for the west side of Walkup and allow internally illuminated signs. They preferred the look of wooden signs.
- Regardless of color or materials, they wanted to see external illumination.
- They wanted to make sure that the sign would be off between the hours of 11 pm and 7 am.

The Planning and Zoning Commission recommended **denial (6-1)** of the petitioner's request.

If the Council chooses to make a motion to approve, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Dohman, received 09/13/13)
   B. Site Plan (Dohman, received 09/13/13)
   C. Signage (ECD Signs, dated 08/12/13, received 09/13/13)

2. All other signage and all other aspects of this sign must meet the requirements of the Unified Development Ordinance.

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

Votes Required to Pass: A super majority vote (5 votes) is required to overturn the PZC's recommendation for denial.

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date:	October 15, 2013
Item:	Annual Audit for the Fiscal Year 2012-2013
Staff Recommendation:	Motion to accept the Annual Audit for the Fiscal Year 2012-2013
Staff Contact:	Mark F. Nannini, Director of Finance Laura Herrig, Assistant Finance Director

Background:
Attached is the 2012-2013 Comprehensive Annual Financial Report.

State law requires that all general-purpose local governments publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. The Council is requested, as part of standard annual procedure, to accept the City's 2012-2013 Fiscal Year annual audit report.

The report is separated into three sections – Introduction, Financial and Statistical. The Introduction section provides a letter from management on the City's economic development, long-term planning, management practices and awards with acknowledgements.

The Financial section includes a letter from the audit firm followed by detailed information for the fiscal year ended April 30, 2013. This information is presented in summary fashion in the lead schedules and then provides the detailed activity by account and fund.

The last section, Statistical, provides various statistical information on the City of Crystal Lake. This section gives the reader more insight into the revenues, expenses, outstanding debt and miscellaneous statistics.

The audit report, prepared by Selden Fox, Ltd, provides a clean opinion of the City's financial operations for the fiscal year ended April 30, 2013, and for the twentieth consecutive year, the financial report has been prepared to comply with the high standards of the Government Finance Officers Association Certificate of Conformance for Excellence in Financial Reporting Award Program criteria. Members of our audit firm and finance staff will be present at the meeting to

address any questions about these schedules. A motion is requested of the Council for acceptance of the annual audit for the Fiscal Year 2012-2013.

Votes Required to Pass:
Simple majority.

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Website Hosting Agreement

Staff Recommendation: Motion to authorize the City Manager to execute an agreement with Vision Internet Providers, Inc., in the amount of $27,818.63 to provide website hosting services for 4 years, allowing for a 10% contingency.

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

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Background:

During the 2007/08 Fiscal Year, work was begun on the major Information Technology goal of providing a complete content and visual redevelopment of the City's website. Requests for Proposal were issued and a thorough review of the proposals was conducted by a committee comprised of representatives of all City departments. At the conclusion of the extensive review process, which involved interviews with several of the proposers, the Committee recommended the selection of Vision Internet Providers, the lowest responsive and responsible bidder, to develop the City's new website. At the April 1, 2008, City Council meeting, the contract was awarded to Vision Internet Providers, Inc., for the complete redesign of the City's website. After many months of development and design work, the newly designed website was unveiled in early 2009. At that time, the City had been serving as the hosting agent for its website for many years and it was determined, due to the relatively young age of the hosting equipment that it would be beneficial for the City to continue to provide the hosting platform for the website.

The City's website requires various pieces of equipment in order to be properly hosted. Among these are a web server and a Microsoft SQL database server that provides the "engine" behind the website's content management system. The content management system allows the City's various departments to directly edit the website and then have those edits go through an approval process prior to becoming "live" on the website. This system has worked well for the City through the past four (4) years and has allowed the Departments to ensure that their respective web content remains current.

The equipment that allows the City to provide hosting services has now reached the end of its useful life and is in need of replacement. In addition, as new technologies develop and are included in various parts of the City's website, the bandwidth requirements for the hosting of the website continues to increase. This bandwidth is a portion of the City's Internet service and high usage on the website can potentially impact users on the City's network. Moving the hosting of the City's website to outside the City's network was included as a goal in the current Information Technology budget.

As the designer of the City's current website and the developer of the content management system utilized by the website, Vision Internet has proposed a hosting agreement to move the City's website, content management system, and Microsoft SQL database to their hosting servers. Utilizing Vision Internet as the hosting provider not only allows the City to not incur the costs associated with replacing our own hosting equipment, it also places the maintenance responsibility for the hosting equipment with Vision Internet. As part of this agreement, the City will receive the benefit of Vision Internet's redundant data centers in the event hardware problems occur, which is an important component in maintaining service to the public. As Internet technology has progressed over the past decade, residents have become more used to, and dependent upon, the receipt of information and the ability to conduct transactions over the web, and any interruption in website availability is counterproductive.

Moving the hosting of the website to Vision Internet will allow the City to move the website to the most current database and content management system versions which will provide some very important benefits:

- The ability to make the website "mobile ready". This will allow the website to automatically change to a mobile version when it is accessed by mobile devices so that it can be better viewed and used on mobile devices;
- Allowing better integration of social networking applications such as Twitter and Facebook, allowing these feeds to be better displayed;
- Better integration of audio and video files for playback;
- Better integration of the content management system with newer web browsers, such as Internet Explorer 10;
- An online facilities rental capability which could be utilized by Three Oaks for such things as pavilion rentals;
- Improved in-site searching capabilities;
- Improved web traffic reporting, among other improvements.

In addition, the hosting agreement provides for a redesign of the "look" of the City's website by Vision Internet at the end of the fourth year of the agreement at no additional cost to the City. This redesign will be a significant cost savings to the City and will help in maintaining the City's website fresh.

The hosting agreement is for a four (4) year period. The City was able to negotiate changes to the agreement lowering the annual cost escalator from 5% to 3.5% and allowing the City to cancel the agreement after the second year. The annual hosting costs are detailed below:

- Year 1 $6,600.00
- Year 2 $6,831.00
- Year 3 $7,070.09
- Year 4 $7,317.54

The four (4) year total for the hosting services would total $27,818.63.

The proposed agreement was reviewed by the City's legal counsel and staff in the City Manager's Office.

Recommendation:

It is the recommendation of City staff to adopt a motion to authorize the City Manager to execute an agreement with Vision Internet Providers, Inc., in the amount of $27,818.63 to provide website hosting services for a four (4) year period.

Sufficient funding is available in the FY2013-2014 budget for this project.

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 authorized to execute the contract with Vision Internet Providers, Inc., for website hosting services for 4 years in the amount of $27,818.63. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 15th day of October, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 15, 2013
APPROVED: October 15, 2013

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: State of Illinois Joint Purchase Contract for Mobile Data Computers for Public Safety Vehicles

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with CDS Office Technologies for the purchase of fourteen (14) mobile data computers in the amount of $52,150.00 through the State of Illinois Joint Purchasing Program.

Staff Contact: Greg Fettes, Director of Information Technology

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Background:

Every year, as a part of the budget preparation process, Information Technology staff review the City's inventory of Mobile Data Computers with the Public Safety Departments, in concert with long-term planning for equipment replacement, to determine the necessity for replacements during the next Fiscal Year. As a part of this review, age of the equipment and the types of repair orders received over the course of the unit's lifetime are all taken into consideration.

Mobile Data Computers are utilized in both Police and Fire Rescue Department vehicles to provide computer aided dispatching, communications and geographic information system information in the vehicles. In addition, the Mobile Data Computers provide the ability for report writing and computer aided citation issuance as well.

The typical replacement cycle for Mobile Data Computers that are in continuous use is generally every four (4) to five (5) years. As a computer ages, particularly machines that are in continuous use, their electronic components deteriorate. This component deterioration can be hastened and made worse through the challenging conditions encountered by Public Safety vehicles, namely the extremes of heat and cold experienced throughout the year. The most noticeable result of electronic component deterioration is a marked increase in component failures and a significant slowdown in the performance of the machines.

The current Fiscal Year budget provides for the replacement of ten (10) Mobile Data Computers in the Police Department and four (4) Mobile Data Computers in the Fire Rescue Department,

for a total of fourteen (14) replacement units. All of the machines proposed for replacement were purchased and built when Windows XP was the flagship operating system from Microsoft. Windows XP was originally released in 2001. Since that time, Microsoft has released the Windows Vista (released in 2007), Windows 7 (released in 2009) and Windows 8 (released in 2012) operating systems. The Windows XP operating system is currently scheduled for termination of support by Microsoft on April 8, 2014. This termination of support will result in Microsoft no longer releasing updates for the operating system and no longer providing support for machines that encounter software issues related to the operating system after that date.

The core design of Windows operating systems was changed significantly first with Windows Vista (which was not generally well received) and then again with Windows 7. As a result, many new software products and pieces of hardware began to drop support for Windows XP in favor of Windows 7, which can result in difficulties rolling out new software packages and equipment. Older machines running Windows XP generally cannot be updated to the Windows 7 or Windows 8 operating systems because the BIOS (Basic Input Output System) for the motherboard (the main controller in the machine) will not support the newer operating systems. Software drivers for the older video cards, network interface controllers and other machine hardware also generally do not support the newer operating systems.

State Joint Purchasing contracts which have been publicly procured by the State of Illinois, have been awarded to CDS Office Technologies for Mobile Data Computer Technology. The hardware in the State Joint Purchase contracts is Panasonic Toughbook branded hardware, which the City has been utilizing for many years with excellent results.

Sufficient funding is available in the FY2013-2014 budget for this project.

Recommendation:

It is the recommendation of Information Technology to purchase fourteen (14) mobile data computers from CDS Office Technologies in the amount of $52,150.00 through the State of Illinois Joint Purchasing Program.

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 is authorized to participate in the State of Illinois Joint Purchasing Program and that the City Manager is authorized to execute a contract with CDS Office Technologies for the purchase of fourteen (14) mobile data computers in the amount of $52,150.00, from the State of Illinois Joint Purchasing Program.

DATED this 15th day of October, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: October 15, 2013
APPROVED: October 15, 2013

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Parking Lot Snowplowing and Salting Services

Staff Recommendation: Motion to award the bid for parking lot snow removal and salting services to the lowest responsible, responsive bidder, Greve Construction, Inc., and adopt a resolution authorizing the City Manager to execute a contract for the 2013/2014 snow season with Greve Construction, Inc. in the submitted bid amounts, with the option to extend the contract for up to two (2) additional years.

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

Background:

On September 20, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for parking lot snowplowing services for the 2013/2014 snow season. The award of this contract will provide for outsourced services for this time-critical and resource-intensive task. Bidders were asked to provide cost proposals for each of 23 parking areas, including parking lots and on-street parking for snow falls in the amounts of 1"-3", 3.1"-5", 5.1"-9", 9.1"-12" and over 12". The breakdown of the bids received can be found below.

	Parking Lot Price per Push					
	1"-3"	**3.1" – 5"**	**5.1" – 9"**	**9.1" – 12"**	**Over 12"**	**Average**
√Greve Construction Huntley, IL	$2,300.00	$3,800.00	$4,800.00	$3,800.00	$2,300.00	$3,400.00
All Parking Lot Services Barrington, IL	$1,974.00	$2,565.00	$3,325.00	$4,419.00	$6,631.00	$3,782.80

√ Indicates the lowest responsible and responsive bidder

The City also asked that bidders submit prices for sidewalk snow removal around public property and the downtown train depot, as well as pricing for the removal of snow from cul-de-sacs, and a supplemental price for plowing City streets. Parking lots and cul-de-sacs are normally parcels that are plowed as part of the secondary response effort, once the snow has subsided and the main roads are safe for motorists to travel.

Because the number of snow storms, the volume of snow falling during each storm, and the contractor's utilization is event specific, the total annual contract price cannot be known prior to the snow season.

Discussion:

This bid was publicly posted, per standard procurement procedures. In addition, the invitation to bid was emailed to thirteen (13) different companies who provide this type of service in the area. Despite this solicitation, the City received only two bids. Those who opted not to bid the project indicated that the City's infrequent use of the contractor, no guarantee, or their current workloads dissuaded them from pursuing the contract with the City. While the use of a contractor is necessary to fight certain storms, the conditions of many storms allow Public Works Department staff to perform these snow removal services in-house.

Recommendation:

The outsourcing of these snowplowing services is a significant factor in the Public Works Department's snow-fighting plan. Many of the parking lots to be plowed are commuter lots and the window of opportunity for plowing these lots, when no cars are present, is between 1:30 am and 4:30 am. By outsourcing this service, uninterrupted plowing and salting of all nineteen (19) roadway routes can remain the Public Works Department's top priority, while still clearing snow from commuter and other City-owned parking lots and parking areas. The Streets Division Superintendent will make all determinations as to when City crews will provide snow removal/salting services and when the contractor will be called in, based upon the timing and intensity of each storm and any special circumstances needed to successfully fight the storm.

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Staff has verified references of Greve Construction, Inc and received favorable feedback. Greve Construction, Inc currently has snow removal contracts for large retailers in the Crystal Lake area. It is staff's recommendation to award the 2013/2014 season parking lot snowplowing bid to the lowest responsible, responsive bidder, Greve Construction, Inc, in the submitted bid amounts, with the option to extend the contract for up to two additional years.

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 Services Agreement between the CITY OF CRYSTAL LAKE and Greve Construction, Inc for snowplowing and salting services for the 2013/2014 snow season with the option to extend the contract for up to two (2) additional snow seasons in the submitted bid amounts.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Engineering Services for Bid Preparation and Inspection of Painting of Ground Storage Water Tanks at Water Treatment Plant #4.

Staff Recommendation: Motion to award the proposal for the engineering services for the rehabilitation of the two Water Treatment Plant #4 ground storage water tanks to the lowest responsive and responsible proposer, Dixon Engineering Inc., and adopt a resolution authorizing the City Manager to execute a service agreement with Dixon Engineering Inc., in the amount of $52,586.00, and approve changes in scope by 10 percent of the original price.

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

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Background:

The City of Crystal Lake's water system includes four elevated water storage tanks and four ground storage water tanks. Seven of these water tanks are constructed of steel and one of concrete. The Ambutal Water Tower, McCormick Water Tower, and Water Treatment Plant #3 Ground Storage Tank were rehabilitated in the past three years, and Bard Water Tower is currently under rehabilitation. The two ground storage water tanks at Water Treatment Plant #4 (Knaack Blvd.) are due for maintenance in the coming year.

The two steel tanks located at WTP #4 were constructed in 1994, each with a 1.5 million gallon capacity. These tanks have not been repainted since installation and are in need of rehabilitation at this time.

To ensure that proper maintenance is performed, the City solicited proposals for a consultant engineer to oversee the project. The engineering firm shall create specifications for all required rehabilitation work and monitor field work to ensure the reliability of the containment, quality of the sandblasting, and that all work is performed in accordance with the plans and specifications as set forth in the contract. In addition, the resident engineer will inspect the integrity of the welding, and verify that the contractor is using proper coating applications.

Discussion:

On October 1, 2013, the City received proposals from three engineering firms for the creation of rehabilitation specifications, inspection, and resident engineering services for the painting of the two Water Treatment Plant #4 ground storage water tanks. The following is a breakdown of the proposals received for engineering services for the Water Treatment Plant #4 ground storage water tanks project.

	Price Submitted
√ Dixon Engineering Antioch, IL	$52,586.00
Christopher B. Burke Rosemont, IL	$57,081.00
Thomas Engineering Lombard, IL	$86,217.22
CMT Engineering Aurora, IL	No Bid

√ Indicates the lowest responsive and responsible proposer.

Recommendation:

It is the recommendation of staff to award the contract for the engineering and inspection services for the Water Treatment Plant #4 Ground Storage Water Tanks Painting and Maintenance work to the lowest responsive and responsible proposer, Dixon Engineering Inc., in the amount of $52,586.00, with a contingency of up to 10% of the contract value for any unforeseen work required beyond the scope of this project.

Votes Required to Pass:

A simple majority vote is needed to approve the authorizing resolution.

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Dixon Engineering, Inc. for the engineering and inspection services for the Water Treatment Plant #4 Ground Storage Water Tanks Painting and Maintenance work in the amount of $52,586.00 with a 10% contingency for unforeseen expenses.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Well #12 Repair & Rehabilitation

Staff Recommendation: Motion to award the proposal for repair work on Well #12 to the lowest responsible and responsive proposer, Municipal Well & Pump, and adopt a Resolution authorizing the City Manager to execute a service agreement with Municipal Well & Pump in the submitted proposal amount with a 10% contingency for unforeseen expenses.

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

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Background:

On October 8, 2013, the City of Crystal Lake publicly opened and read aloud the proposals received to perform repair and rehabilitation work to Well #12. Well #12 is located at Water Treatment Plant #3 (850 Virginia Road), and was last serviced in 2009. This well experienced a failure in September of 2013 and was placed out of service. The production of this well has been slowly declining over the last two years.

Well #12 Project:

When performing repairs and maintenance on a submersible well pump, predicting the required repair and rehabilitation cost is impossible to calculate until the pump has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit proposal pricing that includes hourly labor rates, material pricing, and equipment cost for possible repairs and services that may be needed. The City has also included specified well rehab work required on this well to improve the production.

The table on the following page includes pricing for all of the work that staff anticipates for the Well #12 project:

Proposer	Base Price	Well Rehab (Specified)	Total Proposal *Base and Well Rehab*
√Municipal Well & Pump Waupun, WI	$ 29,922.00	$14,785.00	$ 44,707.00
Water Well Solutions Elburn, IL	$28,839.75	$16,364.25	$ 45,204.00
Olson Commercial Inc. Ridott, IL	$30,482.15	$20,514.43	$50,996.58
Layne-Christensen Aurora, IL	$29,971.00	$24,969.00	$54,940.00

√ Indicates the lowest responsive and responsible proposer

The base proposal price includes anticipated repairs that are necessary for the well, as well as costs for pulling the pump and motor, inspection of all equipment, replacement of the pump and motor, and blasting and painting the column pipe. There are various methods of rehabilitation work that can be performed to wells. The well rehab work that was specified is for a type of well rehab work that will improve the well's productivity.

Recommendation:

The Public Works Department has reviewed all proposals received for completeness and accuracy in accordance with the request for proposals. Municipal Well & Pump has submitted the lowest responsible and responsive proposal per the specifications stated in the proposal document and based on a typical scenario and anticipated repairs needed. The Public Works Department staff has used Municipal Well & Pump for other projects and they have been a very responsive contractor. It is, therefore, the recommendation of staff to award the proposal to the lowest responsive, responsible proposer, Municipal Well & Pump to perform the work on Well #12, in accordance with the terms and conditions of the proposal document.

There are sufficient funds in the FY 2013/14 Budget for this expense.

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 service agreement with Municipal Well & Pump for Well #12 Repair & Rehabilitation, in the submitted proposed amount with a 10% contingency for unforeseen expenses.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 24

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Acquisition of Right-of-way and Easements for the South Main Street Improvement

Staff Recommendation: Motion to adopt a resolution approving the negotiated sum, authorizing the execution of any agreement or documents, and authorizing payment to a property owner for right-of-way and easements needed for the South Main Street Improvement.

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

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Background:

The improvement to South Main Street is a programmed construction project that will widen Main Street to a five-lane section from Liberty Drive to Jennings Drive. This improvement will tie into the Rakow Road improvements to the south and the improvements to Route 14 and Main Street, completed in 2002, to the north. The City has obtained $1.5 million in federal Surface Transportation Program funding for the construction.



This project will create a continuous four-lane roadway between Rakow Road and Crystal Lake Avenue and eliminate the traffic bottleneck that currently exists in the City's primary gateway to the Route 14 commercial corridor from the south. The specific project scope includes:

- Widening and resurfacing;
- Upgraded storm sewer;
- Enhanced warning system along Virginia Road for emergency vehicles exiting the fire station;
- Upgraded traffic signals with illuminated street name signs; and
- Installation of dual modular block retaining walls in front of Mayfair Carpet.

Included in the proposed scope of improvement is the intersection of Main Street/Pyott Road and Virginia Road. Three legs of this intersection, the Pyott Road leg and the two Virginia Road legs, are under the jurisdiction of McHenry County. In addition, the traffic signal system at the intersection is under the jurisdiction of the County. McHenry County will be financially participating in the improvements along their sections of roadway, which includes participation with Phase II Engineering, the right-of-way and easement acquisition, the construction, and the Phase III Engineering.

In order to complete the project, the City needs to acquire right-of-way and easements from property owners adjacent to South Main Street using the Federal Process. Appraisals were completed for each property using an approved negotiator to negotiate a price for the needed right-of-way and easements with the property owners. The County has come to terms with two additional property owners for right-of-way required for the project along County highways.

Property Address	*PIN*	*Appraisal Amount*	*Settlement Amount*	*Area Acquired (Acres)*	*Deeded To*
930 Pyott Road	19-08-429-013	$12,700	$15,200	0.024	County
835 Virginia Rd 824 South Main St 93 Berkshire Dr	19-08-427-005	$18,000	$20,000	0.127	County
900 Pyott Road	19-08-429-004	$16,000	$17,250	0.038	County

City and County staff reviewed the settlement amounts and have deemed them acceptable. The City Attorney has also reviewed the information and deemed it acceptable. In addition, the County will reimburse the City for properties that will be deeded to the County, as outlined in the intergovernmental agreement executed in 2011. The County has approved the settlement amounts for the ROW that will be deeded to them.

The City has budgeted for this acquisition, and has sufficient reserves in its MFT fund for the acquisition. The City's Negotiator continues to work with several other property owners, and the City will bring those before City Council when they are ready for approval.

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 negotiated sum for right-of-way and easement needed for the South Main Street Improvement for the following property is hereby acceptable, that the City Manager be authorized to execute any agreements or documents related to acquiring the right-of-way or easement, and that City staff be authorized to remit payment for right-of-way and easements:

- 930 Pyott Road (PIN 19-08-429-013): $15,200.00
- Various Addresses (PIN 19-08-427-005): $20,000.00
- 900 Pyott Road (PIN 19-08-429-004): $17,250.00

DATED this fifteenth day of October, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: September 3, 2013
APPROVED: September 3, 2013

Agenda Item: 25

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Crystal Lake Centennial Winter Festival Agreement Authorization for Vendors, Operators, and Entertainers.

Staff Recommendation: Motion to adopt a resolution authorizing execution of agreements with vendors, operators, and entertainers for the Crystal Lake Winter Festival.

Staff Contact: Eric Helm, Deputy City Manager
Jeffrey Mawdsley, Administrative Analyst

Background:

The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014). A City Centennial Committee has been established to develop, support, and implement a 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. As part of the final report, the committee recommended holding a signature winter event. This event will be held as part of a co-branding program of all the event that occur in Crystal Lake on November 29 with the Festival of Light parade and concluding with a performance of the Nutcracker Suite at the Raue Center on December 22.

City Staff have been meeting with the Park District, Lakeside Legacy, and the Centennial Events Planning Committee to develop a plan for the signature winter event, which has been named the Centennial Winter Festival. These groups are working together to plan a series of activities for both Main Beach and the area around the Dole Mansion. The outline of the plan is attached.

City staff is seeking approval of some of the contracts needed for the attractions of the festival.

- Record-A-Hit Entertainment will provide three attractions for the festival: Dance Heads, an Ice-Less Skating rink, and a Trackless Train. The cost for these attractions is $5,995.00
    - Dance Heads will superimpose the oversized heads of up to three participants onto professional dancers' bodies while they sing and dance to some of the most popular hits of all time. The outrageous effect is completed with animated backgrounds, professional choreography, and creative costuming. The participants can take home a DVD of their performance. This will be setup in the Dole Mansion.
    - The ice-less skating rink is made up of high density interlocking pieces that allow participants to skate using real ice skates. This attraction will be setup inside the Main Beach building.
    - The trackless train will be a small train perfect for small children.
- Raging Buffalo will be providing two snowboarding activities. They will be setup outside of the Main Beach Building. The cost for these activities is $1,600.00.
    - The snowboarding rail jam will let participants negotiate a series of snow features, like boxes and rails.
    - The Burton Riglet Kids Park is a series of ramps that allow small children to learn how to snowboard.
- Nadeau's Ice Sculptures will be making a series of ice carvings for the event, and will be doing live demonstrations of ice carving throughout the day. The cost is $4,266.85
- Ed's Rental will be providing a tent for the annual Park District Skate and Ski sale. This will be setup outside of the Main Beach building. The cost for the tent rental is $615.00.

Other remaining agreements for such items as entertainment, outdoor decorations, and other activities will be presented at a future City Council meeting.

Votes Required to Pass:

Simple majority vote of the City Council.

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 agreements with vendors, operators, and entertainers for the Crystal Lake Centennial Winter Festival.

DATED this fifteenth day of October, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: October 15, 2013

APPROVED: October 15, 2013

Agenda Item No: 26

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Walkup Road Concrete Wall Discussion

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

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Background:

Earlier this summer, 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 an engineered stone veneer on the concrete wall as the preferred option, but at no cost to the City.

The photo below depicts the existing conditions of the concrete wall as of October 8, 2013.



On August 7, 2013, the County Transportation Committee discussed the City's most recent July 11, 2013 request. The committee provided direction to the County Engineer to authorize a cost sharing of 25 percent County and 75 percent City, with a maximum County participation of $20,000. The committee also indicated that any aesthetic treatment would need to be maintained by the City, and that the County would not participate in the cost for any other wall enhancements in the City. A copy of the September 19, 2013 correspondence from the County and the Transportation Committee meeting minutes are attached.

A summary of the previous correspondence with McHenry County for the implementation of the potential concrete wall enhancement is included below:

Date of Proposal	Proposed Cost Sharing	Estimated Cost @ Time of Proposal	Perpetual Maintenance By
5/13/13 (by County)	▪ 50% County ▪ 50% City	~$74,000 (Estimate by County) ▪ County = $37,000 ▪ City = $37,000	City
7/11/13 (by City)	▪ 75% County ▪ 25% City	~$112,000 (Estimate by City) ▪ County = $84,000 ▪ City = $28,000	County
8/19/13 (by County)	▪ 25% County (max. $20k) ▪ 75% City	~$112,000 (Estimate by City) ▪ County = $20,000 ▪ City = $92,000	City

Request:

Staff seeks the City Council's direction with regards to the latest terms outlined in the County's written request to execute a *letter of intent.* If it is the Council's desire to move forward with an aesthetic treatment for the concrete wall and budget for this improvement, feedback is requested regarding the previously discussed stone veneer, or whether a less costly alternate treatment such as a textured masonry coating is acceptable. A data sheet and color/texture catalog for one example of a masonry coating (*Thorocoat® DOT* coating by BASF) is attached.

Votes Required to Pass:

Discussion Only

Agenda Item No: 27

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: City Treasurer Appointment

Staff Recommendation: Motion to approve the appointment of George J. Koczwara as City Treasurer.

Staff Contact: Gary J. Mayerhofer, City Manager

Background:
Current Finance Director Mark Nannini notified the City that he has accepted the position of Chief Financial Officer for the Illinois Municipal Retirement Fund (IMRF). This is a significant career advancement and an incredible opportunity for Mark. His last day with the City will be November 1, 2013.

In order to plan for the smooth transition in the Finance Department, Deputy City Manager George Koczwara has been appointed as Interim Finance Director. In this capacity, George will work closely with Assistant Finance Director Laura Herrig to ensure operational continuity.

The Council is requested to approve the appointment of Interim Finance Director, George J. Koczwara, as City Treasurer effective November 1, 2013. Per the City Code, the position of City Treasurer is appointed by the Mayor and approved by the City Council. Attached is a copy of the ordinance regarding the City Treasurer position.

Votes Required to Pass:
Simple majority.

Agenda Item No: 28

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Approved Financial Institutions

Staff Recommendation: Adopt a resolution authorizing the annual list of approved financial institutions

Staff Contact: George Koczwara, Deputy City Manager
Mark Nannini, Director of Finance
Laura Herrig, Assistant Director of Finance

Background:
Adoption of this resolution is merely an annual procedural requirement. This annual disclosure is presented to provide information relating to the individuals who have been designated as official signatories on the City's accounts, designated financial institutions and general functions that will be performed. This information was last reviewed by City Council in December, 2012.

Attached is a resolution that discloses the banks and brokerage firms along with the designated signatories.

Votes Required to Pass:
Simple majority.

DRAFT

RESOLUTION

WHEREAS, the City Council of the City of Crystal Lake, McHenry County, Illinois has previously adopted a Resolution which designated certain financial institutions as depositories for City Funds and designated signatories; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS, Gary J. Mayerhofer, City Manager, George J. Koczwara, Deputy City Manager/Interim Director of Finance, Nick Kachiroubas, City Clerk, and Laura Herrig, Assistant Finance Director of the City of Crystal Lake are hereby designated as official signatories. These signatories can conduct business at the following institutions conducting business with the City of Crystal Lake: Amalgamated Bank of Chicago, American Community Bank and Trust, Associated Bank, Bank of America, BMO Harris Bank, BMO Harris Financial Advisors, BNY Mellon, Charter One Bank, Chase Bank, Citibank, Cornerstone National Bank and Trust, Countrywide Bank, Crystal Lake Bank and Trust Company, Fifth Third Bank, LaSalle Bank, MB Financial, First Merit Bank, First Midwest Bank, First Tennessee, Golden Eagle Community Bank, Home State Bank, Key Bank, LaSalle Street Securities, Mischler Financial Group, Morgan Stanley Smith Barney, PNC Bank, Park National Bank, PMA Financial, RW Baird and Company, US Bank, Wells Fargo Bank, Wintrust Financial (Wayne Hummer Investments) and Illinois Funds.

One of the aforementioned persons will initiate the transaction and a second person will confirm deposits and withdrawals of funds from any of the said bank accounts. The City of Crystal Lake reserves the right to conduct business with the above-mentioned institutions as determined necessary. This includes a depository account, wire transfer agreements, third party surety agreements, safekeeping agreements, collateral agreements and lockbox agreements. For the purpose of transaction clearing and safekeeping or the purchase of insured certificates of deposit, the above are authorized to act on behalf of this entity as its agent with respect to such accounts and agreements. The intent is to earn the highest returns on its investments at the lowest cost and risk.

DATED this 15th day of October, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

Agenda Item No: 29

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Appointment to Firefighters Pension Board of Trustees

Staff Recommendation: Approval of Mayoral appointment of Interim Director of Finance/Treasurer George Koczwara to the Firefighters Pension Fund Board of Trustees.

Staff Contact: James P. Moore, Fire Rescue Chief

Background:
Previously, Director of Finance Mark Nannini was appointed to the Firefighters' Pension Fund Board of Trustees. Because he has accepted a position with another organization, it will be necessary to appoint someone else to the Firefighters Pension Fund Board of Trustees. It is recommended that Interim Director of Finance, George Koczwara, be appointed to the Firefighters Pension Fund Board of Trustees.

The membership of the Firefighters Pension Fund Board of Trustees is governed by Public Act 94-0317 which states:

> *"Beginning on the 3rd Monday in April, 2006, the board for each municipality or fire protection district shall consist of 5 members. Two members of the board shall be appointed by the mayor or president of the board of trustees of the municipality or fire protection involved. Two members of the board shall be active participants of the pension fund who are elected from the active participants of the fund. One member of the board shall be a person who is retired under the Firemen's Pension Fund Act of 1919 or this Article who is elected from person retired under the Firemen's Pension Fund Act of 1919 or this Article."*

Recommendation:
Confirm the Mayoral appointment of the Interim Director of Finance/Treasurer George Koczwara to replace Mark Nannini on the five-member Firefighters Pension Fund Board of Trustees.

Votes Required to Pass:
A simple majority vote

Agenda Item No: 30

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute a Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150.

Staff Contact: Ann Everhart, Human Resources Director

Background:

Tonight we present for review to the Mayor and City Council a new collective bargaining agreement that is the result of very productive negotiations between the City of Crystal Lake and the International Union of Operating Engineers Local 150. This contract provides the City and our public works employees a five (5) year contract period which includes: changes to levels relative to on-call pay; a fiscal year cap on the accrual of compensatory time; the addition of electronic response to alarms through SCADA technology; the elimination of the sick payout for new employees hired after May 1, 2013; annual increases to the Public Works Pay Plan at the levels of 2% in year one, 2.25% in year two, 2% for year three, 2.25% for the fourth year and 2.5% for the last year of the contract; compliance with state and federal regulations; as well as clear and consistent contract language. This contract was ratified by the union members and signed by them on October 1, 2013.

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 is authorized to execute the Collective Bargaining Agreement between the City of Crystal Lake and the International Union of Operating Engineers Local 150.

Dated this 15th day of October, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed:
Approved:

Agenda Item No: 34

City Council
Agenda Supplement

Meeting Date: October 15, 2013

Item: Board, Commission and Committee Reappointments and Appointments

Mayor's Recommendation: Motion to reappoint members to the Economic Development Committee and appoint members to the Economic Development Committee, Historic Preservation Commission, and the Library Board as indicated below.

Contact: Aaron T. Shepley, Mayor

Background:

Economic Development Committee

- The membership terms of Haig Haleblian, Jeffrey DeHaan and Keith Saidler expired on September 30th. All three are interested in reappointment to a 3-year term on the Committee.
- Tom Riley has submitted his resignation as a member of the EDC, which will create a vacancy on the Committee.
- Nick Kachiroubas has recommended the appointment of Paul Leech, owner of the Cottage, to this vacancy (Term expiration 9/30/15). Mr. Leech has been attending the EDC meetings for some time now and is interested in appointment to the EDC. Per James Richter, the members of the EDC are in favor of the appointment.

Historic Preservation Commission

- There is currently a vacancy on the Commission due to the resignation of HPC member Austin Taylor.
- Ryan Pettit has submitted his request for appointment to the vacancy (Term expiration 6/30/15). (Please see the attached letter and resume.)
- Michelle Rentzsch is aware of Mr. Pettit's request and stated that the Commission members would be very pleased to have Mr. Pettit appointed to the HPC.

Library Board

- There currently is a vacancy on the Library Board.
- Library Board member Terri Reece recommended that Vanessa Baker apply for the position. (Please see the attached email.)

Appointments to the Library Board are nominated by the Mayor and confirmed by the City Council. Appointments and reappointments to the Economic Development Committee and Historic Preservation Commission are nominated and confirmed by the Mayor and City Council.

Should the Council have any questions, please contact Mayor Shepley.

Votes Required to Pass: Simple majority