CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 18, 2025
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 4, 2025 Regular Meeting**
5. **Accounts Payable**
6. **Public Presentation**
   The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
   a. **Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678, Irishfest, Saturday, March 8, 2025**
   b. **Private Activity Bond Volume Cap Reservation**
   c. **Annual Adoption of the Zoning Map**
   d. **Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Prairie Ridge High School Homecoming Parade, Friday, September 26, 2025**
   e. **Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake South High School Homecoming Parade, Monday, September 22, 2025**
   f. **Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake Central High School Homecoming Parade, Friday, October 3, 2025**
   g. **Special Event Request - Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver – December 7, 2025**
   h. **Special Event Request - Half Marathon – Closing Lake Street (at Main Beach) and Grant Street – Sunday, August 31, 2025**
10. **City Code Amendment to Increase the Number of Class 14 Liquor Licenses – Applicant: Spartan Axe Inc., d/b/a Spartan Axe Throwing, 975 Nimco Drive, Unit D**

11. 132 Heather Drive - Variation to reconstruct a garage on an existing slab 16.76 feet from the rear yard setback, an encroachment of 48 feet into the 64.68-foot setback and 3.88 feet from the side property line, an encroachment of 1.1 feet into the 4.9-foot side yard setback

12. M'Lady Nissan Temporary Use Permit request for the temporary storage of vehicles

13. Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and approving the continuation of an eight-month consultant contract with A5 Branding + Digital from May 1, 2025 to December 31, 2025 to align with our new budget year and marketing initiatives for Fiscal Year 2025

14. Purchase of twenty-seven (27) Cradlepoint R1900 Series routers

15. Bid Award – 2025 Street Resurfacing Program

16. Bid Award – 2025 Annual Sidewalk, Curb, and Pedestrian Ramp (ADA) Replacement Program

17. Bid Award – Construction of the Three Oaks Recreation Area Stormwater Pump Station

18. Bid Rejection and Award – Pricing and Delivery of Cation Exchange Resin

19. Ordinance waiving the procurement requirements under City Code Section 102-3 and awarding the contract for Backflow Assembly Third-Party Reporting Services to Backflow Solutions, Inc., doing business as BSI Online

20. Bid Award – Brink Alley and Public Works Parking Lot Resurfacing

21. Board and Commission Reappointments – Planning and Zoning Commission

22. Board and Commission Reappointments – Economic Development Committee

23. Council Inquiries and Requests

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

25. Reconvene to Regular Session

26. Adjourn

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

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678, Saturday, March 8, 2025

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

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City has received a request from the St. Elizabeth Ann Seton Knights of Columbus Council #10678 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their Irishfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, March 8, 2025 from 5:00 p.m. to 11:00 p.m.

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

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

Votes Required to Pass:
Simple majority



St. Elizabeth Ann Seton Catholic Church

1023 McHenry Avenue
Crystal Lake, Illinois 60014

Rev. John Kladar
Pastor

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

January 27, 2025

City of Crystal Lake
100 W. Municipal Street
Crystal Lake, IL 60014
Attn: City Council
Re: Knights of Columbus Temporary Liquor License Application

To Whom it May Concern:

St Elizabeth Ann Seton Parish has given permission to the Knights of Columbus Council 10678 to hold an Irish Fest in its Community Center on the evening of March 8, 2025.. The Knights have requested and have been given conditional approval to sell beer and wine between the hours of 5:00 and 11:00 pm on March 8, 2025. The K of C will be responsible for obtaining liability insurance for this event, as well as a Class 16 temporary liquor license, before receiving final permission.

God Bless,

Fr. John Kladar
Pastor

Office: (815) 459-3033 Fax: (815) 459-3040

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

January 26, 2025

City of Crystal Lake
100 W. Woodstock St
Crystal Lake, IL 60014
Attn: City Council

Mayor Haleblian and Council Members;

We are writing to request approval for a Class 16 temporary liquor license for our Irishfest celebration, which will be held on Saturday, March 8,2025, at St. Elizabeth Ann Seton's Community Center on McHenry Avenue in Crystal Lake. Our plans include dinner, music, Irish dancers, and a 50/50 raffle (this license is being applied for as well).

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

Members of the Knights of Columbus Council #10678 have volunteered to handle the sale of beer and wine, as well as security, emergency medical, and taxi services, if needed. Wristbands will be used to designate those whose identification shows them to be at least 21 years of age. The Knights have worked in this capacity at a number of similar functions, without incident, and are confident they will be responsible stewards in this area of the event.

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

Sincerely,

K M. Campbell

Kevin Campbell – Past Grand Knight and Chairman
(480) 332-2884

K of C 10678

CITY OF CRYSTAL LAKE

Class "16"
Temporary Liquor License

General Information:

- A Class "16" **Temporary** Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.
- Issuance of a Class "16" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

1. Applicant's full name St Elizabeth Ann Seton K of C Coun. 10678
(Must be not-for-profit organization)
Address 1023 S. McHenry Ave Crystal Lake, IL 60014 Phone Numbe [redacted]

2. Location where beer and wine will be sold:
Church Community Center at 1023 S. McHenry Avenue Crystal Lake, IL 60014

3. Dates of the event (**not to exceed three (3) days**): MARCH 8, 2025

4. Hours of operation: 6:00 - 11:00 pm

5. Describe the type of crowd and traffic control licensee will utilize. Mature (church) Crowd, in dor event. Wrist bands required to purchase beer/wine Security provided by K of C volunteers

6. Describe plan for refuse pickup. Use of church's dumpsters. Full Clean-up will follow immediately after the events

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

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

[signature] 1/30/25
Signature of President Date

[signature] 1-30-25
Signature of Secretary Date

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

AFFIDAVIT

STATE OF ILLINOIS)
COUNTY OF MCHENRY)

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

Signature of President

Signature of Secretary

Subscribed and sworn to before me this 30
day of January, 2025.

Notary Public

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

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

2025 Irishfest – Bar Staff

Mike Scronce
2956 Talaga Drive
Algonquin, IL 60102

Kevin Campbell
11 Steiner Court
Algonquin, IL 60102

Jim McCarthy
1381 Lucerne Drive
Crystal Lake, IL 60014

Joe Oskerep
4370 Barharbor Drive
Lake in the Hills, IL 60156

Greg Squiers
1713 Hartford Lane
Crystal Lake, IL 60014

Jerry Ward
400 Adare Dr
Cary, IL 60013-1500

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/27/2025

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

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

PRODUCER	CONTACT NAME: Will Maddux
East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No): E-MAIL ADDRESS: info@theeventhelper.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Lloyds Syndicate 2623	AA-1128623
INSURER B: Lloyds Syndicate 623	AA-1126623
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
St Elizabeth Ann Seton Knights of Columbus Council 10678
c/o Kevin Schroeder
1023 S MvHenry Ave
CRYSTAL LAKE IL 60014

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [X] CLAIMS-MADE [ ] OCCUR Host Liquor Liability [X] Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	N	EH-771325-L3573539	03/08/2025 12:01 AM	03/09/2025 12:01 AM	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Deductible	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

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

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 200, Event Type: Fund Raising Dinner. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER

City of Crystal Lake
100 W Woodstock St
Crystal Lake IL 60014

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Will Maddux

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):
City of Crystal Lake 100 W Woodstock St Crystal Lake, IL 60014
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:
If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

© Insurance Services Office, Inc., 2012

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East Main Street Insurance Services, Inc.
Will Maddux
PO Box 1298
Grass Valley CA 95945

CONTACT NAME: Will Maddux
PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No):
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							DAMAGE TO RENTED PREMISES	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Deductible	$ 1,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

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CERTIFICATE HOLDER
St Elizabeth Ann Seton Catholic Church
1023 McHenry Ave
Crystal Lake IL 60014

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

AUTHORIZED REPRESENTATIVE
Will Maddux

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COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

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St Elizabeth Ann Seton Catholic Church 1023 McHenry Ave Crystal Lake, IL 60014
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

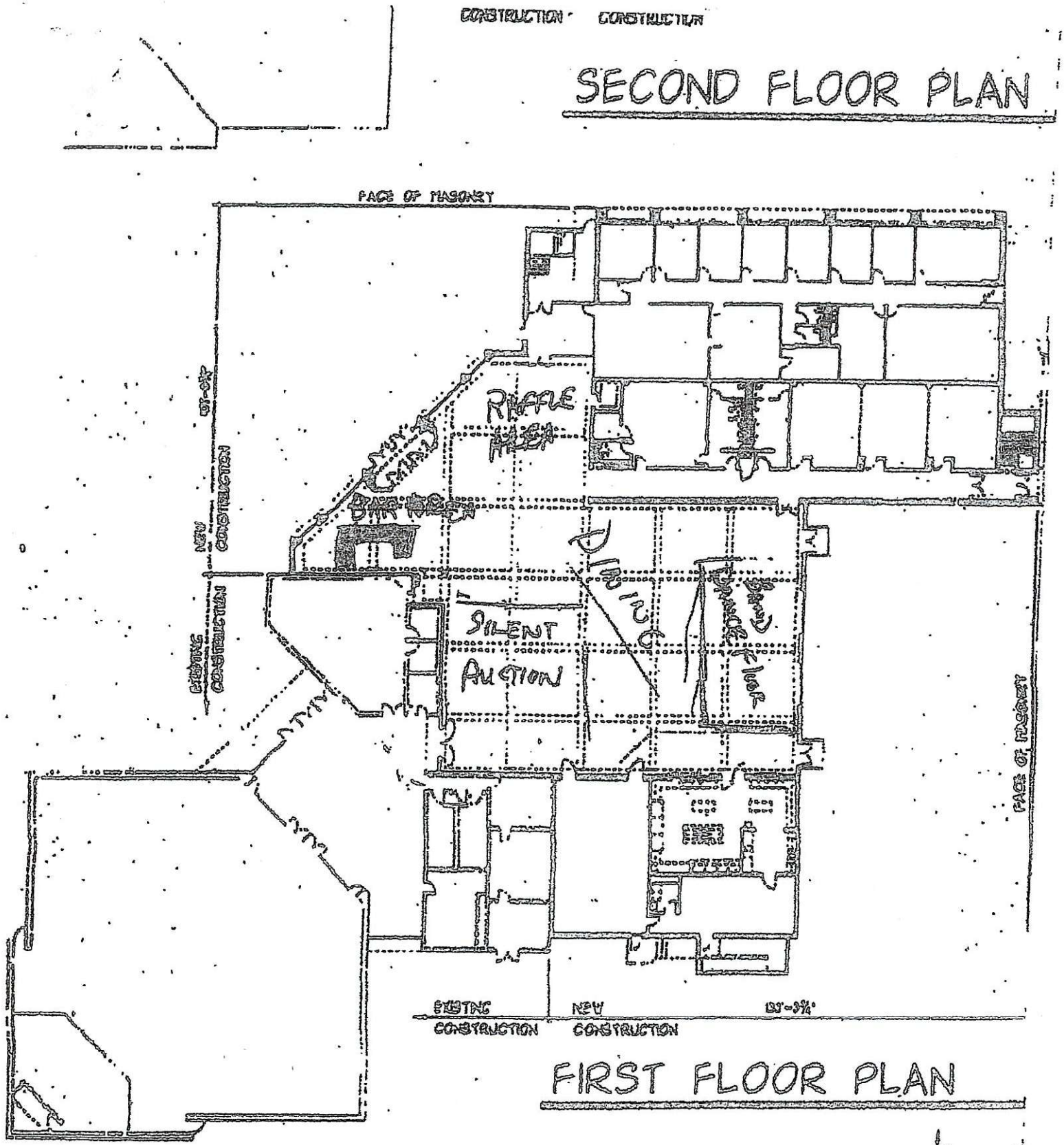
B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:
If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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CONSTRUCTION
CONSTRUCTION
SECOND FLOOR PLAN
FACE OF MASONRY
RAFFLE
BAR
SILENT
AUCTION
DANCE FLOOR
NEW CONSTRUCTION
EXISTING CONSTRUCTION
FACE OF MASONRY
EXISTING CONSTRUCTION
NEW CONSTRUCTION
FIRST FLOOR PLAN
PLAN NORTH
OVERALL FLOOR PLANS

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Private Activity Bond Volume Cap Reservation

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

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

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

For 2025, each home rule municipality is authorized a volume cap amount equal to $130 per capita. Using this formula, Crystal Lake's allocation equals $5,311,930, based upon the City's assigned population of 40,861.

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

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

Votes Required to Pass: A simple majority vote.

Ord. No.
File No.

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

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

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended *(the "Code"),* provides that the Municipality has volume cap equal to $130 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

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

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2025 to be applied toward the issuance of private activity bonds *(the "Bonds"),* for unidentified projects, as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

SECTION I: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2025, in the amount of $5,311,930 based upon the State of Illinois assigned population of 40,861, is hereby reserved by the Municipality, which shall issue Bonds using such volume cap, or shall transfer such cap, without further action required on the part of the Municipality; and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds, provided that

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

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

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

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

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

DATED at Crystal Lake, Illinois, this 18th day of February, 2025.

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_____
Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____
CITY CLERK

PASSED: February 18, 2025

APPROVED: February 18, 2025

STATE OF ILLINOIS



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GUIDELINES AND PROCEDURES

FOR THE

ALLOCATION OF PRIVATE ACTIVITY BONDING AUTHORITY

IN ACCORDANCE WITH THE TAX REFORM ACT OF 1986

AND THE ILLINOIS PRIVATE ACTIVITY BOND ALLOCATION ACT

OFFICE OF THE GOVERNOR

Effective January 2, 2025

TABLE OF CONTENTS

1. Introduction… 3

2. Calendar Year 2025 State Ceiling and Allocations… 4

3. Home Rule… 5

4. Non-Home Rule… 8

5. State Agencies… 11

6. Reallocation Provisions… 13

7. Appendix A - Standard Forms of Letters… 14

8. Appendix B - Annual Housing Report… 19

9. Appendix C - Population Estimates… 21

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

INTRODUCTION

The Federal Tax Reform Act of 1986 (the "Code"), as amended, imposes a limit on the aggregate amount of "tax exempt private activity" bonds (also known as "Volume Cap") that can be issued in a state. While the Code provides an allocation scheme for specific issuing authorities, it also provides that a state may, by law, provide a different formula for allocating the State ceiling among the governmental units in the state having authority to issue such bonds. The State of Illinois ("the State") has enacted procedures for the allocation of Volume Cap pursuant to the Illinois Private Activity Bond Allocation Act, 30 ILCS 345/1 *et seq.* (the "Illinois Allocation Act").

The Governor's Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code, the Illinois Allocation Act, and these "2025 Guidelines and Procedures" (the "Guidelines"), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor's Office, and the Governor's Office reserves the right to amend the Guidelines at any time.

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

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

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

HARD COPY SUBMISSIONS TO:

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

ELECTRONIC (PDF) SUBMISSIONS TO:

Omb.VolumeCapRequest2025@Illinois.gov

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

Name
Title
Department/Division
Phone Number
Email address

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

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

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Calendar Year 2025 State Ceiling and Allocations

2025 State Ceiling – Background and Calculation

Section 146 of the Code limits the amount of qualified private activity bond debt that may be issued in a state during a calendar year ("the State Ceiling"). Section 146(d) of the Code was amended by H.R. 5662, the "Community Renewal Tax Relief Act of 2000 (the "CRTF Act")," to specify that beginning in calendar year 2002 the limit shall be the greater of (i) $75 multiplied by a state's population or (ii) $225 million. The CRTF Act further specifies that beginning in calendar year 2003 the volume limit may be adjusted annually for inflation. Pursuant to Revenue Procedure 2008-66 published by the Internal Revenue Service, the volume limit on qualified private activity bonds adjusted for inflation for calendar year 2025 is $130 multiplied by the state's population.

Section 146(j) of the Code further requires that the calculation of the State Ceiling be based on the most recent resident population estimate released by the U. S. Bureau of the Census before the beginning of the calendar year. On December 19, 2024, the Population Division of the U.S. Census Bureau issued "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2024 (NST-EST2024-01)" which reports Illinois's estimated population as 12,710,158.

Illinois 2025 State Ceiling is $1,652,320,540.00 ($130 x 12,710,158).

Allocations

Pursuant to the Illinois Allocation Act, the table below denotes the initial allocation of the 2025 State Ceiling.

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Home Rule Units	$1,048,394,230.00
Non-Home Rule Units	$301,963,155.00
State Agencies/Authorities	$301,963,155.00
Total	$1,652,320,540.00

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HOME RULE UNITS

Allocation

January 1 Benchmark
As described in "2025 State Ceiling – Background and Calculation" above, each Home Rule community is allocated an amount equal to $130 multiplied by its population and Cook County, as a Home Rule County, is allocated an amount equal to $130 multiplied by the population of its unincorporated area. Based on the most recent US Census estimates the total amount for all Home Rule units has been determined to be $ 1,048,394,230.00. Appendix C identifies the list of Home Rule units and the population count used by the Governor's Office for the volume cap allocation. Special census estimates or other estimates for individual municipalities are not recognized by the Governor's Office.

During the period from January 2, 2025, through May 1, 2025, Home Rule units may not apply to the State for an allocation under the Illinois Allocation Act. Rather, Home Rule units must determine and monitor their own private activity bond limits as provided in the Illinois Allocation Act. Please see reporting requirements detailed below in "Home Rule Reporting".

June 1 Benchmark
The amount of Volume Cap available to each Home Rule unit of government with less than 2,000,000 inhabitants that has not been granted, transferred, or reserved by Home Rule units for specific projects or purposes as of May 1, 2025, shall be reserved to the Governor's Office for reallocation on June 1, 2025 (the "home Rule Pool"). During the period of June 1 through July 15, 2025, one-half of the home rule Pool will be available to all Home Rule units with less than 2,000,000 inhabitants (the remaining half is available for allocation to the State or State Agencies as herein after described).

The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule Pool beginning on the first State business day on or after June 1, 2025. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2025. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the Home Rule Pool upon a request made, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter. Express mail will be used upon request and at the issuer's expense. The allocation is valid until the earlier the end of a period of 60 calendar days from the date of the letter or December 27 of the year of the allocation. This period is set by the Illinois Allocation Act and cannot be extended.

July 15 Benchmark
On and after July 15, 2025, the amount of the unused allocation from the Home Rule Pool shall be available to both Home Rule units of government (with less than 2,000,000 inhabitants) and to State agencies. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed after July 15 if cap is still requested.

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The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule pool beginning on the first State business day on or after July 15, 2025. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2025. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

- **A completed "Allocation Request Letter" (Appendix A) and a copy of an "official action," as defined in the Illinois Allocation Act, must accompany all request submissions (June 1 or July 15). A submission will not be deemed complete unless a copy of an official action is included in the transmittal.**
- **No Home Rule unit may be granted more than 10% of the amount of total allocation initially available for Home Rule units for a single project. Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Requests will be processed only for allocation to be used directly by the requesting Home Rule unit. Joint requests from more than one unit or requests from one unit for allocation that will also be used by other units of government will not be considered. Once an allocation is given to a specific unit, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **The allocation approval letter to Home Rule units of government is valid for a period of 60 calendar days from the date of the letter or through December 27, 2025, whichever date comes first. If an issuer's allocation has expired, it may apply for a new allocation if allocation is still available. Such application will be processed by the Governor's Office in the same manner as any other new application.**
- **The State, a State Agency, or Home Rule unit may reallocate all or a portion of its ORIGINAL allocation to a Home Rule Unit, the State, a State Agency, or a Non-Home Rule Unit of local government. Home Rule units may reallocate by official action of their governing body only as to volume cap reserved prior to May 1, 2025. Home Rule units MAY NOT reallocate any allocation granted by the Governor's Office after June 1. Please see "REALLOCATION PROVISIONS" for further details.**

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Home Rule Reporting

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

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

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

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

Mid-Year Reporting
No later than May 10, 2025, each Home Rule unit with less than 2,000,000 inhabitants must report to the Governor's Office in writing on volume cap (i) granted, (ii) transferred, or (iii) reserved by official action of the unit's governing body prior to May 1, 2025. The form described in Appendix A is provided for this purpose – "Report of Allocation Granted by Home Rule".

Once Volume Cap is properly reserved by a Home Rule unit prior to May 1, 2025, the Governor's Office will not object to the subsequent transfer or reallocation of such cap or filing of a carry-forward of such volume cap, and no notice to the Governor's Office of any such subsequent action is required. Please note, however, that Home Rule units must provide notice to the Governor's Office, as provided in Section 6 of the Illinois Allocation Act, within fourteen days of said reallocation.

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

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NON-HOME RULE UNITS

Allocation Requests

January 1 Benchmark
The 2025 allocation of Volume Cap available on or after January 2, 2025, to be issued by Non-Home Rule units of local government is expected to be $301,963,155.00. Non-Home Rule units are defined as municipalities or counties, other than Home-Rule units. All other forms of government, such as local water districts or airport authorities, must apply for Volume Cap as a State Agency.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Local Government Pool beginning on the first State business day on or after January 2, 2025 (January 3, 2025). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 3, 2025. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission received, and processed on a first come, first-granted basis.**

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

July 15 Benchmark
Of the total amount allocated to Non-Home Rule units, the amount of remaining allocation as of July 14, 2025 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2025, to be allocated to the State, State agencies or Non-Home Rule units as described in the Illinois Allocation Act. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed on or after July 15 if volume cap is still requested.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Non-Home Rule Pool beginning on the first State business day on or after July 15, 2025. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2025. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

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

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evidenced by such documentation or evidence as the Governor's Office shall request. Letters of intent from lenders shall be deemed prima facie evidence. Units planning to pool their allocations must certify their intent to comply with this section in their request letter.

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

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Non-Home Rule Reporting

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

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

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

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

Annual Reporting of Housing Projects
The Illinois Allocation Act requires Non-Home Rule units to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in the Section 7.5 of the Illinois Allocation Act. A form to aid reporting has been provided in Appendix B to these Guidelines. Calendar Year 2025 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2025. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

Illinois Housing Development Authority
Attention: General Counsel
111 E. Wacker Drive
Suite 1000
Chicago, IL 60601

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STATE AGENCIES

Allocation Requests

For calendar year 2025 there is expected to be $301,963,155.00 for use by State Agencies, (the "State Agency Pool"), defined as any State agency, commission, board, authority, or body politic and corporate of the State authorized by law to issue Private Activity Bonds, other than a Non-Home Rule or Home-Rule unit.

The Governor's Office may allocate among all State Agencies from the State Allocation Pool available after January 2, 2025. In addition, State Agencies may apply beginning on or after the first State business day after June 1, 2025, for the allocation retained by the Governor's Office from the Home-Rule Pool and beginning on or after July 15, 2025, for the allocation retained, if any, from the Non-Home Rule Pool. Requests submitted prior to June 1 which are not completely fulfilled, and requests submitted prior to July 15 which are not completely fulfilled must be re-filed after July 15 if cap from the Non-Home Rule pool is requested. Please see "HOME RULE" and "NON-HOME RULE" sections for submission procedures.

Please Note-

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

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State Agency Reporting

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

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

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

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

Annual Reporting of Housing Projects
Pursuant to the Illinois Allocation Act, State Agencies are required to provide an annual report of all private activity bonds issued for any housing purposes which utilize volume cap allocated by the State. Details on the reporting requirement can be located in Section 7.5 of the Illinois Allocation Act and a form has been provided in Appendix B for submission. Calendar Year 2025 Submissions are to be sent via the instructions set forth on page 3 of these guidelines by February 1, 2025. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

Illinois Housing Development Authority
Attention: General Counsel
111 E. Wacker Drive
Suite 1000
Chicago, IL 60601

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REALLOCATION PROVISIONS

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

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

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

Reallocations by a Non-Home Rule Unit Are Prohibited.

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

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APPENDIX A

STANDARD FORM OF LETTERS

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(Letterhead of Signatory)

ALLOCATION REQUEST LETTER
FROM ALL ISSUERS

(Date)

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

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

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

Dear Governor J B Pritzker:

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

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

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

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

Sincerely,

(Name of issuer)

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

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

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(Governor's Letterhead)

BOND ALLOCATION APPROVAL LETTER

(Date)

Allocation Number (our assigned number)

(Name of issuer)

Attention: (Name of Official)

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

Ladies and Gentlemen:

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

I hereby allocate $_____ of the State's 2025 maximum limit on private activity bonds to the above-captioned Issuer.

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

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

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

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

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

Sincerely,
J B PRITZKER

Governor

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(Letterhead of Signatory)

CONFIRMATION OF BOND ISSUANCE
TO BE PROVIDED BY ISSUER

(Date) [Within 10 calendar days of issuance]

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

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

ATTENTION: Debt Management Unit

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

Dear _____:

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

Sincerely,

(Name of issuer)

_____
(Signature of authorized public official)
(Title)

Attachments

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

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(Letterhead of Signatory)

REPORT OF ALLOCATION GRANTED
BY HOME-RULE UNITS

(Date) [Due Thursday, May 10, 2025]

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

ATTENTION: Debt Management Unit

Re: Issuer: (Home-Rule unit)
Total 2025 Volume Cap Allocation: [see list attached to guidelines for population, multiplied by $130.00]

Volume Cap allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2025:

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

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

Total Allocation Granted or Reallocated $_____

Sincerely,

(Name of issuer)

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

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APPENDIX B

ANNUAL HOUSING REPORT

SAMPLE FORM

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Bond Issuer Annual Reporting Form

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

Key to Priorities

Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at www.ihda.org; choose "Housing Policy and Planning" in the left margin)

Extremely Low Income - No. Units Serving Very Low-Income (less than 30% AMI) Households and Families

Homeless - No. Units Serving Homeless People and Families and Those At-Risk of Homelessness

Live Near Work - No. Units Serving Low and Moderate-Income Families and People Unable to Find Affordable Housing Near Employment or Transportation

Preservation - No. of Units for Low-Income Families and People Living in Existing Affordable Housing that is in Danger of Becoming Unaffordable

Very Low Income - No. Units Serving Very Low-Income (31 to 50% AMI) Households and Families

QUESTIONS?

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

Draft

APPENDIX C

POPULATION ESTIMATES

Draft

Home Rule Unit[1]	Population[2]	Home Rule Unit[1]	Population[2]
Addison Village	35,167	East Dundee Village	3,130
Alsip Village	18,198	East Hazel Crest Village	1,245
Alton City	25,006	East St. Louis City	17,919
Arlington Heights Village	74,495	Edwardsville City	26,654
Aurora City	177,563	Elgin City	113,177
Bannockburn Village	1,005	Elk Grove Village Village	31,659
Barrington Hills Village	4,018	Elmhurst City	45,272
Bartlett Village	39,992	Elmwood Park Village	23,604
Bartonville Village	5,779	Elwood Village	2,197
Batavia City	26,235	Evanston City	75,544
Bedford Park Village	582	Evergreen Park Village	19,211
Belleville City	40,726	Fairview Heights City	16,324
Bellwood Village	17,890	Flora City	4,719
Belvidere City	25,297	Forest View Village	766
Benton City	6,598	Freeport City	23,413
Berkeley Village	5,089	Galesburg City	29,255
Berwyn City	54,414	Gilman City	1,701
Bloomingdale Village	22,298	Glendale Heights Village	32,484
Bloomington City	78,587	Glen Ellyn Village	28,364
Bolingbrook Village	74,088	Glenview Village	47,258
Bridgeview Village	16,324	Glenwood Village	8,352
Bryant Village	165	Golf Village	499
Buffalo Grove Village	42,482	Granite City City	27,121
Burbank City	28,164	Gurnee Village	30,303
Burnham Village	3,869	Hanover Park Village	36,376
Cahokia Heights City	17,114	Harvey City	19,590
Calumet City City	34,358	Harwood Heights Village	8,722
Calumet Park Village	6,685	Hazel Crest Village	12,897
Carbon Cliff Village	1,792	Herrin City	12,202
Carbondale City	21,592	Highland Park City	30,163
Carlock Village	556	Highwood City	5,335
Carol Stream Village	38,966	Hillside Village	8,005
Carpentersville Village	37,099	Hodgkins Village	1,470
Carterville City	5,808	Hoffman Estates Village	50,682
Champaign City	89,189	Homer Glen Village	24,446
Channahon Village	14,138	Hopkins Park Village	588
Chicago City	2,664,452	Huntley Village	28,138
Chicago Heights City	26,184	Inverness Village	7,362
Chicago Ridge Village	13,834	Jacksonville City	17,279
Christopher City	2,637	Johnston City City	3,325
Cicero Town	81,004	Joliet City	150,033
Collinsville City	23,779	Kankakee City	23,602
Cook County, Unincorporated	100,224	Lake Barrington Village	5,095
Country Club Hills City	16,013	Lake Bluff Village	5,549
Countryside City	6,147	Lake Forest City	19,252
Crainville Village	1,473	Lake in the Hills Village	28,700
Crystal Lake City	40,861	Lansing Village	28,000
Danville City	28,206	LaSalle City	9,423
Darien City	21,698	Lincolnshire Village	7,922
Decatur City	68,670	Lincolnwood Village	12,989
Deerfield Village	18,884	Lockport City	26,105
DeKalb City	40,211	McCook Village	240
De Pue Village	1,588	McHenry City	28,117
Des Plaines City	58,010	Manhattan Village	10,340
Dolton Village	20,410	Marion City	16,729
Downers Grove Village	49,706	Mascoutah City	8,634
Du Quoin City	5,694	Matteson Village	18,439

1. Home Rule Communities: Secretary of State – Index Department
2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2020, to July 1, 2023 (NST-EST2023-POP-17) on December 27, 2024

Draft

Home Rule Unit[1]	Population[2]	Home Rule Unit[1]	Population[2]
Maywood Village	22,880	Robbins Village	4,493
Melrose Park Village	23,666	Rockdale Village	1,972
Mettawa Village	544	Rock Island City	36,132
Midlothian Village	13,675	Rolling Meadows City	23,329
Moline City	41,965	Romeoville Village	40,955
Monee Village	5,097	Roselle Village	22,508
Monmouth City	8,567	Rosemont Village	3,766
Morton Grove Village	24,131	Round Lake Beach Village	26,783
Mound City City	489	St. Charles City	32,654
Mount Prospect Village	54,298	Sauget Village	132
Mount Vernon City	14,247	Savoy Village	8,891
Muddy Village	56	Schaumburg Village	75,750
Mundelein Village	31,790	Schiller Park Village	11,164
Murphysboro City	6,963	Sesser City	1,857
Naperville City	150,245	Sherman Village	4,599
Naples Town	96	Shorewood Village	18,369
Nauvoo City	923	Skokie Village	64,937
New Lenox Village	28,047	South Barrington Village	4,974
Niles Village	29,513	South Chicago Heights Village	3,835
Normal Town	52,618	South Holland Village	20,483
Norridge Village	14,620	Springfield City	112,544
Northbrook Village	33,977	Standard Village	218
North Chicago City	30,416	Stickney Village	6,803
Northfield Village	5,543	Stone Park Village	4,402
Northlake City	12,270	Streamwood Village	37,780
North Utica Village	1,332	Summit Village	10,616
Oakbrook Terrace City	2,690	Sycamore City	18,682
Oak Forest City	26,199	Thornton Village	2,273
Oak Lawn Village	55,734	Tilton Village	2,566
Oak Park Village	52,055	Tinley Park Village	53,886
O'Fallon City	31,968	Tuscola City	4,614
Old Mill Creek Village	162	University Park Village	7,002
Onarga Village	1,283	Urbana City	38,209
Orland Park Village	57,074	Valier Village	545
Oswego Village	37,074	Valmeyer Village	1,212
Palatine Village	64,869	Vernon Hills Village	26,677
Park City City	7,842	Volo Village	7,016
Park Forest Village	20,763	Warrenville City	15,027
Park Ridge City	37,897	Washington City	15,833
Pekin City	31,126	Watseka City	4,510
Peoria City	110,460	Waukegan City	87,642
Peoria Heights Village	5,747	West Chicago City	25,116
Peru City	9,780	West City Village	641
Phoenix Village	1,627	West Dundee Village	7,878
Plainfield Village	47,448	West Frankfort City	7,145
Posen Village	5,334	Wheaton City	52,938
Prairie Grove Village	1,947	Wheeling Village	37,725
Quincy City	38,803	Williamsville Village	1,430
Rantoul Village	11,956	Willowbrook Village	9,038
Richton Park Village	12,322	Wilmette Village	27,026
Riverdale Village	10,159	Winnetka Village	12,292
River Grove Village	10,282	Woodridge Village	33,566
Riverwoods Village	3,737	Woodstock City	25,699

1. Home Rule Communities: Secretary of State – Index Department
2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2020, to July 1, 2023 (NST-EST2023-POP-17) on December 27, 2024

Draft

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Annual Adoption of the Zoning Map

Recommendation: Motion to adopt an Ordinance approving the 2025 Crystal Lake Zoning Map, as presented

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

Background: Every year the City must approve a Zoning Map. The 2025 updated Zoning Map reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2024. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31st of each year. The GIS based zoning map, which is available on the City's website and provides a convenient reference material for customers, is attached for the City Council's information.

Below is a brief summary of the parcels that were rezoned due to previous City Council action.

Petition	Location	Acreage	From	To
2023-198	4504 E. Terra Cotta	6.41	E Estate upon annexation	M-L PUD Manufacturing Limited
2023-206	475 W. Virginia St	0.6	R-3A Two Family	B-2PUD General Commercial
2024-75	4900 S. Route 31	8.2	RE PUD Residential Estate	R-3B PUD Multi-Family
2024-130	1100 Coventry Lane	21	E Estate	M Manufacturing
2024-131	131 Main Street	19	E Estate	M Manufacturing
2024-159	295, 345, 395 Pathway Court	24	R-2 Single Family	R-3B PUD Multi-Family
2024-200	4202 Three Oaks	9.5	E Estate upon annexation	R-3B PUD Multi-Family
Total Acreage		**88.71 acres**		

Votes Required to Pass: A simple majority vote.

Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE ADOPTING
THE 2025 OFFICIAL ZONING MAP

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December 2024, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

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

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 18th day of February 2025.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

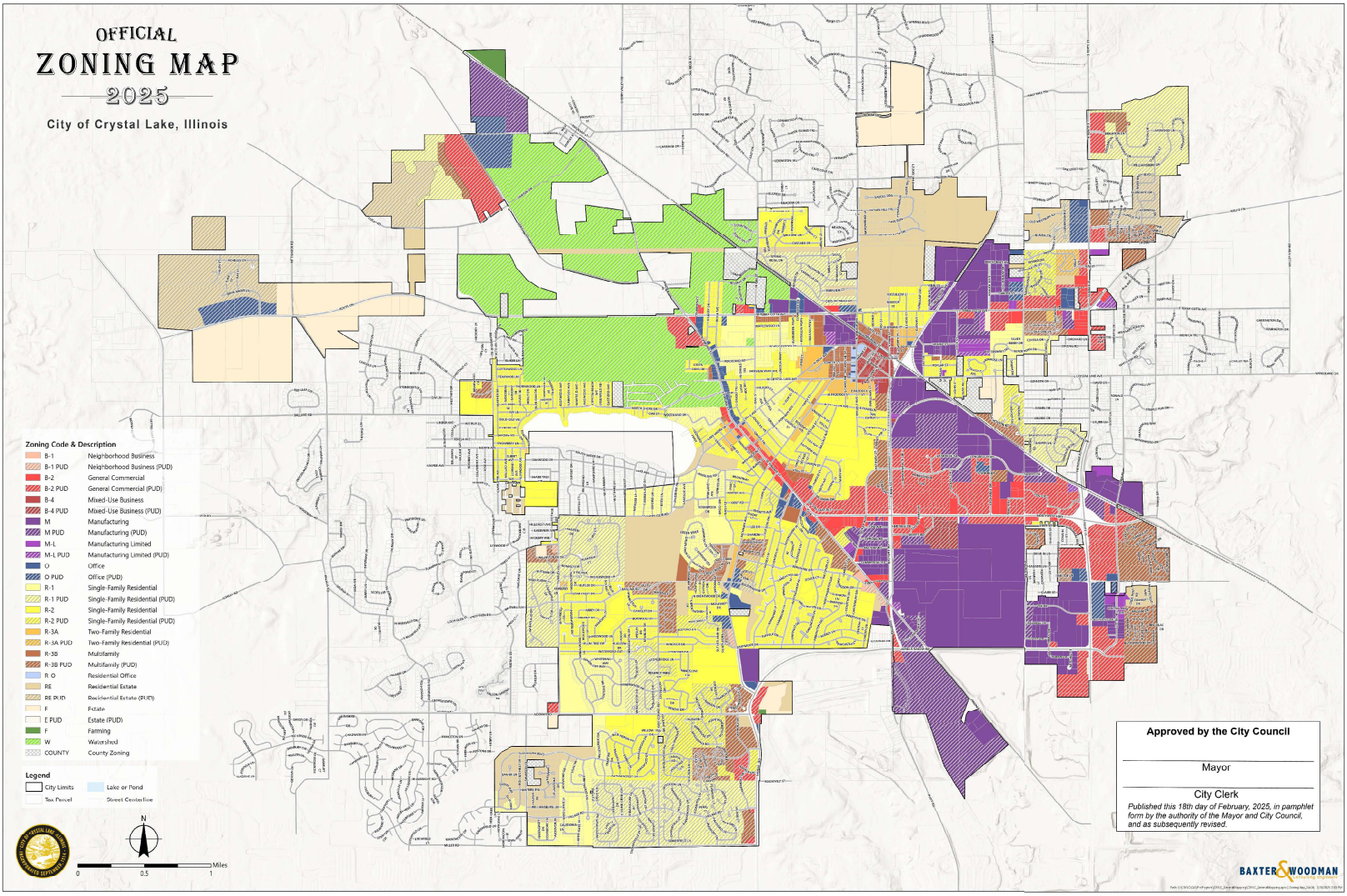
_____
CITY CLERK

Passed: February 18, 2025
Approved: February 18, 2025

Draft

OFFICIAL ZONING MAP 2025

City of Crystal Lake, Illinois



Approved by the City Council

Mayor

City Clerk

Published this 18th day of February, 2025, in pamphlet form by the authority of the Mayor and City Council, and as subsequently revised.

BAXTER & WOODMAN

Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Prairie Ridge High School Homecoming Parade – September 26, 2025

Staff Recommendation: Motion to approve the 2025 Prairie Ridge Homecoming Parade to be held on Friday, September 26, 2025, as requested subject to the conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees (~$1,351.42)

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

Background:

Prairie Ridge High School is requesting approval to hold their annual Homecoming Parade on Friday, September 26, 2025 from 3:00 p.m. to 5:30 p.m. Since they are requesting road closures, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

A map of the parade route is included for review. The parade will follow the same route as previous years. A portion of the route is located in unincorporated Crystal Lake and the applicant has been made aware of the need to coordinate with the McHenry County Sherriff's Office regarding those street closures.

The following roads will be closed starting at about 3:30 p.m. for the parade route and will open when the route clears at about 5:00 p.m.

- Dvorak Drive to Walkup Road
- Walkup Road to Shenandoah Court
- Shenandoah Court to Shenandoah Drive
- Shenandoah Drive to Buckingham Drive
- Buckingham Drive to Pleasant Hill Road
- Pleasant Hill Road to Dvorak Drive

The road closures are the same as previous years.

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

1) The organizers shall contact the McHenry County Sherriff's Office regarding street closures and traffic control on the roads within their jurisdiction.
2) All debris created by the event must be cleaned up during and after the event.
3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
4) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance for this event is $1,351.42 based on the scope of the event. In previous years, City Council has waived the Police assistance fees. Prairie Ridge High School has requested that Police Department chargeback be waived again this year.

The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2025 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Prairie Ridge High School Homecoming Parade

EVENT LOCATION Prairie Ridge High School

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:

Celebrate Homecoming

3. Will the event require the use of City-owned property? ☐ Yes ☒ No
4. Is a Site Map/Route Map attached? ☒ Yes ☐ No
5. Is the event an annual/recurring event? ☒ Yes ☐ No
6. Will the event require a public street/sidewalk to be blocked or closed? ☒ Yes ☐ No
7. Will the event require use of a public parking lot? ☐ Yes ☒ No
8. Number of persons scheduled to monitor and work the event: 20-25
9. Estimated attendance: 300-400

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

ORGANIZATION INFORMATION

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

12. Name of Event Manager: Jamie Buck

13. Contact Information for Event Manager:

Address: 6000 Dvorak Dr.
Crystal Lake, IL 60012

(Please check preferred means of contact)

Daytime phone: 815-479-0404 ☐

Emergency phone: _____ ☐

Cell phone: _____ ☐

Email: jbuck@d155.org ☒

EVENT OPERATION

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

Set Up: 9-26-25

Event: 9-26-25

Dismantling: 9-26-25

15. Hours of the event:

Set Up: 3:00 - 4:00

Event: 4:00 - 5:00

Dismantling: 5:00 - 5:30

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☐ Yes ☒ No

    Temporary neighborhood event signs ☒ Yes ☐ No

    Directional signs ☐ Yes ☒ No

    Banner ☐ Yes ☒ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

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

We have administration following in a golf cart to assist in any emergency

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Signature Jamie C Buck Date 1/22/25

Print Name Jamie Buck

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

Dear Residents,

Friday, September 26th, Prairie Ridge will be hosting its annual homecoming parade starting at 4:00 p.m. The Parade will start at the main entrance to Prairie Ridge High School, and proceed down the front driveway on the following route:

- turn right onto Walkup
- turn right onto Shenandoah ct. & into the neighborhood
- turn left onto Shenandoah Drive
- turn left onto Buckhorn Dr.
- turn right onto Pleasant Hill and then back to Prairie Ridge (see map below).

Please be aware that traffic will be stopped for short periods of time on Walkup and Pleasant Hill roads between 4:00 P.M. to 5:00 P.M.

Hope to see you there.
Let's go wolves!



PRAIRIE RIDGE HIGH SCHOOL

Steve Koch, Principal
Kevin Koeppen, Vice Principal
Matt Koll, Asst. Principal of Student Services

Evan Kozlowski, Dean
Alia Bluemlein, Dean
Chris Schremp, Athletic Director

6000 DVORAK DRIVE · CRYSTAL LAKE · ILLINOIS 60012
PHONE (815) 479-0404 · FAX: (815) 459-8993 · WWW.D155.ORG/PR

February 10, 2025

To Whom It May Concern,

I am writing this letter regarding the Prairie Ridge High School homecoming parade that will take place on Friday, September 26, 2025 at 4:00 PM around the PRHS campus and surrounding roads/neighborhood. I would like to request the fee for the police assistance to be waived for this event. All documents have been submitted to the city of Crystal Lake and we are looking forward to celebrating our school safely at this event in the fall.

Please feel free to contact me with any questions.

Respectfully,

Jamie Buck
STEM Department
Student Council Advisor
Prairie Ridge High School


Shenandoah Dr
DH Shopping Bargains
Walkup Rd
S Shenandoah Dr
S Shenandoah Dr
Buckhorn Dr
Wilderness Ridge
Dvorak Dr
End Here
Prairie Ridge High School
Dvorak Dr
Map data ©2015 Google Imagery ©2015 , DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency
Line up here
© Scribble Maps

Agenda Item No: 9e

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake South High School Homecoming Parade – September 22, 2025

Staff Recommendation: Motion to approve the 2025 Crystal Lake South Homecoming Parade to be held on Monday, September 22, 2025, as requested subject to the conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees (~$2,316.72)

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

Background:

Crystal Lake South High School is requesting approval to hold their annual Homecoming Parade on Monday, September 22, 2025 from 4:00 p.m. to 4:45 p.m. Since they are requesting road closures, establishment of temporary no-parking zones, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

A map of the parade route is included for review. The parade will follow the same route as previous years.

The following roads will be closed starting at about 3:30 p.m. for the parade route and will open when the route clears at about 4:45 p.m.

- Willow Tree Drive at Woodscreek Park
- Golf Course Road from Willow Tree Drive to Concord Drive
- Concord Drive to the rear entrance of the High School

The road closures are the same as previous years.

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

1) All debris created by the event must be cleaned up during and after the event.
2) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
3) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance for this event is $2,316.72 based on the scope of the event. In previous years, City Council has waived the Police assistance fees. Crystal Lake South High School has requested that Police Department chargeback be waived again this year.

The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2025 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake South Homecoming Parade

EVENT LOCATION Woodscreek Park; Willow Tree to Golf Course to Concord to CLSHS

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Annual Homecoming Parade

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

8. Number of persons scheduled to monitor and work the event: 15-20

9. Estimated attendance: in and on parade route; approx 500

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

ORGANIZATION INFORMATION

11. ☑ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Kate Niemiec
13. Contact Information for Event Manager:

Address: 1200 McHenry Ave
Crystal Lake, 60014

(Please check preferred means of contact)

Daytime phone: [redacted] ❑
Emergency phone: same ❑
Cell phone: same ☑
Email: kniemiec@d155.org ❑

EVENT OPERATION

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

Set Up: September 22, 2025
Event: September 22, 2025
Dismantling: September 22, 2025

15. Hours of the event:

Set Up: 3-4pm
Event: 4-4:45pm
Dismantling: 4:45pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☐ Yes ☑ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

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

_____

_____

_____

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

_____ 1;21/2025

Signature Date

Kate Niemiec

Print Name

STAFF USE ONLY

Assigned City Department:_____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No

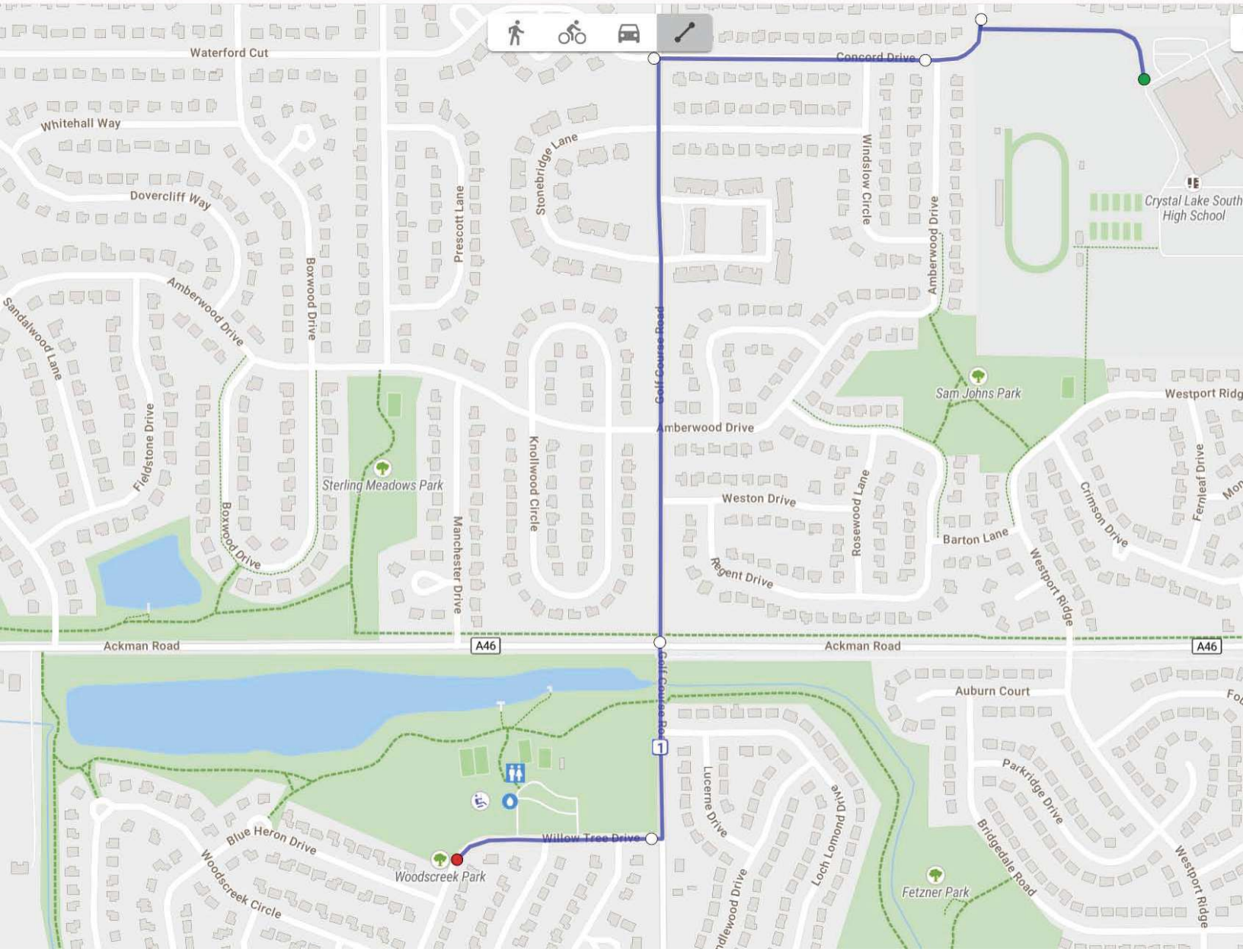
February 7, 2025

Dear City of Crystal Lake,

I am writing to request that the fee for police assistance be waived for the annual Crystal Lake South Homecoming parade. The parade is scheduled to take place on Monday September 22, 2020 from 4 - 4:45 pm.

Thank you,

Kate Niemiec
Crystal Lake South Student Council Sponsor


Waterford Cut
Concord Drive
Whitehall Way
Dovercliff Way
Boxwood Drive
Prescott Lane
Stonebridge Lane
Windslow Circle
Amberwood Drive
Crystal Lake South High School
Sandalwood Lane
Amberwood Drive
Golf Course Road
Sam Johns Park
Westport Ridg
Fieldstone Drive
Knollwood Circle
Sterling Meadows Park
Weston Drive
Rosewood Lane
Crimson Drive
Fernleaf Drive
Barton Lane
Boxwood Drive
Manchester Drive
Regent Drive
Westport Ridge
Ackman Road
A46
Ackman Road
A46
Auburn Court
Golf Course Road
1
Parkridge Drive
Lucerne Drive
Loch Lomond Drive
Blue Heron Drive
Willow Tree Drive
Bridgedale Road
Westport Ridge
Woodscreek Park
Woodscreek Circle
Fetzner Park

Agenda Item No: 9f

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake Central High School Homecoming Parade – October 3, 2025

Staff Recommendation: Motion to approve the 2025 Crystal Lake Central Homecoming Parade to be held on Friday, October 3, 2025, as requested subject to the conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees (~$1,727.54)

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

Background:

Crystal Lake Central High School is requesting approval to hold their annual Homecoming Parade on Friday, October 3, 2025 at 4:00 p.m. in Downtown Crystal Lake. Since they are requesting road closures, establishment of temporary no-parking zones, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

A map of the parade route is included for review. The parade will follow the same route as previous years. The Downtown Crystal Lake / Main Street organization has been made aware of the request and did not have any concerns.

The following roads will be closed starting at about 3:00 p.m. for the parade route and will open when the route clears at about 5:00 p.m.

- Walkup Avenue between Esther Street and Crystal Lake Avenue
- Grant Street between Crystal Lake Avenue and Woodstock Street
- Woodstock Street between Grant Street and Williams Street
- Williams Street between Woodstock Street and Esther Street
- Esther Street between Williams Street and Walkup Avenue

The road closures are the same as previous years.

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

1) All debris created by the event must be cleaned up during and after the event.
2) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
3) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance for this event is $1,737.54 based on the scope of the event. In previous years, City Council has waived the Police assistance fees. Crystal Lake Central High School has requested that Police Department chargeback be waived again this year.

The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2025 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF Crystal Lake ILLINOIS

RECEIVED
JAN 22 2025
By:

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake High School Homecoming parade

EVENT LOCATION CLC | Downtown Crystal Lake

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Homecoming parade starting at CLC, working thrash downtown Crystal Lake and heading back to school

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

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

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

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

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

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

9. Estimated attendance: 700

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

ORGANIZATION INFORMATION

11. ☑ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Angelica Ortiz
13. Contact Information for Event Manager:

Address: 45 W. Franklin Ave
Crystal Lake, IL. 60014

(Please check preferred means of contact)

Daytime phone: 815-455-8508 ☐
Emergency phone: _____ ☐
Cell phone: [redacted] ☑
Email: AOrtiz@D155.org ☐

EVENT OPERATION

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

Set Up: 10/03
Event: 10/03
Dismantling: 10/03

15. Hours of the event:

Set Up: 3-4 p.m.
Event: 4-5 p.m.
Dismantling: 5-6 p.m.

CITY MANAGER'S OFFICE

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

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

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

Filed with City

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

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

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

N/A

**Please complete the attached Temporary Liquor License Application*

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☐ Yes ☑ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

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

_____

_____

_____

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Angelica Ortiz
Signature

10/17/24
Date

Angelica Ortiz
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

Hello,

On behalf of the Crystal Lake Central Student Council, I am reaching out to formally request that the City of Crystal Lake consider waiving the police assistance fees for our upcoming Homecoming Parade.

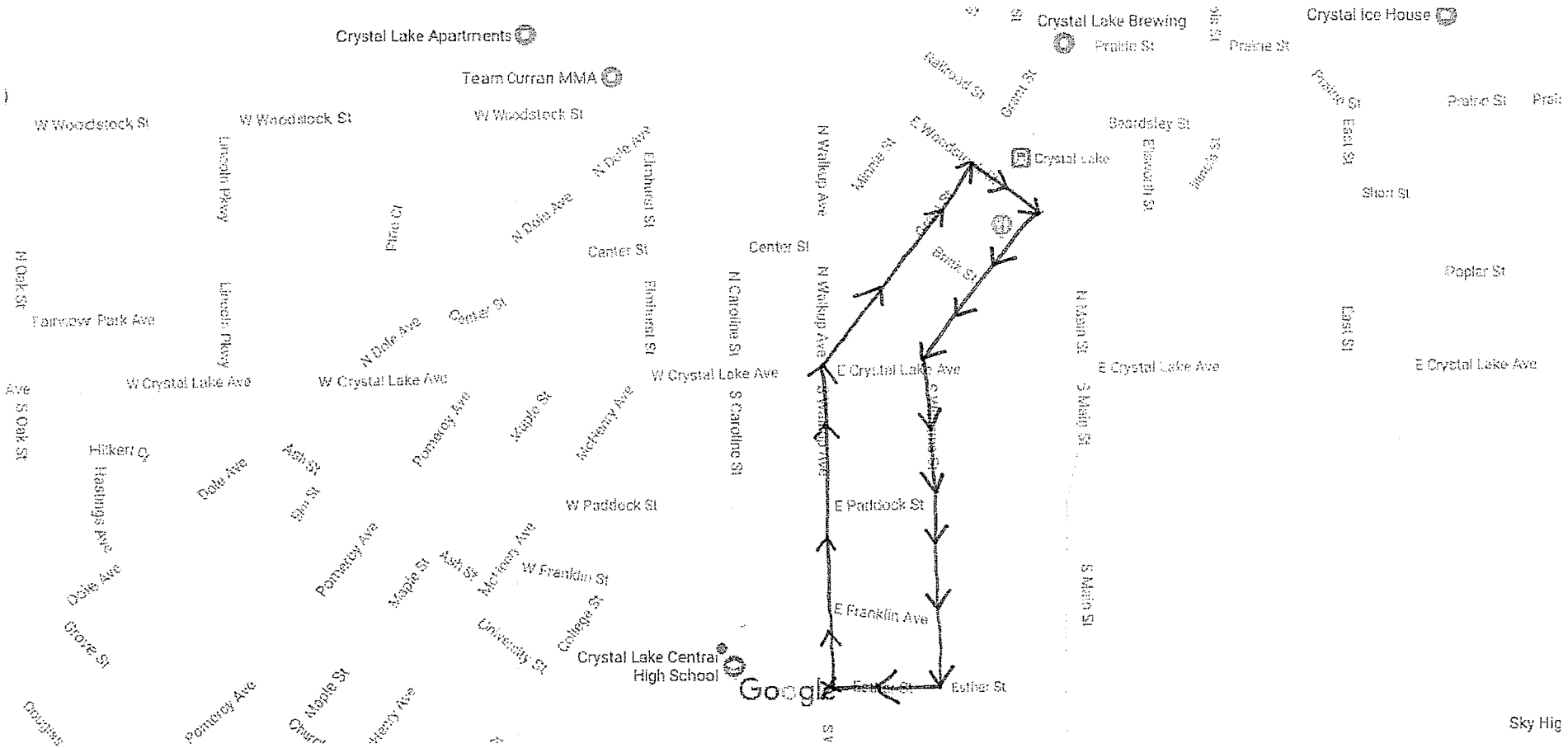
We greatly appreciate the ongoing support the City of Crystal Lake provides to our students and school events. If there are any additional steps we need to take or further information required, please let us know. We hope for the opportunity to continue this tradition with the city's support.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Angelica Ortiz Student Council Sponsor

Google Maps


Crystal Lake Apartments
Team Curran MMA
Crystal Lake Brewing
Crystal Ice House
W Woodstock St
W Crystal Lake Ave
E Crystal Lake Ave
E Paddock St
E Franklin Ave
W Paddock St
W Franklin St
Center St
Prairie St
Beardsley St
Crystal Lake
Crystal Lake Central High School
Hilken Cl
Tamarove Park Ave
Poplar St
Short St
Google
Map data ©2017 Google
United States
500 ft

Agenda Item No: 9g

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Special Event Request - Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver – December 7, 2025

Staff Recommendation: Motion to approve application for a Special Event for the McHenry County Santa Run on December 7, 2025, including Street Closure, pursuant to the recommended staff conditions, and waiver of the Police Department chargeback fees ($2,509.78)

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

Background:

The McHenry County Races Foundation has requested a Special Event Permit for the annual McHenry County Santa Run for Kids. The run will take place in Downtown Crystal Lake on Sunday, December 7, 2025.

The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit several local charities, including the Kiwanis Club of Crystal Lake, Turning Point, and Big Brothers Big Sisters. As part of the event, the organizers are requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 5:00 a.m. and 11:00 a.m.

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

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

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

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

3) Organizers are to contact the Street Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
4) The barricades on Brink Street must be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
5) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
6) All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
7) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. This must be provided by November 1, 2025.
8) Barricades shall be placed so that emergency response personnel are capable of moving them if emergency response vehicles need access. A Barricade Borrowing application, and Hold Harmless agreement are on file with the City.
9) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
10) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
11) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
12) Streets are not to be marked with paint or any permanent materials. No items can be located on sidewalks that would block pedestrian access.
13) An access lane a minimum of 20 feet shall be maintained for emergency vehicle access to Williams and area streets.
14) This event will require 13 officers and a minimum of 5 volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 1, 2025 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
15) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
16) All trash must be picked up along the race route, as well as in the downtown area.
17) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
18) A temporary sign permit must be obtained from the Building Division for any signage/banners.

19) No smoking, as well as cooking or open flames, is permitted under the canopies/tents.
20) A weather monitoring person is required during the event and an emergency plan shall be in placed in the event of severe weather.

Fee Waiver

Since this is a fundraiser for six charitable youth organizations in McHenry County, the organizers are requesting that the Police chargeback fee be waived as it has been in previous years. The estimated cost of Police personnel for the event is approximately $2,509.78.

The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2025 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME McHenry County Santa Run for Kids

EVENT LOCATION Starts and Finishes at the Raue Center for the arts.

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
The McHenry Co. Santa Run for kids is in it's 13th year. It is a 5K and 1 mile fun run/walk throughout the community.
Most of participants run in a Santa Suit and costume for the event. Yearly attendance is over 500 participants.

3. Will the event require the use of City-owned property? ☑ Yes ☐ No
4. Is a Site Map/Route Map attached? ☐ Yes ☐ No
5. Is the event an annual/recurring event? ☑ Yes ☐ No
6. Will the event require a public street/sidewalk to be blocked or closed? ☑ Yes ☐ No
7. Will the event require use of a public parking lot? ☑ Yes ☐ No
8. Number of persons scheduled to monitor and work the event: 35
9. Estimated attendance: 550+

RECEIVED
DEC 19 2024
By: .....

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

ORGANIZATION INFORMATION

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

12. Name of Event Manager: Trudy Wakeman

13. Contact Information for Event Manager:

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

(Please check preferred means of contact)

Daytime phone: 224-629-6197 ☑

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: [redacted] ☐

EVENT OPERATION

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

Set Up: Dec 7 - 5:00 a.m.

Event: Dec 7 - 9:00 a.m.

Dismantling: Dec 7 - 11:00 a.m.

15. Hours of the event:

Set Up: 5:00 a.m.

Event: 9:00 a.m.

Dismantling: 11:00 a.m.

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

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

All volunteers will call 911 in case of an emergency. 15+ police on site also will assist in an emergency.

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Wakeman

Signature

December 18 , 2024

Date

Trudy Wakeman

Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No


Woodstock Street
Oak Street
Douglas Street
McHenry Ave
Rosedale Street
College Street
Walkup Street
Williams Street
Caroline Street
Franklin Street
BRINK STREET
End
WEST CRYSTAL LAKE AVE.
WEST PADDOCK ST.
SOUTH DOLE AVE.
MCHENRY AVENUE
LINCOLN PARKWAY
PINE COURT
DOLE AVENUE
CENTER STREET
GROVE STREET
COLLEGE ST
ESTHER STREET
HILL DRIVE
SOUTH MAIN ST.
WALKUP AVE.
First United Methodist Church
Crystal L
LAKE AVE.
ROAD
OCK ST.
McHenry County Santa Run for Kids
Blue Course – 5K
Green Course – 1 Mile

Agenda Item No: 9h

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Special Event Request - Half Marathon – closing Lake Street (at Main Beach) and Grant Street – August 31, 2025

City Council Discretion: City Council's discretion:
A. Motion to approve the Special Event request, including the street closure, for the Half Marathon to be held on August 31, 2025 pursuant to the recommended staff conditions; or
B. Motion to deny the applicant's request.

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

Background:
This is a request to hold a Half Marathon in Crystal Lake and the surrounding communities. The event is planned for Sunday, August 31, 2025. The race will begin at 7:30 a.m. at Main Beach and finish at approximately noon on Grant Street. The race will consist of a 13.1-mile run through various roads in Crystal Lake, Lakewood, Lippold Park, and the MCCD bike path.

The organizers are requesting the following:

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

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

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

The organizers met with Police Department representatives in past years, and as the course is the same, the Police chargeback fee will be approximately $8,205.05. The organizers will provide 50+ volunteers to oversee the route in various locations.

The Fire Rescue Department chargeback fee will be approximately $550.24. This represents a $137.56 per hour fee for a two person crew for a minimum of four (4) hours.

The application and event are similar to last year's request.

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

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

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

1) Approval for the Half Marathon is contingent upon approval from other participating jurisdictions. The Village of Lakewood, Crystal Lake Park District, and McHenry County Conservation District are responsible for coordinating public safety services within and adjacent to their corporate boundaries/properties. The event organizers must submit to the City a letter from the agencies stating their approval for the event.
2) The event organizers must provide the City with a site plan for set-up at Main Beach and parking plan for the event for review by City Departments.
3) Items must be not located so as to block sidewalks.
4) Streets are not to be marked with paint or any permanent materials.
5) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on their roadways.
6) The volunteers for both races must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
7) The event organizers must coordinate with the Crystal Lake Police, Fire Rescue, and Public Works Departments regarding assistance during the event. Please contact the Police Department by August 1, 2025, to determine/arrange for police officers for traffic control, lead vehicle, etc.
8) "Race In Progress" signs must be posted a minimum of three days prior to the event.
9) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks. A Barricade Borrowing Application and Hold Harmless agreements are on file with the City.
10) Add cones or other physical separation for the temporary "runners' lane" where directed by the Police Department.
11) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
12) Local traffic access to all roadways must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.

13) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
14) All debris created by the event must be cleaned up during and after the event.
15) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. This must be provided by August 1, 2025.
16) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review and approval.
17) Promotional banners and signage were not included with this request. Any temporary signage/banner requires a Limited Duration sign permit through Community Development Department.
18) In the case of inclement weather, an alternate date can be approved by the City Manager.
19) The organizers of the event must provide 50+ volunteers to oversee several posts throughout the course. A meeting must be conducted with the Police Department one (1) month prior to the event to review the final list of volunteers and their locations.

This event will require 17 Police officers to be located at various intersections throughout the route. The staff members would not negate the need for the race organizers to staff volunteers of their own for many locations. The Police Department estimates the chargeback fee for the police detail to be approximately $8,205.05.

The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2025 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Half Marathon and 12K

EVENT LOCATION Throughout the community - Starts at Main Beach and finishes at Grant Street

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
A community wide 13.1 and 7.7 mile run throughout the community. Starting at Main Beach, the route traverses through the gates of Lakewood, past the Dole Mansion, Crystal Lake Country Club, towards CLH-S, Crosses McHenry Ave. onto MCCD bike path path CLCHS and finishes on Grant Street by Home state Bank.

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

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

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

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

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

8. Number of persons scheduled to monitor and work the event: 50+ volunteers

9. Estimated attendance: 350

RECEIVED
DEC 19 2024
By: .....

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

ORGANIZATION INFORMATION

11. ☐ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Trudy Wakeman
13. Contact Information for Event Manager:

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

(Please check preferred means of contact)

Daytime phone: [redacted] ☐
Emergency phone: _____ ☐
Cell phone: [redacted] ☑
Email: [redacted] ☑

EVENT OPERATION

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

Set Up: Saturday, August 30
Event: Sunday, August 31 - 5a.m.
Dismantling: Sunday, August 31 - Noon

15. Hours of the event:

Set Up: 5:00 a.m.
Event: 7:30 a.m.
Dismantling: 12:00 p.m.

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☐ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

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

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

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

    Description of Products_____

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

    Name of Company LRS - Confirmation forthcoming
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
A small first aid kit will be provided at 9 water stops within the race. EMS is a phone call away for further assistance.

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify Water that the event will provide on course for water stops.

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

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

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

Signature

December 10, 2024
Date

Trudy L. Wakeman
Print Name

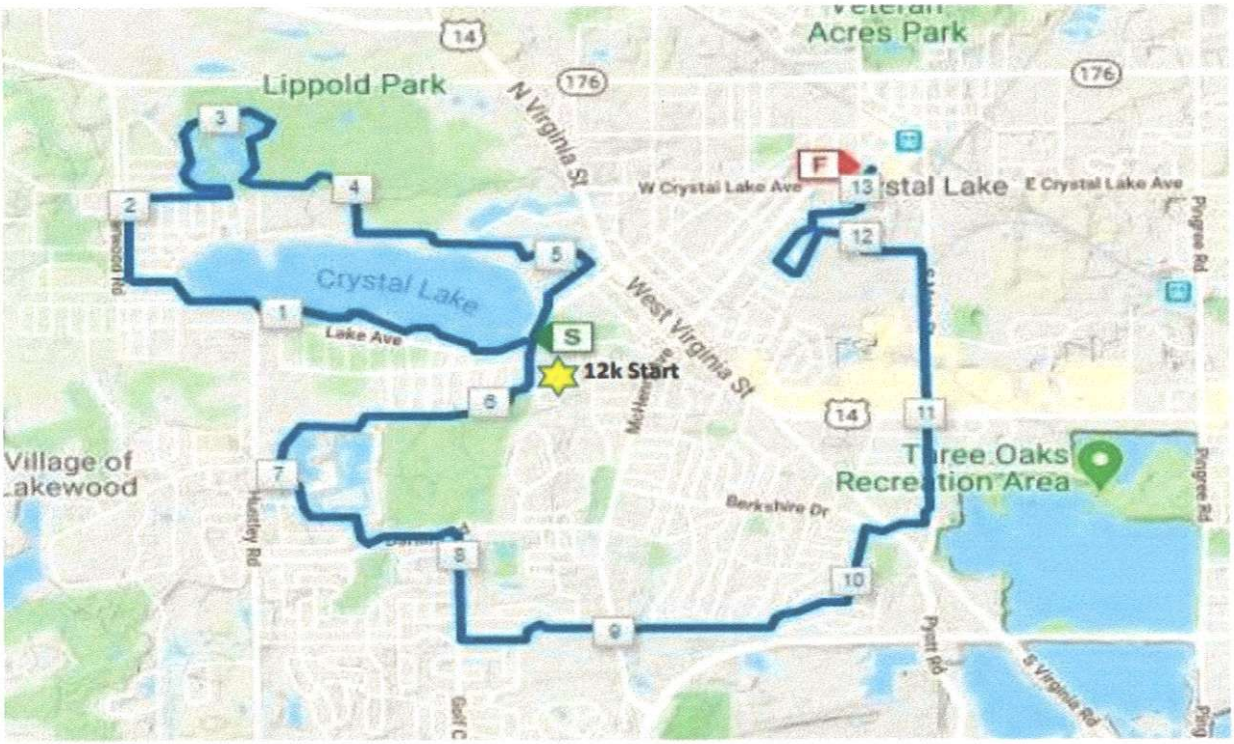
STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No



Turn by Turn

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

RIGHT – Essex Lane to South Shore

LEFT – Sunset Drive

RIGHT - Lake Ave

RIGHT Edgewater Drive

LEFT Gardina Vista

RIGHT – Heather

RIGHT – Thornwood Lane

LEFT – Into Lippold Park

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

LEFT – Onto main path

RIGHT – East End Street

LEFT – North Shore Drive

RIGHT – Oak Court

STRAIGHT – between paths cut-through onto Woodland Drive

RIGHT – Lakeshore Drive

LEFT – Leonard Parkway

RIGHT – Dole Avenue/Lake Ave

LEFT – Country Club Drive

* 12K START

*Straight onto bike path by Golf Road

*RIGHT - off the bike path onto Country Club Road.

*RIGHT – Wedgewood Drive

*RIGHT – Blue Mound Drive

*LEFT – Barlina Rd

*RIGHT – Golf Course Road

*LEFT- Concord

*RIGHT – Windsor Drive

*RIGHT – Dartmoor Drive

*LEFT – Hull Lane

*RIGHT – Surrey Lane

*LEFT – Canterbury Dr.

*RIGHT – Berkshire Drive

*LEFT – Eastgate to Bike Path

*RIGHT – into parking lot

*LEFT – onto bike path

*LEFT – Ester Street

*RIGHT – Walkup

*LEFT- Franklin

*LEFT – Wallace Ave

*RIGHT – South Street

*RIGHT – College Street

*RIGHT – Franklin

*LEFT – Behind Hussmann School

*RIGHT – Paddock St.

*LEFT – Walkup

*FINISH – Grant Street

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: City Code Amendment to Increase the Number of Class 14 Liquor Licenses – Applicant: Spartan Axe Inc., d/b/a Spartan Axe Throwing, 975 Nimco Drive, Unit D

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 14 liquor licenses from the currently permitted 4 licenses to 5 licenses, in order to allow for the issuance of a new Class 14 liquor license to Spartan Axe Inc., d/b/a Spartan Axe Throwing, 975 Nimco Drive, Unit D

Staff Contact: Nick Hammonds, Deputy City Manager
Melanie Gray, Executive Assistant

Background:
Spartan Axe Inc., is the new owner of Spartan Axe Throwing, located 975 Nimco Drive, Unit D. Since the current license was issued to the former owner, the liquor license will be surrendered and the number of Class 14 liquor licenses will be reduced automatically from 5 to 4.

Licenses are non-transferable, thus Spartan Axe Inc. is requesting the City Council approve an increase in the number of Class 14 licenses to allow for the continuous operation of the business at Spartan Axe Throwing, located 975 Nimco Drive, Unit D. No other changes are being made to the license.

It should be noted that the previous business owner received a Special Use Permit to operate an axe throwing business at this location. The new owner is aware of the existing Special Use Permit conditions and will operate the business accordingly.

A Class 14 License authorizes the retail sale of beer and wine for consumption only on the premises specified in the license where sold between the hours of 11:00 a.m. and 1:00a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and noon on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises.

The annual fee for such a license shall be $1,000.

Current Class 14 License Holders:

Name	Address	Zoning
Chuck E Cheese	4725 Northwest Highway (Rose Plaza)	"B-2"

Portillo's	855 Cog Circle (Archway East)	"B-2 PUD"
McHenry County College	8900 Northwest Hwy	"W"
Sushi U	5899 Northwest Highway, Unit A	

The applicant has submitted all of the necessary paperwork. There are no zoning issues with the request.

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

- Payment of Prorated License Fee
- Certificate of Occupancy

The attached Ordinance approves an increase in the number of Class 14 liquor licenses in order to allow the creation the issuance of a new Class 14 liquor license to Spartan Axe Inc., d/b/a Spartan Axe Throwing, 975 Nimco Drive, Unit D.

Votes Required to Pass:
Simple majority

Ord. No.
File No. 255 L

The City of Crystal Lake

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

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

1. Class 14 License shall be increased from 4 to 5.

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

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

DATED at Crystal Lake, Illinois, this 18th day of February 2025.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

Catherine Kouretsos
334 Hampton Ct
Crystal Lake, IL 60012
[redacted]

02/03/2025

Mayor Haig Haleblian
Crystal Lake City Council
100 W. Woodstock St
Crystal Lake, IL 60014

Request for Approval of Liquor License Issuance

Dear Mayor Haleblian and Members of the City Council,

I am writing to formally request approval for the issuance of a liquor license to Catherine Kouretsos, owner of Spartan Axe Inc, for Spartan Axe Throwing located at 975 Nimco Dr, Unit D, Crystal Lake, IL 60014. I will be taking over operations of the establishment and intend to continue running it as it currently operates, with no changes to its business model, policies, or operations.

It is my goal to maintain the same standards, customer experience, and compliance with all city regulations and liquor laws. I understand the importance of responsible business ownership and will ensure that all applicable rules and guidelines are strictly followed.

I appreciate your time and consideration of this request. Please let me know if any further information is required or if there are any steps I need to take to facilitate the approval process. I look forward to working with the City of Crystal Lake and continuing the success of this establishment.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
Catherine Kouretsos
Spartan Axe Inc

LL25-000001
Liquor License

Applicant Name	Catherine Kouretsos
Applicant Email	[redacted]
Applicant Address	334 HAMPTON CT CRYSTAL LAKE IL 60012-3739
Applicant Company Name	Spartan Axe Inc
Applicant Company Address	334 Hampton Ct Crystal Lake IL 60012
Applicant Home Phone	
Applicant Cell Phone	
Applicant Work Phone	
Application Type	New
License Classification	Class 14
Do you have a Class 28 Supplemental Liquor License	No
Legal Name	Spartan Axe Inc
DBA	Spartan Axe Throwing
Phone Number	[redacted]
Contact Person Name	Catherine Kouretsos
Contact Person Email	[redacted]
Contact Person Address	334 HAMPTON CT CRYSTAL LAKE IL 60012-3739
Contact Person Company Name	Spartan Axe Inc
Contact Person Company Address	334 Hampton Ct Crystal Lake IL 60012
Contact Person Home Phone	
Contact Person Cell Phone	
Contact Person Work Phone	
Manager Name	Konstantinos Kalampalikis
Manager Email	[redacted]
Manager Address	334 Hampton Ct Crystal Lake IL 60012
Manager Company Name	
Manager Company Address	
Manager Home Phone	
Manager Cell Phone	
Manager Work Phone	
Manager Status	Current Manager
Citizenship	Yes

Officer Full Name and Title	Konstantinos Kalampalikis
Home Address	334 Hampton Ct Crystal Lake IL, 60012
Does this officer have a middle initial?	1
Date of Birth	04/08/1993
Phone Number	[redacted]
Email	
Officer Full Name and Title	N/A
Does this officer have a middle initial?	1
Home Address	N/A
Phone Number	N/A
Email	N/A
Does this officer have a middle initial?	0
Is this for a new construction?	No
Own or Lease	Lease
Name of Lessor	Larry Hooker
Address of Lessor	975 Nimco Dr, Unit H, Crystal Lake, IL 60014
Period Covered by Lease	3 Month Sublease, Lease renews June 1st, 2025
Has applicant made application for a similar license for premises other than described in this application?	No
Has a previous license by any state or subdivision, or the federal government been revoked?	No
xHas applicant (including any partner, officer, manager, member or director, or any stockholder holding in the aggregate more than a 5% ownership interest in the applicant), ever been convicted of a f	No
Has applicant (including any partners, directors, or officers), ever been convicted of a felony under any Federal or State law and would be disqualified to receive a license by reason of any matter or	No

Does the applicant agree not to allow gambling devices or gambling on the premises? (Except for those license holders that hold a supplemental Class 28 Liquor License)	Yes
The applicant will not violate any of the laws of the State of Illinois, of the United States, or any ordinance of the City in the conduct of his place of business.	Yes
The applicant authorizes the establishment manager to accept all notices, including notices of violations or notices of hearings, on applicant's behalf.	1
Each licensee at all times have available for inspection by the City on the licensed premises, a copy of the current certification of completion of BASSET training, issued by a BASSET training provide	1
No licensee, manager of other employee of an establishment covered under the provisions of this chapter shall serve, vend or check identification unless such a licensee, manager or other employee poss	1
Employees hired by licensed establishments will obtain BASSET certification issued by a BASSET training provider, licensed by the Illinois Liquor Control Commission, within 90 days of their employment	1
Applicant lives (select one)	in Crystal Lake
Liquor Liability Insurance Expiration	03/01/2026
Is your Surety Bond Continuous?	Yes
Check this box to confirm above statement	1
Payment Type	50% Installment

Attach Lease Agreement: Sublease Agreement.pdf
Background Request Letter: Criminal Background Checks.pdf
If not a Citizen, please submit Proof of legal US Residency: KK GC.jpg
Letter to the Mayor and City Council requesting approval of the issuance of a Liquor License to applicant: Letter to Mayor.pdf
Owner / Registered Agent Signature: signature.png
Partner / Manager Signature: signature.png
Proof of Liquor Liability Insurance: 312025-2026 Liquor Liab policy $625 (1).pdf
Surety Bond ($1000 payable to City of Crystal Lake): Spartan Axe Inc. liquor license bond #67339445 (1).pdf
System Email: Online Application Received.htm
Upload signed affidavit Click Here for form: AFFIDAVIT.pdf
System Email: Your license application has been received.htm
System Email: Online Payment Received.htm
System Email: Your citizenserve payment has been received.htm

AFFIDAVIT

STATE OF IL)
) SS
COUNTY OF McHenry)

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

(Affidavit must be signed in front of a notary public.)

Please sign below:

Catherine Kouvetsos — Owner
Printed Full Name — Title

[signature] — 1/28/25
Applicant Signature — Date

Konstantinos Kalampalikis — Manager
Printed Full Name — Title

[signature] — 1/28/25
Applicant Signature — Date

Subscribed and sworn to before me this

28th day of January, 2025.

April Lynn Mumma
Notary Public

My commission expires: 2/6/27

(SEAL)

OFFICIAL SEAL
APRIL LYNN MUMMA
Notary Public - State of Illinois
My Commission Expires 2/06/2027

Sublease Agreement

1. **The Parties:** This Sublease Agreement is entered into on 2-3-25, by Spartan Axe throwing Inc. and between Catherine Kouretsos, DBA Spartan Axe Inc.

   Tenant: Spartan axe throwing Inc, with a mailing address of 975 nimco dr unit d Crystal lake IL 60014

   Subtenant: Catherine Kouretsos, DBA Spartan Axe Inc., The subtentant agrees to pay the rent to the landlord, Larry Hooker Realty in exchange to occupy the space.

2. **Property:**

   Address: 975 Nimco Dr Unit D Crystal Lake IL 60014

3. **Lease Period:** **3/1/25 - 5/31/25**

4. **Rent:** **The subtenant Agrees to pay the following:**

   Monthly Rent: (Includes water) $2582.00

TENANT _____ **Spartan Axe Throwing Inc, President**

DATE: 2-7-25

SUBTENANT _____ **Spartan Axe Inc, President**

DATE: 2/7/25

Larry Hooker Realty _____ **Date** 2/11/25

CERTIFICATE OF INSURANCE

LIQUOR LIABILITY INSURANCE

This Insurance is effected with National Specialty Insurance Company, hereinafter called "Underwriters".

This Certificate is is issued in accordance with the limited authorization granted to the Correspondent by Atrium Risk Management Services (Washington) Limited ("ARMS"), an agent of National Specialty Insurance Company.

The Assured is requested to read this Certificate, and if it is not correct, return it immediately to the Correspondent for appropriate alteration.

In the event of a claim under this Certificate, please notify the following Correspondent:

Donald Gaddis Company, Inc
21 S. Evergreen Ave
Suite 220
Arlington Hts
IL
60005

This Schedule of Warranties is attached to and forms part of LII 12 (04/21) – Location One
NATIONAL SPECIALTY INSURANCE COMPANY

Previous No. Authority Ref. No. **B064625ATR02208** Certificate No **JFL/LIQ/244754**

Statement 1. (A) Name and Address of Assured (Licensee)

SPARTAN AXE, INC.
334 HAMPTON CT
CRYSTAL LAKE
Illinois
60012

(B) Name and Address of Assured (Owner)

LARRY HOOKER
975 NIMCO DRIVE
UNIT D
CRYSTAL LAKE
Illinois
60014

Statement 2. This Insurance is limited to sales or gifts of alcoholic liquor made by the Licensee(s) named in Statement 1(A) at the following premises:

975 NIMCO DRIVE
UNIT D
CRYSTAL LAKE
Illinois
60014

which are **inside** the corporate limits of such city, town or village

Statement 3. The insured premises will close **before 2am** which time represents the latest closing time of the insured premises on any day of the week during the Insurance period.

Statement 4. The classification of risk, amount of gross annual receipts from sales of alcoholic liquor, and the premium for the Insurance period are as stated below:

Classification of Risk	Amount of Gross Annual Receipts	Premium	Fee	Total
TAVERN	**$15,000**	**$600.00**	**$25.00**	**$625.00**

Statement 5. No company nor NATIONAL SPECIALTY INSURANCE COMPANY has cancelled or refused to issue or renew Liquor Liability Insurance on the risk herein described during the past five years, except as follows:
No Reason: **N/A**

INSURANCE PERIOD
The Insurance period shall be from **01 March 2025** to **01 March 2026** both days at 12:01 a.m. Central Standard Time.

LIMIT OF LIABILITY
Combined Single Limit **$1,000,000**

FORMS ATTACHED:
LII 12 (04/21)

By:

Secretary President

NATIONAL SPECIALTY INSURANCE COMPANY

THE ASSURED WARRANTS THAT THE FOREGOING WARRANTY STATEMENTS ARE FULL, TRUE AND COMPLETE AND THAT THE BREACH OF ANY OF SAID WARRANTIES SHALL RENDER THIS INSURANCE NULL AND VOID.

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES

Effective Date: March 1st, 2025

Western Surety Company

LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS: Bond No. 67339445

That we, Spartan Axe, Inc.

of Crystal Lake, State of Illinois, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of Illinois, as Surety, are held and firmly bound unto the City of Crystal Lake, State of Illinois, as Obligee, in the penal sum of One Thousand and 00/100 DOLLARS ($1,000.00), lawful money of the United States, to be paid to the Obligee, for which payment well and truly to be made, we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been licensed Liquor License City of Crystal Lake

by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply with the laws and ordinances, including all amendments thereto, pertaining to the license or permit applied for, then this obligation to be void, otherwise to remain in full force and effect until March 1st, 2026, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class U.S. Mail, to the Obligee and to the Principal at the address last known to the Surety, and at the expiration of thirty-five (35) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said date. Regardless of the number of years this bond shall continue in force, the number of claims made against this bond, and the number of premiums which shall be payable or paid, the Surety's total limit of liability shall not be cumulative from year to year or period to period, and in no event shall the Surety's total liability for all claims exceed the amount set forth above. Any revision of the bond amount shall not be cumulative.

Dated this 30th day of January, 2025.

Spartan Axe, Inc.
Principal

Principal

WESTERN SURETY COMPANY

By _____
Larry Kasten, Vice President

Form 532-8-2023

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Liquor License City of Crystal Lake

bond with bond number 67339445

for Spartan Axe, Inc.
as Principal in the penalty amount not to exceed: $ 1,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 30th day of January, 2025.

ATTEST

L. Bauder, Assistant Secretary

WESTERN SURETY COMPANY

By

Larry Kasten, Vice President

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 30th day of January, 2025, before me, a Notary Public, personally appeared Larry Kasten and L. Bauder who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

S. GREEN
NOTARY PUBLIC
SOUTH DAKOTA
SEAL SEAL

My Commission Expires February 12, 2027

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

Form F9701

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Variation to reconstruct a garage on an existing slab 16.76 feet from the rear yard setback, an encroachment of 48 feet into the 64.68-foot setback and 3.88 feet from the side property line, an encroachment of 1.1 feet into the 4.9-foot side yard setback

Shane Sims, petitioner
132 Heather Drive

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the yard abutting a street and side yard setback variations for 132 Heather Drive

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

Background:

- Request: To reconstruct a detached garage on an existing slab. The slab encroaches into the setbacks as calculated in the current UDO.
- Zoning: The site is zoned R-2 Single Family.
- Land Use: The land use map shows the area as Urban Residential.
- The previous garage was destroyed by a vehicle crash and needed to be torn down. The new property owner is required to have at least one covered parking space.
- The proposed garage would be built on the existing slab and meet all other code requirements.

PZC Highlights:

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

- The PZC had no concerns with the proposed garage since it was there previously at the desired location.
- The PZC found that the petition met the Findings of Facts.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's request with the following recommended conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
    A. Application (Hickey, received 11/11/24)
    B. Architectural Plans (ALA Architects, dated 09/16/24, received 09/24/24)
    C. Plat of Survey (Luco, dated 07/19/19, received 09/24/24)

2. No additional hard surface coverage shall be permitted on the lot.

3. The petitioner shall address all of the review comments and requirements of Public Works and Engineering Department, Community Development Department and the City's Stormwater Consultant.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Variation at 132 Heather, please check one of the choices and sign below.

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

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

_____

_____

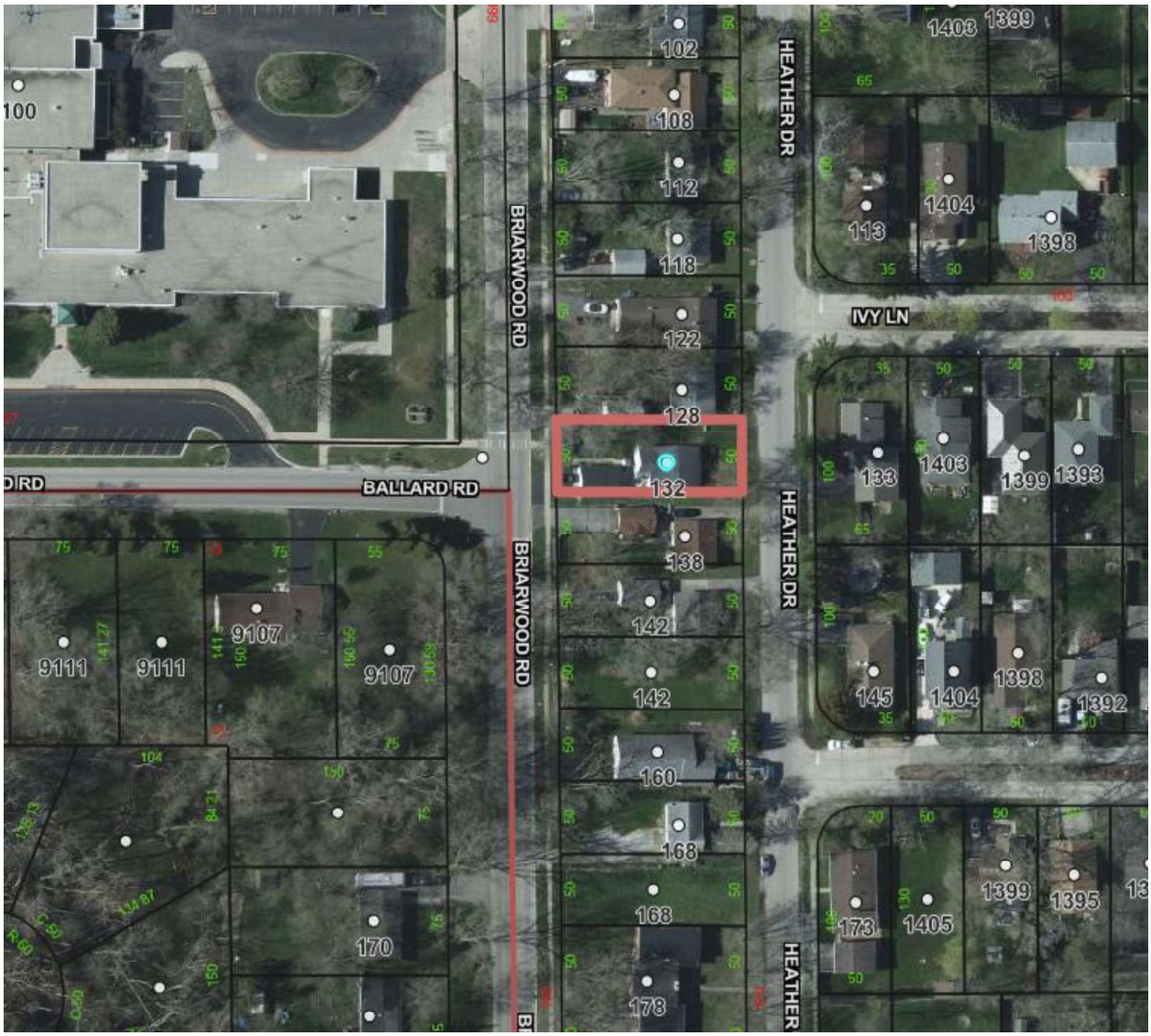
Petitioner's Name: Diane Sims Date: 2/10/25
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sims, received 01/28/25)
   B. Architectural Plans (Sims, undated, received 12/18/24)
   C. Plat of Survey (Luco, dated 07/03/19, received 12/18/24)

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

PIQ Map
132 Heather



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING SIMPLIFIED RESIDENTIAL VARIATIONS TO ALLOW A DETACHED GARAGE THAT ENCROACHES 48 FEET INTO THE REQUIRED 64.68-FOOT STREET SETBACK AND 1.1 FEET INTO THE 4.9-FOOT SIDE YARD SETBACK AT 132 HEATHER DRIVE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2024-222) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested Variations to allow a detached garage to be constructed on an existing slab that encroaches 48 feet into the 64.68-foot averaged yard abutting a street setback and 1.1 feet into the 4.9-foot interior side yard setback at 132 Heather Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 14, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 5, 2025 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed variations; and

WHEREAS, on December 4, 2024, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Variations be approved, as documented in the minutes, and

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

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

Section I: That Variations to allow construction of a detached garage encroaching 48 feet into the 64.68-foot averaged yard abutting a street setback and 1.1 feet into the 4.9-foot interior side yard setback at 132 Heather Drive (18-01-101-023), Crystal Lake, Illinois is hereby approved.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sims, received 01/28/25)
   B. Architectural Plans (Sims, undated, received 12/18/24)
   C. Plat of Survey (Luco, dated 07/03/19, received 12/18/24)

Draft

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

Section II: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of Variations in accordance with the provisions of this Ordinance, as provided by law.

Section III: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 18th day of February, 2025.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: February 18, 2025
Approved: February 18, 2025

Draft

#2024-222
132 Heather Drive – Variation
Project Review for Planning and Zoning Commission

Meeting Date: February 5, 2025

Request: Variation to reconstruct a garage on an existing slab 16.76 feet from the rear yard setback, an encroachment of 48 feet into the 64.68-foot setback and 3.88 feet from the side property line, an encroachment of 1.1 feet into the 4.9-foot side yard setback.

Location: 132 Heather Drive

Acreage: Approximately 6,200 square feet

Existing Zoning: R-2 Single Family

Surrounding Properties:
North: R-2 Single Family
South: R-2 Single Family
East: R-2 Single Family
West: R-2 Single Family

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- The property is an existing single-family residential lot in Crystal Lake that had an existing detached garage off Briarwood Road.
- The garage was destroyed due to a vehicle crash into the structure.
- The lot is non-conforming and so the street side setback is averaged. The average looks at principal structures and was determined to be 64.68 feet back.
- The owner needs to reconstruct the garage and would like to reuse the existing slab. The accident caused the need to rebuild the garage and therefore the hardship was not created by the property owner.

Development Analysis:

General

- Request: To reconstruct a detached garage on an existing slab. The slab encroaches into the setbacks as calculated in the current UDO.
- Zoning: The site is zoned R-2 Single Family.
- Land Use: The land use map shows the area as Urban Residential.

Findings of Fact:

ZONING ORDINANCE VARIATION

The petitioner is requesting Simplified Residential Zoning Variations to allow a garage to be built upon an existing slab that encroaches into the street side setback and interior side yard setback.

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

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

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

   ☒ *Meets* ☐ *Does not meet*

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

   ☒ *Meets* ☐ *Does not meet*

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

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

   ☒ *Meets* ☐ *Does not meet*

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

   ☒ *Meets* ☐ *Does not meet*

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

   ☒ *Meets* ☐ *Does not meet*

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

☒ *Meets* ☐ *Does not meet*

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

Comprehensive Land Use Plan 2030 Vision Summary Review:

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

Land Use - Residential

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

Supporting Actions: Preserve and enhance the character and livability of existing residential area with architectural and development guidelines.

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sims, received 01/28/25)
   B. Architectural Plans (Sims, undated, received 12/18/24)
   C. Plat of Survey (Luco, dated 07/03/19, received 12/18/24)

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

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

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

Owner Information

Name: Shane Sims

Address: 132 Heather Dr. Crystal Lake, IL 60014

Phone: [redacted]

E-mail: [redacted]

Project Name & Description: Garage Build

I am rebuilding the garage on the existing foundation.

Project Address/Location: 132 Heather Dr. Crystal Lake, IL 60014

Signature

Shane Sims 1/27/2025

Owner: Print and Sign name Date

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

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, JANUARY 15, 2025
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

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

CALL TO ORDER

On roll call, members, Gronow, Mason, Repholz, Skluzacek, and Smith were present. Members Greenman and Teetsov were absent.

Elizabeth Maxwell, City Planner was present from Staff.

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

APPROVE MINUTES OF THE JANUARY 15, 2025 PLANNING AND ZONING COMMISSION MEETING

Mr. Skluzacek made a motion to approve the minutes from the January 15, 2025 Planning and Zoning Commission meeting. Mr. Smith seconded the motion. On voice vote, all members voted aye. Motion passed.

2024-224 – 751 OAK STREET- SIMPLIFIED RESIDENTIAL VARIATION

Simplified Residential Variation to construct a two-story garage addition to the street side of the home, extending 19.2 feet into the required 49.2-foot street side setback.

Request continuation to the February 19, 2025 regular Planning and Zoning Commission hearing.

Ms. Repholz made a motion to continue 2024-224 to the February 19, 2025 meeting. Mr. Smith seconded the motion. On voice vote all members voted aye. Motion passed.

2024-222 – 132 HEATHER DRIVE – SIMPLIFIED RESIDENTIAL VARIATION

Simplified Residential Variation to reconstruct a garage on existing slab 48 feet into the 64.68-foot average street side setback 1.1 feet into the required 4.9-foot side yard setback.

Shane Sims, property owner, was present to represent the petition. Mr. Sims stated they would like to construct a new garage on the existing slab. They understand the slab does not meet the setbacks.

Mr. Gronow asked the petitioner if they agree with the conditions of approval. They did.
Mr. Gronow turned it over to staff.

Staff summarized the request, noting that the slab was legal conforming when it was constructed. Due to code changes the slab now does not meet the setbacks and would need the variation. Also the garage needed to be demolished due to damage that was no fault of the current owner.

Mr. Gronow opened the public hearing. There being no one to speak he closed the public hearing.

Many of the commission members had no comment and were supportive of the request.

Mr. Skluzacek asked if it would be constructed in the same location as before. The petitioner said yes. Mr. Skluzacek asked about plumbing and electricity. The petitioner said there would be electricity, but no plumbing.

Mr. Smith made a motion to approve the Simplified Residential Variation to reconstruct a garage on existing slab 48 feet into the 64.68-foot average street side setback 1.1 feet into the required 4.9-foot side yard setback with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sims, received 01/28/25)
   B. Architectural Plans (Sims, undated, received 12/18/24)
   C. Plat of Survey (Luco, dated 07/03/19, received 12/18/24)

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

Mr. Skluzacek seconded the motion. On roll call vote Members Gronow, Mason, Repholz, Skluzacek, and Smith voted aye. Motion passed.

REPORT FROM PLANNING

Staff noted the past approvals and the upcoming items.

COMMENTS FROM THE COMMISSION

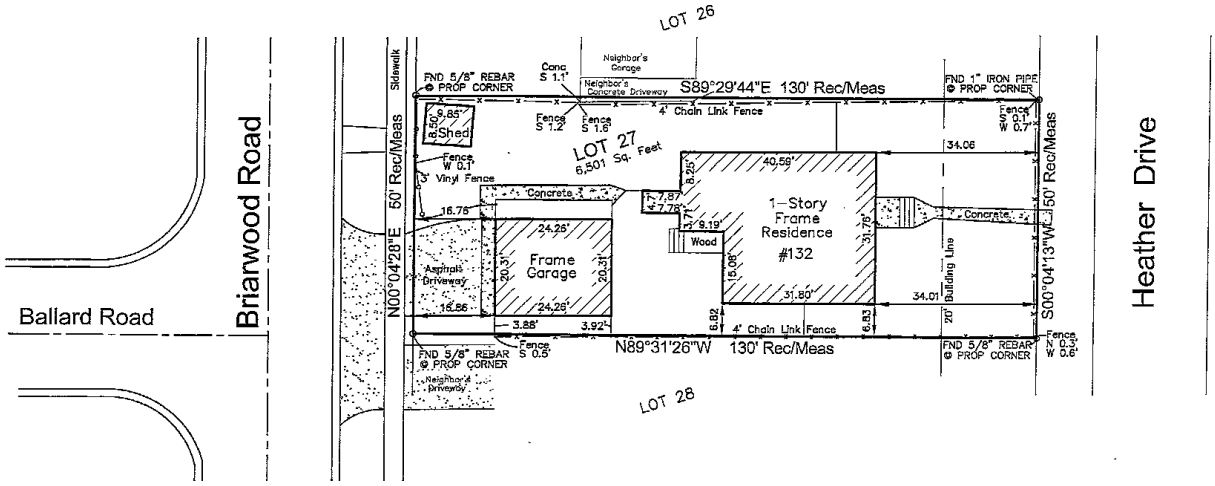
None.

ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting. Ms. Mason seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 7:09 p.m.

Plat of Survey

LEGAL DESCRIPTION: LOT 27 IN BLOCK 15 IN R.A. CEPEK'S VISTA, BEING A SUBDIVISION OF PART OF SECTION 1, TOWNSHIP 43 NORTH, RANGE 7, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND PART OF SECTION 36, TOWNSHIP 44 NORTH, RANGE 7, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 11, 1927 AS DOCUMENT 75823, IN BOOK 6 OF PLATS, PAGE 18, IN MCHENRY COUNTY, ILLINOIS.



THIS DOCUMENT IS NOT VALID WITHOUT THE SURVEYORS SEAL.

STATE OF ILLINOIS } ss.
COUNTY OF MCHENRY }

IN MY PROFESSIONAL OPINION AND BASED ON MY OBSERVATION I HEREBY CERTIFY THAT THE PLAT HEREON DRAWN IS A TRUE REPRESENTATION OF SAID SURVEY. THE PROFESSIONAL SERVICE CONFORMS TO THE CURRENT MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

GIVEN UNDER MY HAND AND SEAL THIS 10th DAY OF July A.D. 2017

JEFFREY A. SPIRER

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3898
REGISTERED AGENT FOR LUCO CONSTRUCTION COMPANY
LICENSE TO BE RENEWED NOVEMBER 30, 2018

PROFESSIONAL LAND SURVEYOR
JEFFREY A. SPIRER
35-3898
CRYSTAL LAKE, IL
STATE OF ILLINOIS

NOTES:
*COMPARE THIS DESCRIPTION ON THIS PLAT WITH YOUR DEED AND REPORT AND DIFFERENCE IMMEDIATELY.
*ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF.
*BEARINGS AS SHOWN ARE ASSUMED AND ARE SO INDICATED FOR INTERIOR ANGLES ONLY.
*BUILDING LINES AND EASEMENTS AS SHOWN ARE BASED SOLELY ON PROVIDED DOCUMENTS.
*UTILITIES WITHIN EASEMENTS ARE NORTH SHOWN HEREON. UNDERGROUND UTILITIES INCLUDING BUT NOT LIMITED TO CONDUITS AND CABLES (IF ANY) HAVE NOT BEEN SHOWN HEREON.

0' 20' 40' 60'

LEGEND
- Set IP
- Fnd IP
- Fnd "X"
- Fnd P.K.
- Wood Fence
- CL Fence
- Concrete
- Wood Deck
- Brick

Luco Construction Company
Professional Design Firm No. 184.004829
84 Lou Ave., Crystal Lake, Illinois 60014
Phone: 815.526.3874 Email: Lucoland@gmail.com

Common Address: 132 S Heather Dr., Crystal Lake
PIN # 18-01-101-023

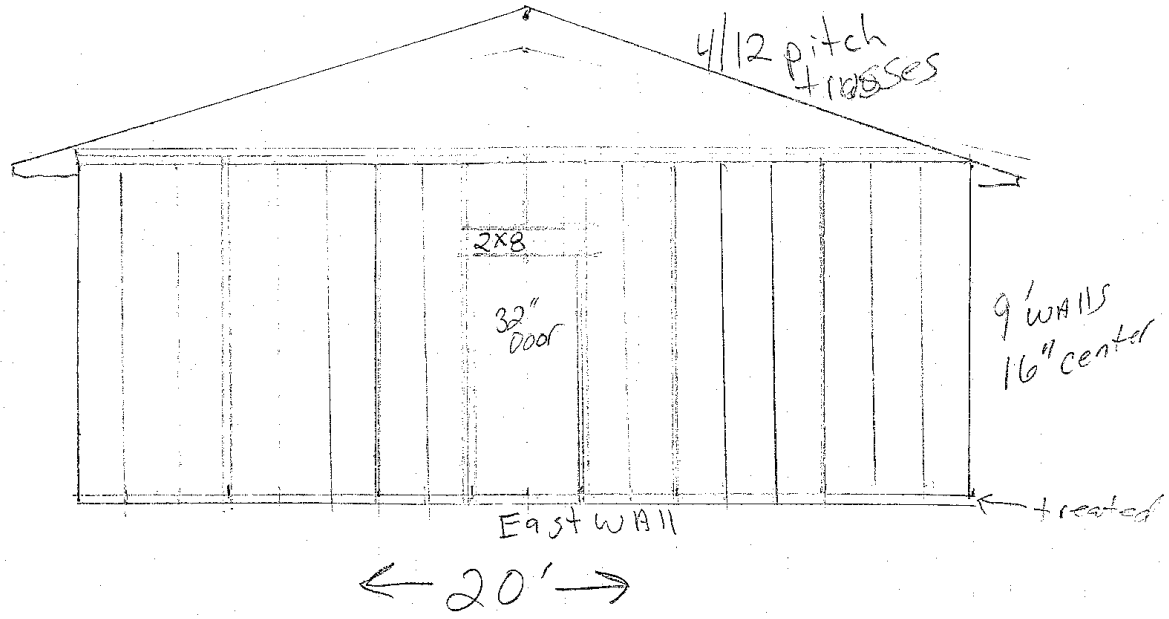
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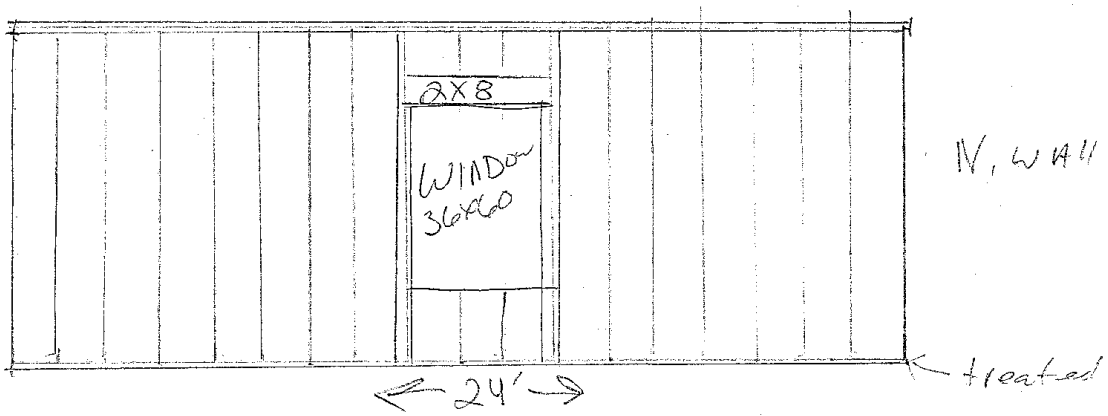
Client: Militello & Struck Reference: Blaski

Field Work Completion: 7-3-17

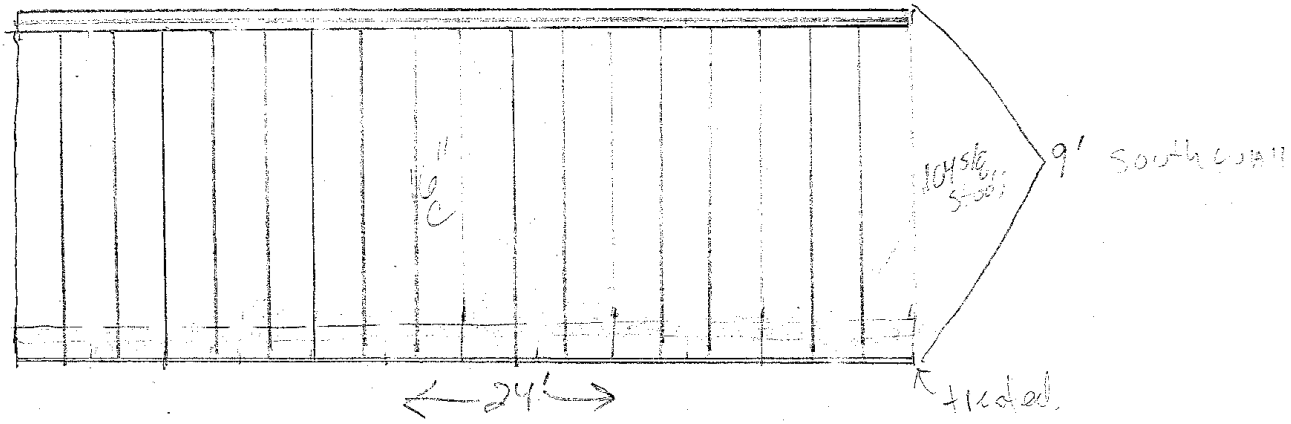
Revisions:

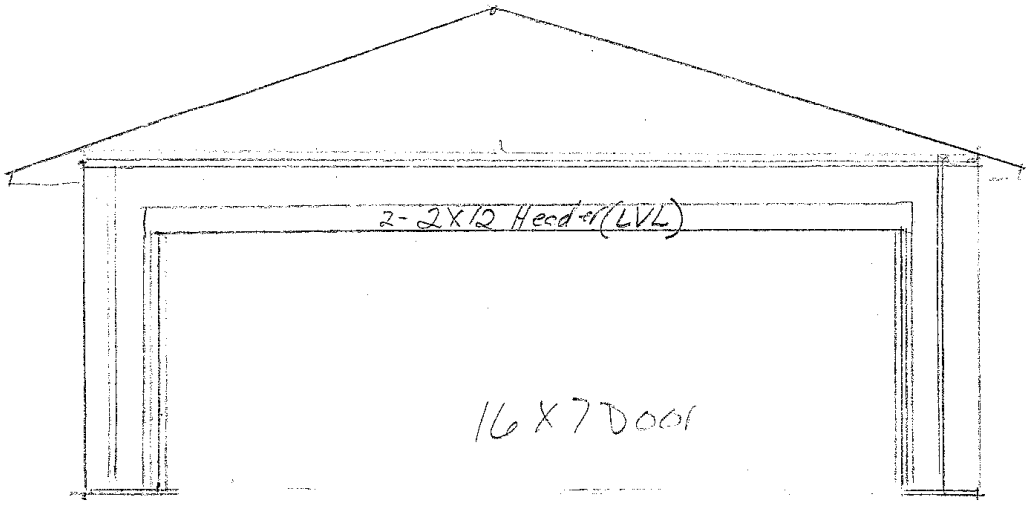
- Trusses 24" center
- Wall studs 16" center




2X8
WINDOW
36X60
N. WALL
treated
24'

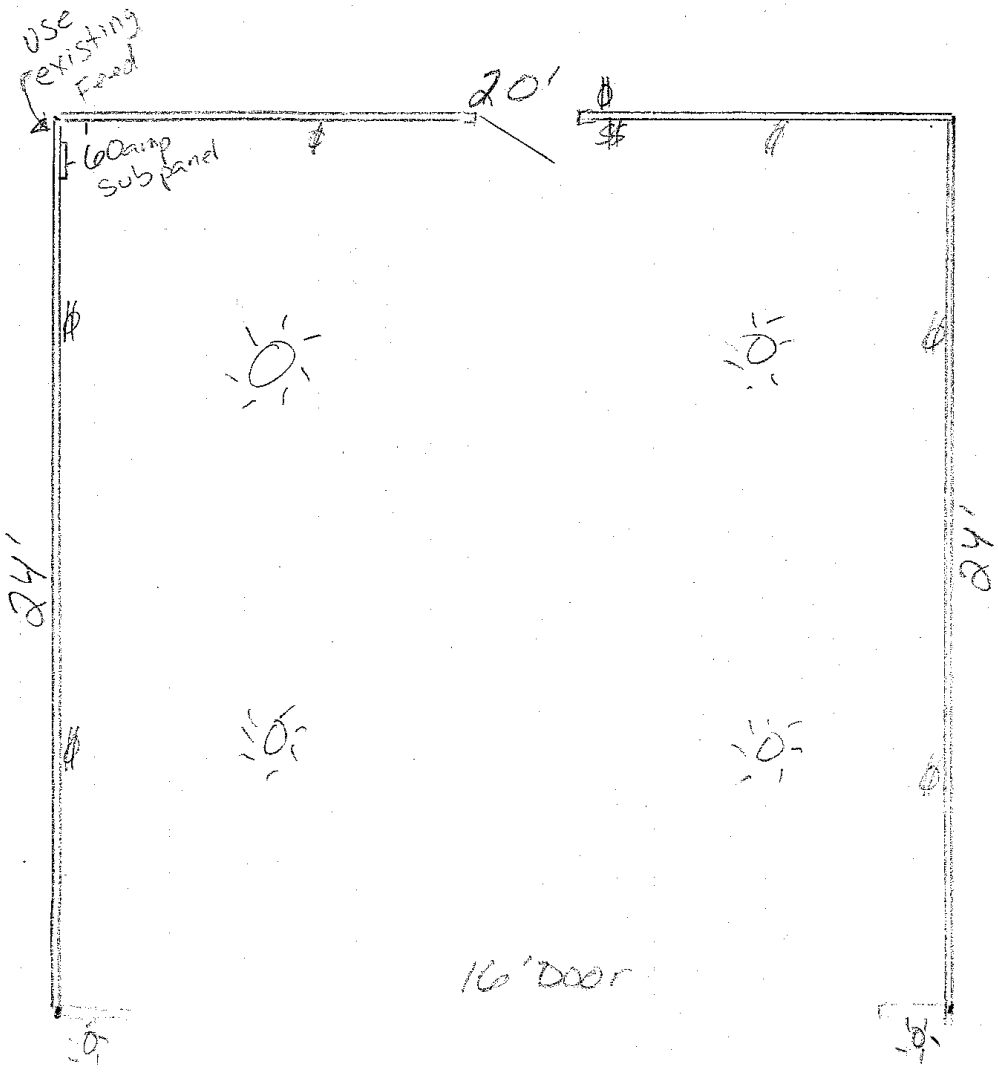
SIDE WALL


9' SOUTH WALL
HOUSE SIDE
treated
24'



West Wall

* Vinyl siding
* Shingled roof
* Aluminum soffit & fascia


use existing Feed
20'
60amp sub panel
24'
24'
16' door

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: M'Lady Nissan Temporary Use Permit request for the temporary storage of vehicles

Recommendation: City Council's discretion:

1) Motion to approve the Temporary Use Permit for M'Lady Nissan for temporary storage of vehicles for two years, with the ability of staff to approve it for up to five years located in the parking lot behind Crystal Point Shopping Center, 5846 Northwest Hwy, Crystal Lake, IL, pursuant to the recommendations listed below.

2) Motion to deny the petitioner's request.

Staff Contact: Heather Maieritsch, Economic Development Manager

---

Background: M'Lady Nissan is requesting a Temporary Use Permit for the Crystal Point Shopping Center property for temporary storage of vehicles. The vehicles would be stored behind the center at 5846 Northwest Highway. The applicant is requesting that this Temporary Use Permit be valid from February 18, 2025 through February 18, 2027, with the option for staff to extend and approve it up to February 18, 2031. Previously the City Council has approved requests for temporary use permit for vehicle storage at various locations, including the former Crystal Court Shopping Center, which is no longer available and most recent location at Chicago Plastics, 161 South Virginia Road.

M'Lady Nissan has indicated that they are in need of additional vehicle storage area for inventory. The plan is to utilize the subject parking lot close to the dealership to address the inventory storage issue, temporarily. A redevelopment of the M'Lady Nissan location is anticipated and this temporary storage of vehicles will currently assist with storage needs and during the construction process.

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

1. The Temporary Use Permit shall be valid from February 18, 2025 through February 18, 2027 with the ability for staff to approve the extension of the Temporary Use Permit through February 18, 2032.

2. Provide a 20-foot access for emergency vehicles.
3. For the duration of the Temporary Use Permit, only storage of inventory vehicles will occur at this site. It is preferred that customers not visit the temporary storage site to view or test-drive vehicles.
4. This Temporary Use Permit approval expires once a PUD redevelopment occurs.

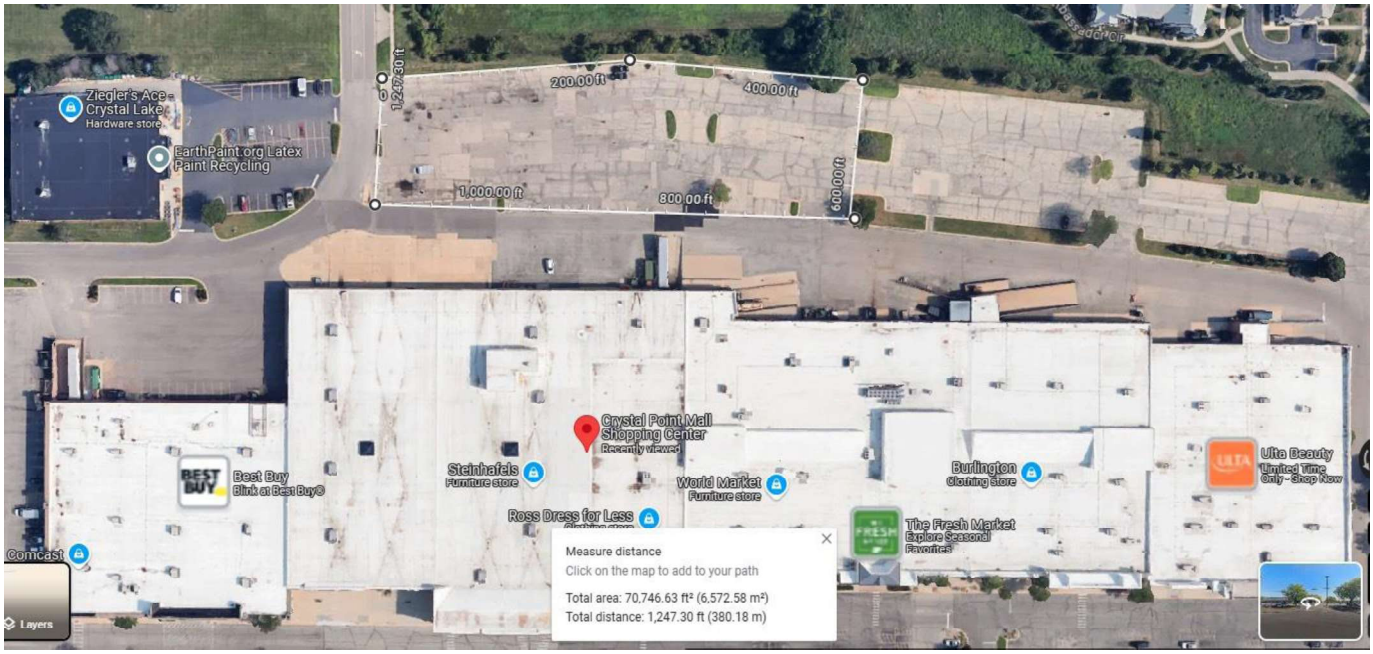
The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2025 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Exhibit A

Crystal Point Mall- 5846 Northwest Highway, Crystal Lake

A 70,747 sq ft area outlined in white below.



City of Crystal Lake
Temporary Use Application

Office Use Only
Case No: _____
Date Submitted: _____

IMPORTANT: If City Council approval is necessary (contact staff to verify), please submit the application by Friday, two weeks prior to the intended Council meeting. City Council meetings are held the first and third Tuesdays of each month. Please submit this application, along with a site plan and a check for $40.

Project Title: Parking

Action Requested

- ☐ Holiday Tree and Decoration Sales
- ☐ Real Estate Sales Office
- ☐ Contractor's construction, equipment, office or employment trailers – Residential Project
- ☑ Other promotions, events or temporary uses
- ☐ Seasonal Sale of Farm and Garden Produce
- ☐ Religious Tent Meeting
- ☐ Contractor's construction, equipment, office or employment trailers – Non-residential Project

Petitioner Information

Name: Mlady Nissan
Address: 5656 NORTHWEST HWY
CRYSTAL LAKE IL 60014
Telephone: 8154592288
Email: DREW@MLADY.COM

Owner Information (if different)

Name: PMAT ACQUISTIONS
Address: 109 Northpark Blvd STE 300
, Covington, LA 70433, USA
Telephone: 504-402-1645

Property Information

Address/General Location: 5846 Northwest Hwy Crystal Lake, IL 60014 United States

Date of Requested Action: 2/10/2025 to 2/10/2028

Description of Proposed Use: PARKING OVERFLOW OF NEW VEHICLES

Signatures

[signature] 01/31/25

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

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

[signature] 2-3-2025

Owner: Print and Sign name Date:

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

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and approving the continuation of an eight-month consultant contract with A5 Branding + Digital from May 1, 2025 to December 31, 2025 to align with our new budget year and marketing initiatives for Fiscal Year 2025

Staff Recommendation: Motion to approve an ordinance waiving competitive bidding and: 1) approving an extension of the contract with a5 Branding + Digital for marketing services in the not-to-exceed amount of $50,000 and authorizing execution of the contract by the City Manager; and 2) authorizing the City Manager to implement the marketing initiatives in the not-to-exceed amount of $96,000 recently approved in the FY2025 budget.

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

Background:
As part of the FY2025 Budget, funds for a marketing consultant were included to continue the marketing campaign that was created and implemented in 2020. The City sent out an RFP in 2020 that provided for an initial phase and a potential second phase. An initial contract was awarded to a5 Branding + Digital and the initial phase was approved and implemented in 2020 with great results developing the new Clearly Crystal Lake brand. Last year we continued and expanded the marketing campaign and contract with a5 and received even more successful feedback and results. Last year we changed the budget year causing the contract with our Marketing consultant and our media buys to no longer align. We are proposing an eight month contract with a5 to now align with our media buys as they negotiate and create the content for the placement of these marketing pieces. Extending a contract with a5 will ensure continuity for the City's marketing efforts and brand.

The proposed contract with a5 Branding and Digital is a professional service, which can be selected and approved by the City Council as a sole source due a5's familiarity and experience

with the City and its marketing needs. It is in the best interest of the City to continue and expand our professional services marketing efforts with a5 Branding + Digital. As the City has already been engaged in working with a5 Branding + Digital the last four years and has invested significant time and resources with a5 Branding + Digital to develop our brand and image. The City found last year's marketing campaign to be even more successful than the previous year in helping to improve Crystal Lake's image and contributing to gains in economic development and citizen pride.

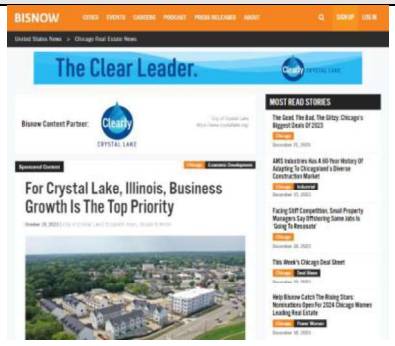
Marketing campaigns help to tell a community's story by understanding our community, developing our brand, and professionally marketing to targeted audiences. A good marketing campaign raises awareness of what makes a city a good place to live, work, shop, dine, and play.

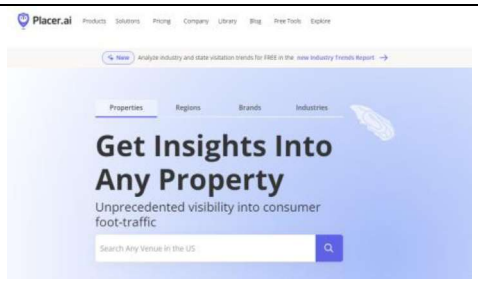
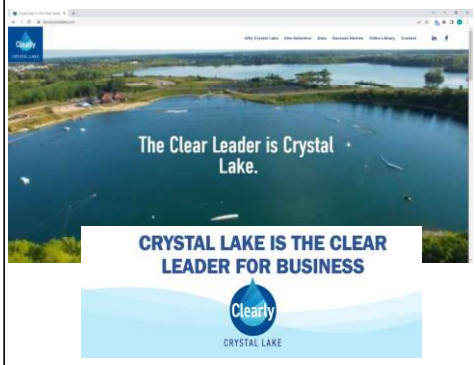
Benefits of a Marketing Plan for Crystal Lake

- ✓ Reinforces our "Brand".
- ✓ Positions Crystal Lake amongst other municipalities in the Chicagoland Marketplace.
- ✓ Heightens the awareness and positive perception of Crystal Lake.
- ✓ Targets positive image to specific markets to build awareness and spur growth.
- ✓ Builds pride and confirms beliefs of current residents and businesses.
- ✓ Helps to attract new business prospects.
- ✓ The Plan serves as a tool to measure what works and is cost effective.

Last year the City advertising in two restaurant platforms in an effort to attract more sit-down restaurants to the Crystal Lake market, and tried Geofencing advertising campaigns for the two major ICSC retailer and broker events and obtained a license for access to the Placer.ai platform for a better understanding of market demand and potential tenants. The City is always looking for and considering new initiatives and ways to improve or enhance our marketing efforts and last year was featured as a panelist at an ICSC Illinois event and Bisnow State of the Suburban Market where we were able to highlight our growth and development opportunities and discuss Water's Edge. These platforms enabled us to generate significant leads and interest in the Crystal Lake market among retailers, restaurants, developers and brokers.

The following services are being proposed:

DELIVERABLE	SAMPLE	Costs
Media Buy and Project Management • Manage purchase of media, coordinate media proposal solicitation, meet with media properties and handle, draft media buys and update the website. Crain's Chicago Bisnow Heartland Real Estate Business IL Real Estate Journal Geofencing at ICSC Chicago and Recon		a5 Expenses: $36,000 Marketing Expenses: Media Buys- $47,400

LinkedIn Nation's Restaurant News Restaurant Business Special Event Photography • Provide Crystal Lake reports to ensure media is properly placed. Includes up to two status calls/meetings a month. • The City will also obtain a license fee for Placer.ai for detailed data about our market and determine matches for potential restaurant and retail users.		Placer.ai: $26,000
Website Update • Change pages to update and enhance the appeal and ease of use to find information about Crystal Lake. • Since our media campaign drives traffic up on our Clearly Crystal Lake website. We want to ensure we maintain and update the Clearly Crystal Lake website with new photos, videos and other updates as needed to keep it fresh and inviting for returning users.		a5 Expenses: $8,000
Photography • a5 will oversee new photography to augment the image library to be used for the campaign components. The imagery will complement the existing campaign creative and feature business owners. For two days of photography, we will photograph 10 more business owners. • The City will also enter into and manage a contract with a photographer to come once a month to photograph special events throughout Crystal Lake to help update that library and use in future media posts and platforms.		a5 Expenses: $6,000 Marketing Expenses: Photographer $ 22,600
Total		a5 Expenses: $50,000 Marketing Expenses: $96,000

Recommendation

It is staff's recommendation to move forward with the contract amount of up to $50,000 for a5 Branding + Digital and for the other marketing initiatives in an amount not to exceed $96,000 that was budgeted in the FY 2025 budget.

Votes Required to Pass:

A vote of two-thirds of the Council members holding office is required to waive competitive bidding. Consequently, four affirmative votes of Council members are required for adoption of the attached ordinance.

Ordinance No.:
File No. :

ORDINANCE APPROVING THE WAIVER OF COMPETITIVE BIDDING FOR THE A5 BRANDING AND DIGITAL MARKETING CONSULTANT CONTRACT AND MARKETING INITATIVES

WHEREAS, the City sent out an RFP in 2020; and

WHEREAS, the City entered into a two-year contract with a5 Branding + Digital ("a5") and due to the successful creation and implementation of the new Clearly Crystal Lake brand the contract and campaign was expanded and extended last year; and

WHEREAS, with the change in our fiscal year is looking to extend the current a5 contract eight months so we can align our media buys with the marketing and design contract;

WHEREAS, the City's branding and media campaign by a5 has been highly successful; and

WHEREAS, it is in the best interest of the City to waive competitive bidding and continue the agreement with a5 in a not-to exceed amount of $50,000 for May 1, 2025 through December 31, 2025 and to implement the marketing initiative recently approved in the Fiscal Year 2025 budget in a not to exceed amount of $96,000.

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

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

SECTION TWO. Waiver of Competitive Bidding and authorization to enter into Agreements with a5 and media buy marketing initiatives. The City Manager is hereby authorized to enter into agreements, in such form as may be approved by the City Manager, for the a5 Branding + Digital Marketing contract in the not-to-exceed amount of $50,000 and the

Draft

marketing initiatives in the not-to-exceed amount of $96,000, without the necessity of seeking competitive bids.

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

DATED this 18th day of February, 2025

APPROVED:

_____
Haig Haleblian, MAYOR

ATTEST:

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

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

Draft

a5 Project Authorization / City of Crystal Lake

Contract: May 1, 2025 to December 31, 2025

Updated January 29, 2025

Scope of Work

Category 1: Media and Account Management
a5 will negotiate and secure media contracts targeting economic development audiences (business owners, site selection professionals, developers, etc.) and other audiences if needed. This could include continued media buys with Crain's Chicago, Bisnow, Heartland Business, Restaurant Business, Real Estate Journal, Nation's Restaurant News, LinkedIn and ICSC digital ads.

a5 will also:

- Coordinate media buys and continue to manage the Linkedin advertising campaign
- Write and/or edit copy for up to six media properties
- Develop ad creative for billboards and digital ads
- Hold bi-weekly meetings/calls with City staff

Total for Category 1: Media and Account Management
a5 Account Management .....$16,000 ($2,000/month for 8 months)
Advertising Creative + Production $20,000
Website Updates $8,000
Proposed 2025 media budget ….....$96,000 (paid directly to media for fiscal year 2025.)

Media authorized by the City for purchase shall be billed directly by the media company to the City and paid directly by the City to the media company. No media purchases shall be made without prior written approval by the City.

Category 2: Photography
a5 will oversee new photography to augment the image library to be used for the campaign components. The imagery will complement the existing campaign creative and feature business owners. a5 will coordinate shoot days with the chosen photographer and the City, and art direct the two-day shoot. For two days of photography, we will photograph up to 12 business owners.

Total for Category 2: Photography
a5 Fees, coordination and art direction $6,000
Two days, one or two a5 staff (JH & JA)
Photographer fees .....$2,200/day for two days
Miscellaneous expenses, up to $100 per day

Category 3: Website Updates
a5 would conceptualize a new layout for the "Why Crystal Lake", "Site Selection" and "Data" pages with minor updates on other pages to ensure current information and links. Additionally the team will consider re-grouping the videos in the video section to include a State of the Community group on the bottom of the page.

a5 Project Authorization / City of Crystal Lake

Contract: May 1, 2025 to December 31, 2025

Updated January 29, 2025

Terms

- Estimates are based on a5's experience with similar projects, using a blended billing rate of $150/hour. If hours exceed the estimated fees, the additional time will be billed at $150/hour.
- Terms are net 15. Secure online payment via QuickBooks is preferred.
- Payment of fees and expenses is not contingent on the client's acceptance of recommendations.
- Outside expenses such as printing, FedEx, etc. are additional.
- Invoices for outside vendors used for photography, printing, etc. will be billed to the client to avoid agency markup. If client prefers a5 to pay vendor directly, a 15% markup will be added to vendor invoice.
- Final proofreading is the exclusive responsibility of the client; neither a5 Branding & Digital, nor their suppliers, will accept responsibility for errors in copy.

If the contents of all pages of this contract meet with your approval, please countersign this form (below) and email to John Harris as authorization to proceed.

John Harris jharris@a5inc.com 312.877.5500 office / 708.227.5313 mobile

Submitted by



John Harris Date
Principal, a5 Group Inc.

Accepted by

Authorized Signature Date

	Marketing Plan FY2024B	*Marketing Initiatives*	*a5 Fees*	*Separate Contract for a5*
Heartland Real Estate Business-August EDC Spotlight	Custom-content 1 page article with color images in the August edition and receive a bonus full page ad for the advertorial	$2,600.00		
IL Real Estate Journal	Dedicated Spotlight Blast with Custom, Sponsored Content-	$2,800.00		
Bisnow	Native content article housed on website, list of who clicks links, featured 2 times in email blast	$8,700.00		
Crain's	Native content article housed on Crain's website and right rail ad for 3 weeks to link to article	$10,600.00		
Bisnow Speaker	Be a panelist to disuss Crystal Lake projects to drokers and developers and discuss opportunities available in market	$6,500.00		
Newsletter		Free		
a5 Contract	Media & Account Management ($2,000 per month) Coordinate Media Buys, write/edit copy for as campaign, resize ads, LinkedIn campaign management, meetings and calls with CL		$16,000.00	
a5 Contract	Advertising Creative, Production		$20,000.00	

~~**Video**~~	Website Updates ~~One day video shoot, Editing for video one 2 min video and two 30 second videos~~		$8,000.00		
Event Photography	$1,800 a month for 10 months	$18,000.00			
2 days of photography	12 spots, editing and sizing for ads	$4,600.00	$6,000.00		
Geofencing for ICSC Events	Shaw Media ICSC Recon- Vegas	$2,200.00			
	Shaw MediaICSC Central- Navy Pier Chicago	$1,600.00			
Placerai	License Fee	$26,000.00			
LinkedIn	LinkedIn Messenger Ads.....$1000/month on average for 3 months	$3,000.00			
Restaurant Business	With this option, we propose a RB sponsored branded article placement (client supplied) for $2,700 net which runs in RB Daily eNL (delivery to 90,000), and hosted on the RBO website.	$2,700.00			
Nations Restaurant News	NRN can deliver 3X Email List Rental delivery to 3,250 Illinois operators	$6,300.00			
Branding Material for Giveaways at Events		$400.00			
Chamber Video				$4,000.00	**OVERALL**
	TOTAL	$96,000.00	$50,000.00	$4,000.00	$150,000.00

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Purchase of twenty-seven (27) Cradlepoint R1900 Series routers

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute the purchase of twenty-seven (27) Cradlepoint R1900 Series 5G Ruggedized Routers from CDW-G.

Staff Contact: James Black, Police Chief
Steve Weishaar, Director of Information Technology

Background:

The Police Department is seeking the purchase of twenty-seven (27) Cradlepoint R1900 Series routers for uploading video from the squad cars to Evidence.com. In 2021, the police department entered into an agreement with Axon Enterprises, Inc. to purchase body-worn cameras, Fleet 2 squad cameras, and associated hardware and software. As part of the initial purchase, 4G Cradlepoint wireless routers were installed to facilitate the uploading of video from the squad cars to Evidence.com. Over the last several years the squad cars have begun experiencing an increase to the upload time, which has resulted in videos not being accessible in Evidence.com for an extended period. Delays in video uploading could result in video not being properly released due to not being identified in Evidence.com by staff who process video requests. To ensure video is available in a timely manner some squad cars have been taken out of service so all video can upload.

To reduce the probability of uploading delays and squad cars being temporarily taken out of service, the Department has explored upgrading the wireless routers in the vehicles. Research indicated that the appropriate router to purchase would be the Cradlepoint R1900 Series router. The Cradlepoint R1900 Series routers are 5G and Wi-Fi 6, which will provide the fastest possible connections currently available. It is also anticipated that the Cradlepoint R1900 routers will remain functional when the Axon Fleet 2 system reaches end of life and a new system is purchased.

Three quotes to purchase twenty-seven (27) Cradlepoint R1900 routers were obtained. The quoted costs are as follows:

Company	Cost per Item	Total Cost
CDW-G	$1,524.14	$41,151.78
GovConnection, Inc.	$1,583.52	$42,755.04
MNJ Technologies	$1,725.00	$46,575.00

The Police Department is recommending the purchase of the Cradlepoint R1900 routers from CDW-G for the total cost of $41,151.78. Funds for this purchase have been allocated and approved in the FY25 budget.

Votes Required to Pass:
Simple majority.

Res. 25R -

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized to execute the purchase of twenty-seven (27) Cradlepoint R1900 Series routers.

DATED this 18th day of February, 2025.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

STEVEN WEISHAAR,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PHCL098	2/3/2025	PHCL098	5051327	$41,151.78

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cradlepoint R1900-5GB - wireless router - WWAN - LTE, Wi-Fi 6, Bluetooth -	27	6506009	$1,524.14	$41,151.78
Mfg. Part#: MB01-19005GB-GA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)				

SUBTOTAL	$41,151.78
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$41,151.78**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF CRYSTAL LAKE GREG FETTES 100 W WOODSTOCK ST CRYSTAL LAKE, IL 60014-4262 **Phone:** (815) 459-2020 **Payment Terms:** Net 30 Days-Govt State/Local	**Shipping Address:** CITY OF CRYSTAL LAKE 100 W WOODSTOCK ST CRYSTAL LAKE, IL 60014-4200 **Phone:** (815) 459-2020 **Shipping Method:** DROP SHIP-GROUND
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Haris Imamovic | 800.808.4239 | haris.imamovic@cdwg.com

LEASE OPTIONS			
FMV TOTAL	**FMV LEASE OPTION**	**BO TOTAL**	**BO LEASE OPTION**
$41,151.78	**$1,189.29/Month**	**$41,151.78**	**$1,357.60/Month**

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

• Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.

• Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.

• Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

• Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

• Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?

 My Account

 Support

 Call 800.800.4239

About Us | Privacy Policy | Terms and Conditions

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

MNJ Technologies Direct, Inc.
1025 Busch Parkway
Buffalo Grove, IL 60089
(800) 870-4340
www.mnjtech.com

QUOTE

QUOTE DATE	QUOTE NO	PO	ORDERED BY	PRINTED ON	ORDER BALANCE
02/03/2025	S001673363		Steve Weishaar	2/3/25 11:09 AM	46,575.00

BILL TO (5008112):

CITY OF CRYSTAL LAKE
100 W WOODSTOCK ST

CRYSTAL LAKE, IL 600144262,USA

CONFIRM TO: Scott Bacalar

ACCOUNT MANAGER: Scott Bacalar
EMAIL: sbacalar@mnjtech.com
PHONE: (847) 634-5422

SHIP TO (000015679):

City of Crystal Lake
100 W. Woodstock St.
P.O. Box 597
Crystal Lake, IL 60014,USA

ATTN TO:

NAME: Steve Weishaar
PHONE: 8153563650
EMAIL: sweishaar@crystallake.org

Comment:

LINE	PRODUCT	DESCRIPTION	QUANTITY	PRICE($)	AMOUNT($)
1	MNJ15350568	CradlePoint Wi-Fi 6 IEEE 802.11ax 2 SIM Cellular, Ethernet Modem/Wireless Router MFG PART NO: MB01-19005GB-GA	27	1,725.00	46,575.00

SHIP VIA: FedEx-Ground

TERMS: Net 30

PLEASE REMIT TO:
MNJ Technologies Direct, Inc.
PO Box: 771861
Chicago, IL 60637-1861

AMOUNT: 46,575.00
SALES TAX:
SHIPPING CHARGES:
TOTAL: 46,575.00
ORDER TOTAL: 46,575.00

Thank you for the opportunity. We appreciate your business.

Connection
PUBLIC SECTOR SOLUTIONS
we solve IT

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Jeff Odle
Phone:
Fax:
Email: jeff.odle@connection.com

 # 25725349.01
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING
Date: 2/3/2025
Valid Through: 3/5/2025
Account #:

Customer Contact: Steve Weishaar **Phone:** (815) 459-2020
Email: sweishaar@crystallake.org **Fax:**

QUOTE PROVIDED TO:	SHIP TO:
AB#: 24279864 **City of Crystal Lake** Steve Weishaar 100 W Woodstock St Crystal Lake, IL 60014-4200 US (815) 459-2020	AB#: 24242759 **City of Crystal Lake** Steve Weishaar 100 W Woodstock St Crystal Lake, IL 60014-4200 US (815) 459-2020

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	88.00 lbs	Net 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: https://www.govconnection.com/content/about/legal/terms-and-conditions-sale, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

*	Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
	1	27	41250751	MB01-19005GB-GA	1yr NetCloud Mobile PERFORMAN	Cradlepoint Technology	$ 1,583.52	$ 42,755.04

Subtotal	**$ 42,755.04**
Fee	**$ 0.00**
Shipping and Handling	**$ 0.00**
Tax	**Exempt!**
Total	**$ 42,755.04**

ORDERING INFORMATION

GovConnection, Inc. DBA Connection

Please contact your account manager with any questions.

Ordering Address	Remittance Address
GovConnection, Inc.	GovConnection, Inc.
732 Milford Road	Box 536477
Merrimack, NH 03054	Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:**https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm**

Please forward your Contract or Purchase Order to: SLEDOPS@connection.com
QUESTIONS: Call 800-800-0019
FAX: 603.683.0374

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Bid Award – 2025 Street Resurfacing Program

Staff Recommendation: Motion to award the bid for the 2025 Street Resurfacing Program to the lowest responsive and responsible bidder, Builder's Paving, LLC, and adopt a Resolution authorizing the City Manager to execute a contract with Builder's Paving, LLC in the amount of $1,438,185.00, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

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

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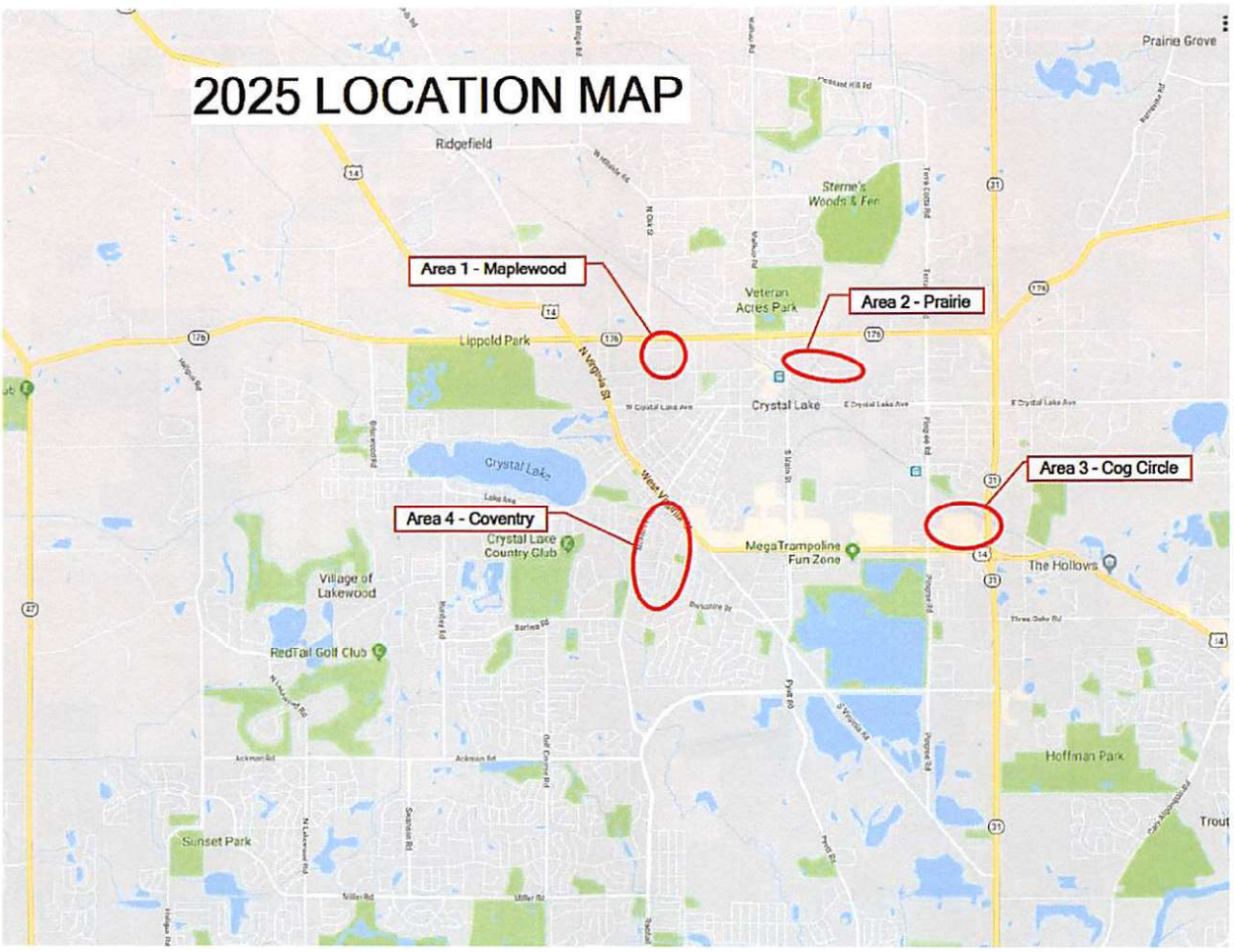
Background:
The 2025 Street Resurfacing Program will include milling (grinding) of the existing pavement surface, warranted repairs and adjustments to the pavement base, and construction of a new asphalt surface. Roads were selected based on their pavement condition, geographic proximity, and the need for curb and ADA ramp work. The resurfacing locations for 2025 include Maplewood Lane & Lincoln Parkway, Prairie Street, Cog Circle, and multiple streets in the Coventry subdivision. Locations are illustrated in the included map.

On January 23, 2025, staff publicly opened and read aloud bids received for the 2025 Street Resurfacing Program. The breakdown of bids is as follows:

Bidder	√ Builders Paving, LLC Hillside, IL	Geske & Sons, Inc. Crystal Lake, IL	Engineer's Estimate	Curran Contracgin Co. Crystal Lake, IL	Plote Construction, Inc. Hoffman Estates, IL	Brothers Asphalt Paving Addison, IL	Schroeder Asphalt Services Huntley, IL	Everlast Blacktop, Inc. Elgin, IL
Base Bid Project Cost	$1,438,185.00	$1,488,313.75	$1,521,553.15	$1,689,244.50	$1,781,622.30	$1,863,793.60	$1,896,639.50	$2,221,571.70

√ Indicates recommended lowest responsible bidder

The 2025 Street Resurfacing Program is slated to receive funding from both the Motor Fuel Tax (MFT) fund and the General Fund. These funds are included in the 2025 budget.



Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding the 2025 Street Resurfacing Program contract to the lowest responsive and responsible bidder, Builder's Paving, LLC, in the amount of $1,438,185.00.

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

The City has previously worked with Builder's Paving, LLC and has been satisfied with their services. Street resurfacing is conducted as an annual program and receives funding both from the Motor Fuel Tax (MFT) fund and the General Fund. This annual project is included in the 2025 budget.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to have an Annual Street Resurfacing Program to keep the City's roadways in a state of good repair; and

WHEREAS the CITY received and publicly opened bids for the 2025 Street Resurfacing Program on January 23, 2025; and

WHEREAS the lowest responsive and responsible bidder is Builder's Paving, LLC, Hillside, Illinois.

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

BE IT FURTHER RESOLVED that the bid for the 2025 Street Resurfacing Program be awarded to the lowest responsive and responsible bidder, Builder's Paving, LLC in the amount of $1,438,185.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Builder's Paving, LLC for the 2025 Street Resurfacing Program in the amount of $1,438,185.00; and

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

DATED this 18h day of February, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

Draft

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

Illinois Department of Transportation

Tabulation of Bids - 7 Bidders

Local Public Agency	County	Section Number	Letting Date
City of Crystal Lake	McHenry		01/23/25

Approved Engineer's Estimate	Attended By (IDOT Representative(s))
$1,582,886.20	

Bidder's Name	Builder's Paving, LLC	Geske & Sons, Inc.	Curran Contracting Co.	Plote Construction, Inc.	Brothers Asphalt Paving	Schroeder Asphalt Services	Everlast Blacktop Inc.
Bidder's Address	4401 Roosevelt Rd.	400 E. Terra Cotta Ave.	286 Memorial Ct.	1100 Brandt Dr.	315 S. Stewart Ave.	PO Box 831	7N540 IL Route 25
City, State, Zip	Hillside, IL 60162	Crystal Lake, IL 60014	Crystal Lake, IL 60014	Hoffman Estates, IL 60192	Addison, IL 60101	Huntley, IL 60142	Elgin, IL 60120
Proposal Guarantee							
Terms							

					Approved Engineer's Estimate															
Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
20201200	REM & DISP UNS MATL		CY	1580	$3.1500	$4,977.00	$2.5000	$3,950.00	$5.0000	$7,900.00	$20.0000	$31,600.00	$5.0000	$7,900.00	$50.0000	$79,000.00	$30.0000	$47,400.00	$40.0000	$63,200.00
21001000	GEOTECH FAB F/GR S		SY	4720	$0.6600	$3,115.20	$0.1000	$472.00	$1.0000	$4,720.00	$1.0000	$4,720.00	$0.9500	$4,484.00	$1.5000	$7,080.00	$1.6000	$7,552.00	$1.7500	$8,260.00
30300001	AGG SUBGRADE IMPR		CY	1580	$3.1500	$4,977.00	$2.5000	$3,950.00	$5.0000	$7,900.00	$20.0000	$31,600.00	$5.0000	$7,900.00	$50.0000	$79,000.00	$20.0000	$31,600.00	$45.0000	$71,100.00
X0600006	PREPARATION OF BSE		SY	47160	$0.8300	$39,159.40	$1.0000	$47,160.00	$0.7600	$35,856.80	$1.2000	$56,616.00	$1.6000	$75,488.00	$1.0000	$47,160.00	$0.8000	$37,744.00	$2.5000	$117,950.00
X3580030	AGG BASE REPAIR SP		TON	2450	$7.3500	$18,007.50	$5.0000	$12,250.00	$14.0000	$34,300.00	$15.0000	$36,750.00	$19.0000	$46,550.00	$20.0000	$49,000.00	$23.0000	$56,350.00	$40.0000	$98,000.00
40600290	BIT MATL TACK CT		POUND	15280	$1.4000	$21,392.00	$1.2500	$19,100.00	$0.0100	$152.80	$1.5000	$22,920.00	$0.0100	$152.80	$0.1000	$1,528.00	$0.0100	$152.80	$0.0100	$152.80
40600625	LEV BIND MM N50		TON	660	$92.2700	$79,352.20	$88.0000	$75,680.00	$82.3000	$70,778.00	$91.0000	$78,260.00	$94.0000	$80,840.00	$88.0000	$75,680.00	$93.0000	$79,980.00	$106.0000	$91,160.00
40603080	HMA BC IL-19.0 N50		TON	7000	$71.1200	$497,840.00	$68.0000	$476,000.00	$64.9000	$454,300.00	$71.0000	$497,000.00	$77.0000	$539,000.00	$84.0000	$588,000.00	$87.0000	$609,000.00	$90.0000	$630,000.00
40603335	HMA SC "D" N50		TON	5790	$82.0600	$475,127.40	$78.0000	$451,620.00	$78.1500	$452,488.50	$80.0000	$463,200.00	$81.0000	$468,990.00	$88.0000	$509,520.00	$90.0000	$521,100.00	$102.0000	$590,580.00
44000157	HMA SURF REM 2		SY	19690	$2.9600	$58,282.40	$2.2500	$44,302.50	$2.3500	$46,271.50	$2.2500	$44,302.50	$2.8500	$56,116.50	$3.2000	$63,008.00	$2.1500	$42,333.50	$2.9000	$57,101.00
X4401198	HMA SURF REM VAR D		SY	47160	$3.3300	$157,102.80	$3.0000	$141,540.00	$3.3000	$155,694.00	$4.0000	$188,720.00	$3.5500	$167,469.00	$3.2000	$150,976.00	$4.1000	$193,438.00	$4.1000	$193,438.00
X4400220	CURB REM & REPACE		LF	160	$59.1900	$9,470.40	$60.0000	$9,600.00	$63.0000	$10,080.00	$60.0000	$9,600.00	$68.0000	$10,880.00	$84.0000	$13,440.00	$66.0000	$10,560.00	$50.0000	$8,000.00
44201713	CL D PATCH T1 6		SY	200	$17.3300	$3,466.00	$8.0000	$1,600.00	$15.0000	$3,000.00	$25.0000	$5,000.00	$45.0000	$9,000.00	$40.0000	$8,000.00	$65.0000	$13,000.00	$48.0000	$9,600.00
44201723	CL D PATCH T4 6		SY	200	$17.3300	$3,466.00	$8.0000	$1,600.00	$15.0000	$3,000.00	$25.0000	$5,000.00	$45.0000	$9,000.00	$40.0000	$8,000.00	$60.0000	$12,000.00	$48.0000	$9,600.00
X6030310	FR & LIDS ADJUST SPL		EA	95	$735.0000	$69,825.00	$400.0000	$38,000.00	$830.0000	$78,850.00	$1,000.0000	$95,000.00	$1,000.0000	$95,000.00	$998.0000	$94,810.00	$1,035.0000	$98,325.00	$600.0000	$57,000.00
Z0017700	DRAIN UTIL STR RECO		EA	3	$1,333.5000	$4,000.50	$1,000.0000	$3,000.00	$1,315.0000	$3,945.00	$1,250.0000	$3,750.00	$1,250.0000	$3,750.00	$2,415.0000	$7,245.00	$2,550.0000	$7,650.00	$2,000.0000	$6,000.00
70102620	TR CONT & PROT 7015		LS	1	$16,787.0000	$16,787.00	$63,638.5000	$63,638.50	$67,030.0000	$67,030.00	$65,000.0000	$65,000.00	$149,000.0000	$149,000.00	$33,000.0000	$33,000.00	$76,580.0000	$76,580.00	$135,588.9000	$135,588.90
70102622	TR CONT & PROT 7015		LS	1	$16,787.0000	$16,787.00	$1.0000	$1.00	$1.0500	$1.05	$1,500.0000	$1,500.00	$1.0000	$1.00	$1.0000	$1.00	$100.0000	$100.00	$10.0000	$10.00
70102632	TR CONT & PROT 7016		LS	1	$16,787.0000	$16,787.00	$1.0000	$1.00	$1.0500	$1.05	$100.0000	$100.00	$1.0000	$1.00	$1.0000	$1.00	$100.0000	$100.00	$14,500.0000	$14,500.00
70102635	TR CONT & PROT 7017		LS	1	$16,787.0000	$16,787.00	$1.0000	$1.00	$1.0500	$1.05	$100.0000	$100.00	$1.0000	$1.00	$1.0000	$1.00	$100.0000	$100.00	$2,500.0000	$2,500.00
	RAILROAD PROT LIAB I		LS	1	$10,000.0000	$10,000.00	$1,250.0000	$1,250.00	$3,025.0000	$3,025.00	$4,000.0000	$4,000.00	$5,500.0000	$5,500.00	$3,675.0000	$3,675.00	$3,000.0000	$3,000.00	$2,500.0000	$2,500.00
	RAILROAD FLAGGER A		DOLLAR	15000	$1.0000	$15,000.00	$1.0000	$15,000.00	$1.0000	$15,000.00	$1.0000	$15,000.00	$1.0000	$15,000.00	$1.0000	$15,000.00	$1.0000	$15,000.00	$1.0000	$15,000.00
70300200	TEMP PVT MK LINE 4		LF	1500	$1.2100	$1,815.00	$0.5000	$750.00	$0.3500	$525.00	$1.2000	$1,800.00	$1.7500	$2,625.00	$1.0500	$1,575.00	$2.0000	$3,000.00	$1.0000	$1,500.00
78000100	THPL PVT MK LTR & S		SF	520	$5.5800	$2,901.60	$5.0000	$2,600.00	$6.5600	$3,411.20	$5.0000	$2,600.00	$6.2500	$3,250.00	$5.2500	$2,730.00	$6.0000	$3,120.00	$7.4500	$3,874.00
78000200	THPL PVT MK LINE 4		LF	3760	$1.5300	$5,752.80	$0.9500	$3,572.00	$1.0500	$3,948.00	$0.9500	$3,572.00	$0.9000	$3,384.00	$1.0000	$3,760.00	$1.0500	$3,948.00	$1.3000	$4,888.00
78000400	THPL PVT MK LINE 6		LF	7160	$2.2900	$16,396.40	$1.2000	$8,592.00	$1.5800	$11,312.80	$1.2000	$8,592.00	$1.0000	$7,160.00	$1.2600	$9,021.60	$1.3200	$9,451.20	$1.9000	$13,604.00
78000600	THPL PVT MK LINE 12		LF	3000	$3.1000	$9,300.00	$3.3200	$9,960.00	$3.4100	$10,230.00	$3.3200	$9,960.00	$3.0000	$9,000.00	$3.4800	$10,440.00	$3.6000	$10,800.00	$3.7500	$11,250.00
78000650	THPL PVT MK LINE 6		LF	700	$7.1500	$5,005.00	$4.2500	$2,975.00	$6.5600	$4,592.00	$4.2600	$2,982.00	$6.0000	$4,200.00	$4.4600	$3,122.00	$4.6500	$3,255.00	$7.4500	$5,215.00

Total Bid:	As Read:							
	As Calculated:	$1,438,185.00	$1,488,313.75	$1,689,244.50	$1,781,662.30	$1,863,793.60	$1,896,639.50	$2,221,571.70
	% Over/Under:	(9.14)%	(5.97)%	6.72 %	12.56 %	17.75 %	19.82 %	40.35 %

Note: Instructions should not be included when the form is submitted.

This form shall be used for a Local Public Agency (LPA) to record bids taken for a project. For more information see Chapter 12 of the Bureau of Local Roads and Street Manual (BLRS Manual).

Bidder Number Drop Down	Select the number of bidders for the project from the drop down. NOTE: This drop down will alter the size of the form. Click the 'Reset' button at the top of the form to restore the original form.
Local Public Agency (LPA)	Insert the name of the LPA.
County	Insert the name of the County in which the LPA is located.
Section Number	Insert the section number without dashes of the project for which bids are being taken.
Letting Date	Insert the date the letting was held.
Approved Engineer's Estimate	No entry necessary; this field is completed based on the items entered under the approved engineer's estimate.
Attended by (IDOT Representative)	Insert the name of the IDOT representative(s) that attended the letting.
Bidder	For each bidder enter the following information:
Bidder's Name	Insert the name of the bidder whose bid appears below.
Bidder's Address	Insert the street address for the bidder listed above.
City, State, Zip	Insert the city, state, and zip code of the address listed above.
Proposal Guarantee	Insert the proposal guarantee for this bidder. For a material letting, this will usually be a cashier's or certified check for not less than 5% of the amount of the bid or as shown in LRS #7 - Bidding Requirements and Conditions for Material Proposals. For construction projects, Local Agency Proposal Bid Bond (BLR 12230) will usually be acceptable.
Terms	Insert the terms, if applicable, for this bid.
Item No.	Insert the number from Schedule of Prices (BLR 12001) or Material Proposal Schedule of Prices (BLR 12240).
Item	Insert the name of the item corresponding with the item number from Schedule of Prices (BLR 12222) or Material Proposal of Prices (BLR 12240).
Delivery	Insert the delivery method for the item listed to the left, if applicable.
Unit	Insert the unit of measure for the item listed to the left.
Quantity	Insert the quantity of the item listed to the left.
Unit Price	Insert the engineer's estimated unit cost for the item listed to the left.
Total	This field is automatically calculated; no entry necessary. This is the unit price multiplied by the quantity.
For each bidder enter:	
Unit Price	Enter the bidder's unit price for the item listed to the left, from the submitted bidding documents.
Total	This is a calculated field; no entry necessary. It is the bidders submitted unit price multiplied by the bidder's unit cost.
As Read	Insert the total bid price from the bidder's documents. This will be what the bidder calculated, not what the LPA calculates.
As Calculated	No entry necessary; this will be the sum of the totals listed above for each item. This will be the calculated bid.
Add/Remove Pay Items	Use the +/- buttons to add/remove pay items.

Distribution

Submit one original to district office with the successful bidder's documents.

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Bid Award – 2025 Annual Sidewalk, Curb, and Pedestrian Ramp (ADA) Replacement Program

Staff Recommendation: Motion to award the bid for the 2025 Annual Sidewalk, Curb, and Pedestrian Ramp (ADA) Replacement Program to the lowest responsive and responsible bidder, R.C.J. Enterprises, LTD. dba Chadwick Contracting Company, and adopt a Resolution authorizing the City Manager to execute a contract with R.C.J. Enterprises, LTD. dba Chadwick Contracting Company in the amount of $792,026.28, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

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

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Background:
Each year, the Public Works Department's Engineering Division surveys one-quarter of the City and evaluates all the sidewalks in that section. Additionally, the City responds to reports of damaged sidewalks and curbs submitted by residents and staff. An annual sidewalk and curb repair program is prepared to address those sidewalks that meet the replacement criteria.

The program also includes removing and replacing deteriorated sections of curb and gutter along the streets included in the Annual Street Resurfacing Program. The third component of the program includes the replacement of a portion of the City's sidewalk ramps that do not comply with current American with Disabilities Act (ADA) requirements. Finally, an allowance is budgeted to allow for other sidewalk, curb and ADA ramps that the City identifies during the spring and summer months.

On January 31, 2025, staff publicly opened and read aloud bids received for the 2025 Annual Sidewalk, Curb, and Pedestrian Ramp (ADA) Replacement Program. The bids are submitted for individual line items at a bid unit price (e.g. bid price per foot of curb). This work will be measured and paid for at the bid unit prices.

The summary of bids is as follows:

Bidder	√ Chadwick Contracting Lake in the Hills, IL	Strada Construction Addison, IL	D'Land Construction Algonquin, IL	Engineer's Estimate	Everlast Blacktop Elgin, IL	Copenhaver Construction Gilberts, IL	Lampignano & Son Const. Arlington Heights, IL	Alliance Contractors Woodstock, IL	Landmark Contractors Huntley, IL
Base Bid Project Cost	$792,026.28	$794,671.00	$817,773.50	$877,697.00	$927,653.70	$957,949.00	$1,130,000.00	$1,351,177.65	$1,818,486.85

√ Indicates recommended lowest responsible bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding the 2025 Annual Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement Program contract to the lowest responsive and responsible bidder R.C.J. Enterprises, LTD. dba Chadwick Contracting Company, in the amount of $792,026.28.

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

The City has previously worked with R.C.J. Enterprises, LTD. dba Chadwick Contracting Company. Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement is an annual program and funds for this work are budgeted each fiscal year.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to have an Annual Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement Program to maintain the City's sidewalks, curbs and pedestrian ramps in a state of good repair; and

WHEREAS the CITY received and publicly opened bids for the 2025 Annual Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement Program on January 31, 2025; and

WHEREAS the lowest responsive and responsible bidder is R.C.J. Enterprises, LTD. dba Chadwick Contracting Company, Lake in the Hills, Illinois.

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

BE IT FURTHER RESOLVED that the bid for the 2025 Annual Sidewalk, Curb, and Pedestrian Ramp (ADA) Replacement Program be awarded to the lowest responsive and responsible bidder, R.C.J. Enterprises, LTD. dba Chadwick Contracting Company, in the amount of $792,026.28

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and R.C.J. Enterprises, LTD. dba Chadwick Contracting Company for the 2025 Annual Sidewalk, Curb and Pedestrian Ramp (ADA) Replacement Program in the in the amount of $792,026.28; and

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

DATED this 18th day of February, 2025.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

Sidewalk Concrete Program
Bid Opening: 1/31/25, 10:00am

			Chadwick Contracting Lake in the Hills, IL		Strada Construction Addison, IL		D'Land Construction Algonquin, IL		Everlast Blacktop Elgin, IL	
Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Traffic Control and Protection (Special)	CY	1	$ 10,000.00	$ 10,000.00	$ 5,000.00	$ 5,000.00	$ 26,750.00	$ 26,750.00	$ 52,508.70	$ 52,508.70
Aggregate Base Course, Type B	CY	20	$ 50.60	$ 1,012.00	$ 40.00	$ 800.00	$ 20.00	$ 400.00	$ 55.00	$ 1,100.00
Combination Concrete Curb, Gutter Removal & Replacement	LF	7,854	$ 43.92	$ 344,947.68	$ 44.00	$ 345,576.00	$ 46.00	$ 361,284.00	$ 51.00	$ 400,554.00
Combination Concrete Curb, Gutter Removal	LF	80	$ 11.57	$ 925.60	$ 20.00	$ 1,600.00	$ 10.00	$ 800.00	$ 11.00	$ 880.00
Combination Concrete Curb, Gutter, New	LF	120	$ 63.88	$ 7,665.60	$ 45.00	$ 5,400.00	$ 55.00	$ 6,600.00	$ 41.00	$ 4,920.00
Sidewalk Removal and Replacement	SF	10,080	$ 13.00	$ 131,040.00	$ 13.00	$ 131,040.00	$ 11.15	$ 112,392.00	$ 14.00	$ 141,120.00
Sidewalk Removal and Replacement (Special)	SF	10,240	$ 14.10	$ 144,384.00	$ 14.00	$ 143,360.00	$ 11.25	$ 115,200.00	$ 15.25	$ 156,160.00
Sidewalk Removal (Special)	SF	135	$ 4.00	$ 540.00	$ 4.00	$ 540.00	$ 5.00	$ 675.00	$ 5.00	$ 675.00
Portland Concrete Sidewalk 5' (New)	SF	2,450	$ 12.00	$ 29,400.00	$ 13.50	$ 33,075.00	$ 13.50	$ 33,075.00	$ 12.00	$ 29,400.00
Variable Height Monolithic Curb for Sidewalk	LF	155	$ 20.24	$ 3,137.20	$ 15.00	$ 2,325.00	$ 38.00	$ 5,890.00	$ 31.00	$ 4,805.00
Detectable Warnings (Galvanized Steel)	SF	1,000	$ 38.46	$ 38,460.00	$ 35.00	$ 35,000.00	$ 38.00	$ 38,000.00	$ 57.00	$ 57,000.00
Driveway Pavement Removal	SY	781	$ 14.98	$ 11,699.38	$ 15.00	$ 11,715.00	$ 15.00	$ 11,715.00	$ 18.00	$ 14,058.00
Hot-Mix Asphalt Driveway Pavement	SY	537	$ 45.00	$ 24,165.00	$ 69.00	$ 37,053.00	$ 65.00	$ 34,905.00	$ 26.00	$ 13,962.00
Concrete Driveway Pavement	SY	244	$ 74.38	$ 18,148.72	$ 75.00	$ 18,300.00	$ 90.00	$ 21,960.00	$ 117.00	$ 28,548.00
Pavement Removal (Special)	SY	77	$ 40.10	$ 3,087.70	$ 27.00	$ 2,079.00	$ 20.00	$ 1,540.00	$ 19.00	$ 1,463.00
Asphalt Pavement Surface Patch 4"	SY	17	$ 54.20	$ 921.40	$ 74.00	$ 1,258.00	$ 200.00	$ 3,400.00	$ 100.00	$ 1,700.00
Structures to be Adjusted	EA	2	$ 425.00	$ 850.00	$ 150.00	$ 300.00	$ 650.00	$ 1,300.00	$ 400.00	$ 800.00
Restoration	SF	6,250	$ 2.58	$ 16,125.00	$ 3.00	$ 18,750.00	$ 4.75	$ 29,687.50	$ 2.00	$ 12,500.00
Pipe Culvert 12" Complete	LF	10	$ 121.70	$ 1,217.00	$ 100.00	$ 1,000.00	$ 295.00	$ 2,950.00	$ 100.00	$ 1,000.00
Railroad Liability Insurance	LS	1	$ 4,300.00	$ 4,300.00	$ 500.00	$ 500.00	$ 9,250.00	$ 9,250.00	$ 4,500.00	$ 4,500.00
TOTAL				$ 792,026.28		$ 794,671.00		$ 817,773.50		$ 927,653.70

			Copenhaver Construction		Lampignano & Son Const.		Alliance Contractors		Landmark Contractors	
Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Traffic Control and Protection (Special)	CY	1	$ 49,000.00	$ 49,000.00	$ 50,975.00	$ 50,975.00	$ 9,500.00	$ 9,500.00	$ 50,000.00	$ 50,000.00
Aggregate Base Course, Type B	CY	20	$ 35.00	$ 700.00	$ 50.00	$ 1,000.00	$ 66.25	$ 1,325.00	$ 169.20	$ 3,384.00
Combination Concrete Curb, Gutter Removal & Replacement	LF	7,854	$ 45.00	$ 353,430.00	$ 55.00	$ 431,970.00	$ 89.85	$ 705,681.90	$ 110.50	$ 867,867.00
Combination Concrete Curb, Gutter Removal	LF	80	$ 15.00	$ 1,200.00	$ 25.00	$ 2,000.00	$ 15.00	$ 1,200.00	$ 106.45	$ 8,516.00
Combination Concrete Curb, Gutter, New	LF	120	$ 37.00	$ 4,440.00	$ 60.00	$ 7,200.00	$ 98.00	$ 11,760.00	$ 75.40	$ 9,048.00
Sidewalk Removal and Replacement	SF	10,080	$ 17.00	$ 171,360.00	$ 17.00	$ 171,360.00	$ 19.35	$ 195,048.00	$ 28.20	$ 284,256.00
Sidewalk Removal and Replacement (Special)	SF	10,240	$ 18.00	$ 184,320.00	$ 18.00	$ 184,320.00	$ 19.35	$ 198,144.00	$ 27.10	$ 277,504.00
Sidewalk Removal (Special)	SF	135	$ 5.00	$ 675.00	$ 20.00	$ 2,700.00	$ 1.00	$ 135.00	$ 12.60	$ 1,701.00
Portland Concrete Sidewalk 5' (New)	SF	2,450	$ 18.00	$ 44,100.00	$ 21.00	$ 51,450.00	$ 19.35	$ 47,407.50	$ 33.20	$ 81,340.00
Variable Height Monolithic Curb for Sidewalk	LF	155	$ 37.00	$ 5,735.00	$ 60.00	$ 9,300.00	$ 5.25	$ 813.75	$ 56.10	$ 8,695.50
Detectable Warnings (Galvanized Steel)	SF	1,000	$ 45.00	$ 45,000.00	$ 45.00	$ 45,000.00	$ 50.00	$ 50,000.00	$ 37.50	$ 37,500.00
Driveway Pavement Removal	SY	781	$ 17.00	$ 13,277.00	$ 20.00	$ 15,620.00	$ 20.00	$ 15,620.00	$ 45.00	$ 35,145.00
Hot-Mix Asphalt Driveway Pavement	SY	537	$ 39.00	$ 20,943.00	$ 95.00	$ 51,015.00	$ 103.35	$ 55,498.95	$ 168.40	$ 90,430.80
Concrete Driveway Pavement	SY	244	$ 149.00	$ 36,356.00	$ 99.00	$ 24,156.00	$ 128.90	$ 31,451.60	$ 98.55	$ 24,046.20
Pavement Removal (Special)	SY	77	$ 50.00	$ 3,850.00	$ 50.00	$ 3,850.00	$ 20.00	$ 1,540.00	$ 45.00	$ 3,465.00
Asphalt Pavement Surface Patch 4"	SY	17	$ 89.00	$ 1,513.00	$ 200.00	$ 3,400.00	$ 103.35	$ 1,756.95	$ 102.75	$ 1,746.75
Structures to be Adjusted	EA	2	$ 800.00	$ 1,600.00	$ 1,000.00	$ 2,000.00	$ 660.00	$ 1,320.00	$ 528.30	$ 1,056.60
Restoration	SF	6,250	$ 1.00	$ 6,250.00	$ 10.00	$ 62,500.00	$ 1.90	$ 11,875.00	$ 4.10	$ 25,625.00
Pipe Culvert 12" Complete	LF	10	$ 220.00	$ 2,200.00	$ 500.00	$ 5,000.00	$ 610.00	$ 6,100.00	$ 341.00	$ 3,410.00
Railroad Liability Insurance	LS	1	$ 12,000.00	$ 12,000.00	$ 5,184.00	$ 5,184.00	$ 5,000.00	$ 5,000.00	$ 3,750.00	$ 3,750.00
TOTAL				$ 957,949.00		$ 1,130,000.00		$ 1,351,177.65		$ 1,818,486.85

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Bid Award – Construction of the Three Oaks Recreation Area Stormwater Pump Station

Staff Recommendation: Motion to award the bid for the construction of the Three Oaks Recreation Area Stormwater Pump Station to the lowest responsive and responsible bidder, Bolder Contractors, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Bolder Contractors, Inc. in the amount of $3,272,443.00, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

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

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Background:

The water levels at the Three Oaks Recreation Area fluctuate depending on the amount of precipitation during storm events. The fluctuation is compounded by the fact that the lake does not have a natural outlet to provide overflow relief. During subsequent heavy rain events, that exceed historical averages, the park amenities and structures are negatively impacted. High water levels significantly impacted the park's amenities as recently as 2019 and 2020.

Over the last several years, staff has been working diligently to design a cost-effective outlet control system to manage high lake levels for the Three Oaks Recreation Area south lake. City staff and engineering consultants analyzed several alternative design concepts and determined that the most cost effective solution is to manage the water level with a storm water pumping station at the southwest corner of the lake. The pump station will discharge storm water into the existing McHenry County Division of Transportation storm sewer along Rakow Road. City Council previously approved an intergovernmental agreement allowing the use of the County storm sewer and the modification of the existing outfall. Additionally, the property owner on the south side of Rakow Road has granted the City an easement allowing for construction and the discharge of stormwater from the south lake onto his property.

The project also includes extension of the sanitary sewer on Virginia Road from the north side of Rakow Road to a manhole just south of Rakow Road at the Virginia Road intersection. The extension of the public sewer allows for future economic development south of Rakow Road.

This project has been included in the 2025 budget, and has been programmed into the City's Capital Improvement Plan (CIP). The exhibit below depicts the approximate location of the pump station and storm sewer connections.



On February 10, 2025, staff publicly opened and read aloud bids received for the construction of the Three Oaks Recreation Area Stormwater Pump Station. The breakdown of bids is as follows:

Bidder	Engineer's Estimate	√ Bolder Contractors, Inc. Cary, IL	Martam Construction, Inc. Elgin, IL	Berger Contractors, Inc. Wauconda, IL	Performance Construction & Engineering, LLC Plano, IL
Base Bid Project Cost	$3,022,614	$3,272,443.00	$3,876,148.00	$4,226,308.24	$4,375,657.50

√ Indicates recommended lowest responsive and responsible bidder

Recommendation:

It is the recommendation of City staff to award the contract for the construction of the Three Oaks Recreation Area Stormwater Pump Station to the lowest responsive and responsible bidder, Bolder Contractors, Inc., in the amount of $3,272,443.00.

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and

ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

City staff has reviewed the bids and have found them to meet all of the City's requirements. The City has previously worked with Bolder Contractors, Inc. Funds are available in the current fiscal year budget for this work.

Votes Required to Pass:
Simple Majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE desires to have the ability to manage the lake level at the Three Oaks Recreation Area facility to prevent damage to park facilities and buildings; and

WHEREAS a project consisting of a pump station and storm sewer improvements is necessary to manage the water level; and

WHEREAS a drainage easement and temporary construction easement have been obtained to facilitate the construction of the project; and

WHEREAS an intergovernmental agreement has been executed between the City of Crystal Lake and McHenry County to utilize the County's storm sewer system; and

WHEREAS the CITY received and publicly opened bids for the construction of the Three Oaks Recreation Area Stormwater Pump Station on February 10, 2025; and

WHEREAS the lowest responsive and responsible bidder is Bolder Contractors, Inc., Cary, Illinois.

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

BE IT FURTHER RESOLVED that the bid for the Three Oaks Recreation Area Stormwater Pump Station is awarded to the most responsive and responsible bidder, Bolder Contractors, Inc. in the amount of $3,272,443.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Bolder Contractors, Inc. for the construction of the Three Oaks Recreation Area Stormwater Pump Station in the amount of $3,272,443.00; and

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

DATED this 18th day of February, 2025.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

Three Oaks Recreation Area Stormwater Pump Station
Bid Opening: 2/10/25, 10:00am

ITEM NO.	UNIT PRICE ITEMS	UNIT	APPROX NUMBER OF UNITS	Bolder Contractors Cary, IL		Martam Construction Elgin, IL		Berger Contractors Wauconda, IL		Performance Construction & Eng. Plano, IL	
				PRICE PER UNIT	TOTAL	PRICE PER UNIT	TOTAL	PRICE PER UNIT	TOTAL	PRICE PER UNIT	TOTAL
1	EARTH EXCAVATION	CU YD	1620	$15.00	$24,300.00	$25.00	$40,500.00	$16.00	$25,920.00	$35.00	$56,700.00
2	FURNISHED EXCAVATION	CU YD	1100	$1.00	$1,100.00	$50.00	$55,000.00	$1.00	$1,100.00	$42.00	$46,200.00
3	TOPSOIL EXCAVATION AND PLACEMENT	CU YD	925	$15.00	$13,875.00	$40.00	$37,000.00	$31.00	$28,675.00	$13.50	$12,487.50
4	SEEDING, CLASS 1A	ACRE	0.03	$20,000.00	$600.00	$21,200.00	$636.00	$16,000.00	$480.00	$10,000.00	$300.00
5	SEEDING, CLASS 3	ACRE	0.33	$15,000.00	$4,950.00	$16,500.00	$5,445.00	$12,500.00	$4,125.00	$7,500.00	$2,475.00
6	SEEDING, CLASS 4	ACRE	0.47	$15,000.00	$7,050.00	$14,500.00	$6,815.00	$10,700.00	$5,029.00	$4,000.00	$1,880.00
7	SEEDING, CLASS 4B	ACRE	0.33	$15,000.00	$4,950.00	$16,500.00	$5,445.00	$12,100.00	$3,993.00	$4,200.00	$1,386.00
8	EROSION CONTROL BLANKET	SQ YD	5,543	$2.00	$11,086.00	$3.00	$16,629.00	$1.70	$9,423.10	$1.50	$8,314.50
9	PERIMETER EROSION BARRIER	FOOT	557	$9.00	$5,013.00	$5.00	$2,785.00	$3.25	$1,810.25	$3.00	$1,671.00
10	INLET AND PIPE PROTECTION	EACH	3	$500.00	$1,500.00	$350.00	$1,050.00	$415.00	$1,245.00	$750.00	$2,250.00
11	INLET FILTERS	EACH	3	$500.00	$1,500.00	$300.00	$900.00	$300.00	$900.00	$220.00	$660.00
12	AGGREGATE DITCH CHECKS	TON	23	$80.00	$1,840.00	$500.00	$11,500.00	$185.00	$4,255.00	$100.00	$2,300.00
13	STONE RIPRAP, CLASS A4	SQ YD	350	$80.00	$28,000.00	$200.00	$70,000.00	$105.00	$36,750.00	$110.00	$38,500.00
14	FILTER FABRIC	SQ YD	350	$2.00	$700.00	$10.00	$3,500.00	$8.00	$2,800.00	$3.00	$1,050.00
15	AGGREGATE SURFACE COURSE, TYPE A 12"	SQ YD	832	$12.00	$9,984.00	$17.50	$14,560.00	$36.50	$30,368.00	$27.50	$22,880.00
16	PORTLAND CMENET CONCRETE PAVEMENT 6"	SQ YD	125	$90.00	$11,250.00	$280.00	$35,000.00	$120.00	$15,000.00	$118.50	$14,812.50
17	PRECAST REINFORCED CONCRETE FLARED END SECTIONS 30"	EACH	1	$15,000.00	$15,000.00	$31,810.00	$31,810.00	$29,800.00	$29,800.00	$10,500.00	$10,500.00
18	PRECAST REINFORCED CONCRETE FLARED END SECTIONS 48"	EACH	1	$20,000.00	$20,000.00	$10,772.00	$10,772.00	$22,500.00	$22,500.00	$5,500.00	$5,500.00
19	STORM SEWER, CLASS A, TYPE 2 48"	FOOT	33	$1,000.00	$33,000.00	$1,220.00	$40,260.00	$580.00	$19,140.00	$600.00	$19,800.00
20	STORM SEWER, CLASS B, TYPE 2 12"	FOOT	8	$500.00	$4,000.00	$385.00	$3,080.00	$455.00	$3,640.00	$250.00	$2,000.00
21	STORM SEWER, CLASS B, TYPE 2 15"	FOOT	9	$600.00	$5,400.00	$630.00	$5,670.00	$460.00	$4,140.00	$275.00	$2,475.00
22	STORM SEWER, CLASS B, TYPE 2 30"	FOOT	55	$700.00	$38,500.00	$990.00	$54,450.00	$625.00	$34,375.00	$400.00	$22,000.00
23	STORM SEWER REMOVAL 30"	LF	59	$50.00	$2,950.00	$50.00	$2,950.00	$200.00	$11,800.00	$25.50	$1,504.50
24	STORM SEWER REMOVAL 42"	LF	68	$50.00	$3,400.00	$75.00	$5,100.00	$200.00	$13,600.00	$30.00	$2,040.00
25	MANHOLES, TYPE A, 6' DIAMETER, TYPE 1 FRAME, CLOSED LID	EACH	4	$20,000.00	$80,000.00	$34,650.00	$138,600.00	$32,500.00	$130,000.00	$25,000.00	$100,000.00
26	MOBILIZATION	L SUM	1	$190,000.00	$190,000.00	$84,075.00	$84,075.00	$112,277.89	$112,277.89	$402,300.00	$402,300.00
27	TEMPORARY CONCRETE BARRIER	FOOT	300	$40.00	$12,000.00	$40.00	$12,000.00	$45.00	$13,500.00	$66.25	$19,875.00
28	REMOVE EXISTING RIPRAP	SQ YD	46	$10.00	$460.00	$50.00	$2,300.00	$65.00	$2,990.00	$25.00	$1,150.00
29	SOIL RETENTION SYSTEM	L SUM	1	$1.00	$1.00	$40,000.00	$40,000.00	$1.00	$1.00	$16,500.00	$16,500.00
30	REMOVE EXISTING FLARED END SECTION	EACH	2	$1,000.00	$2,000.00	$1,500.00	$3,000.00	$3,000.00	$6,000.00	$750.00	$1,500.00
31	TEMPORARY CONSTRUCTION FENCE	LF	1250	$5.00	$6,250.00	$12.00	$15,000.00	$14.00	$17,500.00	$5.00	$6,250.00
32	TRAFFIC CONTROL AND PROTECTION (SPECIAL)	L SUM	1	$50,000.00	$50,000.00	$55,000.00	$55,000.00	$7,400.00	$7,400.00	$350,000.00	$350,000.00
33	STABILIZED CONSTRUCTION ENTRANCE	SQ YD	2272	$10.00	$22,720.00	$55.00	$124,960.00	$45.00	$102,240.00	$10.00	$22,720.00
34	CONSTRUCTION LAYOUT	L SUM	1	$15,000.00	$15,000.00	$8,500.00	$8,500.00	$18,000.00	$18,000.00	$10,000.00	$10,000.00
35	ITEMS ORDERED BY THE ENGINEER	DOLLAR	75,000	$1.00	$75,000.00	$1.00	$75,000.00	$1.00	$75,000.00	$1.00	$75,000.00
36	REINFORCED CONCRETE PIPE TEE, 30"X48" WITH 24" RISER	EACH	1	$8,000.00	$8,000.00	$24,684.00	$24,684.00	$11,600.00	$11,600.00	$9,000.00	$9,000.00
37	COFFERDAMS & DEWATERING	L SUM	1	$50,000.00	$50,000.00	$132,000.00	$132,000.00	$115,000.00	$115,000.00	$328,300.00	$328,300.00
38	PUMP CONTROL PANEL REINFORCED PCC EQUIPMENT PAD	L SUM	1	$4,000.00	$4,000.00	$10,500.00	$10,500.00	$2,340.00	$2,340.00	$4,500.00	$4,500.00
39	COMED TRANSFORMER REINFORCED PCC EQUIPMENT PAD	L SUM	1	$6,000.00	$6,000.00	$7,800.00	$7,800.00	$1,000.00	$1,000.00	$4,200.00	$4,200.00
40	PUMP STATION ACCESS PAD	L SUM	1	$1.00	$1.00	$27,560.00	$27,560.00	$15,000.00	$15,000.00	$8,500.00	$8,500.00

				Bolder Contractors Cary, IL		Martam Construction Elgin, IL		Berger Contractors Wauconda, IL		Performance Construction & Eng. Plano, IL	
41	PUMP STATION SLIDE GATE STRUCTURE WITH HATCHES (8'X10')	L SUM	1	$304,000.00	$304,000.00	$105,204.00	$105,204.00	$160,500.00	$160,500.00	$90,000.00	$90,000.00
42	PUMP STATION WET WELL WITH HATCHES (10' DIAMETER)	L SUM	1	$404,000.00	$404,000.00	$93,420.00	$93,420.00	$200,000.00	$200,000.00	$100,000.00	$100,000.00
43	PUMP STATION VALVE VAULT WITH HATCHES (10'X10')	L SUM	1	$125,000.00	$125,000.00	$81,810.00	$81,810.00	$104,500.00	$104,500.00	$90,000.00	$90,000.00
44	DOG HOUSE MANHOLE (4' DIA)	EACH	1	$24,000.00	$24,000.00	$33,400.00	$33,400.00	$21,000.00	$21,000.00	$13,500.00	$13,500.00
45	FORCEMAIN DISCHARGE STRUCTGURE (5' DIA)	EACH	1	$30,000.00	$30,000.00	$42,930.00	$42,930.00	$21,000.00	$21,000.00	$12,500.00	$12,500.00
46	PUMP INTERRUPTER STRUCTURE (3' DIA)	EACH	1	$20,000.00	$20,000.00	$15,390.00	$15,390.00	$15,200.00	$15,200.00	$5,500.00	$5,500.00
47	TRASH RACK COMPLETE IN PLACE	L SUM	1	$18,000.00	$18,000.00	$21,040.00	$21,040.00	$42,000.00	$42,000.00	$15,000.00	$15,000.00
48	GALVANIZED STEEL GRATING	L SUM	1	$5,000.00	$5,000.00	$8,290.00	$8,290.00	$6,500.00	$6,500.00	$5,000.00	$5,000.00
49	LOW-VOLTAGE ELECTRICAL CONDUCTORS AND CABLES	L SUM	1	$18,000.00	$18,000.00	$10,527.00	$10,527.00	$10,000.00	$10,000.00	$9,000.00	$9,000.00
50	GROUNDING AND BONDING OF ELECTRICAL SYSTEMS	L SUM	1	$8,000.00	$8,000.00	$9,372.00	$9,372.00	$1,000.00	$1,000.00	$8,500.00	$8,500.00
51	RACEWAYS AND BOXES FOR ELEXTRICAL SYSTEMS	L SUM	1	$16,000.00	$16,000.00	$20,724.00	$20,724.00	$53,990.00	$53,990.00	$16,750.00	$16,750.00
52	PUMP CABLE JUNCTION BOX	EACH	1	$10,000.00	$10,000.00	$9,900.00	$9,900.00	$6,500.00	$6,500.00	$8,500.00	$8,500.00
53	PUMP CONTROL PANEL	L SUM	1	$200,000.00	$200,000.00	$85,472.00	$85,472.00	$78,500.00	$78,500.00	$200,000.00	$200,000.00
54	RTU PANEL	L SUM	1	$48,000.00	$48,000.00	$58,623.00	$58,623.00	$47,500.00	$47,500.00	$40,000.00	$40,000.00
55	SITE LIGHT	EACH	1	$10,000.00	$10,000.00	$5,016.00	$5,016.00	$2,500.00	$2,500.00	$4,000.00	$4,000.00
56	ELECTRIC SERVICE AND DISTRIBUTION (STORMWATER PUMP STATION)	L SUM	1	$10,000.00	$10,000.00	$112,200.00	$112,200.00	$106,000.00	$106,000.00	$100,000.00	$100,000.00
57	ELECTRIC SERVICE AND DISTRIBUTION (RTU PANEL)	L SUM	1	$5,000.00	$5,000.00	$6,072.00	$6,072.00	$13,500.00	$13,500.00	$5,500.00	$5,500.00
58	SCADA SYSTEM	L SUM	1	$50,000.00	$50,000.00	$54,450.00	$54,450.00	$45,000.00	$45,000.00	$41,250.00	$41,250.00
59	STRUCTURE EXCAVATION	L SUM	1	$1.00	$1.00	$278,370.00	$278,370.00	$23,500.00	$23,500.00	$44,500.00	$44,500.00
60	EARTH RETENTION SYSTEM	L SUM	1	$1.00	$1.00	$40,000.00	$40,000.00	$355,000.00	$355,000.00	$126,800.00	$126,800.00
61	DEWATERING	L SUM	1	$1.00	$1.00	$25,000.00	$25,000.00	$115,000.00	$115,000.00	$5,000.00	$5,000.00
62	BOLLARD	EACH	3	$1,800.00	$5,400.00	$1,850.00	$5,550.00	$900.00	$2,700.00	$2,000.00	$6,000.00
63	DISCHARGE PIPING AND FITTINGS	L SUM	1	$120,000.00	$120,000.00	$224,136.00	$224,136.00	$185,000.00	$185,000.00	$98,000.00	$98,000.00
64	16" PVC FORCEMAIN, BORED & PULLED	FOOT	830	$550.00	$456,500.00	$515.00	$427,450.00	$725.00	$601,750.00	$800.00	$664,000.00
65	16" GATE VALVE W/VALVE BOX	L SUM	1	$25,000.00	$25,000.00	$40,780.00	$40,780.00	$24,000.00	$24,000.00	$14,500.00	$14,500.00
66	48" X 48" SLIDE GATE	EACH	2	$30,000.00	$60,000.00	$27,852.00	$55,704.00	$40,150.00	$80,300.00	$45,000.00	$90,000.00
67	SUBMERSIBLE PUMPS & ACCESSORIES	EACH	2	$85,000.00	$170,000.00	$108,306.00	$216,612.00	$210,500.00	$421,000.00	$176,500.00	$353,000.00
	CONSTRUCTION LAYOUT STAKES	L SUM	1	$4,000.00	$4,000.00	$3,500.00	$3,500.00	$1.00	$1.00	$5,000.00	$5,000.00
	PAVEMENT REMOVAL	SQ YD	30	$25.00	$750.00	$100.00	$3,000.00	$80.00	$2,400.00	$25.00	$750.00
	COMBINATION CURB AND GUTTER REMOVAL	LF	15	$20.00	$300.00	$40.00	$600.00	$30.00	$450.00	$56.00	$840.00
	COMBINATION CURB AND GUTTER, TYPE B6.24	LF	15	$150.00	$2,250.00	$200.00	$3,000.00	$150.00	$2,250.00	$115.00	$1,725.00
	AGGREGATE SUBGRADE IMPROVEMENT, 12" (CA-2)	SQ YD	60	$31.00	$1,860.00	$25.00	$1,500.00	$48.00	$2,880.00	$23.75	$1,425.00
	HOT-MIX ASPHALT BASE COURSE, 9.5"	SQ YD	30	$135.00	$4,050.00	$275.00	$8,250.00	$215.00	$6,450.00	$300.00	$9,000.00
	HOT-MIX ASPHALT SURFACE COURSE, MIX D N70 1.75"	SQ YD	30	$25.00	$750.00	$50.00	$1,500.00	$60.00	$1,800.00	$62.00	$1,860.00
	HOT-MIX ASPHALT BINDER COURSE IL-19.0 N70 2.25"	SQ YD	30	$35.00	$1,050.00	$65.00	$1,950.00	$65.00	$1,950.00	$81.75	$2,452.50
	SANITARY SEWER INSTALLATION, PVC SDR-26, 8" COMPLETE	LF	374	$150.00	$56,100.00	$170.00	$63,580.00	$185.00	$69,190.00	$110.00	$41,140.00
	SANITARY SEWER INSTALLATION IN CASING, PVC SDR-26, 8" COMPLETE	LF	182	$75.00	$13,650.00	$145.00	$26,390.00	$140.00	$25,480.00	$12.00	$2,184.00
	STEEL CASING AUGERED AND JACKED, 24"	LF	182	$1,200.00	$218,400.00	$2,050.00	$373,100.00	$1,900.00	$345,800.00	$2,500.00	$455,000.00

				Bolder Contractors Cary, IL		Martam Construction Elgin, IL		Berger Contractors Wauconda, IL		Performance Construction & Eng. Plano, IL	
	TYPE A SANITARY MANHOLE, 4' DIA, TYPE 1 FRAME AND CLOSED LID	EACH	2	$12,000.00	$24,000.00	$23,825.00	$47,650.00	$12,500.00	$25,000.00	$8,500.00	$17,000.00
	SANITARY 8" CONNECTION TO EXISTING MANHOLE	EACH	1	$10,000.00	$10,000.00	$1,850.00	$1,850.00	$10,000.00	$10,000.00	$5,000.00	$5,000.00
	THERMOPLASTIC PAVEMENT MARKING	L SUM	1	$2,000.00	$2,000.00	$8,500.00	$8,500.00	$6,000.00	$6,000.00	$1,000.00	$1,000.00
	RESTORATION	L SUM	1	$10,000.00	$10,000.00	$15,000.00	$15,000.00	$35,000.00	$35,000.00	$20,000.00	$20,000.00
	TRAFFIC CONTROL AND PROTECTION SPECIAL, COMPLETE	L SUM	1	$10,000.00	$10,000.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$5,000.00	$5,000.00
	Total Contract Price:				**$3,272,443.00**		**$3,876,148.00**		**$4,226,308.24**		**$4,375,657.50**

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Bid Rejection and Award – Pricing and Delivery of Cation Exchange Resin

Staff Recommendation:

1. Motion to adopt a Resolution rejecting all bids from the January 3, 2025 bid opening for Pricing and Delivery of Cation Exchange Resin

2. Motion to award the bid for Pricing and Delivery of Cation Exchange Resin to the lowest responsive and responsible bidder, Surplus Management, Inc. dba WaterSurplus, and adopt a Resolution authorizing the City Manager to execute a contract with Surplus Management, Inc. dba WaterSurplus in the bid unit pricing of $90.00 per cubic foot, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

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

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Background:

The City's water treatment plants utilize ion exchange softeners to treat the raw water pumped from the City's water wells. The ion exchange tanks are filled with a cation exchange resin (similar to a residential water softener.) The resin used in this process is recommended to be replaced every eight to ten years. The cation exchange resin in the water softeners at Water Treatment Plant 1 has reached the end of its functional life expectancy and requires replacement.

The City conducted two bid openings for the Pricing and Delivery of Cation Exchange Resin. The first bid opening was on January 3, 2025 and the second bid opening was on January 30, 2025. City staff followed standard bidding procedures, published the bids electronically (QuestCDN), and reached out directly to advise vendors of the bid. The City received only one bid on January 3, 2025 with unit prices higher than historical values. City staff determined that the contract would be re-bid in order to have comparable bids. City staff contacted multiple vendors to notify them of the posting and the bid was reposted on January 14, 2025.

On January 30, 2025, staff publicly opened and read aloud bids received for the Pricing and Delivery of Cation Exchange Resin. The original bidder from the January 3, 2025 bid opening submitted the same unit bid prices for the January 30, 2025 bid opening. The City received multiple bids at the January 30, 2025 bid opening. This resulted in more advantageous unit prices.

The bid results are summarized as follows:

Vendor	Unit Price Item	Estimated Quantity	Unit	Unit Price	Total Price
√ Surplus Management, Inc. (dba Water Surplus)	Purolite C-100E Cation Exchange Resin	672	Cu Ft	$90.00	**$60,480.00**
ProSep, Ltd.				$90.55	**$60,852.29**
Kurita America, Inc.				$114.26	**$76,782.72**

√ Indicates recommended lowest responsible bidder

Recommendation

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

Staff have reviewed the bids and confirmed that the bid from Surplus Management, Inc. dba WaterSurplus meets all of the City's requirements. Funds have been included in the 2025 budget for this purchase.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS the City's water treatment plants use cation exchange resin to treat raw water pumped from the City's water wells; and

WHEREAS the cation exchange resin in use at Water Treatment Plant 1 has reached the end of its functional life expectancy and requires replacement; and

WHEREAS the CITY, received and publicly opened the bids for the Pricing and Delivery of Cation Exchange Resin on January 3, 2025 and only one bid was received; and

WHEREAS CITY staff in an effort to solicit multiple competitive bids determined that the contract for Pricing and Delivery of Cation Exchange Resin should be re-bid; and

WHEREAS the CITY then re-bid the contract and received and publicly opened bids for the Pricing and Delivery of Cation Exchange Resin on January 30, 2025; and

WHEREAS the lowest responsive and responsible bidder is Surplus Management, Inc. dba WaterSurplus

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

BE IT FURTHER RESOLVED that the bids of January 3, 2025 are hereby rejected for the Pricing and Delivery of Cation Exchange Resin; and

BE IT FURTHER RESOLVED that the bid for Cation Exchange Resin be awarded to the lowest responsible and responsive bidder, Surplus Management, Inc. dba WaterSurplus in the bid unit pricing of $90.00 per cubic foot; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Surplus Management, Inc. dba

Draft

WaterSurplus for the Pricing and Delivery of Cation Exchange Resin in the bid unit pricing of $90.00 per cubic foot; and

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

DATED this 18th day of February, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

WTP 1 ION Exchange Resin
Bid Opening: 1/30/25, 10:00am

			Purolite C-100E Cation Exchange Resin	
Vendor	Unit	Quantity	Unit Price	Total Price
Surplus Management (Water Surplus)	Cu Ft	672	$ 90.00	$ 60,480.00
ProSep Ltd.	Cu Ft	672	$ 90.554	$ 60,852.29
Kurita America	Cu Ft	672	$ 114.26	$ 76,782.72

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Ordinance waiving the procurement requirements under City Code Section 102-3 and awarding the contract for Backflow Assembly Third-Party Reporting Services to Backflow Solutions, Inc., doing business as BSI Online

Staff Recommendation: Motion to adopt an Ordinance waiving procurement requirements under City Code Section 102-3 and awarding the proposal for Backflow Assembly Third-Party Reporting Services to Backflow Solutions, Inc., doing business as BSI Online, and authorizing the City Manager to execute an agreement with Backflow Solutions, Inc., dba BSI Online, for the Backflow Assembly Third-Party Reporting Services for a three-year contract in the proposed prices

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

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Background:
Backflow devices are important as they ensure a safe and uncontaminated water supply. There are approximately 3,100 backflow prevention devices in the City. Compliance with national, state, and local laws requires that business and building owners hire private service contractors to conduct annual inspection and maintenance of backflow prevention devices, and then submit an inspection and certification report to the City.

In 2021, to reduce administrative staff costs and to automate the delivery of third-party inspection and testing reports for backflow prevention devices, the City issued a request for proposals for a third-party inspection reporting collection vendor. Backflow Solutions, Inc., doing business as BSI Online, was selected to provide web-based technology services to help Public Works Department personnel ensure code compliance by automating the submission requirements for private service contractors performing inspection, testing, and maintenance on backflow prevention devices.

As part of the backflow prevention device inspection process, each Crystal Lake business or property owners select their own private inspection contractors. These private inspection

contractors then submit their inspection reports directly through the City's web-based system provided by BSI Online (the third-party inspection reporting vendor), rather than submitting the inspection reports to City staff. BSI Online provides a centralized and secure website to complete, submit, receive, manage, file, and share inspection reports for backflow prevention devices. BSI Online, like all other providers of this service, charges a fee to the contractor.

The Illinois Environmental Protection Agency (IEPA) requires the inspection and certification of backflow devices. Additionally, the IEPA requires a mailed survey of all City water customers every three years in regards to backflow devices. BSI Online manages this survey effort on behalf of the City with an additional cost included with backflow report submissions.

During the original consultant selection process in 2021, City staff considered multiple criteria in the award of the Backflow Assembly Third-Party Reporting Services contract including cost, experience of personnel, comprehension of the required services, and the contractors' reputation and integrity. Through this process, the City awarded a two-year contract with two optional extension years to BSI Online.

The pricing provided by BSI Online, which covered all four years of the initial contract, was set at $9.95 per test report submittal. If an IEPA required survey was required with the test submittal, an additional $1.00 fee per test submittal was assessed for a total of $10.95.

BSI Online has provided pricing for a new three-year contract, beginning May 1st, 2025, increasing pricing for test report submittal by one-dollar to $10.95. BSI Online has maintained the fee for the additional IEPA survey, when required, at $1.00 for a total cost of $11.95 per submittal.

BSI Online Service Fees	2021 Pricing (4-Year Contract)	2025 Pricing (3-Year Contract)
Cost per Test Report Submittal	$9.95	$10.95
Cost per Test Report Submittal with IEPA Survey	$10.95	$11.95

City staff, after reviewing the pricing submissions from the 2021 request for proposals, have determined that the proposed pricing provided by BSI Online for a new three-year contract is appropriate under current market conditions (one-dollar increase per test submitted).

Recommendation:

Over the past four years, BSI Online has provided the agreed-upon services for backflow device inspection reporting in a manner that has delivered efficient and effective service to business and building owners as well as City staff. Maintaining these services with BSI Online through an additional three-year contract ensures continuity of services to local businesses, residents, and City staff, avoiding any disruptive changes to these important compliance services.

This contract is being presented with a request to waive the procurement process outlined in Section 102-3 of the City Code. The current City Code does not allow for the selection of professional services based solely on technical expertise or their experience during previous

contract terms covering the same scope of services. Based on the factors discussed above, City staff believes that awarding the contract Backflow Solutions, Inc., doing business as BSI Online would be "the most advantageous to the City" and recommends waiving the procurement requirements outlined in Section 102-3 of the City Code.

Fees for services provided through this agreement are assessed to the private service contractors submitting the backflow reports, and this agreement will be at zero cost to the City.

Votes Required to Pass:

Two-thirds of the City Council members holding office (four votes) excluding the mayor.

Ordinance #:

ORDINANCE APPROVING THE WAIVER OF PROCUREMENT PROCEDURES OF THE CITY CODE SECTION 102-3

WHEREAS, functioning backflow devices are important part of maintaining a safe and uncontaminated water supply; and

WHEREAS, backflow device inspection reporting and backflow device surveys of City water users are required to meet Illinois Environmental Protection Agency regulations; and

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need for Backflow Assembly Third-Party Reporting Services to ensure code compliance by automating the submission requirements for private service contractors performing inspection, testing, and maintenance on backflow prevention devices; and

WHEREAS, Backflow Solutions, Inc., dba BSI Online has been providing Backflow Assembly Third-Party Reporting Services to the City in order for the City and its water users to remain compliant with national, state, and local regulations since April 20th, 2021; and

WHEREAS, Backflow Solutions, Inc., dba BSI Online has satisfactorily performed services for the City and has an existing relationship with the City; and

WHEREAS, continuing services with Backflow Solutions, Inc., dba BSI Online allows for the least amount of disruption to these important compliance services for local businesses, residents, and City staff; and

WHEREAS, the Mayor and City Council have found and determined that waiver of the formal procurement procedures under 102-3 of the City Code would be in the best interest of the City and its residents.

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

Draft

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

SECTION TWO. Waiver of Procurement of Backflow Assembly Third Party Reporting Services. The waiver of the formal procurement requirements under Section 102-3 of the Code is approved and the City Manager is hereby authorized to enter into a three-year agreement, beginning on May 1st, 2025, with Backflow Solutions, Inc., dba BSI Online for Backflow Assembly Third-Party Reporting Services.

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

DATED this 18th day of February 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

bsi Online
Backflow Solutions, Inc.

SUBSCRIPTION AGREEMENT

Effective this **1st** day of **May, 2025**, **Backflow Solutions, Inc. (BSI Online),** an Illinois corporation ("BSI") and **the City of Crystal Lake, Illinois** (the "Water Purveyor") hereby enter into an online subscription agreement whereby BSI will perform certain notification and data management functions on behalf of the Water Purveyor. The Water Purveyor will provide BSI with the information described hereafter and require all companies performing backflow assembly tests within the Water Purveyor's jurisdiction, submit test results online to BSI.

1. **BSI Responsibilities**.
   a. Maintain the secure online database to ensure a functional backflow assembly tracking system that is easy to understand and use by licensed testers. BSI shall also maintain an internet website where testers shall input all data related to backflow tests performed in the Water Purveyor's jurisdiction.

   b. Send up to two (2) notices, Test Due Notice and Overdue Notice, to water customers that have testable assemblies, advising them that their assembly is due for testing. The Test Due Notice shall be mailed approximately 32 days prior to the scheduled test date. The Overdue Notice shall be sent after the test date has passed if backflow test results have not been entered to the online database.

   c. BSI to provide the Water Purveyor with reports, access to data always, and an unlimited number of users.

2. **Water Purveyor Responsibilities. ALREADY ESTABLISHED -No action needed**
   a. Provide BSI with the most current backflow assemblies test records in a CSV, XLS, or XLXS format. Any format outside of those listed incurs a data migration charge and will be detailed in the cost clause of this contract, if applicable.

   b. Provide BSI with a point of contact for program questions, comments, and/or concerns while contracted with BSI.

3. **Cost and Add Ons**.
   a. **Annual Tracking** - Water Purveyor opts for **Tier 1: Standard** or **$0 annually.**
   b. **Inducement** - Water Purveyor acknowledges and agrees that to induce BSI to provide the service contemplated by this Agreement, for each Test Report submitted to the online database the **data entry charge of $10.95 per report** shall be **paid by the tester** prior to uploading the test data to the online database.
   c. **BSI Exclusive Turnkey Survey –** BSI to charge Water Purveyor **$0 implementation fee** and **$1.00 additional filing fee**. This option includes: printing, (1) survey **postcard** mailed via USPS, and cataloging of all results. The survey will be conducted one (1) time during the term of this agreement.

4. **Terms:** The Term of this Agreement shall be three (3) years commencing on the 1st day of May, 2025 ("Effective Date") and ending the 30th day of April, 2028. If you wish to discontinue the services provided, we require 30 days written notice.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

BACKFLOW SOLUTIONS, INC.,
An Illinois corporation

By: _____

Name: Rebecca Tatooles
Title: Account Manager
Address:
12609 South Laramie Ave.
Alsip, Illinois 60803

_____
a body politic and corporate

By: _____

Name: _____
Title: _____
Address:
_____
_____

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Bid Award – Brink Alley and Public Works Parking Lot Resurfacing

Staff Recommendation: Motion to award the bid for the Brink Alley and Public Works Parking Lot Resurfacing project to the lowest responsive and responsible bidder, Everlast Blacktop, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Everlast Blacktop, Inc. in the amount of $225,739.23, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

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

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Background:

While the majority of asphalt resurfacing conducted by the City is included in the Annual Resurfacing Program, there are occasionally smaller resurfacing projects that fall outside the scope of the annual program. These projects may include public parking lots, alleyways, or driveways. This year, the City is proposing to resurface a section of the parking lot and drive at the Public Works Knaack Boulevard facility, which contains Water Treatment Plant 4 and Wastewater Treatment Plant 3, as well as the alleyway that runs between Brink Street and Grant Street. The parking stalls that are adjacent to the Brink alleyway are privately owned, and resurfacing and maintenance of these stalls are the responsibility of the business or property owner that owns the parking spaces. As the City is planning to conduct resurfacing work along this alleyway, the City has offered the owners of the parking stalls the opportunity to participate in this resurfacing program. All property owners along the alleyway have been notified of the opportunity to participate in the program and have their parking stalls resurfaced. Participation in the program by owners of the private parking stalls is elective and not mandatory. Participation in the program by the private property owners must be agreed to and paid for prior to the commencement of the project. The area of each private parking stall has been measured, and owner costs for each area to be resurfaced has been determined by the bid unit pricing provided by the contractor. This project was bid to include pricing for resurfacing of all parking stalls along the Brink alleyway. If the

owners of the private parking stalls elect not to participate in the program, the cost of resurfacing those areas will be excluded from the total cost of the resurfacing project.

On January 28, 2025, the City of Crystal Lake publicly opened and read aloud the bids received for the Brink Alley and Public Works Parking Lot Resurfacing project. There were 6 responsive bids and 1 non-responsive bid. The bids are submitted for individual line items at a bid unit price (e.g. bid price per cubic yard of hot-mix asphalt binder). This work will be measured and paid for at the bid unit prices. The following is a breakdown of the bids received:

Bidder	Engineer's Estimate	Patriot Mantenance, Inc. Mundelein, IL	√ Everlast Blacktop Elgin, IL	Geske & Sons Crystal Lake, IL	Maneval Construction Ingleside, IL	Chicagoland Paving Lake Zurich, IL	Schroeder Asphalt Huntley, IL	Curran Contracting Crystal Lake, IL
Base Bid Project Cost	$202,672.00	$222,590.00	$225,739.23	$232,375.10	$249,508.00	$255,000.00	$258,895.00	$346,845.10

√ Indicates recommended lowest responsive and responsible bidder

The specifications for this and all City roadway and paving projects require that the contractor be prequalified by the Illinois Department of Transportation (IDOT). Prequalification ensures that the contract has the experience, equipment, and financial capability to complete the project work. One of the bidders for this project, Patriot Maintenance, Inc. submitted a bid for $222,590.00. This bid was rejected as non-responsive because the contractor is not prequalified by IDOT.

Recommendation:

City staff has reviewed the bids received for completeness and accuracy in accordance with the invitation to bid document. After reviewing references for Everlast Blacktop, Inc. it is the recommendation of City staff to award the Brink Alley and Public Works Parking Lot Resurfacing project contract to the lowest responsive and responsible bidder, Everlast Blacktop., in the amount of $225,739.23.

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

Funds for this project are included in the 2025 budget.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS the CITY regularly conducts resurfacing maintenance projects; and

WHEREAS CITY staff have determined that the pavement conditions of the alleyway which runs between Brink Street and Grant Street, as well as sections of the parking lot and drive at the Public Works Knaack Boulevard Facility, which includes Water Treatment Plant 4 and Wastewater Treatment Plant 3, require resurfacing in order to maintain functional asphalt surfaces; and

WHEREAS the maintenance and resurfacing of any privately owned parking stalls located adjacent to the alleyway which runs between Brink Street and Grant Street is the responsibility of the property owner; and

WHEREAS the CITY solicited total bid pricing, including the resurfacing of the privately owned parking stalls located adjacent to the alleyway which runs between Brink Street and Grant Street, to provide the owners of the parking stalls the opportunity to have their parking stalls resurfaced as part of this project; and

WHEREAS any owners of the parking stalls located adjacent to the alleyway which runs between Brink Street and Grant Street who elect to participate in the resurfacing program must agree to participate and pay for the resurfacing costs of their parking stalls which they own prior to the commencement of the project; and

WHEREAS the CITY has notified the owners of the parking stalls located adjacent to the alleyway which runs between Brink Street and Grant Street of their option to participate in this resurfacing projects; and

WHEREAS any cost of resurfacing privately owned parking stalls located adjacent to the alleyway which runs between Brink Street and Grant Street, which the owners elect not to have resurfaced as part of this program, will be reduced from the total cost of the project; and

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WHEREAS the CITY received and publicly opened bids for the Brink Alley and Public Works Parking Lot Resurfacing project on January 28, 2025; and

WHEREAS the lowest responsive and responsible bidder is Everlast Blacktop, Inc., Elgin, Illinois.

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

BE IT FURTHER RESOLVED that the bid for the Brink Alley and Public Works Parking Lot Resurfacing project be awarded to the lowest responsive and responsible bidder, Everlast Blacktop, Inc. in the bid amount of $225,739.23; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Everlast Blacktop, Inc. for the Brink Alley and Public Works Parking Lot Resurfacing project in the bid amount of $225,739.23; and

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

Draft

DATED this 18th day of February, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____

CITY CLERK

PASSED: February 18, 2025
APPROVED: February 18, 2025

Draft

Resurfacing Brink Alley and WWTP3
Bid Opening: 1/28/25, 10:00am

			Patriot Mantenance Mundelein, IL		Everlast Blacktop Elgin, IL		Geske & Sons Crystal Lake, IL		Maneval Construction Ingleside, IL	
Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Removal and Disposal of Unsuitable Material	CY	410	$ 45.00	$ 18,450.00	$ 36.00	$ 14,760.00	$ 20.30	$ 8,323.00	$ 89.00	$ 36,490.00
Geotechnical Fabric for Ground Stabilization	SY	1340	$ 2.00	$ 2,680.00	$ 2.00	$ 2,680.00	$ 2.00	$ 2,680.00	$ 1.00	$ 1,340.00
Aggregate Subgrade Improvement	CY	340	$ 45.00	$ 15,300.00	$ 45.00	$ 15,300.00	$ 39.10	$ 13,294.00	$ 46.00	$ 15,640.00
Preparation of Base Special	SY	5120	$ 1.00	$ 5,120.00	$ 1.80	$ 9,216.00	$ 2.35	$ 12,032.00	$ 0.10	$ 512.00
Aggregate Base Repair Special	TON	140	$ 30.00	$ 4,200.00	$ 30.00	$ 4,200.00	$ 22.00	$ 3,080.00	$ 54.00	$ 7,560.00
Hot-Mix Asphalt Binder Course IL-19.0 N50	TON	860	$ 100.00	$ 86,000.00	$ 92.00	$ 79,120.00	$ 87.40	$ 75,164.00	$ 96.00	$ 82,560.00
Hot-Mix Asphalt Binder Course Mix D N50	TON	470	$ 100.00	$ 47,000.00	$ 94.00	$ 44,180.00	$ 122.80	$ 57,716.00	$ 104.00	$ 48,880.00
Hot-Mix Asphalt Binder Course Removal Variable Depth	SY	5120	$ 5.00	$ 25,600.00	$ 5.27	$ 26,982.40	$ 4.78	$ 24,473.60	$ 8.00	$ 40,960.00
Drain Tile Repair, 6" SPECIAL (Brink Alley)	LF	50	$ 40.00	$ 2,000.00	$ 54.00	$ 2,700.00	$ 216.00	$ 10,800.00	$ 28.00	$ 1,400.00
Class D Patch, Type I, 6 inch	SY	25	$ 40.00	$ 1,000.00	$ 58.00	$ 1,450.00	$ 69.30	$ 1,732.50	$ 27.00	$ 675.00
Class D Patch, Type IV, 6 inch	SY	25	$ 40.00	$ 1,000.00	$ 58.00	$ 1,450.00	$ 63.00	$ 1,575.00	$ 27.00	$ 675.00
Frames and Lids to be Adjusted Special	EA	8	$ 500.00	$ 4,000.00	$ 900.00	$ 7,200.00	$ 1,315.00	$ 10,520.00	$ 391.00	$ 3,128.00
Traffic Control & Protection Special	LS	1	$ 5,000.00	$ 5,000.00	$ 9,720.83	$ 9,720.83	$ 4,500.00	$ 4,500.00	$ 6,300.00	$ 6,300.00
Temporary Pavement Marking Line 4 (Short Term Pavement)	LF	80	$ 40.00	$ 3,200.00	$ 17.00	$ 1,360.00	$ 1.00	$ 80.00	$ 0.10	$ 8.00
Thermoplastic Pavement Marking - Line 4-inch	LF	900	$ 2.00	$ 1,800.00	$ 5.00	$ 4,500.00	$ 6.05	$ 5,445.00	$ 3.00	$ 2,700.00
Thermoplastic Pavement Marking - Line 24-inch	LF	40	$ 6.00	$ 240.00	$ 23.00	$ 920.00	$ 24.00	$ 960.00	$ 17.00	$ 680.00
TOTAL				$ 222,590.00		$ 225,739.23		$ 232,375.10		$ 249,508.00

			Chicagoland Paving		Schroeder Asphalt		Curran Contracting	
Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Removal and Disposal of Unsuitable Material	CY	410	$ 25.00	$ 10,250.00	$ 40.00	$ 16,400.00	$ 92.92	$ 38,097.20
Geotechnical Fabric for Ground Stabilization	SY	1340	$ 2.00	$ 2,680.00	$ 2.00	$ 2,680.00	$ 3.42	$ 4,582.80
Aggregate Subgrade Improvement	CY	340	$ 75.00	$ 25,500.00	$ 40.00	$ 13,600.00	$ 89.25	$ 30,345.00
Preparation of Base Special	SY	5120	$ 1.15	$ 5,888.00	$ 1.00	$ 5,120.00	$ 6.30	$ 32,256.00
Aggregate Base Repair Special	TON	140	$ 15.00	$ 2,100.00	$ 40.00	$ 5,600.00	$ 47.25	$ 6,615.00
Hot-Mix Asphalt Binder Course IL-19.0 N50	TON	860	$ 110.00	$ 94,600.00	$ 105.00	$ 90,300.00	$ 100.85	$ 86,731.00
Hot-Mix Asphalt Binder Course Mix D N50	TON	470	$ 110.00	$ 51,700.00	$ 107.00	$ 50,290.00	$ 122.56	$ 57,603.20
Hot-Mix Asphalt Binder Course Removal Variable Depth	SY	5120	$ 6.50	$ 33,280.00	$ 7.25	$ 37,120.00	$ 7.02	$ 35,942.40
Drain Tile Repair, 6" SPECIAL (Brink Alley)	LF	50	$ 100.00	$ 5,000.00	$ 213.00	$ 10,650.00	$ 446.25	$ 22,312.50
Class D Patch, Type I, 6 inch	SY	25	$ 35.00	$ 875.00	$ 75.00	$ 1,875.00	$ 76.50	$ 1,912.50
Class D Patch, Type IV, 6 inch	SY	25	$ 35.00	$ 875.00	$ 72.00	$ 1,800.00	$ 76.50	$ 1,912.50
Frames and Lids to be Adjusted Special	EA	8	$ 850.00	$ 6,800.00	$ 1,325.00	$ 10,600.00	$ 2,940.00	$ 23,520.00
Traffic Control & Protection Special	LS	1	$ 11,052.00	$ 11,052.00	$ 10,000.00	$ 10,000.00	$ 2,375.00	$ 2,375.00
Temporary Pavement Marking Line 4 (Short Term Pavement)	LF	80	$ 2.50	$ 200.00	$ 8.00	$ 640.00	$ 3.00	$ 240.00
Thermoplastic Pavement Marking - Line 4-inch	LF	900	$ 4.00	$ 3,600.00	$ 2.00	$ 1,800.00	$ 2.28	$ 2,052.00
Thermoplastic Pavement Marking - Line 24-inch	LF	40	$ 15.00	$ 600.00	$ 10.50	$ 420.00	$ 8.70	$ 348.00
TOTAL				$ 255,000.00		$ 258,895.00		$ 346,845.10

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: February 18, 2025

Item: Board and Commission Reappointments - Planning and Zoning Commission Reappointments

Recommendation: City Council Discretion

Contact: Haig Haleblian, Mayor

Background:
The Planning and Zoning Commission (PZC) consists of seven (7) voting members. The members are subject to the approval by a majority vote of the Mayor and City Council.

The terms of PZC members William Gronow and Kathy Repholz have expired. PZC members Jeff Greenman, Allan Skluzacek and Scott Smith will expire in 2025. All have expressed an interest in continuing to serve on the Committee.

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

Votes Required to Pass: Simple majority

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: February, 18 2025

Item: Board and Commission Reappointments- Economic Development Committee

Recommendation: City Council Discretion

Contact: Haig Haleblian, Mayor

Background:

The Economic Development Committee (EDC) consists of nine (9) voting members, one nominated by the Chamber of Commerce, one nominated by Downtown/Main Street organization, and seven at-large members. The members are subject to the approval by a majority vote of the Mayor and City Council.

The terms of EDC members Stephanie Ormbsy (representing the Downtown/Main Street Organization), Paul Leech, member-at-large and Gary Reece, member-at-large expired on September 30, 2024. Mr. Leech, Mrs. Ormbsy and Mr. Reece have all expressed an interest in continuing to serve on the Committee. If Mr. Leech, Mrs. Ormbsy and Mr. Reece are reappointed, their terms would expire September 30, 2027.

Should the Council have any questions, please contact Acting Mayor Haleblian.

Votes Required to Pass: Simple majority