CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 6, 2025
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Oaths of Office - City Councilmembers Cameron Hubbard, Ian Philpot and Natasha Teetsov**

5. **Approval of Minutes – April 15, 2025 Regular Meeting**

6. **Accounts Payable**

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

8. **Mayor's Report**

9. **City Council Reports**

10. **Consent Agenda**
    a. **Crystal Lake Academy Building Landmark Application Continuation – June 3, 2025**
    b. **Proposed Lake Safety Program Budget**
    c. **Fire Rescue Automatic Aid Agreement**
    d. **Memorandum of Understanding between the City of Crystal Lake and the Federal Bureau of Investigation (FBI)**
    e. **Special Event Request - 2025 Lakeside Festival Kids Bike Parade and Police Assistance Fee Waiver – Saturday, July 5, 2025**
    f. **Resolution Amendment – Amend Resolution 25R-35 for the Purchase of a New Sewer Cleaner Truck Using Sourcewell Purchasing Cooperative Contract #101221**

11. **Special Event Request - Downtown Crystal Lake 2025 Disability Pride Event and Police Assistance Fee Waiver – July 26, 2025**

12. **Special Event Request - Lakeside Legacy Foundation 2025 Lakeside Fest and Police Assistance Fee Waiver**

13. **Special Event Request – Railroad Street Live Music and Class 30 Temporary Liquor License Requests, Sundays from May 25, 2025 to September 28, 2025 from 2:00 p.m. to 5:00 p.m.**

14. **650 Terra Cotta Avenue, Chicago Gems & Jewlery, Inc. – Special Use Permit for a Used Merchandise Store at 650 Terra Cotta Avenue**

15. **593 Water's Edge Boulevard, Core Waters Edge Retail, LLC - Final Planned Unit Development Amendment for a portion of the Water's Edge development**

16. **Resolution Amendment – Amend Resolution 25R-8 authorizing the Purchase of a five (5) new 2025 Ford Mavericks with hybrid engines**

17. **Bid Award – Well 11 Maintenance and Rehabilitation**

18. **Bid Award – Hydro Excavating of Water Service Lines**

19. **Bid Award - 2025 Thermoplastic Pavement Marking Program**

20. **Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement for 100 N. Virginia Street, McHenry County Building**

21. **Council Inquiries and Requests**

22. **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**

23. **Reconvene to Regular Session**

24. **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: 10a

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Crystal Lake Academy Building Landmark Application

Action: Continued to the June 3, 2025 regular City Council meeting, no action or discussion to occur.

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

Background:

The request would be placed on the June 3, 2025 regular City Council meeting agenda to allow additional time to explore preservation options. Therefore, there will be no action or discussion on the request.

Agenda Item: 10b

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Proposed Lake Safety Program Budget

Staff Recommendation: Motion to adopt a Resolution approving the proposed Lake Safety Program Budget for Fiscal Year 2025

Staff Contact: Nick Hammonds, Deputy City Manager

Background:

Per the terms of the Intergovernmental Agreement for Enforcement and Safety Patrol upon Crystal Lake, attached is the 2025/2026 Lake Patrol Budget proposal from the Village of Lakewood. This budget was recently approved at the Tuesday, April 22, 2025 Lakewood Village Board meeting.

The sticker costs for human powered boats remains $20. There no proposed increases to the boat decal fees. The breakdown of sticker costs for non-human powered boats is detailed below:

Motorized Watercraft Horsepower (HP)	*Decal Fees*
0 – 39 HP	$50
40 – 99 HP	$75
100 – 199 HP	$125
200+ or Unspecified HP	$200

The amount proposed by the Village in the 2025 Lake Patrol Budget represents an increase from the 2024/2025 Lake Patrol Budget. This is due to a slight increase in part-time hourly wages.

There are no recommended changes to the Boating and Safety regulations. Also enclosed is a copy of the 2024 Lake Patrol Activity Report, the Intergovernmental Agreement for Enforcement and Safety Patrol, and the Lake Safety Ordinance.

The Village of Lakewood Chief of Police Roth will be in attendance at the May 6, 2025 City Council meeting to address any Council questions.

Votes Required to Pass:

Simple majority vote of the City Council.

Res. 25R-___

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the annual Lake Safety Program Budget for Fiscal Year 2025 is hereby approved and adopted.

DATED at Crystal Lake, Illinois, this 6th day of May, 2025.

APPROVED:

_____
Haig Haleblian, MAYOR

ATTEST:

_____
CITY CLERK

PASSED: May 6, 2025
APPROVED: May 6, 2025

Draft

2023-2024 Crystal Lake Boating & Safety Regulations

The City of Crystal Lake, the Village of Lakewood and the Crystal Lake Park District welcome you to the Boating Season on Crystal Lake. We hope you have a safe and enjoyable summer!

The City of Crystal Lake, the Village of Lakewood and the Crystal Lake Park District have jointly approved an Intergovernmental Agreement for the use of watercraft on the lake. The following is an overview of this agreement and the City of Crystal Lake and Village of Lakewood Ordinances.

DECAL PURCHASE REQUIREMENTS

Proof of residency is required for all decal purchases. Current watercraft registration card showing the watercraft is registered to the same owner/address must also be provided for motorized decals.

1. DECALS: All watercraft operated on Crystal Lake must display a *Lake Usage Decal*. The Non-Refundable decals are available for purchase at the Crystal Lake Park District Administration Building, located at 1 E Crystal Lake Avenue.

LAKE USAGE DECAL FEES

HUMAN POWERED WATERCRAFT: $20*
Canoe, Rowboat, Kayak, Inflatable, Paddleboat, Paddleboard, Raft

MOTORIZED WATERCRAFT:
Lake Safety and Lake Ecology fees are included.

0-39HP	$50 each
40-99HP	$75 each
100-199HP	$125 each
200+ or Unspecified HP	$200 each

Sailboat*/Pontoon, Motorized Canoe, Kayak, Motorboat, Jet Ski, Wave Runner
***If a motor is added to a human-powered watercraft, the higher fee applies.**
Replacement Decal Fee (with old decal) $1

Decals can be purchased and displayed beginning May 1 and are only available to residents of City of Crystal Lake, Village of Lakewood, and the Crystal Lake Park District.

Decals must be placed on **the right side**, near the back, of the watercraft and be clearly visible. Sailboards should display the decal on the back **right top of the board**.

2. Wake Zones: Portions of the lake are designated as a wake area. The wake area is that portion of the lake which lies within the confines of the buoys. Wake speed motor boating activities must take place within the wake zone.

3. Wake Times: The following are designated as Wake Times and shall be in effect from the Memorial Day weekend through the Labor Day weekend:

Sundays & Holidays*:	8 AM – 2 PM
MO, WE, FR:	8 AM – 8 PM
TU, TH, SA:	8 AM – 5 PM

***Holidays are Memorial Day Monday, Independence Day, and Labor Day.**

Additionally, wake hours are subject to change if there is to be a fireworks display or special event.

Wake hours shall automatically be suspended when the water level of Crystal Lake is more than 9" higher than the level of the spillway. Notice shall be posted at all private beaches and public entrances to the lake notifying users of the suspension of wake hours. Users will also be informed through the media and/or written notice.

4. Counterclockwise Travel: All motor driven watercraft operating above no wake speed shall travel in a general counterclockwise direction around the lake.

5. Speed Limit: No boat shall operate on Crystal Lake at speeds in excess of 40 MPH at any time.

6. Jet Skis: Jet Skis are subject to the same regulations as any other engine-powered watercraft.

7. Swimming and Flotation Devices: It shall be unlawful to swim or use recreational flotation devices (such as air mattresses) within the designated wake zones unless accompanied by a manned boat or a boat at anchor.

8. Penalties: Any person, firm, or corporation violating any provision of these rules and regulations can be fined up to $500 for each offense. ALL state and local regulations are applicable and enforced year-round, except for Wake/No Wake times listed in Section 3. In addition to the ordinance adopted by the City of Crystal Lake and the Village of Lakewood, boating on Crystal Lake is also regulated by the Illinois Boat Registration and Safety Act. Boaters must comply with all state laws.

You are responsible for reading the State boating laws.
Boaters must comply with all state laws.
The handbook is available online.
boat-ed.com/illinois/handbook/

USERS OF THE LAKE ARE REMINDED TO RESPECT ALL SHORELINE PROPERTY, INCLUDING PRIVATE BEACHES, PIERS AND BOATS

NEW ILLINOIS LAW STATES:
ALL BOATERS BORN AFTER JANUARY 1, 1998, OPERATING A BOAT WITH A 10-HP ENGINE OR GREATER, MUST OBTAIN A BOATING SAFTEY CERTIFICATE APPROVED BY THE DEPARTMENT OF NATURAL RESOURCES.

CRYSTAL LAKE RULES Quick Reference

Wake Times
Memorial Day Weekend
through Labor Day Weekend

Mon-Wed-Fri	8 AM – 8 PM
Tues-Thu-Sat	8 AM – 5 PM
Sunday & Holidays	8 AM – 2 PM

No wake speed limit is 5 mph
Holidays are: Memorial Day, July 4th, and Labor Day

Counterclockwise Travel when other traffic is present.

Please maintain a courteous distance from other watercraft.

Display Orange Flag during a period of time when a person is in the water or being towed.

Safety Observer Required when towing.

Boat Safety Certification Card is required for operators born after January 1, 1998.

Swimmers in wake area must be accompanied by a manned watercraft.

IT IS YOUR RESPONSIBILITY TO KNOW THE LAW!

Illinois Boating Laws
boat-ed.com/illinois/handbook/

Crystal Lake Ordinance
https://www.crystallake.org/your-government/departments/finance/annual-lake-usage-decal

Village of Lakewood Ordinance
https://www.village.lakewood.il.us/
Village Code, Chapter 12

EMERGENCY INFORMATION

In case of **EMERGENCY** Call: 911

For NON-EMERGENCY Assistance Call:

Lakewood Police
(815) 338-2141

Crystal Lake Police
(815) 356-3620

SEECOM Dispatch
815.356.1114

Crystal Lake Park District
(815)459-0680
M-F 8:30-5pm

The Village of Lakewood
Quality Living in a Natural Setting

CRYSTAL LAKE PARK DISTRICT
CRYSTALLAKEPARKS.ORG

Acct#	Title	PY Budget	PY Actual	2024/2025 Budget	Current Yr as of 03/27/2025	2025/2026 Budget	Notes	Difference to FY Budget 2024/2025
LAKE PATROL FUND								
92-00-3325-000	BOAT DECALS	36,000.00	44,550.00	36,000.00	29,190.00	37,960.00	*additional sales in April*	1,960.00
92-00-3702-000	INTEREST INCOME	10.00	830.32	75.00	2,527.51	1,036.65		961.65
TOTAL FUND REVENUE		**36,010.00**	**45,380.32**	**36,075.00**	**31,717.51**	**38,996.65**		**2,921.65**
92-00-8101-000	SALARIES - REGULAR	5,000.00	5,188.16	5,009.05	4,647.71	5,159.32		150.27
92-00-8104-000	HOURLY WAGES - PART TIME	16,668.00	16,824.50	16,000.00	13,997.50	17,000.00	*$22/hr, 675 hrs, 05/24 - 09/29*	1,000.00
92-00-8161-000	EMPLOYERS' SHARE - FICA	1,967.20	1,113.42	1,224.00	1,411.17	1,300.50		76.50
92-00-8162-000	EMPLOYERS' SHARE - IMRF	520.31	15.96	424.77	392.96	424.77		875.73
92-00-8163-000	MEDICAL/DENTAL/LIFE INSURANCE			0.00	543.87	550.00		550.00
92-00-8170-000	PHYSICALS/DRUG TESTING	500.00	400.00	125.00	187.00	450.00		325.00
92-00-8181-000	UNEMPLOYMENT INSURANCE	1,100.00	785.12	0.00	968.09	909.45		909.45
92-00-8201-000	PRINTED MATERIALS	285.38	0.00	100.00	0.00	100.00		0.00
92-00-8205-000	DECAL PRINTING	750.00	561.00	909.45	0.00	750.00		-159.45
92-00-8225-000	GAS, OIL & ANTIFREEZE	750.00	0.00	100.00	0.00	750.00		650.00
92-00-8251-000	WEARING APPAREL	300.00	152.85	750.00	319.70	300.00		-450.00
92-00-8289-000	MISC. EQUIPMENT	200.00	8,966.95	750.00	715.22	3,000.00		2,250.00
92-00-8416-000	EQUIPMENT O/M/R	2,750.00	6,101.31	300.00	2,721.80	5,000.00	*buoys, pier install*	4,700.00
92-00-8441-000	DISPATCH SERVICES	1,200.00	0.00	5,000.00	0.00	1,200.00		-3,800.00
92-00-8450-000	LEGAL SERVICES	200.00	22.00	3,335.00	0.00	110.00		-2,135.00
92-00-8471-000	GENERAL LIABILITY INSURANCE	70.00	1,462.86	1,200.00	282.29	1,461.06		261.06
92-00-8496-000	PROF. DEV. & TRAINING	75.00	0.00	110.00	102.89	50.00		-60.00
TOTAL FUND EXPENDITURES		**32,335.89**	**41,594.13**	**35,337.26**	**26,290.20**	**38,515.09**		**3,177.83**
NET REVENUE OVER EXPENDITURES		**3,674.11**	**3,786.19**	**737.74**	**5,427.31**	**481.56**		-256.18

	FUND SUMMARY	2022/2023	2023/2024	2024/2025 Budget	2024/2025 as of 03/27/25	2025/2026 Budget	
	CARRY OVER PRIOR YEAR		25,371	28,983.00	29,720.74	29,720.74	
	TOTAL FUND REVENUE		45,380	36,075.00	31,717.51	38,996.65	
	TOTAL FUND EXPENSES		41,768	35,337.26	26,290.20	38,515.09	
	FUND CARRY OVER	**25,371**	**28,983**	**29,720.74**		**30,202.30**	

INTERGOVERNMENTAL AGREEMENT FOR ENFORCEMENT

AND SAFETY PATROL UPON CRYSTAL LAKE

WHEREAS, the CITY OF CRYSTAL LAKE ("City") and the VILLAGE OF LAKEWOOD ("Village") desire to enforce lake safety upon Crystal Lake ("Lake"); and

WHEREAS, the City and the Village have each adopted identical ordinances attached as Exhibits "A" and "B", respectively ("Ordinance" or "Ordinances"), and

WHEREAS, certain Illinois State statutes exist that regulate boating activities on the Lake; and

WHEREAS, the policing bodies of the City and the Village, or their designated agents, both individually and in cooperation, all have the authority to enforce said State statutes and municipal ordinances; and

WHEREAS, the Lake constitutes a "Police District" under the law of the State of Illinois entitling either municipality or their agents to enter upon the entire Lake to protect the health, safety and welfare of their respective citizenries; and

WHEREAS, the City and the Village are authorized to enter into this Agreement pursuant to the Illinois Compiled Statutes and by Article VII, Section 10 of the 1970 Constitution of the State of Illinois.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

A. Definitions:

1. "Municipalities" shall mean the City of Crystal Lake and the Village of Lakewood.

2. "Staff" shall mean the City of Crystal Lake and Village of Lakewood staffs.

B. Ordinances. Each party agrees to keep the ordinances, identified as Exhibits A and B, in effect for the term of this Agreement and not amend same without the agreement of the other party.

C. Lake Staff.

1. The staff shall be as established by the Village Administrator and the City Manager in accordance with the terms of this Agreement in order to carry out the purposes of this Agreement and, where applicable, the provisions of the Ordinances attached as Exhibit "A" and "B".

2. Staff shall:

(a) The City shall be responsible for the sale of lake usage decals and all monies received from sales of stickers shall be deposited by the city into a joint account with the Village of Lakewood with an accounting of all revenue received every two weeks between March 1 and October 1.

(b) The Village shall proposed an operating budget by March 1 of each year which shall be subject to the approval of the Village Board and the City Council no later than April 1 of each year.

(c) The Village shall be responsible for establishing a lake use and decal program to provide funding for the entire annual budgeted amount. The lake use and decal budget shall be submitted to the municipalities prior to February 1 of each year.

(d) The Village shall establish an on-water lake safety and enforcement patrol including, but not limited to, procurement of the patrol boat and other necessary equipment, providing for a boat docking facility or facilities, location and maintenance of buoys/markers, the depths

and locations pursuant to the requirements as outlined in Exhibits A and B, and the purchase or rental of equipment necessary for the proper operation of the on-water lake safety program including the establishment of a program for normal equipment maintenance.

(e) By December 31 each year the Village shall furnish to the City an annual report of acts and doings which shall include, but not be limited to, an accurate accounting of the total itemized expenses, total patrol hours and number and type of tickets issued with their disposition.

(f) The City Manager and the Village Administrator shall review the reports of the monthly receipts and expenditures prepared by the City and Village during April through September and shall consolidate all months into an annual report to be submitted to the Village Board and City Council prior to February 1 of each year.

(g) Purchase or rent equipment as approved by the municipalities and establish a program for normal maintenance of equipment.

(h) Locate and maintain buoys/markers at depths and locations pursuant to the requirements, as outlined in Exhibits A and B.

(i) Furnish to the municipalities by February 28th of each year an annual report of acts and doings which shall include, but not be limited to, an accurate accounting of:

(1) Total revenues by source;

(2) Total itemized expenses;

(3) Total patrol hours; and

(4) Tickets issued.

D. Lake Patrol Officers.

1. Shall be sworn police officers of the Village or other qualified persons provided that the hiring of any police officers pursuant to this Agreement shall be subject to the rules and regulations of the Village.

2. Contract costs for services of lake patrol officers shall be paid directly from Lake Safety funds.

3. Lake patrol officers shall conduct and document patrol activities as directed by the Lakewood Staff within the limits of approved budgeted funding.

4. Scheduled boat patrolling activities shall begin Memorial Day and extend through Labor Day.

5. A "24 hour" on-call service shall be coordinated with both municipal police departments.

6. Prosecution of violations shall be through the municipality issuing the citation. The resulting revenue, less prosecution expenses, is to be directed to the Staff as income.

7. Lake patrol officers participating in scheduled patrol activities and regular municipal police officers have the authority to enforce the Ordinances enacted by the municipalities pursuant to this Agreement, as well as the State boating laws regarding safe boating practices throughout the waters of the Lake, regardless of which municipality they represent and regardless of which municipal jurisdiction violations occur.

D. Lakewood Staff shall develop and implement guidelines for lake patrol officers and scheduling lake patrol officers.

E. Funding.

1. The Lake Safety Patrol will be self-supporting.

2. Emergency loans for equipment acquisition, etc. may only be undertaken upon the joint approval of the City and Village. This provision does not preclude the Staff, with the approval of the municipalities, from arranging for private funding.

F. Ownership and Disposition of Assets.

1. Upon termination of this Agreement, unless some other provision is made, the property and facilities established, operated and maintained under this Agreement shall be owned legally by the City and Village equally as tenants in common.

2. Upon termination of this Agreement, all property shall be sold and the proceeds of such sales shall be distributed to the City and the Village on a percentage basis based upon the number of stickers sold to Lakewood and Crystal Lake residents. In addition, the percentage applicable to Park District residents situated outside of the corporate limits of the Village and City would be shared by the City and Village equally.

G. Event Scheduling. Any group or organization planning an event to take place on the Lake is required to schedule the event with the Staff in advance to avoid conflicts and to comply with any requirements established by the Village Board and the City Council regarding control, safety and cleanup. Nothing contained in this paragraph shall supersede the provisions of statutory authority or any ordinance of the municipalities.

H. The City agrees to save and hold harmless the Village and the Village agrees to save and hold harmless the City from any and all claims, demands, causes of action, litigation or liability related to damages to each other or any third parties or property of third parties by reason of the exercise of their individual duties and responsibilities set forth in this Agreement.

I. Terms.

1. This Agreement shall remain in effect for a term beginning February 1, 1996, and ending December 31, 1996. If neither of the parties give notice by November 1 of each year of its intent to terminate this Agreement, then this Agreement shall be automatically renewed for the following year.

2. This Agreement may be amended, except as otherwise stated herein, at any time upon the mutual written agreement of the City and Village.

J. Severability. The Agreement must be approved in total, and, if any provision herein is not approved, then the entire Agreement shall be null and void.

K. Effective Date. This Agreement shall be effective and program established when executed by the City and Village.

K. Governing Law. This Agreement shall be construed in accordance with the laws and Constitution of the State of Illinois.

CITY OF CRYSTAL LAKE, an Illinois municipal,

By: _____
MAYOR

ATTEST:

_____
CITY CLERK

VILLAGE OF LAKEWOOD, an Illinois municipal corporation,

By: _____
PRESIDENT

ATTEST:

_____
VILLAGE CLERK

ORD. #3886
FILE #244

EXHIBIT A

AN ORDINANCE AMENDING SECTION I 1. DECALS OF THE CRYSTAL LAKE ORDINANCE

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

SECTION I: Section I 1. Decals, of the Crystal Lake Ordinance shall be amended to read as follows:

1. Decals. All designated watercraft which are operated on Crystal Lake shall display a current "Lake Usage Decal." Initial decal fees shall be $19.00 for watercraft under 15 feet and $32.00 for watercraft 15 feet and over. The future cost of said decal shall be determined annually as part of the budget process.

SECTION II: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION III: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

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 5th day of March, 1996.

AYES: 3

NAYES: 2

ABSENT: 0

PASSED this 5th day of March, 1996.

APPROVED by me this 5th day of March, 1996.

MAYOR

ATTEST:

CITY CLERK

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

VILLAGE OF LAKEWOOD

May 24, 1996

Mr. Gregory Fettes
Assistant City Manager
City of Crystal Lake
100 West Municipal Complex
Crystal Lake, Il 60014

Dear Greg:

I am writing this letter to inform you that the Lakewood Village Board voted to reduce the boat decals at their meeting on May 14, 1996. The Board agreed to reduce fees to their original price of $15.00 for "A" decals and $25.00 for "B" decals. Their vote was contingent on the agreement that the City would handle the refunds for decals already purchased at the higher rates. Per our telephone conversation earlier today, the City does intend to issue the refunds. Also, per our conversation, the Village will transfer funds sufficient to cover the amount of refunds upon your request.

The Village Attorney is preparing an ordinance for approval by the Lakewood Village Board at their regularly scheduled meeting on Tuesday, May 28, 1996.

As such, the Village agrees that decal fees should be reduced at this time. I will forward a copy of the ordinance to you upon its passage on Tuesday.

If you have any further questions, please contact me at 459-3025.

Sincerely,

Wendy Gregoria

Wendy Gregoria
Finance Director

NOTE -- This letter reflects the fees charged by the City of Crystal Lake for 1996 decals.

cc: Bryan Shaw, Village Administrator

EXHIBIT B

ORDINANCE NO. 1995-96-24

An Ordinance Amending the Lakewood Municipal Code to Add Chapter 12, Crystal Lake Regulations

WHEREAS, the Village of Lakewood has entered into a Intergovernmental Agreement with the City of Crystal Lake to enforce the provisions of the Boat Registration and Safety Act, 625 ILCS 45/1-1, et. seq.; and

WHEREAS, the provisions of the Boat Registration and Safety Act allow political subdivisions of the State of Illinois to impose additional regulations upon water areas within the jurisdiction of the political subdivisions not inconsistent with state law; and

WHEREAS, representatives of the Village of Lakewood and City of Crystal Lake have recommended to the Mayor and City Council of the City of Crystal Lake and the President and Board of Trustees of the Village of Lakewood that the following regulations be imposed upon the waters of Crystal Lake; and

WHEREAS, it is the desire of the President and Board of Trustees of the Village of Lakewood to incorporate said regulations into the Lakewood Municipal Code.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lakewood, McHenry County, Illinois, as follows:

SECTION 1: That the Lakewood Municipal Code shall be amended to add Chapter 12, Crystal Lake Regulations, which shall read as follows:

Chapter 12
Crystal Lake Regulations

12.01 Decals
12.02 Wake Zones
12.03 Wake/No Wake Times
12.04 Counterclockwise Travel
12.05 Speed Limit
12.06 Jet Skis/Personal Watercraft

12.07 Watercraft Operation
12.08 Swimming and Floatation Devices
12.09 Special Use Permits
12.10 Penalties

12.01 DECALS

All designated watercraft which are operated on Crystal Lake shall display a current "Lake Usage Decal." Initial decal fees shall be $15.00 for watercraft 14 feet and under and $25.00 for watercraft 15 feet and over. The future cost of said decal shall be determined annually as part of the budget process.

12.02 WAKE ZONES

Portions of Crystal Lake shall be designated as wake areas, and shall be defined as the portion of the lake lying within the confines of buoys. Buoys shall be placed at a depth of approximately eight feet of water, provided that the Patrol Coordinator or Patrol Agency may approve exceptions to the eight foot depth to accommodate a smooth alignment of the buoys; but in no case shall buoys be located in less than five feet of water.

12.03 WAKE/NO WAKE TIMES

A. Wake hours shall be as follows:

1. Sundays and Holidays, 8 a.m. to 2 p.m.
2. Mondays, 8 a.m. to 8 p.m.
3. Tuesdays, 8 a.m. to 5 p.m.
4. Wednesdays, 8 a.m. to 8 p.m.
5. Thursdays, 8 a.m. to 5 p.m.
6. Fridays, 8 a.m. to 8 p.m.
7. Saturdays, 8 a.m. to 5 p.m.

B. "Holidays" shall mean Memorial Day, Monday; Independence Day and Labor Day.

C. Wake/no wake hours set forth herein shall be in effect only during the period of Memorial Day weekend through Labor Day weekend, inclusive.

12.04 COUNTERCLOCKWISE TRAVEL

All motor driven watercraft operating above no wake speed shall travel in a general counterclockwise direction around the lake.

12.05 - SPEED LIMIT

No boat shall be operated on Crystal Lake at speeds in excess of 40 miles per hour at any time.

12.06 JET SKIS/PERSONAL WATERCRAFT

Jet skis and personal watercraft shall be subject to the same regulations as any other engine-powered watercraft, including requirements concerning the age of the operator, direction of travel, no wake times and appropriate safety practices.

12.07 WATERCRAFT OPERATION

All boats shall operate in conformance with the Boating and Registration and Safety Act of the State of Illinois, 625 ILCS 45/1-1, et. seq., which shall be and is hereby adopted by reference as the rules and regulations for the use of watercraft on Crystal Lake in all respects not inconsistent with the provisions of this chapter.

12.08 SWIMMING AND FLOATATION DEVICES

It shall be unlawful to swim or use recreational floatation devices (such as air mattresses) within the designated wake zones unless accompanied by a manned watercraft or a watercraft at anchor.

12.09 SPECIAL USE PERMITS

Parties interested in special shows, regattas, races or special lake activities shall first obtain a special use permit from the Patrol Coordinator or Patrol Agency which shall not be unreasonably withheld. Patrol must be arranged for weekend special uses.

12.10 PENALTIES

Any person, firm or corporation violating any provision of this chapter shall be, upon conviction, fined a sum not to exceed $500.00 for each separate offense.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith, specifically those ordinances establishing and/or amending regulations on Crystal Lake, are hereby repealed.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes: Trustees C. Carl Davis, William J. Montgomery, John Ross and Richard P. Vogelman and President William J. Young

Nayes: Trustees Thomas V. Henricks and Blair Picard

Absent: None

Abstain: None

APPROVED:

/s/ William J. Young
Village President William J. Young

(SEAL)
ATTEST: /s/ Meg Myers
Village Clerk Meg Myers

Passed: January 8, 1996
Approved: _____
Published: _____

Ord. No. 5903
File No. 244

AN ORDINANCE AMENDING SECTION I 1. DECALS
OF THE CRYSTAL LAKE ORDINANCE

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

SECTION I: Section I 1. Decals, of the Crystal Lake Ordinance shall be amended to read as follows:

1. Decals. All designated watercraft which are operated on Crystal Lake shall display a current "Lake Usage Decal." Initial decal fees shall be $15.00 for paddleboats or similar watercraft that are powered by human power. All other watercraft shall be $25.00. The cost of replacement decals shall be $1.00. Replacement decals may be issued for boats purchased to replace a boat for which a decal has been issued. The future cost of said decal shall be determined annually as part of the budget process.

SECTION II: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION III: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

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

Ord. No. 5903
File No. 244

DATED at Crystal Lake, Illinois, this 15th day of February, 2005.

MAYOR

ATTEST:

CITY CLERK

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

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

VILLAGE OF LAKEWOOD

Agenda Item

To: **Honorable President and Board of Trustees**
Mayor and Crystal Lake City Council

Cc: **Village Manager Jean Heckman, Village Clerk Jeanette LoBosco, Attorney Scott Puma**

From: Police Chief Michael Roth

Date: October 8, 2024

Subject: 2024 Lake Patrol Activity

Patrol Activity

The Lake Patrol was visible on Crystal Lake from Memorial Day weekend through Labor Day weekend. During that time the total days patrolled were 104.07 out of a possible 109. This was due to inclement weather. After Labor Day, the season resulted in patrols on Saturdays and Sundays through the end of September.

The total hours patrolled this season were 636.50 hours. This was a decrease in hours from 2023 of 4.00 hours.

Lake Patrol Officer Activity included the following:

Patrol Activities – Enforcement

	2023	2024
Warnings	210	294
Citations	1	0

Patrol Activities – Other

	2023	2024
Tows	29	17
Water Rescues	4	3
Police Reports	17	18

During the 2024 boating season there was one accident on the lake. This was caused by a firework issue during a show. There were 1322 contacts with boaters.

Budget

Revenue generated by the sale of boat decals and interest for the current fiscal year as of September 30, 2024 was $30,066.65 and expenditures for Lake Patrol totaled $18,782.87

Overall Observations

During the 2024 season, the Lake Patrol was supervised by Ed Kisman. The Lake Patrol unit operated with Ed Kisman, Mike Babischkin, and Ben Belick.

Captain Rod's Boat Lift and Pier Service were contracted to remove buoys, piers, and lift stations.

Again this season, the Crystal Lake Fire Rescue Department (CLFR) placed their shore station next to the Lakewood Police Department boat dock. As a result, CLFR was able to keep their rescue boat docked on the lake at all times. This set-up allows for a faster response time in the event of an emergency.

The Lake Patrol did an excellent job monitoring boating activities on the lake. Boaters overall were well-behaved, and in many cases, policed one another.

Recommendations

It is recommended that we continue with a plan to replace damaged and aging buoys. We should replace a minimum of 5 new buoys each year. The Lakewood Police Department purchased 10 new portable radios this past year. There are plans to auction our old portable radios. Lake Patrol personnel use Lakewood Police Department portable radios. It is recommended that 2 extra radios are purchased for the upcoming Lake Patrol season.

Chief Michael Roth
Lakewood Police Department

Agenda Item No: 10c

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Fire Rescue Automatic Aid Agreement

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with all McHenry County Fire Rescue Departments and Fire Protection Districts for automatic aid

Staff Contact: Craig Snyder, Fire Rescue Chief

Background:

The Crystal Lake Fire Rescue Department has been in discussions with each McHenry County Fire Protection District and Fire Rescue Department to execute an automatic aid agreement for structure fires. Each agency was able to identify a specific need based upon previous structure fire incidents in each jurisdiction. The coordination of Automatic-Aid through a formal agreement is desirable for the effective and efficient provision of emergency services.

While the City currently has mutual aid agreements, automatic aid differs from mutual aid in that automatic aid units are dispatched at the same time the effected agency is dispatched to the incident. Under mutual aid, such as the Mutual Aid Box Alarm System (MABAS), mutual aid units are dispatched only at the request of the effected agency, usually after the effected agency arrives on scene and confirms a structure fire.

The Fire Rescue Department currently has automatic aid agreements with McHenry, Algonquin/LITH, Nunda Rural, Woodstock, and Huntley Fire Protection Districts. Each existing agreement for automatic aid is for structure fires and automatic fire alarms with smoke reported in the structure. Each agreement was prepared by the City for continuity.

This agreement provides mutual benefit to all agencies through immediate support of additional calls for service occurring while either agency is committed to a structure fire. This agreement closely matches the existing agreements with Algonquin/LITH, Nunda Rural, Woodstock, and Huntley fire departments.

The City's special legal counsel and the City's risk management agency, IRMA, have reviewed and approved the agreement.

Recommendation:

Approve a motion to authorize the City Manager to enter into an agreement with all McHenry County Fire Rescue Departments and Fire Protection Districts for the purpose of providing automatic aid.

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 he is hereby authorized and directed to execute the agreement between the City of Crystal Lake and all McHenry County Fire Rescue Departments and Fire Protection Districts for automatic aid.

DATED this 6th day of May, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 6, 2025
APPROVED: May 6, 2025

Draft

AUTOMATIC AID AGREEMENT BETWEEN THE FIRE PROTECTION DISTRICTS OF: FOX RIVER GROVE, MCHENRY TOWNSHIP, NUNDA RURAL, MARENGO, HUNTLEY, CARY, ALGONQUIN-LAKE IN THE HILLS, BARRINGTON COUNTRYSIDE, HEBRON ALDEN GREENWOOD, SPRING GROVE, RICHMOND TOWNSHIP, UNION, HARVARD, WONDER LAKE, WOODSTOCK FIRE RESCUE AND THE CRYSTAL LAKE FIRE RESCUE DEPARTMENT

This Agreement is made and entered into on the date next to the signature of the respective parties, by and between the Fire Protection Districts of: Fox River Grove, McHenry Township, Nunda Rural, Marengo, Huntley, Cary, Algonquin-Lake In The Hills, Barrington Countryside, Hebron Alden Greenwood, Spring Grove, Richmond Township, Union, Harvard, Wonder Lake, Woodstock Fire Rescue, and the Crystal Lake Fire Rescue Department referred to throughout this Agreement as the "Cooperating Parties" or "Parties."

WHEREAS, Article VII, Section 10 of the Illinois Constitution authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and,

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and,

WHEREAS, Section 5 of the Intergovernmental Cooperation Act, 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each Party to the contract; and,

WHEREAS, the Cooperating Parties have determined that it is in their best interests to enter into this Agreement to secure to each the benefits of Automatic-Aid in fire protection, firefighting and protecting life and property from an emergency or disaster; and,

WHEREAS, the Cooperating Parties have determined that it is in their best interests to jointly provide for communications procedures, training and other necessary functions to further the provision of the protection of life and property from an emergency or disaster.

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants contained herein, the Cooperating Parties agree:

Draft

Section One - Purpose

It is recognized and acknowledged that in certain situations, such as, but not limited to, emergencies, natural disasters and man-made catastrophes, using an individual Party's personnel and equipment to perform functions outside the territorial limits of said Party is desirable and necessary to preserve and protect the health, safety and welfare of the public. It is further acknowledged that in certain situations, such as the aforementioned, the use of other Party's personnel and equipment to perform functions within the territorial limits of a Party is desirable and necessary to preserve and protect the health, safety and welfare of the public. Further, it is acknowledged that the coordination of Automatic-Aid through a formal agreement is desirable for the effective and efficient provision of emergency services.

Section Two - Definitions

For the purpose of this Agreement, the following terms as used in this agreement shall be defined as follows:

A. "Cooperating Parties" shall mean the Fire Protection Districts of: Fox River Grove, McHenry Township, Nunda Rural, Marengo, Huntley, Cary, Algonquin-Lake In The Hills, Barrington Countryside, Hebron Alden Greenwood, Spring Grove, Richmond Township, Union, Harvard, Wonder Lake, Woodstock Fire Rescue, and the Crystal Lake Fire Rescue Department;
B. "Stricken Party" shall mean a Cooperating Party requesting Automatic-Aid if an emergency occurs;

C. "Aiding Party" shall mean a Party furnishing equipment, personnel, and/or services to a Stricken Party;
D. "Emergency" shall mean an occurrence or condition in a Party's territorial jurisdiction resulting in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Stricken Party and such that a Party determines the necessity and advisability of requesting aid.

Section Three - Authority and Action to Effect Automatic-Aid

A. The Cooperating Parties authorize and direct their respective Fire Chief or designee to take necessary and proper action to render and/or request Automatic-Aid from other Cooperating Parties according to the terms of this Agreement. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the Aiding Party. The judgment of the Aiding Party's Fire Chief or designee shall be final as to the personnel and equipment available to render aid.
B. Whenever an emergency occurs and conditions are such that the Fire Chief or his designee of the Stricken Party determines it advisable to request aid pursuant to this Agreement, he shall notify all Cooperating Parties of the nature and location of the emergency and the type and amount of equipment and personnel and/or services requested from the Aiding Party.
C. The Fire Chief or designee of each Aiding Party shall take the following action immediately upon being requested for aid:
    1. Determine what equipment, personnel and/or services are requested by the Stricken Party;
    2. Determine if the requested equipment, personnel, and/or services can be committed in response to the request from the Stricken Party;
    3. Dispatch immediately the requested equipment, personnel and/or services, to the extent available, to the location of the emergency reported by the Stricken Party;
    4. Notify the Stricken Party if any or all of the requested equipment, personnel and/or services cannot be provided.

Section Four - Jurisdiction over Personnel and Equipment

Personnel dispatched to aid a Party under this Agreement shall remain employees of the Aiding Party. Personnel rendering aid shall report for direction and assignment at the scene of the emergency to the Fire Chief or Senior Officer of the Stricken Party. The Party rendering aid shall at all times have the right to withdraw any and all aid upon the order of its Fire Chief or designee; provided, however, that the Party withdrawing such aid shall notify the Fire Chief or Senior Officer of the Party requesting aid of the withdrawal of such aid and the extent of such withdrawal as soon as practical.

Section Five - Calls for Service While Rendering Automatic-Aid

A. When aid is requested from Cooperating Parties, the Fire Chief or Designee of the Stricken Party may also request assistance from MABAS to stage equipment and personnel from departments other than the Cooperating Parties as necessary.
B. While the Cooperating Parties are rendering aid, personnel and equipment provided by MABAS shall backfill and respond to all subsequent calls for service to the Cooperating Parties as necessary.

Section Six – Compensation for Aid

Equipment, personnel, and/or services provided under this Agreement shall be at no charge to the Party requesting aid; however, any expenses recoverable from third parties will be equitably distributed among responding Parties. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statutes.

Section Seven – Insurance

Each Party will procure and maintain, at its sole and exclusive expense, insurance coverage as follows:

Draft

A. Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, and property damage and $1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than $2,000,000.
B. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.
C. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of $500,000 per accident.

No Party will have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other Party or its personnel. The obligations of the Section may be satisfied by a Party's membership in a self-insurance pool, a self-insurance plan or arrangement with an insurance provider approved by the state of jurisdiction.

Section Eight – Indemnification

Each Party agrees to waive all claims against all other Cooperating Parties for any loss, damage, personal injury, bodily Injury or death in consequence of performing Automatic-Aid; provided, however, that such claim Is not a result of gross negligence or willful misconduct by a Party or its personnel.

Each Party expressly agrees to hold harmless, indemnify and defend each other Party its personnel from any and all claims, demands, liability, losses, suits in law or in equity made by a third-party arising out of the indemnifying Party's conduct, provided, however, that such claims made by a third-party are not the result of gross negligence or willful misconduct of the Cooperating Party or its personnel. This indemnity shall include attorney fees and costs that may arise from providing aid under this Agreement. All employee benefits, wage and disability payments, pensions, worker's compensation claims, damage to or destruction of equipment and clothing, and medical expenses of the Party rendering or requesting aid will be the sole and exclusive responsibility of the respective Party for its employees.

Section Nine – Non-Liability for Failure to Render Aid

The rendering of assistance under this Agreement shall not be mandatory if local conditions of the Aiding Party prohibit response. The Aiding Party will immediately notify the Stricken Party of the Aiding Party's inability to respond; however, failure to immediately notify the Stricken Party of such inability to respond shall not constitute evidence of noncompliance with this Section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a Party, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a Party for withdrawal of aid once provided under this Agreement.

Nothing in this Agreement is intended to, nor shall it, give rise to a claimed duty against a Party by a third party or otherwise inure to the benefit of a third party. Nothing in this Agreement is intended to, nor shall it, waive any statutory or common law defense or immunity of a Party.

Section Ten – Term

This Agreement shall be in effect for a term of one year from the date of signature and will automatically renew for successive one-year terms unless terminated in accordance with this Section.

Any Party may terminate its participation in this Agreement at any time, provided that the Party wishing to terminate its participation In this Agreement shall give written notice to the remaining Cooperating Parties specifying the date of termination, such notice to be given at least 90 calendar days prior to the specified date of termination of participation. The written notice provided herein shall be given by personal delivery or certified mail.

Draft

Section Eleven – Effectiveness

This Agreement shall be in full force and effective upon approval by the Cooperating Parties in the manner provided by law and upon proper execution.

Section Twelve – Binding Effect

This Agreement will be binding upon and inure to the benefit of any successor entity which may assume the obligations of any Party; provided, however, this Agreement may not be assigned by a Cooperating Party without prior written consent of all other Cooperating Parties.

Section Thirteen – Validity

The invalidity of any provision of this Agreement will not render invalid any other provision. If any provision is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision will be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

Section Fourteen – Notices

All notices will be in writing and shalt be served personally or by certified mail as follows:

Cooperating Party	Address
Fox River Grove	Fox River Grove Fire Protection District Attn: Fire Chief 411 Algonquin Rd, Fox River Grove, IL 60021
McHenry Township	McHenry Township Fire Protection District Attn: Fire Chief 3610 W Elm St, McHenry, IL 60050
Nunda Rural	Nunda Rural Fire Protection District Attn: Fire Chief 1713 Il Rte 176, Crystal Lake, IL 60014
Marengo	Marengo Fire Protection District Attn: Fire Chief 120 E Prairie St, Marengo, IL 60152
Huntley	Huntley Fire Protection District Attn: Fire Chief 11118 Main St, Huntley, IL 60142
Cary	Cary Fire Protection District Attn: Fire Chief 400 Cary Algonquin Rd, Cary, IL 60013
Algonquin-Lake In The Hills	Algonquin-Lake In The Hills Fire Protection District Attn: Fire Chief 1020 W Algonquin Rd, Lake In The Hills, IL 60156
Barrington Countryside	Barrington Countryside Fire Protection District Attn: Fire Chief 22222 N Pepper Rd,

Draft

	Lake Barrington, IL 60010
Woodstock	Woodstock Fire Rescue District Attn: Fire Chief 435 E Judd St, Woodstock, IL 60098
Hebron Alden Greenwood	Hebron Alden Greenwood Fire Protection District Attn: Fire Chief 12302 Il Rte 173, Hebron, IL 60034
Spring Grove	Spring Grove Fire Protection District Attn: Fire Chief 8214 Richardson Rd, Spring Grove, IL 60081
Richmond Township	Richmond Township Fire Protection District Attn: Fire Chief 5601 Hunter Dr, Richmond, IL 60071
Union	Union Fire Protection District Attn: Fire Chief 6606 Main St, Union, IL 60180
Harvard	Harvard Fire Protection District Attn: Fire Chief 502 S Eastman St, Harvard, IL 60033
Wonder Lake	Wonder Lake Fire Protection District Attn: Fire Chief 4300 E. Wonder Lake Road Wonder Lake, IL 60097
Crystal Lake Fire Rescue Department	Crystal Lake Fire Rescue Department Attn: Fire Chief 100 W Woodstock St, Crystal Lake, IL 60014

Draft

Section Fifteen – Governing Law

This Agreement shall be governed, interpreted and construed under the laws of the State of Illinois.

Section Sixteen – Execution in Counterparts

This Agreement may be executed in multiple counterparts or duplicate originals, each of which will constitute and be deemed as the same document.

Section Seventeen – Amendments

This Agreement may only be amended by written consent of all the Cooperating Parties.

Authorized Signatures

Fox River Grove Fire Protection District	Title	Date
McHenry Township Fire Protection District	Title	Date
Nunda Rural Fire Protection District	Title	Date
Marengo Fire Protection District	Title	Date
Huntley Fire Protection District	Title	Date
Cary Fire Protection District	Title	Date
Algonquin-Lake In The Hills Fire Protection District	Title	Date
Barrington Countryside Fire Protection District	Title	Date
Woodstock Fire Rescue District	Title	Date
Hebron Alden Greenwood Fire Protection District	Title	Date

Draft

Spring Grove Fire Protection District	Title	Date
Richmond Township Fire Protection District	Title	Date
Union Fire Protection District	Title	Date
Harvard Fire Protection District	Title	Date
Wonder Lake Fire Protection District	Title	Date
Crystal Lake Fire Rescue Department	Title	Date

Draft

Agenda Item No: 10d

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Memorandum of Understanding between the City of Crystal Lake and the Federal Bureau of Investigation (FBI)

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute a Memorandum of Understanding to allow the Police Department to participate in the FBI Cyber Crimes Task Force

Staff Contact: James R. Black, Chief of Police

Background:

The Chicago Field Office of the FBI is seeking to expand the Cyber Crimes Task Force and has reached out to the Crystal Lake Police Department to see if there was interest in adding a detective in a part-time capacity to this task force.

The Internet Crime Complaint Center (IC3) is a centralized hub for reporting cyber-enabled crimes in the United States (accessible through IC3.gov) by serving as a single point for reporting, collecting, and managing cybercrime complaints across the country. The online portal is operated by the FBI, who is the lead federal agency for investigating cybercrime. Individuals, businesses, and organizations can submit complaints through the portal about internet-facilitated crimes. It was established to provide a simple mechanism for the public and private sector to submit information, eliminating the need for victims to determine which agency they needed to speak to or who had proper jurisdiction. It collects, analyzes, and disseminates data on a wide range of cybercrimes such as online fraud, hacking, identity theft, and extortion.

IC3 collaborates with FBI field offices and other law enforcement partners to track trends, investigate crimes, and recover stolen funds. The National Threat Operations Center (NTOC) is a component of the United States Secret Service, focused on protecting the nation's financial infrastructure and payment systems from cyber and physical threats. The FBI provided Police Department command staff with a current IC3 and the National Threat Operations Report for Crystal Lake (attached). This report noted that between January 2021 and November 2024, there were 418 reports for Crystal Lake with a reported estimated monetary loss for Crystal Lake residents or business of $44,000,000.

The Police Department has had some success in investigating cyber crimes, fraud and identity theft. However, advancements in technology, crypto currency, and intellect of cyber criminals have made it increasingly difficult to investigate these crimes with limited resources. Participation in the FBI Cyber Task Force will provide Police Department personnel access to federal resources,

advanced forensic technology, and specialized expertise that is not readily available on a local level. Additionally, Crystal Lake Police Department detectives will learn enhanced digital forensic skills and cybercrime investigative techniques, and will also have access to new and emerging technologies that will be used to investigate crimes reported to the Crystal Lake Police Department by our residents and businesses.

There is no monetary obligation to the City for the task force participation except paying the detective's salary. The part-time commitment is a request for one detective to work at the FBI Chicago Field Office one day per week. The FBI has advised that they understand that local investigations take priority and that there may be instances where the detective assigned to the Cyber Crimes Task Force may not be able to work at the Chicago Field Office during a specific timeframe. The Memorandum of Understanding is a standard document used by the FBI for both part-time and full time commitments.

Staff recommends approval of the resolution and legal counsel has reviewed this agreement.

Votes Required to Pass:
Simple majority

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute a Memorandum of Understanding with the Federal Bureau of Investigation for the purpose of participating in the FBI Cyber Crimes Task Force.

DATED this 6th day of May 2025

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED:
APPROVED:

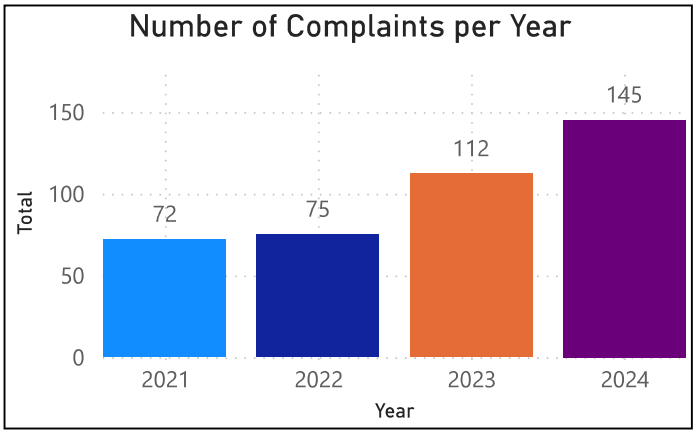
Draft

January 2021 - November 2024

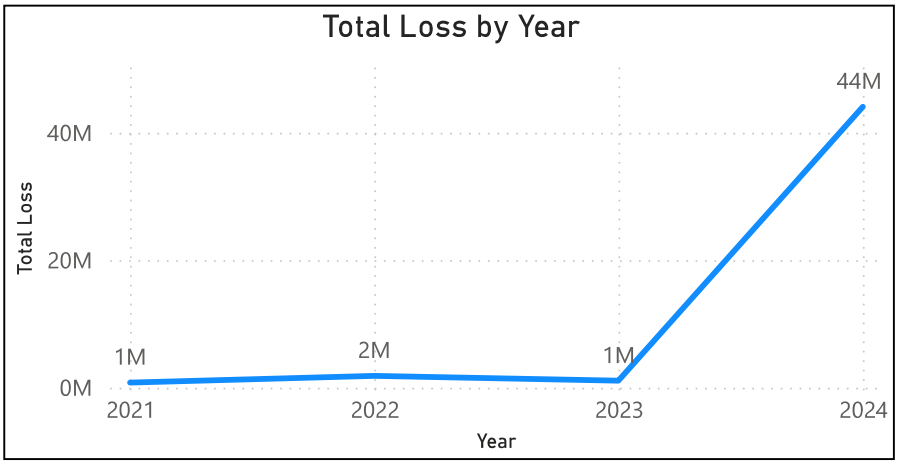
Crystal Lake

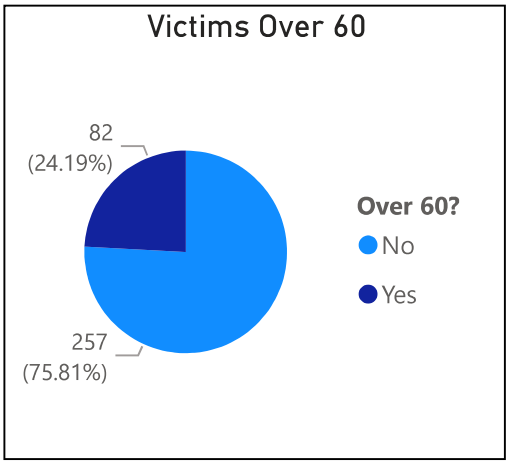
Total Number of IC3 Complaints	Total Number of NTOC Complaints
339	79

IC3 Crime Type	Complaints
Non-payment/Non-Delivery	46
Phishing/Spoofing	41
Extortion	37
Tech Support	37
Personal Data Breach	29
Identity Theft	26
Confidence/Romance	22
BEC	18
Cryptocurrency	16
Credit Card/Check Fraud	12
Investment	11
Cryptocurrency Wallet	10
Phishing	10
Employment	8
Advanced Fee	7
Crimes Against Children	7
Government Impersonation	6
Other	6
Social Media	6
Spoofing	6
Real Estate	5
Virtual Currency	5
IPR/Copyright and Counterfeit	3
Ransomware	3
Data Breach	2



NTOC Crime Type	Complaints
Other	22
Suspicious Activity	14
Financial Crimes/Fraud	10
Child Victims	9
Threats, Expressed or Implied	5
Cyber Incident - Criminal	4
Civil Rights	2
Sexual Exploitation/Abuse	2
Terrorist Threat	2
Corruption (Bribery, Kickbacks, etc)	1
Drugs	1
Fugitives	1
Human Trafficking/Exploitation	1





[FIELD OFFICE]
CYBER TASK FORCE

Standard Memorandum of Understanding

Between

THE FEDERAL BUREAU OF INVESTIGATION

and

_____
(the "Participating Agency")

I. PARTIES

This Memorandum of Understanding (MOU) is entered into by and between the Federal Bureau of Investigation (FBI) [FIELD OFFICE] and the [OTHER GOVERNMENT AGENCY] (Participating Agency).

II. AUTHORITIES

A. The FBI is authorized to coordinate intelligence, investigative, and operational responses to cyber threats, attacks, and intrusions pursuant to various statutory and executive authorities, including 28 U.S.C. § 533; 42 U.S.C. § 3771; 28 C.F.R. § 0.85; Executive Order 12333, as amended; the Attorney General's Guidelines for Domestic FBI Operations; Annex II to NSPD-46/HSPD-15; NSPD-54/HSPD-23 and 18 U.S.C. §1030, 50 U.S.C. § 1801 et seq.

B. [Participating Agency may include its applicable authority for entering into this MOU].

III. PURPOSE

A. The Comprehensive National Cybersecurity Initiative (CNCI) was formally established in 2008 pursuant to NSPD-54/HSPD-23. The CNCI recognizes the need for a whole-of-government approach to protecting the nation from cybersecurity threats. To further this mission, NSPD-54/HSPD-23 also established the National Cyber Investigative Joint Task Force (NCIJTF), which serves as a multi-agency national focal point for coordinating, integrating, and sharing pertinent information related to cyber threat investigations. In accordance with this presidential directive, the NCIJTF operates under the authority of the Attorney General. The Director of the FBI is the designated official responsible for the operation of the NCIJTF. The NCIJTF enhances collaboration and integrates operations among the represented U.S. Intelligence Community and federal law enforcement partners.

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

B. While national-level coordination is important to securing the nation, teamwork at the local level is also essential. The FBI has established a nationwide network of field office Cyber Task Forces (CTFs) to focus on cybersecurity threats. In addition to key law enforcement and homeland security agencies at the state and local level, each CTF partners with many of the federal agencies that participate in the NCIJTF at the headquarters level. This promotes effective collaboration and deconfliction of efforts at both the local and national level.

C. This MOU delineates the responsibilities and commitments of the FBI and the Participating Agency in the [FIELD OFFICE] CTF.

D. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, their parent agency, the United States, or the officers, employees, agents, or other associated personnel thereof.

IV. MISSION

A. In support of the national effort to counter threats posed by terrorist, nation-state, and criminal cyber actors, each CTF synchronizes domestic cyber threat investigations in the local community through information sharing, incident response, and joint enforcement and intelligence actions.

B. Each CTF leverages the authorities and capabilities of the participating agencies to accomplish the mission.

C. Recognizing the important role of the private sector in combating the cyber threats facing our nation, each CTF will coordinate with private sector entities to the extent permissible by law and as warranted by operational needs, as set forth by separate agreements between the FBI and these private sector entities.

V. SUPERVISION AND CONTROL

A. Overall management of the CTF shall be the responsibility of the Assistant Director in Charge (ADIC) or Special Agent in Charge (SAC) of the [FIELD OFFICE] Division of the FBI and/or his or her designee.

B. All guidance on investigative matters handled by the CTF will be issued by the Attorney General or the FBI. The FBI will make available to the Participating Agency applicable guidelines and policies, including the Attorney General's Guidelines for Domestic FBI Operations (AGG-DOM) and the FBI's Domestic Investigations and Operations Guide (DIOG).

C. The ADIC or SAC shall designate one Supervisory Special Agent to supervise day-to-day operational and investigative matters pertaining to the CTF (CTF Supervisor).

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

VI. STAFFING COMMITMENT AND RESPONSIBILITIES

A. In addition to FBI employees, each CTF may consist of the following types of individuals: Task Force Officers, Task Force Members, and Task Force Participants. For purposes of this MOU, when referring to these individuals collectively, they will be referred to as "CTF personnel." In brief, the DIOG defines these terms as follows:

1. Task Force Officer (TFO): The individual is a certified law enforcement officer, authorized to carry a firearm, has been deputized under Title 18 of the U.S.C., been issued Federal law enforcement credentials, is assigned to the supervision of the CTF, has an active security clearance recognized by the FBI, and is authorized to have access to FBI facilities.

2. Task Force Member (TFM): The individual is an employee of a governmental agency, is assigned to the supervision of the CTF, has an active security clearance recognized by the FBI, and is authorized to have access to FBI facilities.

3. Task Force Participants (TFPs): The individual participates on the CTF and does not otherwise qualify as a TFO or TFM. A TFP is sometimes referred to as a "Task Force Liaison."

B. In light of the significant cost and effort in on-boarding new CTF personnel, and need for continuity to successfully combat cyber threats, each Participating Agency agrees to provide its personnel to the CTF for a period of at least two (2) years. This MOU imposes no maximum limit as to the time that any individual may remain on the CTF.

C. During periods of heightened threats and emergencies, the CTFs may need to operate 24 hours per day for an extended period of time. To function properly, the CTF depends upon the unique contributions of each Participating Agency. During these periods, all CTF personnel are expected to be available to support CTF activities unless released to the Participating Agency.

D. Due to the operational needs of the CTF, assignment to special details or duties outside of the CTF to full-time CTF personnel by the Participating Agency must be coordinated with the CTF Supervisor.

E. On a case-by-case basis, CTF Supervisors may authorize CTF personnel to assist other non-CTF priority FBI matters as necessary and as legally permissible.

F. Although CTF personnel will report to his or her Participating Agency for non-investigative administrative matters, leave requests will be coordinated with the CTF Supervisor to ensure staffing availability.

G. Non-FBI CTF personnel remain subject to the rules, regulations, laws, and policies applicable to employees of the participant's respective agency and will also adhere to the FBI's ethical standards and the Supplemental Standards of Ethical Conduct for employees of the Department of Justice. Where there is a conflict between the standards or requirements of the Participating Agency and

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

the FBI, the standard or requirement that provides the greatest organizational protection or benefit will apply, unless the FBI and the Participating Agency jointly resolve the conflict otherwise.

H. CTF personnel must adhere to the same rules and regulations as FBI employees with regard to security policies, conduct and activities while in FBI space, handling FBI property, while operating FBI vehicles, and while conducting CTF business.

I. Continued assignment to the CTF will be based on performance and at the discretion of each CTF member's Participating Agency. The FBI ADIC or SAC will also retain discretion to remove any member from the CTF.

J. CTF personnel are subject to removal from the CTF by the FBI for violation of any provision of this MOU, the FBI's ethical standards, the Supplemental Standards of Ethical Conduct for employees of the Department of Justice, or other applicable agreements, rules, and regulations.

VII. DEPUTATION/SECURITY CLEARANCE/DEADLY FORCE POLICY

A. Non-federal personnel who will serve on the CTF as a TFO will be federally deputized under Title 18 of the U.S.C. while detailed to the CTF. The FBI will secure the required authorization for their deputation. This will ensure that they are able to assist fully in investigations in compliance with applicable federal statutes.

B. CTF personnel may be required to handle sensitive and classified information, have access to classified systems, and/or have access to secure office space. Therefore, participants must be eligible to obtain and maintain an appropriate security clearance, up to and including Top Secret, and access to Sensitive Compartmented Information (SCI). CTF personnel being granted access to SCI must successfully complete an annual Security Financial Disclosure Form and counterintelligence (CI) focused polygraph examination. All CTF personnel will execute non-disclosure agreements deemed necessary by the FBI for the protection of classified and sensitive information, including but not limited to an SF-312, Classified Nondisclosure Agreement. Supervisors in the Participating Agency responsible for CTF personnel may only be provided with classified information if they have the appropriate security clearance to receive the classified information and the requisite "need to know."

C. CTF TFOs will follow the Participating Agency's policy concerning use of deadly force.

VIII. COORDINATION

A. Intelligence, law enforcement, and operational actions will be coordinated and cooperatively carried out within the CTF. The Participating Agency will not act unilaterally on any matter affecting the CTF. The parties agree that matters designated to be handled by the CTF shall not knowingly be subject to non-CTF or non-FBI intelligence, law enforcement, or operational efforts by the Participating Agency.

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

B. On occasion, after coordination with and approval by the CTF Supervisor, a CTF TFO or TFM may handle an investigation solely under the Participating Agency's authorities. In such a case, the investigation will be supervised by the Participating Agency and conducted under the authority of the Participating Agency.

C. CTF criminal investigative procedures will conform to the requirements for federal prosecution. It is expected that the appropriate United States Attorney, in consultation with the FBI and affected CTF partners, will determine on a case-by-case basis whether the prosecution of cases will be at the federal or state level, based upon which would better advance the interests of justice.

D. All media releases will be mutually agreed upon, jointly handled by the Participating Agencies, and conform to DOJ guidelines. No press release involving a CTF matter will be issued without prior FBI approval.

IX. INFORMATION SHARING/REPORTS AND RECORDS

A. Except as described in paragraph VIII.B above, all investigative and intelligence reporting will be prepared and disseminated in compliance with FBI policy. Subject to any legal or policy restrictions, copies of documents created for a CTF matter based upon information obtained from participation on the CTF by any CTF personnel will be considered to be a federal document under the control of the FBI and shall be maintained in accordance with FBI records management policy and applicable law. All CTF materials and investigative records, including any Memoranda of Understanding, originate with, belong to, and will be maintained by the FBI. All CTF investigative reports will be prepared by CTF personnel solely on FBI forms.

B. All information learned during the course of a CTF investigation will be subject to the FBI's information sharing policies and may not be disclosed outside of the CTF (or removed, if in tangible form, from FBI space) without the approval of the CTF Supervisor. As FBI records, they may be disclosed only with FBI permission from the CTF Supervisor and only in conformance with the provisions of federal laws and regulations, including the Freedom of Information Act, 5 U.S.C. § 552, and the Privacy Act of 1974, 5 U.S.C. § 552a, as well as applicable civil and criminal discovery privileges. CTF personnel may not disclose any FBI or CTF-related information outside of the CTF, including any disclosure to CTF personnel's own Participating Agency, without the prior approval of the FBI CTF Supervisor. Participating Agency heads will be routinely briefed on CTF matters by the ADIC, SAC, or CTF Supervisor, as appropriate, through established CTF briefings.

C. CTF personnel are strictly prohibited from disclosing any classified information to individuals who do not possess the appropriate security clearance and the need to know. Each Participating Agency agrees to have its CTF personnel sign an FD-868, or a similar form approved by the FBI. This action obligates the participant, who is accepting a position of special trust in being granted access to

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

classified and otherwise sensitive information as part of the CTF, to be bound by prepublication review to protect against the unauthorized disclosure of such information.

D. The FBI and Participating Agency acknowledge that the information involved in this MOU may identify individuals whose information may be protected by the Privacy Act of 1974 and "United States persons" whose information may be protected by Executive Order 12333, as amended (or any successor thereto) and all such information shall be handled lawfully pursuant to the provisions thereof, to the extent applicable.

E. CTF personnel may be required to handle and process Protected Critical Infrastructure Information (PCII), as defined by law and regulated by the U.S. Department of Homeland Security (DHS). All CTF personnel will use and disclose DHS PCII in accordance with applicable law and regulation.

F. The FBI and Participating Agency will immediately report to each other each instance in which data received from each other is used, disclosed, or accessed in an unauthorized manner (including any data losses or breaches).

G. The FBI and Participating Agency agree to abide by the DOJ Privacy, Civil Rights, and Civil Liberties Protection Policy for the Information Sharing Environment (January 25, 2010) to the extent that any CTF-related information is covered by that policy. At a minimum, the FBI and Participating Agency shall notify each other of any erroneous information concerning United States citizens or legal permanent resident aliens that is disclosed pursuant to this MOU and take reasonable steps to correct such error.

X. SALARY/OVERTIME COMPENSATION/FUNDING

A. The FBI and Participating Agency agree to assume all personnel costs for their CTF personnel, including salaries, overtime payments and fringe benefits.

B. Subject to funding availability and legislative authorization, the FBI may reimburse to Participating Agency the cost of overtime worked by non-federal CTF members assigned full-time to CTF, provided overtime expenses were incurred as a result of CTF-related duties. A separate Cost Reimbursement Agreement (CRA) must be executed between the FBI and Participating Agency, consistent with regulations and policy. Otherwise, overtime shall be compensated in accordance with applicable Participating Agency overtime provisions and shall be subject to the prior approval of appropriate personnel.

C. Subject to funding availability and legislative authorization, the FBI may provide a lease vehicle, fuel purchase card, and smart phone to non-federal full-time CTF personnel for use in carrying out CTF-related duties. Receiving personnel will be required to execute acceptable use agreements before being issued these items.

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

D. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds. Even where one of the parties to this MOU has agreed (or later does agree) to assume a particular financial responsibility, such party's express written approval must be obtained before incurring any expense expected to be assumed by the other party. All obligations of and expenditures by the parties to this MOU will be subject to each party's respective budgetary and fiscal processes and availability of funds pursuant to all applicable laws, regulations, and policies. The parties to this MOU acknowledge that there is no intimation, promise, or guarantee that funds will be available in future years.

XI. TRAVEL

All CTF-related travel of non-FBI personnel requires the approval of the CTF Supervisor and Participating Agency authorization prior to travel. To avoid delay in operational travel, the Participating Agency will provide general travel authority to all of its participating employees for the duration of the employee's membership in the CTF. For domestic travel, CTF personnel will be responsible for appropriate notifications within his or her Participating Agency, as well as standard FBI travel approvals and notification. The CTF will obtain FBI Headquarters authorization and country clearances for CTF personnel required to travel outside the United States. The FBI will pay costs for travel in accordance with the Federal Travel Regulations of all CTF personnel to conduct investigations outside the field office territory.

XII. LIABILITY

A. General. The Participating Agency acknowledges that financial and civil liability, if any and in accordance with applicable law, for the acts and omissions of each employee detailed to the CTF remains vested with his or her employing agency. However, the Department of Justice (DOJ) may, in its discretion, determine on a case-by-case basis that an individual should be afforded legal representation, legal defense, or indemnification of a civil judgment, pursuant to federal law and DOJ policy and regulations.

1. Common Law Tort Claims

   a. Congress has provided that the exclusive remedy for the negligent or wrongful act or omission of an employee of the U.S. Government, acting within the scope of his or her employment, shall be an action against the United States under the Federal Tort Claims Act (FTCA), 28 U.S.C. § 1346(b), and §§ 2671 - 2680.

   b. Notwithstanding any other provision contained in this MOU, for the limited purpose of defending civil claims arising out of CTF activity, any employee detailed from a Participating Agency who is acting within the course and scope of his or her official duties and assignments pursuant to this MOU may be considered an "employee" of the U.S. government, as defined at 28 U.S.C. § 2671. See 5 U.S.C. § 3374(c)(2).

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

c. Under the Federal Employee Liability Reform and Tort Compensation Act of 1998 (commonly known as the Westfall Act), 28 U.S.C. § 2679(b)(1), if an employee of the United States is named as a defendant in a civil action, the Attorney General or his or her designee may certify that the defendant acted within the scope of his or her employment at the time of the incident giving rise to the suit. 28 U.S.C. § 2679(d)(2). The United States can then be substituted for the employee as the sole defendant with respect to any tort claims alleged in the action. 28 U.S.C. § 2679(d)(2). If the United States is substituted as defendant, then "any other civil action or proceeding for money damages arising out of or relating to the same subject matter against the employee or the employee's estate is precluded without regard to when the act or omission occurred." 28 U.S.C. § 2679(b)(1).

d. If the Attorney General declines to certify that an employee was acting within the scope of employment, "the employee may at any time before trial petition the court to find and certify that the employee was acting within the scope of his office or employment." 28 U.S.C. § 2679(d)(3).

e. Liability for any negligent or willful acts of CTF personnel undertaken outside the terms of this MOU will be the sole responsibility of the respective employee and agency involved.

2. Constitutional Claims

a. Liability for violations of federal constitutional law may rest with the individual federal agent or officer pursuant to Bivens v. Six Unknown Names Agents of the Federal Bureau of Narcotics, 403 U.S. 388 (1971) or pursuant to 42 U.S.C. § 1983 for state officers.

b. Federal, state, local, and tribal officers enjoy qualified immunity from suit for constitutional torts, "insofar as their conduct does not violate clearly established statutory or constitutional rights of which a reasonable person would have known." Harlow v. Fitzgerald, 457 U.S. 800 (1982).

c. If any Participating Agency's CTF personnel is named as a defendant in his or her individual capacity in a civil action alleging constitutional damages as a result of conduct taken within the scope of CTF-related duties, the individual may request representation by DOJ. 28 C.F.R. §§ 50.15, 50.16.

d. An employee may be provided representation "when the actions for which representation is requested reasonably appear to have been performed within the scope of the employee's employment, and the Attorney General, or his or her designee, determines that providing representation would otherwise be in the interest of the United States." 28 C.F.R. § 50.15(a).

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

e. Any CTF personnel's written request for representation should be directed to the Attorney General and provided to the Chief Division Counsel (CDC) of the FBI division coordinating the CTF. The CDC will forward the representation request to the FBI's Office of the General Counsel (OGC), together with a letterhead memorandum concerning the factual basis of the lawsuit. FBI's OGC will then forward the request to the Civil Division of DOJ, together with an agency recommendation concerning scope of employment and DOJ representation. 28 C.F.R. § 50.15(a)(3).

f. If any CTF personnel is found to be liable for a constitutional tort, he or she may request indemnification from DOJ to satisfy an adverse judgment rendered against the employee in his or her individual capacity. 28 C.F.R. § 50.15(c)(4). The criteria for payment are substantially similar to those used to determine whether a federal employee is entitled to DOJ representation under 28 C.F.R.§ 50.15(a).

g. Determinations concerning legal representation and indemnification by the United States are discretionary and are made by DOJ on a case-by-case basis. The FBI cannot guarantee that the United States will provide legal representation, legal defense, or indemnification to any federal or state employee detailed to the [operational relationship], and nothing in this MOU shall be deemed to create any legal right on the part of any CTF personnel.

B. Express Reservations

1. Nothing in this Article shall be deemed to create an employment relationship between the FBI or the United States and any Participating Agency CTF member other than for exclusive purposes outlined in the Liability section herein.

2. The participating agencies do not waive any available defenses and/or limitations on liability. No Participating Agency shall be considered to be an agent of any other Participating Agency.

XIII. DURATION

A. The term of this MOU is for the duration of the CTF's operation, contingent upon approval of necessary funding, but may be terminated at any time upon written mutual consent of the Participating Agency involved.

B. Any Participating Agency may withdraw from the CTF at any time by written notification to the ADIC or SAC or the National Cyber Task Force Unit at FBI Headquarters at least 30 days prior to withdrawal.

C. Upon termination of this MOU, all equipment provided to the CTF will be returned to the supplying Participating Agency(ies). In addition, when a Participating Agency withdraws from the MOU, the Participating Agency will return equipment to the supplying Participating Agency(ies). Similarly, any

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

remaining Participating Agency will return to a withdrawing Participating Agency any unexpended equipment supplied by the withdrawing Participating Agency.

XIV. MODIFICATIONS

This agreement in no manner affects any existing agreements with the FBI or any other agency. This agreement may be amended only by mutual written consent of the parties. The modifications shall have no force or effect unless such modifications are reduced to writing and signed by an authorized representative of the FBI and the Participating Agency.

XV. SIGNATORIES

_____ _____

Name: Date
Title:
Organization:

_____ _____

Name: Date
Title: Special Agent in Charge
Organization: Federal Bureau of Investigation

Draft

This document is the property of the FBI and is loaned to your agency.
Neither it nor its contents may be released without authorization by FBI Headquarters.

Agenda Item No: 10e

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Special Event Request - 2025 Lakeside Festival Kids Bike Parade and Police Assistance Fee Waiver – Saturday, July 5, 2025

Staff Recommendation: Motion to approve the Special Event Request for the 2025 Lakeside Festival Kids Bike Parade, pursuant to the recommended conditions and to waive Police Officer assistance fees ($1,351.42) for this event.

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background:
The Lakeside Festival Committee has submitted a special event permit application for the 2025 Lakeside Festival Kids Decorated Bike Parade. The parade will be held Saturday, July 5, 2025 from 12:00 p.m. until 1:00 p.m. Additionally, they are requesting a Crystal Lake Police Detail to assist with the traffic control and safety during the event. The request for this special event was approved last year.

As part of their application, they are requesting the use of Lake Shore Drive, from Dole Avenue to County Club Road, and County Club Road, from Lake Shore Drive to the second entrance drive of The Dole. This event has been a feature of the Lakeside Festival for over 30 years.

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

1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
2) The organizers must coordinate with the Crystal Lake Police Department regarding assistance during the event.
3) All debris created by the event needs to be cleaned up during and after the event.
4) Streets are not to be marked with paint or any permanent materials.
5) A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.

The organizers are requesting a waiver of the Police assistance fee. The Police Department estimates that the chargeback fees would not be more than $1,351.42 for 7 officers at a 2 hour minimum for the event. Approval was granted last for last year's event.

The applicant has been made aware of these recommended conditions and advised to attend the May 6, 2025 City Council meeting to answer any questions.

Votes Required to Pass:

A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Lakeside Festival Kids' Bike Parade

EVENT LOCATION Corner of Dole and Lake Shore (START)

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:

Kids' Bike Parade - Children on decorated bikes, scooters, wheelchairs and wagons and their parents are led by police in front of the Main Beach to the Festival Grounds.

Lakeside Festival Kids' Bike parade - Kids + parents are led by police from START location down Lakeshore to Festival property on Country Club

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: 6
9. Estimated attendance: 75

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: Shari Chakoian
13. Contact Information for Event Manager:

Address: 154 Ridge Ave. CL 60014

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: ☐

Cell phone: ☐

Email: ☑

EVENT OPERATION

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

Set Up: 7/5/2025

Event: Kids' Bike Parade

Dismantling: 7/5/2025

15. Hours of the event:

Set Up: 11:00 AM

Event: Kids Bike Parade

Dismantling: 1:00

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:
First aid is available at the Lakeside Festival grounds. Police will be present in case of medical 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

4/15/25
Date

Shari Chakoian
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

Victoria Wojcik

From: [redacted]
Sent: Monday, April 28, 2025 5:39 PM
To: Victoria Wojcik
Subject: Re: Lakeside Festival Kids Bike Parade Police Fee Waiver Request

Follow Up Flag: Follow up
Flag Status: Flagged

Stop - Look - Think - Decide: This email originated from outside of the City. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

The Crystal Lake Women of Today and the Lakeside Festival Committee, as sponsoring organizations of the July 5th Kids Bike Parade, request that the Police Fees be waived for the event on Saturday July 5th. 2 police cars are needed for 30 minutes and this has been planned at the meeting with police by the Lakeside Festival Committee Chairperson, Ron Russel.
Thanks, Shari Chakoian

On Mon, Apr 28, 2025 at 2:04 PM Victoria Wojcik <vwojcik@crystallake.org> wrote:

> Hi Shari,
>
> There is no standard form for the Police fee waiver request. You can just write a letter or email to send me. From there, I can add it to your application record.
>
> Thanks,
>
> Victoria

From: [redacted]
Sent: Monday, April 28, 2025 12:54 PM
To: Victoria Wojcik <vwojcik@crystallake.org>
Subject: Re: Lakeside Festival Kids Bike Parade Police Fee Waiver Request

Stop - Look - Think - Decide: This email originated from outside of the City. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Victoria,

Is there a form for the Request Waiver Letter or do I just write a free form letter requesting that the police fee be waived?

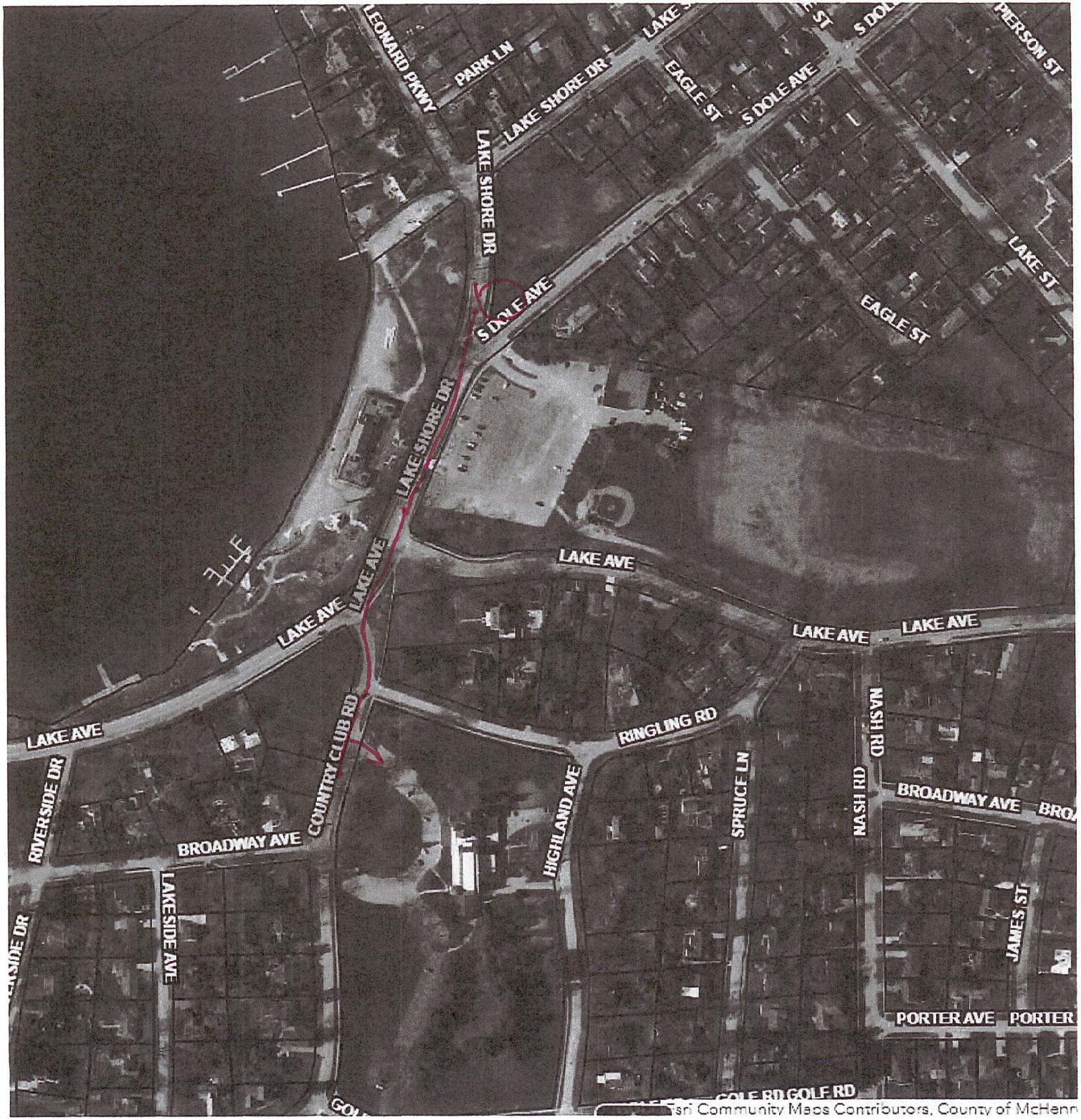
Shari

On Fri, Apr 25, 2025 at 11:15 AM Victoria Wojcik <vwojcik@crystallake.org> wrote:

> Good morning,
>
> We are currently working on your agenda packet for the upcoming City Council meeting. Last year, you requested a waiver of the Police Assistance Fee. This year, the police assistance fee is approximately $1,351.42.
>
> If you would like to request to waive the fee, please send me a separate fee waiver request letter by no later than Monday afternoon, April 28.
>
> Thank you,
>
> Victoria Wojcik
>
> **Victoria Wojcik | Community Development Analyst | Community Development**
> City Of Crystal Lake | 100 W. Woodstock St. | Crystal Lake, IL 60014
> Website: www.crystallake.org | Phone: (815) 459-2020 x4009
>
> This electronic message and any attached files contain information intended for the exclusive use of the individual or entity to whom it is addressed and may contain information that is proprietary, confidential and/or exempt from disclosure under applicable law, including protected health information (PHI). If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of the information may be subject to legal restriction or sanction and is strictly prohibited. If you have received this communication in error, please notify the sender by return electronic message or telephone, and destroy the original message without making any copies.

This electronic message and any attached files contain information intended for the exclusive use of the individual or entity to whom it is addressed and may contain information that is proprietary, confidential and/or exempt from disclosure under applicable law, including protected health information (PHI). If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of the

information may be subject to legal restriction or sanction and is strictly prohibited. If you have received this communication in error, please notify the sender by return electronic message or telephone, and destroy the original message without making any copies.


LEONARD PKWY
PARK LN
LAKE SHORE DR
EAGLE ST
S DOLE AVE
PIERSON ST
LAKE ST
LAKE AVE
RINGLING RD
COUNTRY CLUB RD
RIVERSIDE DR
BROADWAY AVE
LAKESIDE AVE
HIGHLAND AVE
SPRUCE LN
NASH RD
JAMES ST
PORTER AVE
GOLF RD
Esri Community Maps Contributors, County of McHenr

Agenda Item No: 10f

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Resolution Amendment – Amend Resolution 25R-35 for the Purchase of a New Sewer Cleaner Truck Using Sourcewell Purchasing Cooperative Contract #101221

Staff Recommendation: Motion to amend the Resolution 25R-35 to authorize the City Manager to execute an agreement with Joe Johnson Equipment, LLC dba Standard Equipment, located in Elmhurst, Illinois for the purchase of a New Sewer Cleaner Truck Using Sourcewell Purchasing Cooperative Contract #101221

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

---

Background:

On April 1, 2025, the City Council adopted Resolution 25R-35, designating the Public Works Department's 2015 Vactor 2100 Plus Sewer Cleaner Truck as surplus, authorizing the City Manager to approve a trade-in offer for the 2015 Vactor 2100 Plus Sewer Cleaner Truck, and authorizing the City Manager to execute an agreement for the pricing and delivery of a new 2025 Vactor 2100i Sewer Cleaner Truck.

Pricing for the new 2025 Vactor 2100i Sewer Cleaner Truck is provided by Vactor Manufacturing through Sourcewell purchasing cooperative contract #101221. Although the pricing for the new 2025 Vactor 2100i Sewer Cleaner Truck is provided by Vactor Manufacturing via the Sourcewell contract, the agreement for the purchase of the new truck and the trade-in of the 2015 Vactor 2100 Plus Sewer Cleaner Truck must be executed between the City and Joe Johnson Equipment, LLC, dba Standard Equipment, the regional dealer for Vactor Manufacturing equipment sales, located in Elmhurst, Illinois. Both Vactor Manufacturing and Joe Johnson Equipment, LLC, dba Standard Equipment, are subsidiaries of Federal Signal Corporation.

This resolution amendment is being made to ensure that the City Manager has been given the proper authority to execute an agreement with Joe Johnson Equipment, LLC, dba Standard Equipment. None of the other items specified within the agenda supplement or resolution are being altered, including the trade-in offer for the 2015 Vactor 2100 Plus Sewer Cleaner Truck and the purchase price for the 2025 Vactor 2100i Sewer Cleaner Truck.

Recommendation:

It is the recommendation of the Public Works Department that Resolution 25R-35 be amended to authorize the City Manager to execute an agreement with Joe Johnson Equipment, LLC, dba Standard Equipment.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS On April 1, 2025 the City Council adopted Resolution 25R-35 declaring the Public Works Department's 2015 Vactor 2100 Plus Sewer Cleaner Truck as surplus and authorizing the City Manager to execute an agreement with Vactor Manufacturing for the trade-in of the 2015 Vactor 2100 Plus Sewer Cleaner Truck and the purchase of one (1) new 2025 Vactor 2100i Sewer Cleaner Truck; and

WHEREAS the pricing for the purchase of the new 2025 Vactor 2100i Sewer Cleaner Truck is provided by Vactor Manufacturing through Sourcewell purchasing cooperative contract #101221 the agreement for the trade-in of the 2015 Vactor 2100 Plus Sewer Cleaner Truck and the purchase of one (1) new 2025 Vactor 2100i Sewer Cleaner Truck must be executed with Joe Johnson Equipment, LLC, dba Standard Equipment, the regional dealer for Vactor Manufacturing;

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 Resolution 25R-35 authorizing the City Manager to execute an agreement for the pricing and delivery of (1) new 2025 Vactor 2100i Sewer Cleaner Truck in the total amount of $556,987.39, which includes the $70,000.00 trade-in credit offered by Vactor Manufacturing for the Public Works Department's 2015 Vactor 2100 Plus Sewer Cleaner Truck, shall be amended to authorize the City Manager to execute an agreement with Joe Johnson Equipment, LLC, dba Standard Equipment, the regional dealer for Vactor Manufacturing for the purchase and delivery of (1) new 2025 Vactor 2100i Sewer Cleaner Truck in the total amount of $556,987.39, which includes the $70,000.00 trade-in credit offered by Joe Johnson Equipment, LLC, dba Standard Equipment for the Public Works Department's 2015 Vactor 2100 Plus Sewer Cleaner Truck.

Draft

DATED this 6th day of May, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____
CITY CLERK

PASSED: May 6, 2025

APPROVED: May 6, 2025

Draft

STANDARD EQUIPMENT



Subsidiary of Federal Signal Corporation 625 S. Illinois Rt. 83, Elmhurst, IL 60126 • 312-829-1919 • sale@standardequipment.com

Date:

4 – 30 – 2025

Offered By:

Nate Berk

Sales Representative
(312) 208-6383

Equipment Provided for:

The City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014

Equipment Quote



Stock Photo

Standard Equipment is pleased to present The City of Crystal Lake with the following quotation for a New Vactor 2100i Fan Sewer Cleaner.

STANDARD EQUIPMENT
Subsidiary of Federal Signal Corporation

Dealership Information

Family-owned and operated since 1969, Standard Equipment Company provides environmental equipment solutions for municipalities, contractors, and companies. We have built a reputation for excellence by offering the finest new equipment, a large selection of parts, excellent service, and unparalleled customer support. We customize environmental equipment solutions for every situation by putting our customer's needs first. Standard's greatest ability is dependability.

VACTOR®
Subsidiary of Federal Signal Corporation

Manufacturer Information

Vactor's origins as an American manufacturer go back more than a century, and their expertise and leadership in sewer cleaning date back more than fifty years. In that time, they have been more than a manufacturer. As a pioneer and an innovator, they have found ways to help communities save money, improve the quality of life for people, and improve the productivity and safety of the individuals who operate their equipment.

This commitment to innovation inspired them to create the very first combination sewer cleaner in 1969.

Today, they remain driven to bring you the safest, most capable, versatile, quietest, and most efficient equipment possible. Durable, reliable equipment that delivers the quality and value you deserve and should demand. Equipment you can count on today, tomorrow, and years into the future.

Vactor 2100i

It employs advanced technology that not only enhances the performance of the equipment but the individuals who operate it. Less fatigue. More comfort. Push button operation. Greater precision. Superior power and performance. Controls that truly put the operator in control. All of this in a system designed to be the ultimate in ruggedness, reliability, simplicity, and value.

- **IntuiTouch® one-touch in-cab controls** for PTO/Transfer Case activation at the touch of a button
- **IntuiTouch control panel** that combines all cleaning system functions into one, articulating control panel
- **RDB 1015™ Rapid Deployment Boom** that telescopes out 10' and extends the debris hose down 15' eliminating the need for additional tubes
- **Patent pending H.A.L.O.™** (Hands-Free Accessory Light Option) brings a new level of safety and efficiency to every jobsite
- Low maintenance **Jet Rodder® Water Pump** provides smooth continuous flows and optional "jackhammer" action
- Multi-Flow system offers operation at lower RPM for better fuel economy without sacrificing performance, less component wear and greater product life
- Modul-Flex design provides for maximum capacities and optimum weight distribution on every truck
- Quieter engine design, high ground clearance, lower water fill point and other features to improve the operator experience
- Choose from over 100 precision-engineered enhancements to fully customize your 2100i

Equipment Description

2100i with Single Engine Dual Stage Fan, 12 Yard Debris Body

Equipment Features

- 2100i Single Engine Fan- Dual Stage- 12-yard Debris Combo
- Under Engine Toolbox
- Aluminum Fenders
- Mud Flaps
- Color Coded Sealed Electrical System
- Intuitouch Electronic Package
- Double Acting Hoist Cylinder
- Handgun Assembly
- Ex-Ten Steel Cylindrical Debris Tank
- Flexible Hose Guide
- (3) Nozzles with Carbide Inserts with Rack
- Suction Tube Storage
- 1" Nozzle Pipe
- 10' Leader Hose
- Flat Rear Door with Hydraulic Locks
- Dual Stainless-Steel Float Shut Off System
- Fixed Rear Door Pipe Rack -8" Pipe
- Subframe Mounted -2 Pipe Rack -8"
- Lube Manifold, with Lube Chart
- Debris Body Vacuum Relief System
- Debris Deflector Plate
- 60" Dump Height
- Debris Body-Up Message and Alarm
- Low Water Indicator on Screen with Alarm and Water Pump Flow Indicator
- 3" Y -Strainer at Passenger Side Fill with 25' Fill Hose
- Additional Water Tank Sight Gauge
- Liquid Float Level Indicator
- Single Engine Dual Stage Fan
- Digital Water Pressure Gauge
- Front Joystick Boom Control
- Boom Hose Storage
- Boom Out of Position Message and Alarm
- Rodder System Accumulator - Jack Hammer on/off Control with manual valve
- 3" Y -Strainer at the Water Pump
- Midship Handgun Coupling
- Chassis Engine Cooling Package
- Side Mounted Water Pump
- Digital Hose Footage Counter
- Hose Reel Manual Hydraulic Extend/Retract
- Hose Reel Chain Cover
- Hydraulic Tank Shutoff Valves
- Rodder Pump Drain Valves

Equipment Features Continued

- Hydraulic Extending 15" - Rotating Hose Reel - 1" x 800' Capacity
- Tachometer/Chassis Engine with Hourmeter
- Water Pump Hour Meter
- PTO Hour Meter
- Hydraulic Oil Temp Alarm
- Circuit Breakers
- LED Lights- Clearance- Back-up- Stop- Tail & Turn
- Tow Hooks- Front and Rear
- Electronic Back-Up Alarm
- 8" Vacuum Pipe Package
- Emergency Flare Kit
- Fire Extinguisher 5 Lbs.
- Module Paint- DuPont Imron Elite - Wet on Wet
- Vactor 2100i Body Decal- Standard
- Debris Body Flushout
- Rear Door Valve Flushout
- 6" Rear Door Knife Valve with Camloc - 3:00 position
- Full Rear Door Swinging Screen
- Centrifugal Separators (Cyclones)
- Folding Pipe Rack - Curbside -8" Pipe
- Folding Pipe Rack - Streetside -8" Pipe
- Rear Door Splash Shield
- Air Purge
- Additional Water- 1500 Gallon Total
- Digital Water Level Indicator
- Digital Debris Body Level Indicator Tied to Vacuum Relief
- Bellypack Wireless Controls with hose reel controls- 2-way communications- and LCD Display
- Rotatable Boom Inlet Hose
- 180 deg. 10ft Telescoping Boom
- Telescopic Boom Elbow- Nickel Plated
- 80 GPM/2500 PSI Jet Rodder pump
- Cold Weather Recirculator- PTO Driven- 25 GPM
- Handgun Couplers- Front and Rear
- Hose Reel- Freespool
- Hydro Excavation Kit - Includes Lances with Shield Nozzles- Storage Tray- and Vacuum Tube
- Fan Flushout System
- Cyclone Washout System
- Vactor Standard Manual with Cloud Parts
- 800' x 1" Piranha Sewer Hose 2500 PSI in lieu of STD
- Rodder Hose Pinch Roller
- High Pressure Hose Reel
- Hose Wind Guide (Dual Roller)- Auto- Power Indexing
- Front Hose Reel Tool Storage
- Rear Directional Control- LED Arrowstick
- H.A.L.O. (Handsfree Accessory Light Option)
- 14 Light Package- 14 Federal Signal Strobe Lights- LED

Equipment Features Continued

- Amber Lights for Flashing Light Package
- LED Mid-Ship Turn Signals
- Worklights (2), Self-Leveling Boom LED
- Worklight- LED- Operators Station
- Worklight- LED- Hose Reel Manhole
- Camera System- Front- Rear and Both Sides
- Safety Cone Storage Rack - Post Style
- Toolbox- Front Bumper Mounted- 16 x 12 x 18 with (2) LED Side Markers
- Toolbox- Behind Cab - 16w 30h x 96d
- Toolbox- Driver Side Subframe- 60w x 20h x 12d
- Vactor Logos - Applied

Chassis Information:

- Chassis Year – 2024
- Chassis Make – Kenworth
- Chassis Model – T880
- Chassis GVWR – 66,000 lbs.
- Chassis Powertrain – 370 HP, Automatic Transmission, Tandem Axle 6x4
- Cab Color – Red
- Module Color – Red

Additional Components

- **Root Destroyer Nozzle** **Additional Component Price: $4,200.00**

*Total quoted prices include additional components.

Trade-In Information

Chassis
- 2014
- International
- 7400

Body
- 2014
- Vactor
- 2100 Plus
- S/N: 14-12V-15163

Price Quote

Standard Equipment and Vactor are proud holders of a Sourcewell competitively bid procurement contract. Sourcewell allows government agencies to control the cost of procurement and ensure that they are getting the equipment they want at a competitively bid price. For more information about Sourcewell, you can find them on the web at www.sourcewell-mn.gov.

Quotes include all Tax, Title, and License Fees if applicable.

Item Description	Delivered Cost
New Vactor 2100i Sewer Cleaner 2025 Kenworth T880 Chassis	**$626,987.39**

Sourcewell contract 101221-VTR

Unit Purchase Price

1. Please note that the prices quoted are subject to applicable tariffs and duties, which may affect the final cost.
2. Below is the trade value assigned to the equipment shown on page 7 of this quote. For the value shown, Standard Equipment expects to take possession of the machine to be handed over at the time of trade in the same condition, (normal wear and tear notwithstanding), as on the evaluation date.
3. Standard Equipment must review trade-in equipment 30 days prior to delivery and requests that the machine is/has:
    a. Made available for inspection.
    b. DOT compliant - Recent D.O.T. is/has been performed within 30 days.
    c. No active check engine/transmission warning lights illuminated.
    d. Proof of available Title i.e., photocopy of front and back.
4. Standard Equipment has the right to reject the trade-in if terms 2 and 3 are not met.
5. Price does not include state or local taxes.
6. Price includes title, plating fees, and shipping.
7. FOB 100 W Woodstock St. Crystal Lake IL
8. Quote is valid for 7 days from 4/30/2025.
9. Payment is NET45 from date of delivery.
10. Delivery date shall be before December 31st, 2025

Total List Price:	$637,971.63
Total Sourcewell Price:	$626,987.39
Trade Value:	-$70,000
Total Sourcewell Quoted Price:	**$556,987.39**

I/we have read and understand the terms outlined below and on the reverse and agree to them as part of this order as if they were printed above my/our signature(s). The above and the terms below and on the reverse shall comprise the entire agreement affecting this purchase and no other agreement, understanding, representation, condition or warranty either expressed or implied by law or otherwise is part of this transaction. Unless otherwise specified the Purchase price is payable in cash on the date of delivery of the Equipment to the carrier. It is understood and agreed that the Purchase Price is subject to increase at any time without notice by JJE to the extent that JJE has incurred increased cost between the date hereof and the delivery date caused by increases in manufacturers' list prices, government regulations, freight rates, labor costs and other causes beyond JJE's control. Customer reserves the right to cancel this Agreement in the case of such price increase. The Purchaser acknowledges having received a true copy hereof. this agreement is not subject to annulment or cancellation by the Purchaser without prior written consent of JJE.

The City of Crystal Lake	Standard Equipment Company
X _____	X _____
Signature	Signature
Name: _____	Name: Greg Zukowski
Date: _____	Date: 4/30/2025

Terms and Conditions

1. Payment in full is required at time of delivery. The sale price specified on page one of this Agreement does not include taxes or shipping and other transportation charges. Unless otherwise specified, all shipments are F.O.B. Elmhurst IL. The Purchaser shall pay all insurance, taxes, shipping charges, and other costs or expenses relating to the sale and transfer of the Equipment, it being the intent that the sales price shall be net to the JJE of any and all costs or expenses. In the event of cancellation of this agreement, the Purchase shall assume all costs associated with the cancellation. All Purchaser supplied chassis must meet the requirements of the body manufacturer and Joe Johnson Equipment ("JJE"). The costs of any chassis modifications or repairs shall be borne by the Purchaser. All warranty work is F.O.B. JJE, Elmhurst IL.
2. RISK OF LOSS. After delivery of the Equipment in good order to the Carrier of Purchaser's choice, risk of loss shall be with the Purchaser and JJE's responsibility shall cease. As long as JJE remains unpaid it shall have a lien on the Equipment and shall have a right to repossession and disposal of the Equipment notwithstanding delivery to the Carrier.
3. SHIPPING. a) If shipment is delayed beyond the time stipulated pursuant to this Agreement by any cause beyond the control of JJE, the delivery date shall be extended for a period equal to the delay due to such cause. JJE will in no way be held liable for loss or damages, direct or consequential, due to delays in delivery cause by events outside our direct control. B) If shipment is delayed by fault of the Purchaser, payment of the Purchase Price shall not be delayed thereby and the Equipment shall be at the Purchaser's risk of damage or loss from any cause whatsoever and any expense incurred in handling, storage or insuring the Equipment shall be paid by the Purchaser.
4. WAIVER OF CLAIMS. Acceptance of the Equipment by the Purchaser from the Carrier will constitute a waiver of all claims against JJE for damage or delay from any cause.
5. TITLE. Title to the Equipment and to all repairs, replacements of and accessions to the Equipment shall not pass to the Purchaser after delivery but shall remain in JJE until payment in full of the Purchaser Price together with all other amounts due hereunder.
6. DEFAULT. If the Purchaser defaults in compliance with any term or condition of this Agreement, or defaults in payment of any installment of the Purchase Price or any applicable taxes or charges relating to the Equipment, or uses the Equipment for an illegal purpose, or if levy is made upon the Equipment, or if any bankruptcy, receivership, winding-up or insolvency proceedings are instituted by or against the Purchaser, or if at any time JJE deems itself insecure in respe ct of the foregoing then and in any such events the entire balance of the Purchase Price and all notes given therefore together with all expenses, costs and solicitors fees incurred by JJE in the collection of the Purchase Price shall become immediately due and payable on account of the Purchase Price shall remain the property of JJE as payment for the use and depreciation of the Equipment and not as a penalty.
7. REPOSSESSION AND REMEDIES. Subject to the applicable laws:
   a) JJE, in addition to all remedies available at law or hereunder, may take possession of the Equipment without notice or demand and without legal process and for the purpose of taking possession of and removing the Equipment JJE or its assigns or agents may enter into or upon the Purchaser's lands and premises using such forces as is necessary in the circumstances. The Purchaser hereby waives all claims for damages arising out of the re -possession, removal or re-sale of the Equipment as against to Purchaser or Purchaser's assigns.
   b) If the Equipment comes into possession of JJE through the re-possession, voluntary surrender thereof by the Purchaser or otherwise, JJE may at its option sell the Equipment for its own account or may re-sell the Equipment on behalf of the Purchaser either at a public or private sale in such manner and for such amount and upon such terms as JJE may deem proper with or without notice, and prior to any sale JJE may house or store the Equipment and repair or re -condition the same; and JJE may bid and purchase on any sale. From the proceeds of any sale JJE may deduct all expenses for the re-taking, housing, storing, repairing, re-conditioning and selling of the Equipment including the costs of JJE's solicitors as between solicitor and client.
   c) JJE shall also have the right to sue the Purchaser for any amount which is due and unpaid and such rights shall not be affected by the re-possession and sale of the Equipment nor shall the right of re-possession and sale be merged in any judgment JJE may recover on any notes given for the Purchase Price for any security therefore. The execution and delivery of promissory notes or the entry of judgment for any amount which is due and unpaid or the taking of additional security therefore shall not constitute payment or a waiver of any term, provision or condition herein contained. JJE shall have the right to enforce one or more remediessuccessively or concurrently and such action shall not operate to stop or prevent JJE from pursuing any other remedy which it may have.
8. LIABILITY AND INDEMNIFICATION. JJE shall not be held liable orresponsible for any damages, whether on account ofpersonal injuries or otherwise suffered or sustained in the operation of the Equipment, nor for any damages resulting to Purchaser by reason of any delays or any alleged failure of the Equipment to operate. Purchaser shall defend, indemnify and hold harmless JJE, its subsidiary and affiliated companies, their officers, agents and employees, from and against all loss liability, claim, action or expense including reasonable attorney's fees by reason of bodily injury including death, and property damage, sustained by any person or persons, including but not limited to employeesof Purchaser, asa result of the maintenance, ownership, use, operation, storage, erection, dismantling, servicing or transportation ofEquipment or Purchaser'sfailure to comply with this order.
9. INTERPRETATION / CHOICE OF LAW. The Purchaser and JJE agree that this Agreement shall be interpreted, construed and be governed by and in accordance with the laws of the State of Illinois. The Purchaser and JJE further agree that should any term or condition, or any part thereof, contained in this Agreement be unenforceable or prohibited by present or future provincial or federal laws, then such term or condition, or part thereof, shall be ineffective to the extent of such unenforceability or prohibition. Failure at any time by JJE to exercise any of its rights under this Agreement shall not constitute a waiver-thereof nor-prejudice JJE's right to enforce it thereafter.
10. ENTIRE AGREEMENT. It is acknowledged and agreed that this Agreement constitutes the entire agreement between JJE and Purchaser and there are no representations, warranties, conditions or guarantees, expressed or implied, statutory or otherwise, other than contained herein.
11. DISCLAIMER. Except as may be expressly set out in the Description of Equipment term of this Agreement there are no expressed or implied warranties on the part of JJE as to the quality, merchantability, capability or fitness for a particular purpose of the equipment which is the subject of this agreement.
12. INTEREST. Interest or any overdue payment shall be at the rate of eighteen (%) percent per annum, without prejudice to any other conditions of this Agreement.
13. INSURANCE. The Purchaser hereby undertakes to keep the Equipment fully insured against loss by reason of accident, fire, theft and all other risks to an amount not less than the amount owed to JJE, such insurance being payable to JJE, until the Purchase Price of the Equipment together with all interest and costs which may have been incurred, have been paid. The Purchaser undertakes to supply evidence of such insurance satisfactory to JJE upon demand. If the Purchaser does not place such insurance on the Equipment, JJE shall have the right to affect such insurance at the expense of the Purchaser, who hereby undertakes to pay the premium for the same.
14. TRADE-INS. The Purchaser hereby warrantsand representsthat all equipmentand machinery granted, sold or assigned to JJE in connection with this Agreement in satisfaction of the Purchase Price or otherwise shall be free and clear of all liens, levies, charges and encumbrances. The Purchaser further agrees to indemnify and hold harmless JJE from and against liens, levies, charges and encumbrances that the Purchaser may be required to pay or discharge in respect of such machinery or equipment.
15. FURTHER ASSURANCES. This Agreement may be assigned by JJE without notice to Purchaser. Purchaser may not assign this Agreement without JJE's consent, which may be withheld at JJE's sole discretion. The Purchaser hereby authorizes JJE to file such financing statements and do such acts, matters and effects as JJE may deem appropriate to protect its interests in the Equipment until payment in full of the Purchase Price together with all amounts due hereunder.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Special Event Request - Downtown Crystal Lake 2025 Disability Pride Event and Police Assistance Fee Waiver – July 26, 2025

Recommendation: Motion to approve the Special Event Request for Downtown Crystal Lake 2025 Disability Pride Event, pursuant to staff conditions and Fee Waiver of the Police Department chargeback fees ($579.18)

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background:

The applicant has applied for a Special Event to allow the Downtown Crystal Lake 2025 Disability Pride Event to be held in Downtown Crystal Lake. The event would be held Saturday, July 26, 2025 from 10:00 a.m. to 1:00 p.m. in the Brink Street Parking Lot.

The event is planned to celebrate the beauty, diversity, and lived experiences of local members of the disability community. The event will be held in the Brink Street Parking Lot since Depot Park will be under construction. The event includes food vendors, resource booths, entertainment, and educational booths will be held. This is the first year that this event will take place.

- The Police Department recommended a minimum of four officers for assistance during the street closure portion of the event. The Police Department has determined that the chargeback fee will not exceed approximately $579.18. The applicant is requesting to waive the fee.

The application has been reviewed and the following conditions are recommended:

1. The approval is valid on Saturday, July 26, from 10:00 a.m. to 1:00 p.m.
2. Vendors are responsible for site clean-up, with all garbage removed at the end of the day.
3. Adequate trash receptacles must be supplied.
4. Barricades shall be placed so that firefighters are able to move them if emergency vehicles need access.

5. A minimum 20' Fire / EMS access lane shall be maintained through the parking lot to allow access for emergency vehicles.
6. Any building used for the event must remain below the posted occupancy load limit.
7. No smoking, cooking or open flames is permitted under canopies/tents.
8. Signs cannot obstruct the view of traffic or be attached to utility poles.
9. Pedestrian ways or fire lanes must not be obstructed.
10. A certificate of insurance is required from every vendor or organization participating in the event.
11. Any other permits or requests for signs should be made through the Building Division.
12. Food Vendors are responsible to obtain all necessary permits from the McHenry County Health Department.
13. Food trucks shall be inspected PRIOR to the event. Food trucks are required to provide a valid City of Crystal Lake certificate of inspection upon demand. City of Crystal Lake employees shall provide identification. A list of currently inspected food trucks is available by contacting Community Development.
14. Tents and canopies shall comply with conditions outlined in the attached document. Inspection(s) shall be completed by the Crystal Lake Fire Department PRIOR to event.
15. Inspections from the Fire Rescue Department may be required. Generators, if used, must be a minimum of 20 feet from any tents and/or canopies, and protected from the public by fencing, enclosure, or other approved means. Generators shall be properly grounded as outlined by the manufacturer.
16. All electrical connections and cords shall meet the requirements of the 2017 National Electric Code. Contact the Building Department at (815) 356-3605 if you have any questions.
17. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.

The applicant has been made aware of these recommended conditions and advised to attend the May 6, 2025 City Council meeting to answer any questions.

Votes Required to Pass:
A simple majority vote.

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME 2025 Disability Pride Event

EVENT LOCATION Brink Street Parking Lot

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 Disability Pride Event	

2. General Description/Purpose of the event:
The Disability Pride Event 2025 aims to celebrate the beauty, diversity, and lived ex
The event looks to have three components: resource fair, vendor fair, and performa

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: up to 50 volunteers spread th
9. Estimated attendance: 300-500

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: Katie Galto
13. Contact Information for Event Manager:

Address: 25 W Crystal Lake Ave
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: 815-479-0835 ☑
Emergency phone: _____ ☐
Cell phone: [redacted] ☑
Email: events@downtowncl.org ☑

EVENT OPERATION

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

Set Up: 7/26/2025
Event: 7/26/2025
Dismantling: 7/26/2025

15. Hours of the event:

Set Up: 7:30am
Event: 10-1pm
Dismantling: 1:30pm

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 resource and vendor fair

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

    Name of Company Crown Restrooms/LRS
    Address 1704 Lamb Road, Ste B Woodstock, IL 60098
    Phone 815-459-5558

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

    If yes, please specify the power requirements and plan for provision
    We will need electricity from either the lampposts or the electrical box on the corn

    _____

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 will have a first aid kit available and the police and fire department is less tha

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

4/04/2025
Date

Katie Galto
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

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: (815) 479-0835
Website: www.DowntownCL.org - Email: Info@DowntownCL.org

Heather Maieritsch
City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014

Dear Heather,

Downtown Crystal Lake/Main Street would like to host a Disability Pride Event in the Brink Street parking lot on Saturday, July 26, 2025 from 10 a.m. - 1 p.m. Enclosed is our request for a Special Event Permit. We also request a waiver of the application fee.

We have also attached a copy of our basic site plan for the events, which includes resource vendors, a craft and vendor area highlighting disabled artists and creators, a space for entertainers (including the Kingpins Drumline) and a special section that is specifically blocked off as extra parking for disabled drivers.

If you have any questions, please feel free to call me at (815) 479-0835.

Sincerely,

Joy Neal
Executive Director

DOWNTOWN
CRYSTAL LAKE
25 W. Crystal Lake Ave
Crystal Lake, IL 60014

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

To Whom It May Concern,

The Downtown Crystal Lake/Main Street organization is requesting a waiver of fees for Police detail for the Disability Pride Event taking place on July 26, 2025. We are hoping for this event to draw approximately 300-500 visitors into our downtown from Crystal Lake and the surrounding area. Our organization is a 501(c)3 that promotes a thriving community in the heart of our City, and this event in particular aims to celebrate the beauty, diversity and lived experiences of local members of the disability community.

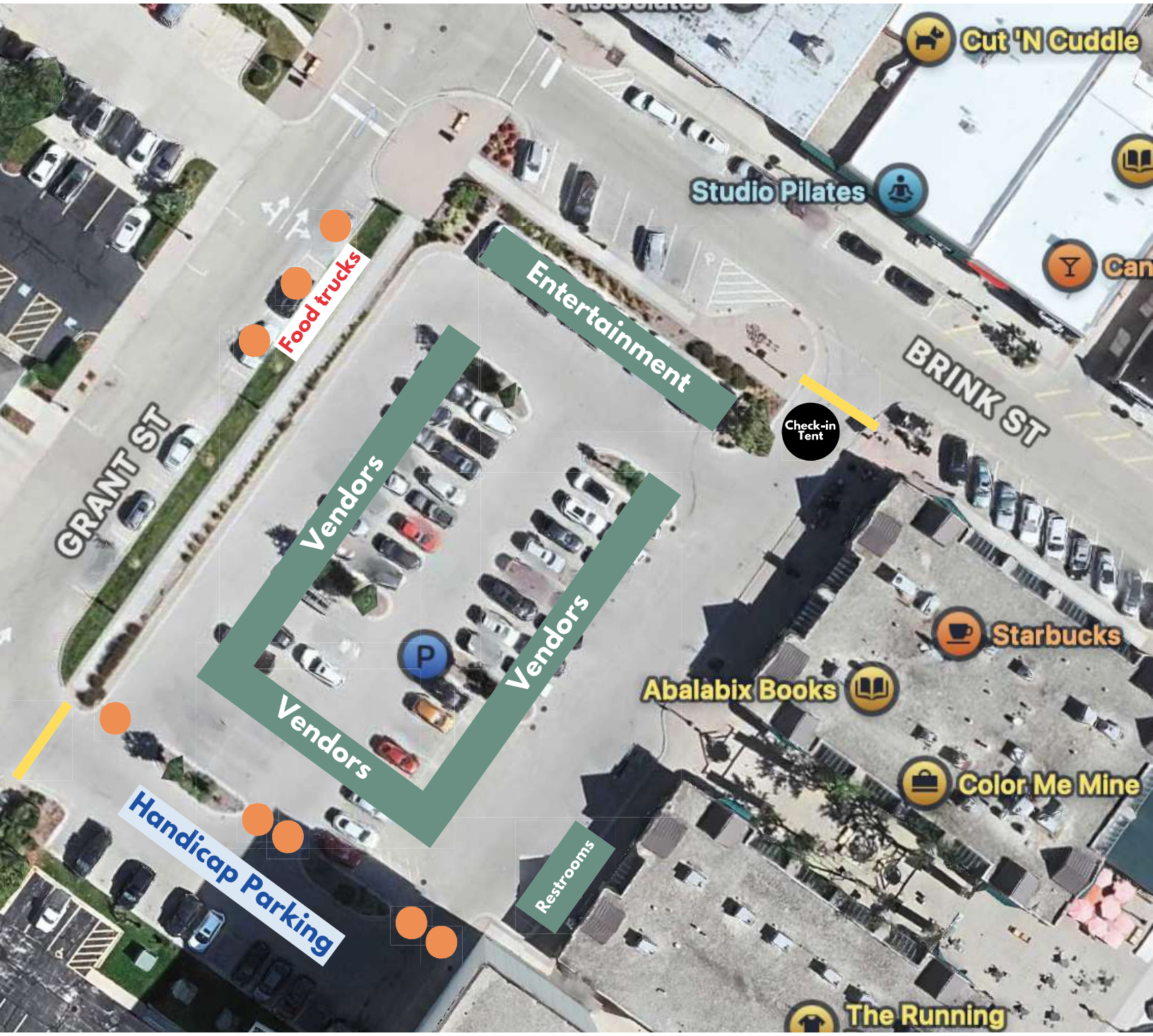
We appreciate your consideration of this request!

Sincerely,

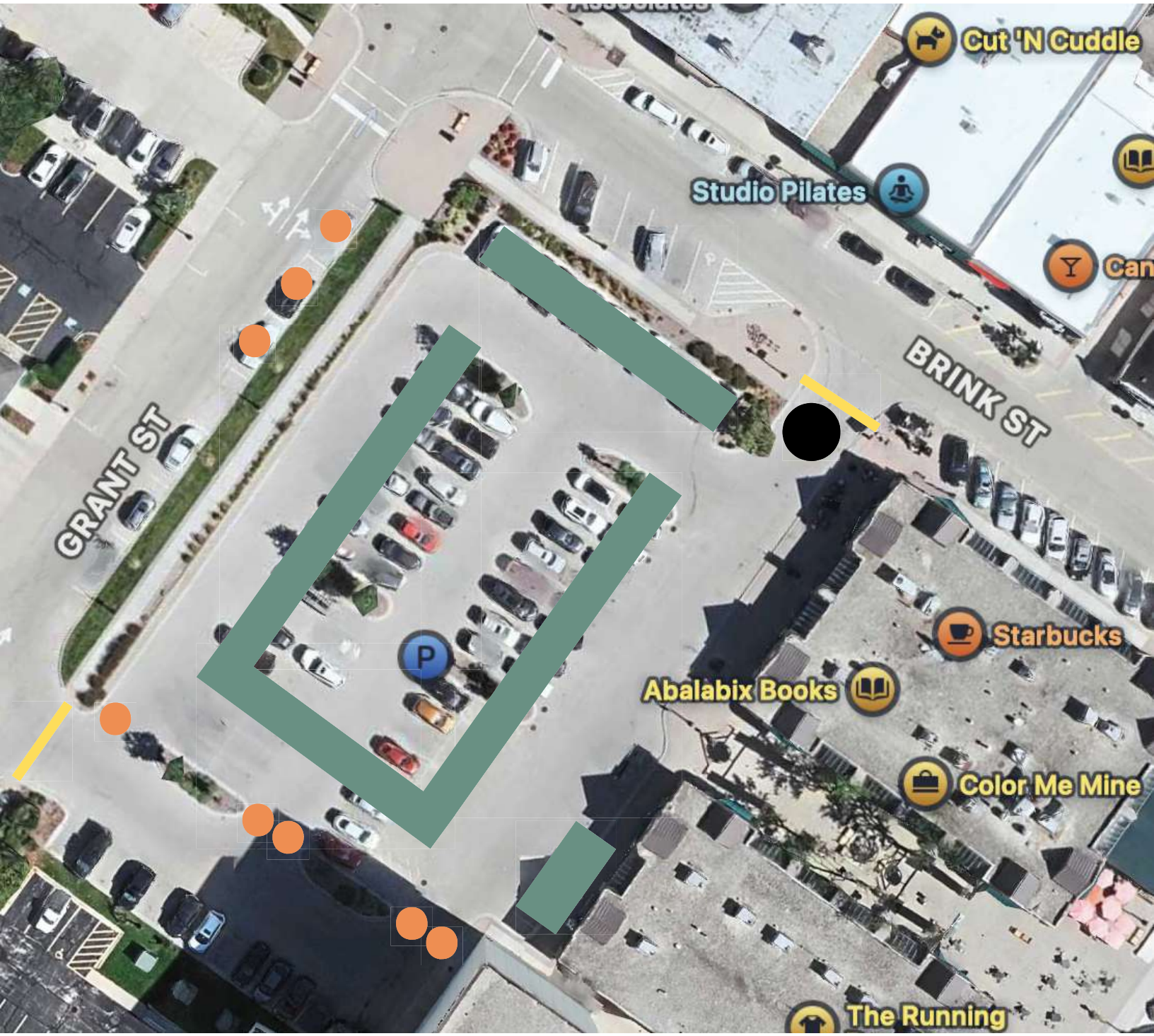
Joy Neal

Joy Neal
Executive Director

site map


Cut 'N Cuddle
Studio Pilates
Food trucks
Entertainment
BRINK ST
GRANT ST
Check-in Tent
Vendors
Vendors
Vendors
P
Starbucks
Abalabix Books
Color Me Mine
Handicap Parking
Restrooms
The Running

barricade and cone map



Barricades

Cones

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Special Event Request - Lakeside Legacy Foundation 2025 Lakeside Fest and Police Assistance Fee Waiver

Staff Recommendation: Motion to approve the Special Event request for the 2025 Lakeside Festival to be held July 3 through July 6, 2025 pursuant to staff recommended conditions and a waiver of the Police chargeback fees ($42,569.73) for the Police Officers assigned to the festival.

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background:

The Lakeside Legacy Foundation is currently planning the 2025 Lakeside Festival from July 3 through July 6, 2025. The Lakeside Festival is one of McHenry County's largest festivals, and attracts around 50,000 people every year. The festival will be operated as it has been in the past, with two stages for live entertainment, a carnival featuring rides and midway games, food vendors from the area, and other fun events. The daily schedule of the event is:

- Thursday, July 3: Noon to 11:00 PM
- Friday, July 4: Noon to 11:00 PM
- Saturday, July 5: Noon to 11:00 PM
- Sunday, July 6: Noon to 10:00 PM

Similar to previous years, the fireworks will take place on the last day of the Festival on Sunday, July 6.

The application has been reviewed and the following conditions are recommended:

1. Comply with all City Code regulations pertaining to the request.
2. Comply with all of the Carnival License requirements.
3. Comply with Class 21 Liquor License requirements.
4. All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal

background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.

5. All patrons are required to wear a nontransferable, one use only, disposable wristband identifying them as patrons of the beer garden.
6. Provide a list of members of the organization who will be selling beer and alcohol at the location pursuant to the license.
7. The area where alcohol is sold must be in a contained location.
8. Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the beer garden location.
9. The applicant will provide a Proof of Insurance for Liquor sales.
10. Trash must be picked up on a daily basis.
11. There must be sufficient lighting around the portable toilet area.
12. Any lighting should be placed so as not to disturb the neighbors.
13. The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the festival.
14. The petitioner shall work with the City regarding parking for the festival. In addition to on-site parking for the event, the petitioner has requested from the Park District the use of the "triangle" and the Main Beach lot for parking. Also, the petitioner has requested the use of District 47's South Elementary and Lundahl parking lots for parking.
15. The Lakeside Festival is exempt from the City's Noise Ordinance (City Code Chapter 358).
16. A meeting with the Police, Fire Rescue, and Public Works Departments of the City, the Crystal Lake Park District Police, Lakewood Police, and event organizers to discuss the Incident Action Plan shall be scheduled one month before the event and held at the Municipal Complex. Contact Ryan Coutre of the Police Department at 815-356-3620 to schedule this meeting.
17. Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers:
18. Provide Police assistance, as required in the pre-planning meeting with City Departments.
20. The Women of Today will be required to apply for a parade permit for the children's bike decorating parade on Lake Shore Drive and Country Club Road and coordinate the logistics of the parade through the Crystal Lake Police Department. The Police Department will use two squad cars to assist with the parade.
21. In the event of inclement weather during the festival, South Elementary School and Lakeside Legacy Foundation will be used as sheltering sites.
22. Additional emergency exits are required due to the potentially high occupant loads. Provide an emergency exit near the main stage area which shall exit to Ringling Rd. Provide an emergency exit in the vender area exiting to Country Club Rd. Post signs identifying the emergency exits and they shall be maintained free of obstructions at all times.
23. Tents and canopies used for this event must comply with the Tent Guidelines (enclosed).
24. The drive around the building shall be maintained and remain fully accessible for emergency responding vehicles.

25. An approved means of fire apparatus access shall be provided. Barricades shall be placed so that firefighter/paramedics are able to easily move them if emergency vehicles need access.
26. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means. Each generator shall be provided with an approved portable fire extinguisher.
27. Electrical equipment and wiring shall be listed and labeled for outdoor use.
28. LP-gas such as containers, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with Chapter 61 and the International Fuel Gas Code. LP-gas containers and tanks shall be located outside. Pressure relief devices shall be pointed away from the tent or membrane structure. Portable LP-gas containers, tanks, piping, valves and fittings shall be adequately protected and secured to prevent unauthorized movement.
29. All food trucks are required to be inspected and obtain a certificate of inspection from the City of Crystal Lake prior to the event for that calendar year. A list of inspected and approved food trucks may be obtained from The City of Crystal Lake.
30. The stages shall have the manufacturer's specifications on site for wind speed restrictions and design criteria.
31. A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.
32. Please contact the Fire Prevention Bureau at (815) 356-3640 a minimum of 3 days prior to the event to arrange for the required inspections. The inspection of the entire venue, including the carnival, is required on the day of the event prior to opening to the public.
33. Provide male and female accessible restroom facilities.
34. Obtain any necessary approvals from the McHenry County Department of Health.
35. Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
36. To be consistent with prior years' approval and other similar events, this event on Sunday, July 6, 2025 must end by 10:00 pm.
37. Alcohol sales must stop ½ hour before closing time each night; 10:30pm on Thursday, Friday and Saturday and 9:30pm on Sunday.

Police Department Chargeback Waiver

The Lakeside Festival will require staffing officers and supervisors as the City has provided in the past. The estimated cost of Police assistance for the Lakeside Festival is approximately $42,569.73. This estimate includes the cost of a beam gate rental from a third party vendor ($7,500). The beam gate is deployed at Ringling and Country Club Roads. As stated above, the applicant has requested to waive these fees, and the City Council has granted this request in the past. The Police assistance waiver request is stated in the Application Summary Document.

Votes Required to Pass:

Simple majority vote

File Date: 03/29/2025

Application Status: In Review

Application Type: Special Event/Temporary Use Permit

Application Detail: Detail

Description of Work: Lakeside Festival July 3 through July 6, 2025. Taste of Crystal Lake, Carnival, Beer Garden, Live entertainment, cornhole tournament, Kids Bike Parade (By Women of today). We request police coverage at no charge to the Lakeside Legacy Foundation and the festival as has been provided for the past years festivals.

Application Name: Lakeside Festival - Special Event

Address:

Owner Name: Lakeside Legacy Foundation

Owner Address: 401 Country Club Rd., Crystal Lake, IL

Parcel No:

Contact Info:

Name	Organization Name	Contact Type	Status
Ronald W Russell		Applicant	Active

Licensed Professionals Info:

Primary	License Number	License Type	Name	Business Name	Business License #

Job Value: $0.00

Total Fee Assessed: $0.00

Total Fee Invoiced: $0.00

Balance: $0.00

Custom Fields:

KEY DATES

Appoved Date	Use/event Begin Date	Use/Event End Date
	07/03/2025	07/06/2025

LOCATION INFORMATION

Site Description	Location Info - Address if applicable:
Dole Mansion 401 Country Club Road Crytal Lake, IL 60014	

PROJECT INFORMATION

Use/Event Category	Type of Simplified Event	Type of Major Event
Major Special Event		Festival
If Other, Description:	Tents or Canopies?	Temporary Electricity or Lighting?

07/05/2023 07/06/2023

LOCATION INFORMATION

Site Description
Dole Mansion
401 Country Club Road
Crytal Lake, IL 60014

Location Info - Address if applicable:

PROJECT INFORMATION

Use/Event Category
Major Special Event

Type of Simplified Event

Type of Major Event
Festival

If Other, Description:

Tents or Canopies?
Yes

Temporary Electricity or Lighting?
Yes

Temporary Signs?
Yes

Alcohol Service?
Yes

Food Service?
Yes

Police or Fire Service requested?
Yes

Street Closure or City Owned Property Use?
Yes

Street/City Property Details
Country Club road closure between Ringling and Broadway.

Ringling Road between Highland Broadway during July 6 Chamber of Commerce parade.

Stage?
Yes

Amusment Rides or Inflatable Devices
Yes

Raffle?
No

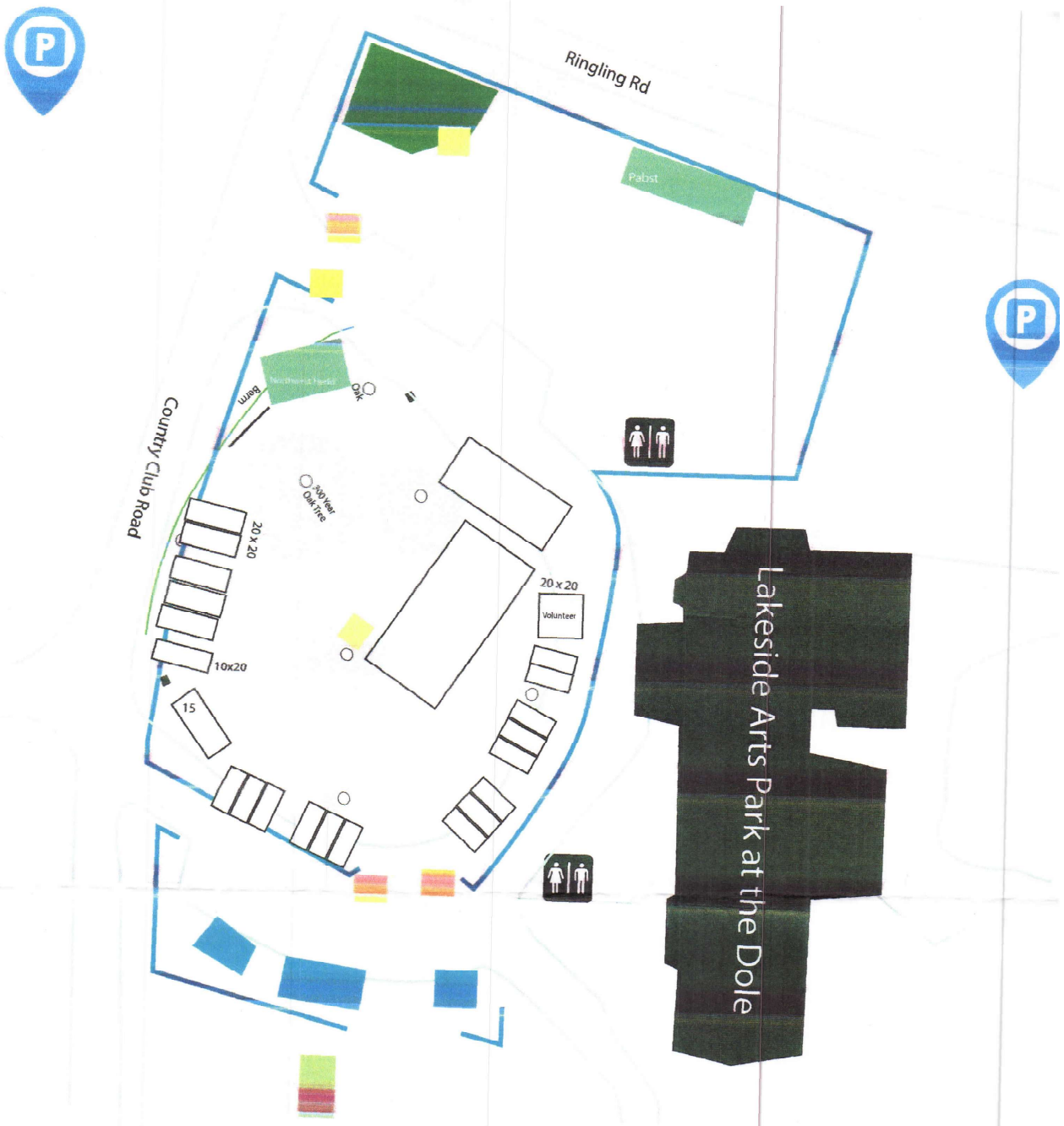
Description and Location of Signage
Signs on Dole Mansion property, Park District triangle and yard signs.

City Barricades Required?
Yes

Event Parking
yes. On property, Crystal Lake Main Beach, South Elementary School, Lundahl Jr. High.

Addmisson Fee
yes.
$10 general admission each day, 12 and under free
$5 Seniors 65 +
Active military free with ID

Entertainment
Live bands on two stages.



Carnival

FENCING ADDED
AROUND CARNIVAL
PERIMETER.

Stages

Baggo Area

Carnival Ticket Sales

Family Program Area

LLF Tents

Taste by the Lake Enterances

Drink Tickets

Tent for Baggo

Fencing

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Special Event Request – Railroad Street Live Music and Class 30 Temporary Liquor License Requests, Sundays from May 25, 2025 to September 28, 2025 from 2:00 p.m. to 5:00 p.m.

Staff Recommendation: 1) Motion to approve the Special Event Request for Railroad Street Music Special Event

2) Motion to approve Class 30 Temporary Liquor Licenses for the Crystal Lake Junction, Matt's Tavern, Moontime BBQ and Duke's Alehouse and Kitchen for the Railroad Street Live Music Special Events.

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background:
The Junction is proposing to hold live music and outdoor dining at the Railroad Street parking lot shared by Moontime, the Junction, Duke's Alehouse, and Matt's on Sundays from May 25, 2025 to September 28, 2025 from 2:00 p.m. to 5:00 p.m. The outdoor event will include a stage and tent for the live music and seating for outdoor viewers. Food will be ordered through QR codes outside, but the sale of alcohol will be performed inside the restaurant establishments.

Notification of the event and the proposal to City Council was mailed to residents and businesses located within a radius of 200 feet from the event space. The notice is attached in the agenda packet.

Approval of Class 30 Temporary Liquor Licenses are needed because alcohol will be sold and served by participating businesses as part of the event, which will be held off premise in a location not allowed by the businesses' regular annual liquor license. The local temporary license, together will a temporary State license, allows the sale and serving of alcoholic beverages allowed for by their annual licenses during the special events approved by the City.

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

1. This approval is valid for the Special Event Permit on Sundays from May 25, 2025 to September 28, 2025 from 2:00 p.m. to 5:00 p.m.
2. All music must end by 6:00 p.m.
3. If noise complaints are received, the applicant must follow City staff's direction on a south facing stage placement in order to reduce noise traveling towards residential areas to the north of the event property.
4. The event shall be in accordance with the submitted site plan.
5. The parking lot entrances on Railroad and Main Streets must be barricaded with traffic barricades and signage indicating the parking lot is closed to vehicles. Event planners must supply barricades. The number and type of barricade must be approved by City staff.
6. Signs indicating available parking areas (Railroad Street and Ellsworth Street Parking lots) must be placed to direct patrons to public parking areas.
7. Any lighting should be placed so as not to disturb neighbors.
8. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
9. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
10. Pedestrian ways or fire lanes must not be obstructed to ensure safety to and from the event space.
11. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans must be provided for waste.)
12. Vendors are responsible for site clean-up, with all garbage removed at the end of each event day.
13. Should valet parking be offered, please work with City staff to determine a designated area. The parking attendant should wear clothing to make them more visible as they walk between the event site and remote parking area.
14. A minimum 20' access lane shall be maintained within fire lanes to allow access for emergency vehicles. Ensure that a minimum of 20' access from the railroad into the parking lot is clear so emergency vehicles can access in the event of an emergency.
15. Fire hydrants shall be accessible or unobstructed.
16. Any building used for the event must remain below the posted occupancy load limit.
17. No smoking, cooking or open flames is permitted under canopies/tents.
18. Tents and canopies shall comply with conditions outlined in the attached document. Inspection(s) shall be completed PRIOR to event for every occurrence (if used for event).
19. Generators, if used, must be a minimum of 20 feet from any tents and/or canopies, and protected from the public by fencing, enclosure, or other approved means. Generators shall be properly grounded as outlined by the manufacturer.
20. All electrical connections and cords shall meet the requirements of the 2017 National Electric Code. Contact the Building Department at (815) 356-3605 if you have any questions.

21. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
22. If used for the event, food trucks shall be inspected PRIOR to the event. Food trucks are required to provide a valid City of Crystal Lake certificate of inspection upon demand. City of Crystal Lake employees shall provide identification. A list of currently inspected food trucks is available by contacting Community Development.
23. Since alcohol will be present, the event area shall be fully enclosed with a barricade to contain the event in a designated area. The City of Crystal Lake shall approve the kind of barricade that will be in use.
24. Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.
25. Prior to the sale of alcohol pursuant to any liquor license issued by the Liquor Commissioner, the applicant must provide the City with a copy of the related liquor license issued by the Illinois Liquor Control Commission. A Special Use Permit (temporary event license) from the State of Illinois can be applied for here: https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf
26. Matt's Tavern and Duke's Alehouse and Kitchen must provide their Certificate of Liquor Liability Insurance for Event by Friday, May 23, 2025.

The applicant has been advised to attend the May 6, 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 Railroad Street Live Music

EVENT LOCATION Private Parking Lot between Dukes Ale House, Moontime Matt's and Junction 88 railroad St

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 Live Music	

2. General Description/Purpose of the event:

It will essentially be a regular Sunday afternoon of Live music in the parking lot shared by Moontime, Junction, Dukes and Matts

the times will be 2pm to 5pm every Sunday weather permitting from ~~Labor Day~~ Memorial Day through September 28th

It will be a joint venture sharing costs between the above locations where attendees will have a QR code menu for all of the above locations

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: Approximately 12

9. Estimated attendance: approximately 150 to 200

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: Paul Leech
13. Contact Information for Event Manager:

Address: 567 Ringling Rd Crystal Lake

(Please check preferred means of contact)

Daytime phone: 815 999 7900 ☐

Emergency phone: [redacted] ☐

Cell phone: ☐

Email: junctionclpaul@gmail.com ☐

EVENT OPERATION

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

Set Up: Each Sunday 9am

Event: Each Sunday

Dismantling: Each Monday 8am

15. Hours of the event:

Set Up: Each Sunday 1pm

Event: Each Sunday 2 to 5

Dismantling: Each Sunday 6pm

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?
Beer and Liquor from inside each loaction and consumed inside and outside in the designated parking lot

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
    Power will be provided directly from Crystal Lake junction only from an outside outlet currently in place on the patio

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:

Each location has standard first aid compliant with the health dept

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 _____ Date 4/1/25

PAUL LEECH

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

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: (815) 479-0835
Website: www.DowntownCL.org - Email: Info@DowntownCL.org

April 11, 2025

Mr. Eric Helm
City Manager
City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014

Dear Mr. Helm,

I am writing on behalf of the Historic District of Downtown Crystal Lake (Downtown Crystal Lake/Main Street) to express our support for the Summer Music Series on Sunday afternoons from 2 - 5 pm, in the parking lot off Main Street between Railroad Street and Gates Street. We understand that The Junction, Moontime BBQ, and Duke's Alehouse are collaborating on this series; Downtown Crystal Lake/Main Street will be happy to help promote it.

A recent survey and focus group conducted by Main Street America for Downtown Crystal Lake/Main Street revealed that many residents and visitors would appreciate more live music experiences in the downtown, as well as more activity on Sundays. This series aligns with those findings and will serve as a valuable offering during Depot Park's construction period.

Please let me know if you have any questions or require additional information.

Sincerely,

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street

DUKE'S ALEHOUSE AND KITCHEN

C: 847-373-2246
chefzak@dukesalehouse.net

110 N Main Street
Crystal Lake, IL
60014

April 8th, 2025

To whom it may concern,

I am writing to inform you that we are giving approval of Matt's Tavern, Moontime Smokin' Que, and Junction to hold co-hosted events on the shared parking lot with Duke's Alehouse and Kitchen during the calendar year of 2025.

Please let us know if there is anything else you need from us at this time.

Sustainably Yours,

Zak Dolezal
Owner
Duke's Alehouse and Kitchen

Pence Holdings LLC
2414 Millennium Drive
Elgin, IL 60124

To whom it may concern,

I am writing to inform you that we are giving approval of Matt's Tavern, Moontime Smokin' Que, and Junction to hold co-hosted events on the shared parking lot with Duke's Alehouse and Kitchen during the calendar year of 2025. Please let us know if there is anything else you need from us at this time.

All The Best,

Ralph A. Pence Jr.

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that at the May 6, 2025 City Council meeting for the City of Crystal a request for a weekly special event to be held in the private parking lot between Duke's Alehouse and The Junction will be considered for approval. The weekly event is proposed for Sundays from 2:00 p.m. to 5:00 p.m. from Memorial Day through September 28, 2025 and will include outdoor seating service and live music. For those wishing to learn more about the proposed special event, please contact the Community Development Department at 815-356-3605.

The City Council meeting will be held on May 6, 2025 at 7:00 p.m. at the Aaron T. Shepley City Hall located at 100 W. Woodstock Street, Crystal Lake, IL 60014 at which time and place any person determining to be heard may be present.



Junction, Moontime, Duke's & Matt's Site Plan
PERMIT APPLICATION

April 15, 2025

To Mayor Haleblian & Members of Crystal Lake City Council,

We are writing to you to request approval of the issuance of a class 30 temporary liquor license for a number of events this coming summer.

Moontime has been planning, in conjunction with Duke's Ale House, Matt's Tavern & The Junction, some gatherings on our adjoining properties to open up our businesses to our community with food, music, and libations. We look forward to working together to welcome our neighbors, and hopefully people from surrounding communities, to enjoy our offerings and live music on a few Sunday afternoons this summer. We understand the responsibility of providing a safe environment for our patrons, as well as the responsibility to our community to adhere to local laws and statutes.

We appreciate our privilege to carry a liquor license in this city and state, and will ensure all necessary measures are in place and followed during these events, as we do all year long.

Thank you for your consideration,
Heather & Joe Cummings
Owners
Moontime Smokin' Que
88 Railroad Street
Unit A

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name MOONTIME SMOKIN' QUE, LLC
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 88 RAILROAD ST UNIT A Phone Number (779) 994-7119

Email SMOKIN@MOONTIME330.COM

Business Address 88 RAILROAD ST UNIT A Phone Number (779) 994-7119

Email SMOKIN@MOONTIME330.COM

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold:
PARKING LOT BETWEEN 88/92 RAILROAD ST

3. Dates of the event (**not to exceed three (3) days**): TBD

4. Hours of operation: 11AM - 6PM

5. Describe the type of crowd and traffic control licensee will utilize. CROWD - BARRIERS + FENCING TRAFFIC - BLOCKED OFF PARKING LOT, UTILIZE COMMUTER PARKING

6. Describe plan for refuse pickup. TRASH CANS + EXSISTING BUSINESS REFUSE DUMPSTERS

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.

MOONTIME SMOKIN' QUE } 88 RAILROAD ST
THE JUNCTION } UNITS A+B
MATT'S TAVERN 92 RAILROAD ST
DUKE'S ALEHOUSE 110 N. MAIN ST

8. **Please attach the following to your application:**

- **License fee in the amount of $100.00. (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, wine and alcoholic liquor drinks and/or packaged sales on the property during the time requested.**
- **Copy of the City of Crystal Lake Special Event Approval.**
- **Copy of retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission.**
- **Site plan of area where beer, wine and alcoholic liquor drinks will be sold.**
- **Letter to the Mayor and City Council requesting approval of the issuance of a Class "30" Temporary Liquor License to applicant.**

9. ***In addition to the City of Crystal Lake Temporary Liquor License, a Special Use Permit (temporary event license) is also needed from the State of Illinois. A copy of the permit from the State of Illinois must be provided to the City as a condition of local license approval once it has been received. A Special Use Permit from the State of Illinois can be applied for here:***

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf

Name and title of individual submitting Application on behalf of the applicant:

Name: [signature]
Title: OWNER
Date: 4/14/2025

CERTIFICATION

☑ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant 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; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

CITY OF CRYSTAL LAKE

Class 30
Temporary Liquor License

General Information:

- A Class 30 temporary liquor license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission.

- A Class 30 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license.

- The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453.

- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.

- No Class 30 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established:
  a) the location upon the premises where alcoholic liquor is to be sold;
  b) the hours during which the sale of alcohol may sold during such special event;
  c) proof of insurance as required by this chapter or the laws of the State of Illinois;
  d) proof of permission from the owner of the premises authorizing the sale of alcoholic

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name MARCH 17 DBA DUKE'S ALEHOUSE AND KITCHEN
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 110 N. MAIN STREET Phone Number [redacted]

Email chefzak@dukesalehouse.net

Business Address _____ Phone Number _____

Email _____

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold:
DUKE'S PARKING LOT

3. Dates of the event (**not to exceed three (3) days**): 5/25, 6/1, 6/8

4. Hours of operation: 2PM - 5PM

5. Describe the type of crowd and traffic control licensee will utilize. we will have staff on premise to check IDs and monitor space during event.

6. Describe plan for refuse pickup. each business is supplying dumpsters

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
WILLIAM DYCHA 517 HIGHLAND AVE WOODSTOCK, IL 60098
JERRY PHANACHAREUNG 117 S. HAYWARD ST 4 WOODSTOCK, IL 60098
GRACE CARMEN 204 MACINTOSH AVE WOODSTOCK, IL 60098
JOSEPH POUK 1161 LILL AVE CRYSTAL LAKE, IL 60014
DENNIS [redacted] ENG 1421 EDWARD DR. CRYSTAL LAKE, IL 60014

CITY OF CRYSTAL LAKE

Class 30
Temporary Liquor License

General Information:

- A Class 30 temporary liquor license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission.

- A Class 30 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license.

- The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453.

- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.

- No Class 30 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established:
  a) the location upon the premises where alcoholic liquor is to be sold;
  b) the hours during which the sale of alcohol may sold during such special event;
  c) proof of insurance as required by this chapter or the laws of the State of Illinois;
  d) proof of permission from the owner of the premises authorizing the sale of alcoholic

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name MARCH 17 DBA DUKE'S ALEHOUSE AND KITCHEN
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 110 N. MAIN STREET Phone Number [redacted]

Email chefzak@dukesalehouse.net

Business Address _____ Phone Number _____

Email _____

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold:
DUKE'S PARKING LOT

3. Dates of the event (**not to exceed three (3) days**): 8/17, 8/24, 8/31

4. Hours of operation: 2PM - 5PM

5. Describe the type of crowd and traffic control licensee will utilize. we will have staff on premise to check IDs and monitor space during event.

6. Describe plan for refuse pickup. each business is supplying dumpsters

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
WILLIAM DYCHA 517 HIGHLAND AVE WOODSTOCK, IL 60098
JERRY PHANACHAREUNG 117 S. HAYWARD ST 4 WOODSTOCK, IL 60098
GRACE CARMEN 204 MACINTOSH AVE WOODSTOCK, IL 60098
JOSEPH POLK 1/4/ LILL AVE CRYSTAL LAKE, IL 60014
DENNIS [redacted] ENG 1421 EDWARD DR. CRYSTAL LAKE, IL 60014

CITY OF CRYSTAL LAKE

Class 30
Temporary Liquor License

General Information:

- A Class 30 temporary liquor license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission.

- A Class 30 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license.

- The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453.

- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.

- No Class 30 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established:
  a) the location upon the premises where alcoholic liquor is to be sold;
  b) the hours during which the sale of alcohol may sold during such special event;
  c) proof of insurance as required by this chapter or the laws of the State of Illinois;
  d) proof of permission from the owner of the premises authorizing the sale of alcoholic

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name MARCH 17 DBA DUKE'S ALEHOUSE AND KITCHEN
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 110 N. MAIN STREET Phone Number [redacted]

Email chefzak@dukesalehouse.net

Business Address _____ Phone Number _____

Email _____

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold:
DUKE'S PARKING LOT

3. Dates of the event (**not to exceed three (3) days**): 6/15, 6/22, 6/29

4. Hours of operation: 2PM - 5PM

5. Describe the type of crowd and traffic control licensee will utilize. we will have staff on premise to check IDs and monitor space during event.

6. Describe plan for refuse pickup. each business is supplying dumpsters

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
WILLIAM DYCHA 517 HIGHLAND AVE WOODSTOCK, IL 60098
JERRY PHANACHAREUNG 117 S. HAYWARD ST 4 WOODSTOCK, IL 60098
GRACE CARMEN 204 MACINTOSH AVE WOODSTOCK, IL 60098
JOSEPH POLK 1/4/ LILL AVE CRYSTAL LAKE, IL 60014
DENNIS [redacted] ENG 1421 EDWARD DR. CRYSTAL LAKE, IL 60014

CITY OF CRYSTAL LAKE

Class 30
Temporary Liquor License

General Information:

- A Class 30 temporary liquor license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission.

- A Class 30 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license.

- The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453.

- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.

- No Class 30 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established:
  a) the location upon the premises where alcoholic liquor is to be sold;
  b) the hours during which the sale of alcohol may sold during such special event;
  c) proof of insurance as required by this chapter or the laws of the State of Illinois;
  d) proof of permission from the owner of the premises authorizing the sale of alcoholic

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name MARCH 17 DBA DUKE'S ALEHOUSE AND KITCHEN
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 110 N. MAIN STREET Phone Numbe [redacted]

Email chefzak@dukesalehouse.net

Business Address _____ Phone Number _____

Email _____

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold:
DUKE'S PARKING LOT

3. Dates of the event (**not to exceed three (3) days**): 7/6, 7/13, 7/20

4. Hours of operation: 2PM - 5PM

5. Describe the type of crowd and traffic control licensee will utilize. we will have staff on premise to check IDs and monitor space during event.

6. Describe plan for refuse pickup. each business is supplying dumpsters

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
WILLIAM DYCHA 517 HIGHLAND AVE WOODSTOCK, IL 60098
JERRY PHANACHAREUNG 117 S. HAYWARD ST 4 WOODSTOCK, IL 60098
GRACE CARMEN 204 MACINTOSH AVE WOODSTOCK, IL 60098
JOSEPH POLK 1411 LILL AVE CRYSTAL LAKE, IL 60014
DENNIS [redacted] ENG 1421 EDWARD DR. CRYSTAL LAKE, IL 60014

CITY OF CRYSTAL LAKE

Class 30
Temporary Liquor License

General Information:

- A Class 30 temporary liquor license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission.

- A Class 30 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license.

- The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453.

- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.

- No Class 30 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established:
  a) the location upon the premises where alcoholic liquor is to be sold;
  b) the hours during which the sale of alcohol may sold during such special event;
  c) proof of insurance as required by this chapter or the laws of the State of Illinois;
  d) proof of permission from the owner of the premises authorizing the sale of alcoholic

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name MARCH 17 DBA DUKE'S ALEHOUSE AND KITCHEN
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 110 N. MAIN STREET Phone Number [redacted]

Email chefzak@dukesalehouse.net

Business Address _____ Phone Number _____

Email _____

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold:
DUKE'S PARKING LOT

3. Dates of the event (**not to exceed three (3) days**): 7/27, 8/3, 8/10

4. Hours of operation: 2PM - 5PM

5. Describe the type of crowd and traffic control licensee will utilize. we will have staff on premise to check IDs and monitor space during event.

6. Describe plan for refuse pickup. each business is supplying dumpsters

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
WILLIAM DYCHA 517 HIGHLAND AVE WOODSTOCK, IL 60098
JERRY PHANACHAREUNE 117 S. HAYWARD ST 4 WOODSTOCK, IL 60098
GRACE CARMEN 204 MACINTOSH AVE WOODSTOCK, IL 60098
JOSEPH POLK 1161 LILL AVE CRYSTAL LAKE, IL 60014
DENNIS [redacted] ENG 1421 EDWARD DR. CRYSTAL LAKE, IL 60014

CITY OF CRYSTAL LAKE

Class 30
Temporary Liquor License

General Information:

- A Class 30 temporary liquor license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission.

- A Class 30 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license.

- The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453.

- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.

- No Class 30 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established:
  a) the location upon the premises where alcoholic liquor is to be sold;
  b) the hours during which the sale of alcohol may sold during such special event;
  c) proof of insurance as required by this chapter or the laws of the State of Illinois;
  d) proof of permission from the owner of the premises authorizing the sale of alcoholic

liquor during the time requested in the permit and such other requirements as the Mayor and City Council or Liquor Control Commissioner deem appropriate in the case of each particular permit.

- Prior to the sale of alcohol pursuant to any liquor license issued by the Liquor Commissioner, the applicant must provide the City with a copy of the related liquor license issued by the Illinois Liquor Control Commission. A Special Use Permit (temporary event license) from the State of Illinois can be applied for here:

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name RAILROAD GROUP LLC
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 92 RAILROAD ST Phone Number [redacted]

Email [redacted]

Business Address SAME Phone Number SAME

Email SAME

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold: 92 RAILROAD ST.

3. Dates of the event **(not to exceed three (3) days)**: SUNDAYS - MEMORIAL DAY WEEKEND + THROUGH LABOR DAY WEEKEND

4. Hours of operation: 2 PM - 5 PM

5. Describe the type of crowd and traffic control licensee will utilize. SEE SPECIAL EVENT APPLICATION

6. Describe plan for refuse pickup. SEE SPECIAL EVENT APPLICATION

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
MATT'S TAVERN EMPLOYEES

8. **Please attach the following to your application:**

- **License fee in the amount of $100.00. (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, wine and alcoholic liquor drinks and/or packaged sales on the property during the time requested.**
- **Copy of the City of Crystal Lake Special Event Approval.**
- **Copy of retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission.**
- **Site plan of area where beer, wine and alcoholic liquor drinks will be sold.**
- **Letter to the Mayor and City Council requesting approval of the issuance of a Class "30" Temporary Liquor License to applicant.**

9. ***In addition to the City of Crystal Lake Temporary Liquor License, a Special Use Permit (temporary event license) is also needed from the State of Illinois. A copy of the permit from the State of Illinois must be provided to the City as a condition of local license approval once it has been received. A Special Use Permit from the State of Illinois can be applied for here:***

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf

Name and title of individual submitting Application on behalf of the applicant:

Name: RYAN ZAMZOW
Title: MEMBER | OWNER | GM
Date: 4-29-25

CERTIFICATION

☑ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant 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; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

CITY OF CRYSTAL LAKE

Class 30
Temporary Liquor License

General Information:

- A Class 30 temporary liquor license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission.

- A Class 30 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license.

- The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453.

- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.

- No Class 30 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established:
  a) the location upon the premises where alcoholic liquor is to be sold;
  b) the hours during which the sale of alcohol may sold during such special event;
  c) proof of insurance as required by this chapter or the laws of the State of Illinois;
  d) proof of permission from the owner of the premises authorizing the sale of alcoholic

liquor during the time requested in the permit and such other requirements as the Mayor and City Council or Liquor Control Commissioner deem appropriate in the case of each particular permit.

- Prior to the sale of alcohol pursuant to any liquor license issued by the Liquor Commissioner, the applicant must provide the City with a copy of the related liquor license issued by the Illinois Liquor Control Commission. A Special Use Permit (temporary event license) from the State of Illinois can be applied for here:

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf

City of Crystal Lake
Application for Temporary Liquor License

CLASS "30"
Retail Sale of Beer, Wine and Alcoholic Liquor Drinks & Packaged Sales

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

1. Applicant's full name Paul F Leech
(a person or entity that concurrently holds a valid retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Liquor Control Commissioner as well as the Illinois Liquor Control Commission)

Address 567 Ringling Rd Phone Numbe [redacted]

Email Hickoryhallpaul@gmail.com

Business Address 88 Railroad St Phone Number 815-588-9038

Email Hickoryhallpaul@gmail.com

2. Location/Special Event where beer, wine and alcoholic liquor drinks will be sold:
Parking Lot between Junction and Matt's Tavern

3. Dates of the event (**not to exceed three (3) days**): See Attached List

4. Hours of operation: 2:00 PM to 5:00PM with 1 hr for setup & teardown

5. Describe the type of crowd and traffic control licensee will utilize. No need for traffic control; it will be in an enclosed space (parking Lot)

6. Describe plan for refuse pickup. 2 dumpsters always present and 1 recycle always present; Extra pickup on Monday morning

7. Please list the names and addresses of the members of the retail business who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
Crystal Lake Junction
Moontime Smokin' Que
Matt's Tavern
Duke's Ale House

Dates: May 25
June 1; 8; 15; 22; 29
July 6; 13; 20; 27;
August 3; 10; 17; 24; 31

8. **Please attach the following to your application:**

- ✓ **License fee in the amount of $100.00. (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, wine and alcoholic liquor drinks and/or packaged sales on the property during the time requested.**
- **Copy of the City of Crystal Lake Special Event Approval.** Waiting for
- ✓ **Copy of retail liquor license for on-premises consumption of beer, wine and alcoholic liquor and/or packaged issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission.**
- **Site plan of area where beer, wine and alcoholic liquor drinks will be sold.** already sent
- **Letter to the Mayor and City Council requesting approval of the issuance of a Class "30" Temporary Liquor License to applicant.** already have

9. ***In addition to the City of Crystal Lake Temporary Liquor License, a Special Use Permit (temporary event license) is also needed from the State of Illinois. A copy of the permit from the State of Illinois must be provided to the City as a condition of local license approval once it has been received. A Special Use Permit from the State of Illinois can be applied for here:***

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf

Name and title of individual submitting Application on behalf of the applicant:

Name: Danita Hollander
Title: Office Manager
Date: 4-15-25

CERTIFICATION

☑ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant 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; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Special Use Permit for a Used Merchandise Store
at 650 East Terra Cotta Avenue

Chicago Gems & Jewelry, Inc., Tenant
Terra Cotta Corners, LLC, Owner

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the Special Use Permit at 650 East Terra Cotta Avenue

Staff Contact: Kathryn Cowlin, Director of Community Development
Darrell Moore, Assistant City Planner

Background:

- Request: The petitioners are requesting a Special Use Permit for a Used Merchandise Store for the purpose of operating a business that buys jewelry, gold, and coins and sells loose gemstones and cut gems.
- Land Use: The land use map shows the area as Commerce. This is an appropriate land use designation for the current uses on the property, known as the Terra Cotta Corners.
- Zoning: The site is zoned "B-2 PUD" General Commercial District with a Planned Unit Development for a multi-tenant retail center. This is the appropriate zoning for the current uses on the property.
- Previous Approvals:
  - In 2004, the property received Final Planned Unit Development (PUD) approval for the multi-tenant retail center, now "Terra Cotta Corners".
  - In 2006, the property received Special Use Permits (SUP) to allow a commercial recreation business (personal fitness training) and a bank with a drive-through lane.
- Parking is not anticipated to be an issue. The minimum required parking for Used Merchandise Store is less than that of the tenant which formerly occupied this unit.

PZC Highlights:

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

- The petitioner outlined the request to allow a Used Merchandise Store on the subject property, which requires a Special Use Permit. The petitioner's business, CG&J Coin & Gold, would buy and sell gold, jewelry, gemstones, and coins. The petitioner operated a similar business in Marengo and is familiar with reporting requirements and security standards.
- The PZC inquired if the SUP would allow for the purchase and sale of more items that what has been put forward by the petitioner. Staff responded that it would unless a condition was added to limit it. The PZC did not include such a condition in its recommendation, and expressed no other concerns.
- The PZC found that the petition met the Findings of Fact and was supportive of the request.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request.

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application/petition (Terra Cotta Corners & Chicago Gems & Jewelry, dated 3/14/25)

2. The petitioner shall comply with all of the requirements of UDO 2-400C-14 (Used Merchandise Stores) and the Community Development Department.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Special Use Permit at **650 East Terra Cotta Avenue** for, please check one of the choices and sign below.

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

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

_____

_____

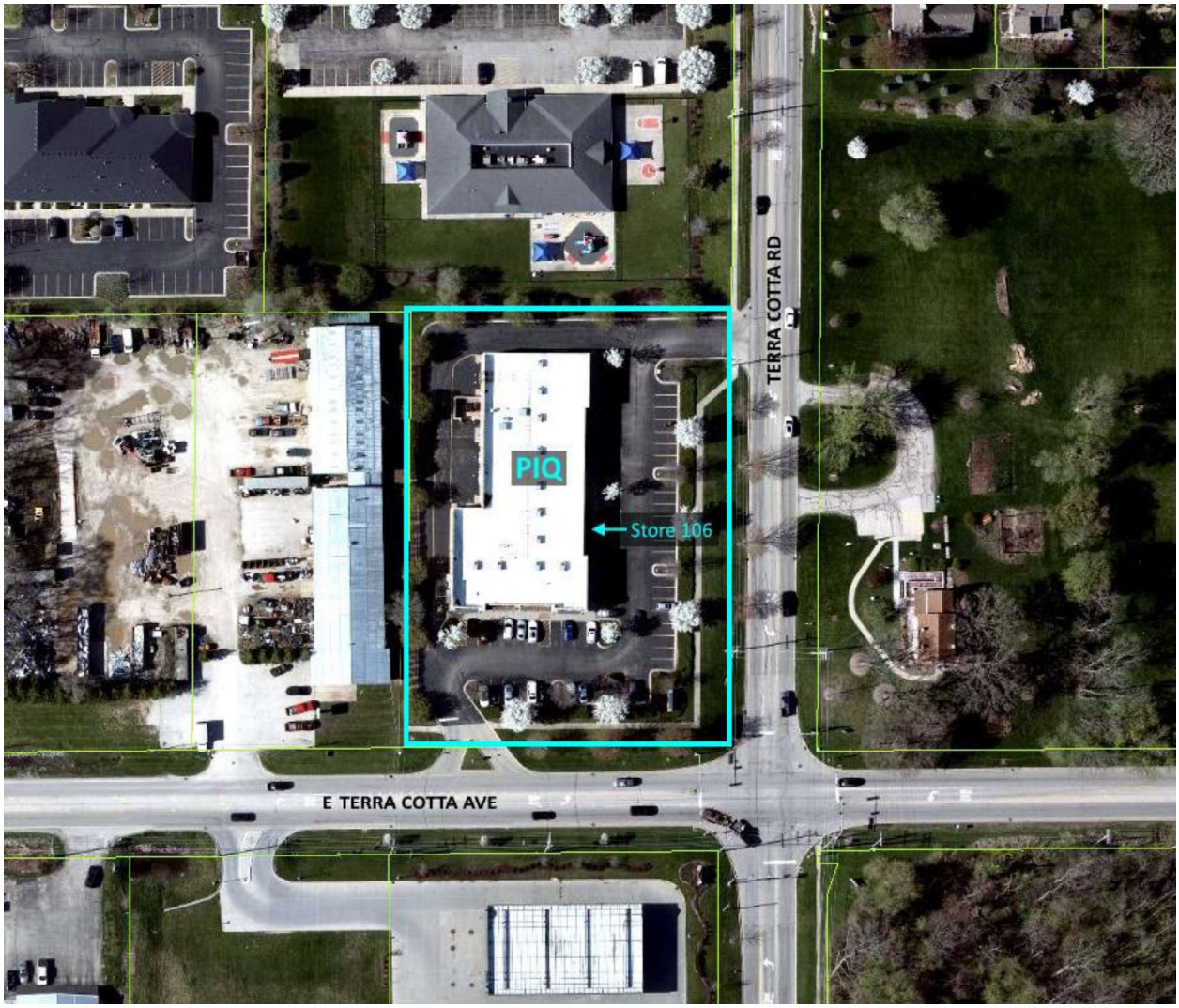
Petitioner's Name: _____ Date: 4/30/2025
Signature

Recommended Conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application/petition (Terra Cotta Corners & Chicago Gems & Jewelry, dated 3/14/25)

2. The petitioner shall comply with all of the requirements of UDO 2-400C-14 (Used Merchandise Stores) and the Community Development Department.

PIQ Map



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A USED MERCHANDISE STORE AT 650 EAST TERRA COTTA AVENUE

WHEREAS, Terra Cotta Corners, LLC and Chicago Gems and Jewelry, Inc. (collectively "Petitioners") have filed a Petition (File #PLN-2025-042) to allow the purchase and sale of gold coins at Unit 106 at 650 E. Terra Cotta Ave., Crystal Lake, Illinois; and

WHEREAS, the Subject Property is zoned B-2 General Business District with a Planned Unit Development for a multi-tenant retail center; and

WHEREAS, the Unified Development Ordinance of Crystal Lake requires that Petitioners obtain a Special Use Permit pursuant to Section 2-400-14 thereof to allow the purchase and sale of coins as a Used Merchandise Store; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to all required noticing, including notice duly published on March 29, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on April 16, 2025 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Petition; and

WHEREAS, on April 16, 2025, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit be approved, as documented in the minutes; and

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

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

Section I: That a Special Use Permit for Used Merchandise Store at 650 East Terra Cotta Avenue, Crystal Lake, Illinois is hereby approved.

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application/petition (Terra Cotta Corners & Chicago Gems & Jewelry, dated 3/14/25)

Draft

2. The petitioner shall comply with all of the requirements of UDO 2-400C-14 (Used Merchandise Stores) and the Community Development Department.

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

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

DATED at Crystal Lake, Illinois, this 6th day of May, 2025.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: May 6, 2025
Approved: May 6, 2025

Draft

#2025-42
Chicago Gems & Jewelry—Special Use Permit
Project Review for Planning and Zoning Commission

Meeting Date:	April 16, 2025
Requests:	A Special Use Permit to allow a Used Merchandise Store.
Location:	650 E. Terra Cotta Avenue, Store 106
Existing Zoning:	B-2 PUD – General Commercial District and Planned Unit Development
Surrounding Properties:	North: O PUD – Office PUD South: B-2 – General Commercial East: B-2 PUD – General Commercial PUD West: M-L – Limited Manufacturing
Staff Contact:	Darrell Moore, (815) 356-3612

Background:

- Existing Use: The property is a multi-tenant retail center.
- Previous Approvals:
  - In 2004, the property received Final Planned Unit Development (PUD) approval for the multi-tenant retail center, now "Terra Cotta Corners".
  - In 2006, the property received Special Use Permits (SUP) to allow a commercial recreation business (personal fitness training) and a bank with a drive-through lane.

Development Analysis:

- Request: The petitioner is requesting a Special Use Permit to allow a Used Merchandise Store.
- The petitioners are seeking approval to operate GG&J Coin and Gold, a store in which coins, gold, and jewelry will be purchased and resold.
- Other businesses on the property include a financial advisor, nail salon, hair salon, and dry cleaners.
- Parking is not anticipated to be an issue as the minimum required parking for Used Merchandise Store (3.5 spaces per 1,000 GFA) is less than that of General Retail Business (5 spaces per 1,000 GFA), which formerly occupied this unit.



Findings of Fact:

SPECIAL USE PERMIT

The petitioner is requesting a Special Use Permit to allow a Used Merchandise Store. UDO Section 2-400B General Standards establishes standards for all special uses. Briefly, the criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.
   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.
   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.
   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.
   ☒ *Meets* ☐ *Does not meet*

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

6. The use will not negatively impact the environment or be unsightly.
   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.
   ☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.
   ☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.
   ☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where applicable.
    ☒ *Meets* ☐ *Does not meet*

USED MERCHANDISE STORE
UDO Section 2-400C-14 lists specific standards for Used Merchandise Stores.

1. Location: Used merchandise stores 15,000 square feet in area or less must be located more than 500 feet from an existing similar use. Measurements shall be made in a straight line, without regard to intervening structures or objects, from the property line of the proposed use to the property line of the existing use.
   ☒ *Meets* ☐ *Does not meet*

2. Outdoor display: Outdoor display, storage, and sales of items is not permitted.
   ☒ *Meets* ☐ *Does not meet*

3. Police inspection: Records of all items purchased and sold shall be kept and shall be made available during regular business hours for inspection by the Police Department.
   ☒ *Meets* ☐ *Does not meet*

4. Electronic reporting: Any used merchandise store that purchases electronic goods or jewelry is required to report/upload to LeadsOnline, or the City's current City of Crystal Lake, IL electronic reporting system, the information outlined by the City's Police Department for each and every transaction where electronic goods or jewelry were purchased by the end of that business day. All information shall be recorded in the English language. The electronic

reporting requirement also applies to all used merchandise stores that conduct 10 or more purchase transactions (not limited to electronic goods or jewelry) in one week (calculated from each Monday through the next Sunday, inclusive).

☒ *Meets* ☐ *Does not meet*

Recommended Conditions:

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

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application/Petition (Terra Cotta Corners & Chicago Gems & Jewelry, dated 3/14/25)

2. The petitioner shall comply with all of the requirements of the UDO 2-400C-14 (Used Merchandise Stores) and the Community Development Department.

BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF CRYSTAL LAKE

IN THE MATTER OF THE APPLICATION OF)
CHICAGO GEMS AND JEWELRY, INC. FOR)
THE ISSUANCE OF A SPECIAL USE PERMIT)
UNDER THE UNIFIED DEVELOPMENT)
ORDINANCE OF CRYSTAL LAKE, ILLINOIS)

PETITION

1) That TERRA COTTA CORNERS, LLC, 200 N. Northwest Highway, Barrington, Illinois 60010, an Illinois limited liability company, ("Owner") is the record owner of the property legally described on Exhibit "A" attached hereto ("Real Estate").

2) That CHICAGO GEMS AND JEWELRY, INC. by Dominic DeBock, it's President ("Petitioner") whose address is N7019 U.S. Highway 12, Elkhorn, Wisconsin 53121, have entered into a lease with the Owner for that portion of the Real Estate, described on Exhibit "A" attached hereto and commonly known as Store No. 106 at 650 East Terra Cotta Ave., Crystal Lake, Illinois 60014 ("Subject Property"). A copy of a siteplan and photo of the Subject Property and Store 106 are attached hereto as Group Exhibit "B".

3) That the permanent property index number for the Real Estate is 14-33-277-006.

4) That the Petitioner is proposing to buy gold and to purchase and sell coins along with sales of jewelry on the Subject Property.

5) That the Property is currently zoned B-2 General Commercial District which allows for the purchase of gold and the sale of jewelry.

6) That the Unified Development Ordinance ("Ordinance") requires that the Petitioner request a Special Use Permit pursuant to Section 2-400-14 to allow the purchase and sale of coins as a Used Merchandise Store ("Special Use").

7) That the Petitioner hereby requests that they be granted a Special Use to allow the

purchase and sale of coins.

8) That Petitioner hereby states that the Special Use requested herein satisfies the criteria for said use as described in the Ordinance.

9) The Petitioner shall provide an Affidavit of Mailing as well as an Affidavit of Posting to show compliance with the Notice required of the Ordinance.

10) That the Petitioner hereby requests that their request to be granted the Special Use described herein be set for hearing before the Planning and Zoning Commission.

OWNER:

TERRA COTTA CORNERS, LLC

By: Patricia Mayer
Its Manager

SUBSCRIBED and **SWORN** to before me this 11 day of March, 2025.

Tammy T Fett
Notary Public

TAMMY T FETT
Official Seal
Notary Public - State of Illinois
My Commission Expires Dec 14, 2025

PETITIONER:

CHICAGO GEMS AND JEWELRY, INC.

By: Dominic De Bock
Its President D DeBock

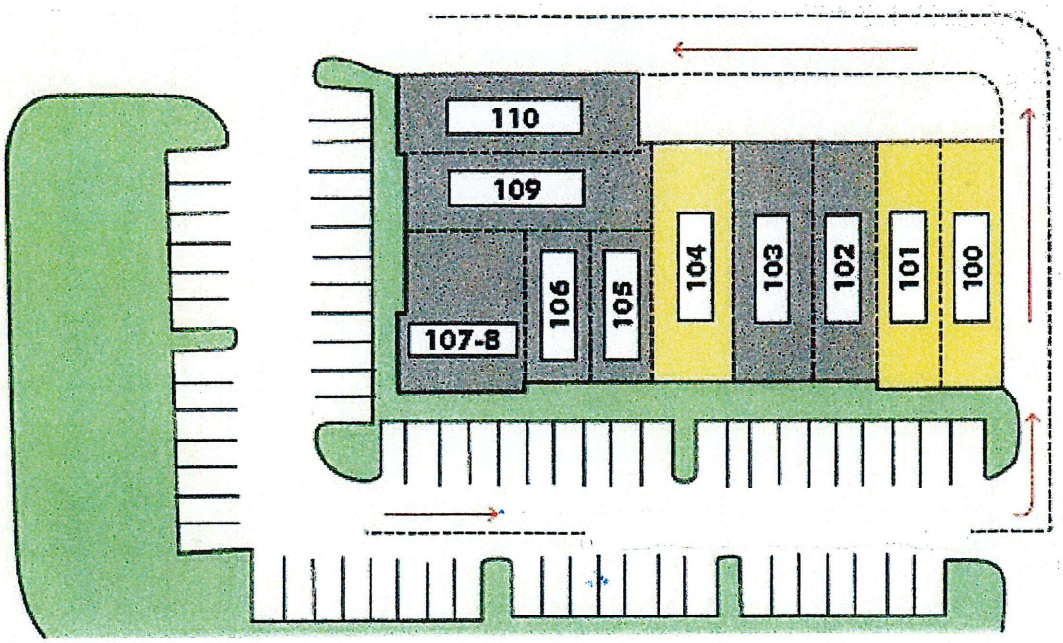
SUBSCRIBED and **SWORN** to before me this 14 day of March, 2025.

Geoffrey A Lindow
Notary Public

OFFICIAL SEAL
GEOFFREY A LINDOW
NOTARY PUBLIC, STATE OF ILLINOIS
Commission No. 1001886
My Commission Expires December 30, 2028

EXHIBIT "A"

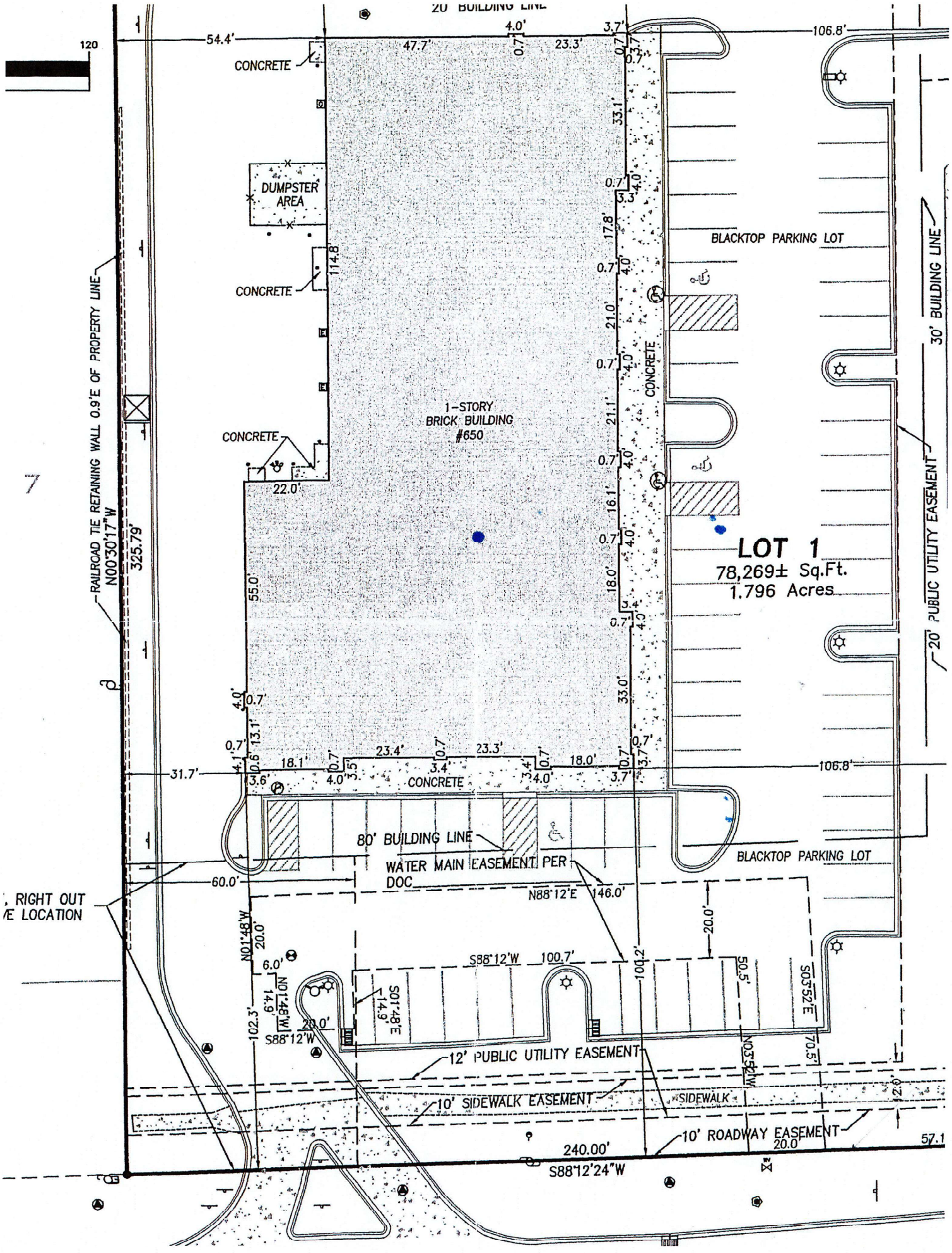
Lot 1 in Terra Cotta Tech Subdivision, being a Subdivision of part of the East Half of the Northeast Quarter of Section 33 and the Re-Subdivision of Lots 3, 4, 5 and 8 in Robert Bartlett's Crystal Lake Acres, being a Subdivision of part of said East Half, according to the Plat thereof recorded January 11, 1961 as Document No. 380025, in Township 44 North, Range 8 East of the Third Principal Meridian, according to the Plat of said Terra Cotta Tech Subdivision thereof recorded December 26, 2001, as Document No. 2001R0099416, and as amended by Certificates of Correction recorded May 7, 2002 as Document No. 2002R0041715, and December 18, 2003 as Document No. 2003R0165888, in McHenry County, Illinois.



EXHIBIT

Group B


Edward Jones
SALON
334


20' BUILDING LINE
54.4'
47.7'
4.0'
23.3'
106.8'
CONCRETE
DUMPSTER AREA
BLACKTOP PARKING LOT
30' BUILDING LINE
CONCRETE
1-STORY BRICK BUILDING #650
CONCRETE
22.0'
RAILROAD TIE RETAINING WALL 0.9'E OF PROPERTY LINE
N00°30'17"W
325.79'
LOT 1
78,269± Sq.Ft.
1.796 Acres
20' PUBLIC UTILITY EASEMENT
55.0'
31.7'
18.1'
23.4'
23.3'
18.0'
106.8'
CONCRETE
80' BUILDING LINE
WATER MAIN EASEMENT PER DOC
BLACKTOP PARKING LOT
60.0'
N88°12'E 146.0'
RIGHT OUT
E LOCATION
N01°48'W 20.0'
S88°12'W 100.7'
100.2'
20.0'
50.5'
S03°52'E
6.0'
N01°48'W 14.9'
S01°48'E 14.9'
102.3'
S88°12'W 20.0'
12' PUBLIC UTILITY EASEMENT
N03°52'W
70.5'
10' SIDEWALK EASEMENT
SIDEWALK
10' ROADWAY EASEMENT
240.00'
S88°12'24"W
20.0'
57.1'

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, APRIL 16, 2025
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

2025-42 – 650 E TERRA COTTA AVE – CHICAGO GEM & JEWELRY – SPECIAL USE PERMIT A Special Use Permit to allow a Used Merchandise Store

Attorney Dan Curran appeared before the commission representing the petitioner, Chicago Gem & Jewelry. Also present was a company officer, David Russell Igoe.

Mr. Curran outlined the request to the commission, stating that his client is seeking to operate business at the subject location that would buy and sell gold, jewelry, gemstones, and coins. Because this meets the definition of 'used merchandise store' in the Unified Development Ordinance (UDO), a special use permit is required. He stated that the petitioner understands and accepts the UDO standards for this use.

Mr. Igoe provided details of the business background and how it will operate. The company has experience with this kind of business as it also operates Marengo Guns, which began as Marengo Coins. The business they are now looking to open in Crystal Lake (CG&J Coin & Gold) will have 2 to 3 employees and be open 7 days a week. He expects 10 to 15 customers a day, on average. The business will buy jewelry, gold, and coins and sell loose gemstones and cut gems. He described the security measures and legal requirements for the business.

Mr. Greenman opened the public hearing. There being no one to speak, he closed the public hearing and turned it over to staff.

Staff summarized the request and stated that there were no concerns.

In response to commissioner questions, Mr. Igoe stated that there have not been any issues at their other location and stated that the current business would not operate as a pawn shop.

Mr. Greenman asked staff if the petitioner's business expanded in the future to involve the purchase and sale of other items, would different zoning or an amended special use permit be required. Mr. Moore replied that the category 'used merchandise store' is broader than the petitioner's proposed business model and would, therefore, allow for other items to be bought and sold without additional review by the commission, unless the commission were to include a condition limiting the business. He further noted that staff would monitor and evaluate any changes to assure compliance with the ordinance.

Mr. Greenman stated that the findings of fact were met.

Mr. Smith made a motion to approve petition 2025-42, a special use permit to allow a used merchandise store with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application/petition (Terra Cotta Corners & Chicago Gems & Jewelry, dated 3/14/25)

2. The petitioner shall comply with all of the requirements of UDO 2-400C-14 (Used Merchandise Stores) and the Community Development Department.

Mr. Gronow seconded the motion. On roll call vote Members Greenman, Gronow, Mason, Repholz, Skluzacek, Smith and Teetsov voted aye. Motion passed 7-0.

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Final Planned Unit Development Amendment for a portion of the Water's Edge development

Petitioner: Adam Bell, Core Waters Edge Retail, LLC

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting a Final Planned Unit Development Amendment for the second phase of commercial in Water's Edge at 593 Water's Edge Boulevard

Staff Contact: Kathryn Cowlin, Director of Community Development

---

Background:

- Request: The petitioner is seeking Final Planned Unit Development Amendment.
- Land Use: The Comprehensive Land Use map shows the area as Mixed-Use. This is the appropriate land use designation for the property.
- Zoning: The site is zoned B-4 Mixed-Use Business PUD.
- The project proposal remains consistent with the August 15, 2023 Final PUD plans in regards to land uses.

Key Points:

GENERAL:

- Final Planned Unit Development Amendment to allow for changes to the approved site plan.
- The petitioner is proposing to lengthen the building and change the orientation of the parking lot. The building increases in size from 4,000 square feet to 7,500 square feet.
- The proposed site plan consolidates drive aisle entrances from the main access road and will reduce vehicular turning conflicts.
- The project is being phased due to an existing tenant in the rear building. The proposed building will be constructed and parking is provided as shown.
- It is anticipated that in the summer the developer will come before the PZC and City Council for a PUD Amendment for the sit-down restaurant located north of the proposed amended area.

ARCHITECTURE:

- A commercial pattern book has been established with the July 19, 2022 Preliminary PUD approval that outlines requirements for building materials and building articulation to complement Three Oaks Recreational Area and the residential area.
- The petitioner has proposed to utilize building materials that would complement the buildings within the development and Three Oaks Recreation Area. The materials include stone, brick and fiber cement siding. The natural building materials would be high quality materials and create an overarching unified look with individual treatments amongst the varying land uses.
- The proposed building matches the front commercial building and continues the visual appearance of the development.
- There are recommended conditions of approval for the rear elevation since it fronts Water's Edge Boulevard. These recommendations include adding awnings and windows. The windows can be faux with an opaque covering (similar to Starbucks on Northwest Highway). The petitioner stated they can meet these conditions.

PZC Highlights:

- The petitioner stated they can meet the recommended conditions of approval.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Core Waters Edge Retail, LLC, dated 04/08/2025)
   B. Site Plan SEC Retail (Manhard Consulting, dated 03/19/2025)
   C. Final Landscape Plan SEC Retail (Manhard Consulting, dated 03/28/2025)
   D. Colored Elevations (PFDA Architects, Inc. dated 03/28/2025)
   E. Elevations (PFDA Architects, Inc. dated 03/28/2025)

2. Work with city staff on final plantings on the landscape plan. Add foundation landscaping along the rear (east) building elevation.

3. Align the north parking stall curb lines and eliminate the small strip of turf grass along the north parking lot edge. Replace the turf with sidewalk and work with staff on the final design to determine if a ribbon of pavers should be utilized.

4. Architecture:
   A. As the rear elevation is facing Water's Edge Boulevard, add:
      i. Windows or faux windows
      ii. Awnings over windows
   B. Ensure the Commercial Area Design Standards below are met:

i. Stone/brick must make up 70% of the exterior building material. Stone materials must be complementary to the cinder limestone stone or glacier gray brick of the residential area.

ii. Wood tone material must make up 20% of the exterior building material.

iii. Window glazing must make up at least 10% of the exterior building material.

iv. Window and storefront window trim must be a dark color in the commercial area.

5. Photometric:
   A. Work with staff on a final layout of the light fixtures.
   B. The commercial area, including parking lots, will utilize the same decorative light standard as the boulevard lighting.

6. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works and Engineering, and Fire Rescue Departments.

Votes Required to Pass: A simple majority.

PIQ

593 Water's Edge Blvd



Ord. No. 8116
File No. 316

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLANNED UNIT DEVELOPMENT AMENDMENT AT 593 WATER'S EDGE BOULEVARD

WHEREAS, pursuant to the terms of a Petition (File #PLN-2025-46) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final Planned Unit Development Amendment for the second phase of commercial in Water's Edge at 593 Water's Edge Boulevard; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on March 29, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on April 16, 2025 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Planned Unit Development Amendment; and

WHEREAS, on April 16, 2025, 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 Final Planned Unit Development Amendment be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Final Planned Unit Development Amendment be issued as requested in said Petition.

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

Section I: That a Final Planned Unit Development Amendment at 593 Water's Edge Boulevard (19-09-127-001, 19-09-127-002 and 19-09-127-003), Crystal Lake, Illinois is hereby approved.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

   A. Application (Core Waters Edge Retail, LLC, dated 04/08/2025)
   B. Site Plan SEC Retail (Manhard Consulting, dated 03/19/2025)
   C. Final Landscape Plan SEC Retail (Manhard Consulting, dated 03/28/2025)
   D. Colored Elevations (PFDA Architects, Inc. dated 03/28/2025)
   E. Elevations (PFDA Architects, Inc. dated 03/28/2025)

Draft

2. Work with city staff on final plantings on the landscape plan. Add foundation landscaping along the rear (east) building elevation.

3. Align the north parking stall curb lines and eliminate the small strip of turf grass along the north parking lot edge. Replace the turf with sidewalk and work with staff on the final design to determine if a ribbon of pavers should be utilized.

4. Architecture:
   A. As the rear elevation is facing Water's Edge Boulevard, add:
      i. Windows or faux windows
      ii. Awnings over windows
   B. Ensure the Commercial Area Design Standards below are met:
      i. Stone/brick must make up 70% of the exterior building material. Stone materials must be complementary to the cinder limestone stone or glacier gray brick of the residential area.
      ii. Wood tone material must make up 20% of the exterior building material.
      iii. Window glazing must make up at least 10% of the exterior building material.
      iv. Window and storefront window trim must be a dark color in the commercial area.
5. Photometric:
   A. Work with staff on a final layout of the light fixtures.
   B. The commercial area, including parking lots, will utilize the same decorative light standard as the boulevard lighting.

6. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works and Engineering, and Fire Rescue Departments.

Draft

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Final Planned Unit Development Amendment in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 6th day of May, 2025.

Ord. No. 3116
File No. 316

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, MAYOR

SEAL

ATTEST:

CITY CLERK

Passed: May 6, 2025
Approved: May 6, 2025

Draft

#2025-46
Water's Edge – Final Planned Unit Development Amendment
Project Review for Planning and Zoning Commission

Meeting Date:	April 16, 2025
Request:	Final Planned Unit Development Amendment for the second commercial building of the Water's Edge development.
Location:	593 Water's Edge Boulevard
Zoning:	B-4 Mixed-Use Business PUD
Surrounding Properties:	North: B-2 – General Commercial PUD South: Manufacturing (Three Oaks Recreation Area) East: Manufacturing (Three Oaks Recreation Area) West: B-2 – General Commercial PUD
Staff Contact:	Kathryn Cowlin (815.356.3605)

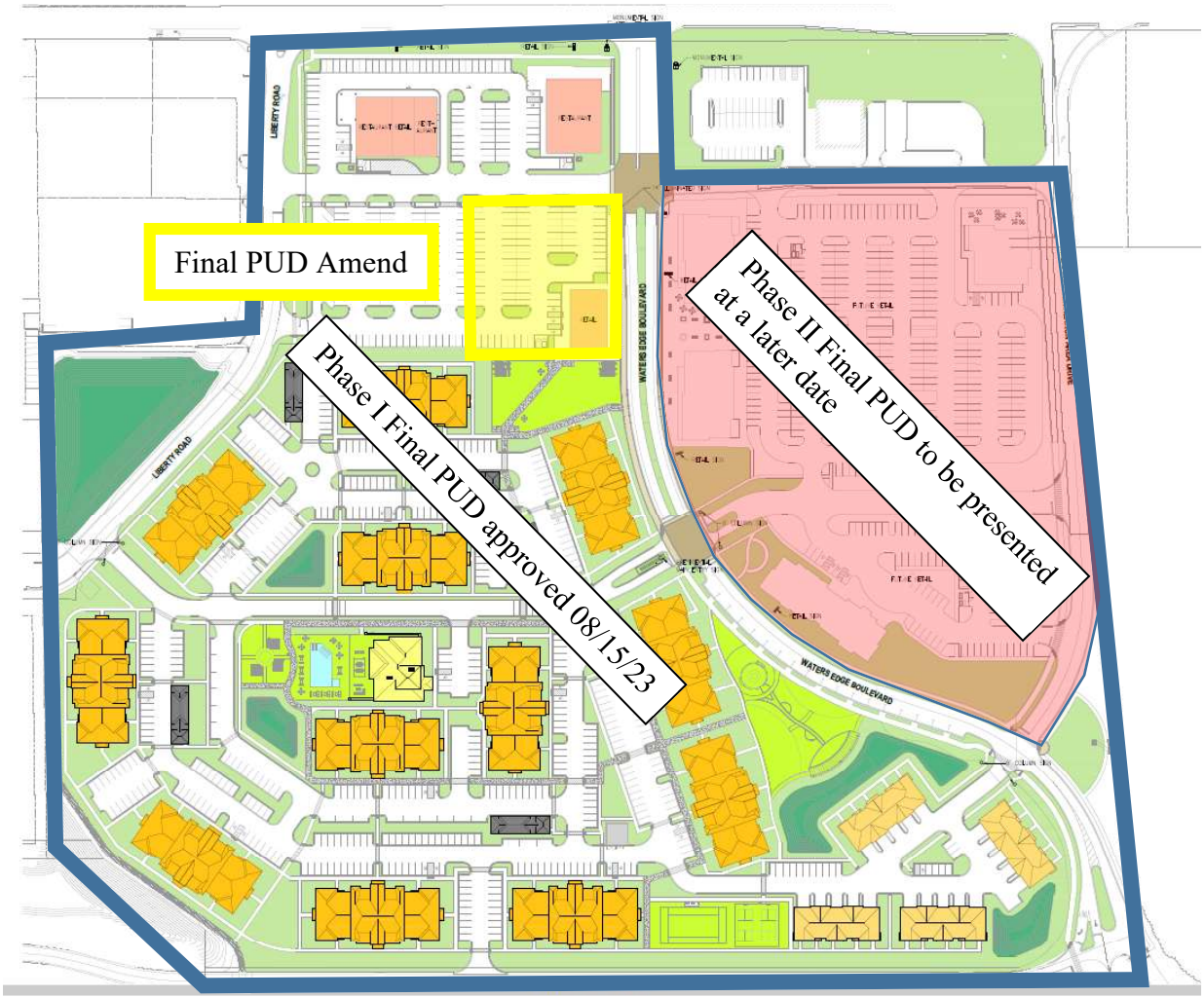
Background:

- Preliminary Planned Unit Development and plat of subdivision were approved July 19, 2022 for the Water's Edge mixed-use development.
- Final PUD and plat of subdivision were approved August 15, 2023 for the west side of the boulevard which included the first phase of the commercial, 240 apartment units and 20 rental townhomes.
- A Final PUD Amendment and Plat of Resubdivision for the commercial area was approved March 18, 2025 to allow for changes to the site plan and shape of the front commerical building.
- Construction has commenced on the portion of the development that has received final zoning approvals. Currently, the site preparation, public infrastructure, apartment buildings and townhomes are underway.
- Following the zoning approvals for Phase 1, the development team began marketing the commercial spaces. The rear commercial building has drawn interest and has three tenants reviewing final leases.

Request:

- Final Planned Unit Development Amendment to allow for changes to the approved site plan.

- Slight changes to the site plan are being requested for an expanded building and the orientation of the parking lot.



Development Analysis:

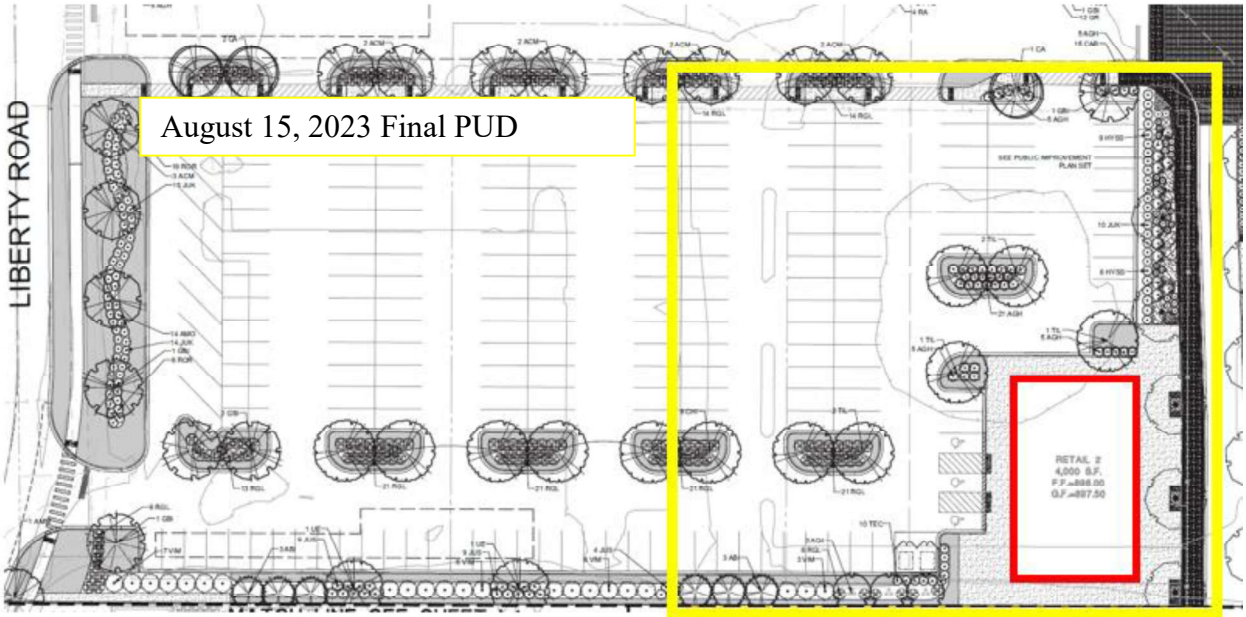
ZONING/ LAND USES:

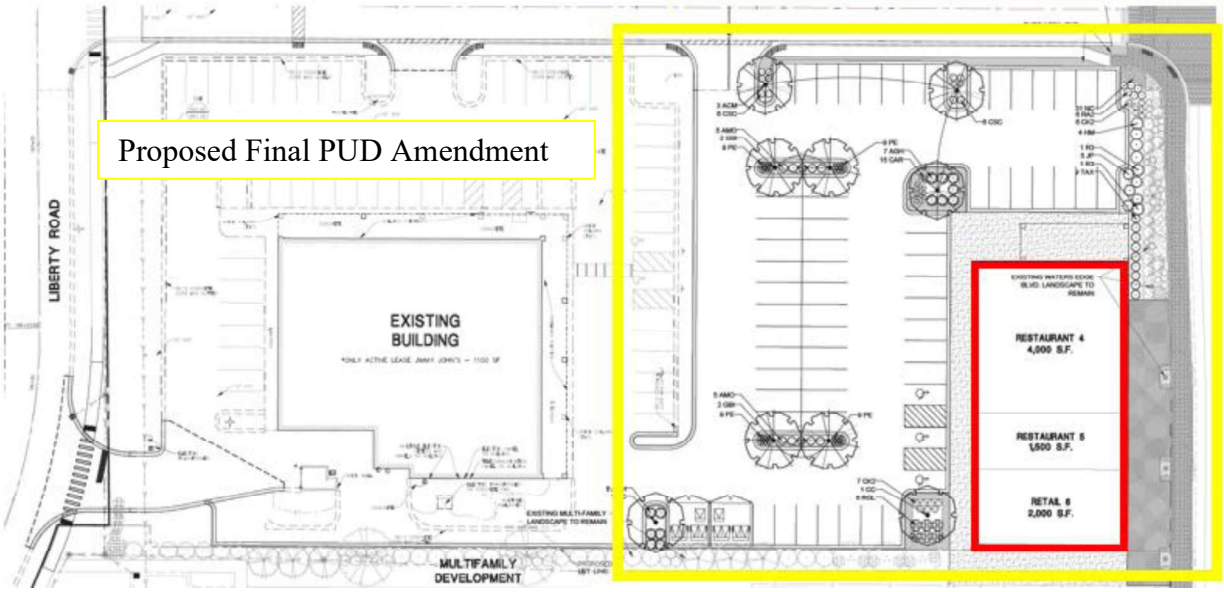
- The properties are all within the Three Oaks Recreation Area PUD Overlay District. Development should include features and amenities that complement the district's recreation and pedestrian-friendly character such as bike racks, sidewalks, and outdoor seating areas.
- The property was rezoned to B-4 Mixed-Use Business PUD in order to comply with the area's character, meet the standards of the Three Oaks Recreation Area PUD Overlay District and to permit the development described within the request.
- The B-4 Mixed-Use Business District is characterized by a town-center feel with a variety of uses, including hotels and convention centers, recreation and entertainment uses, transportation stops, high-density residential, and commercial and service uses.

- The project proposal remains consistent with the August 15, 2023 Final PUD plans in regards to land uses.

PROPOSED AMENDMENT:

- The petitioner is proposing to lengthen the building and change the orientation of the parking lot. See comparison below.
- The project is being phased due to an existing tenant in the rear building. The proposed building will be constructed and parking is provided as shown.
- It is anticipated that in the summer the developer will come before the PZC and City Council for a PUD Amendment for the sit-down restaurant located north of the proposed amended area.





SITE PLAN:

- Outdoor seating is provided for the restaurant tenant.
- The building increases in size from 4,000 square feet to 7,500 square feet.
- The proposed site plan consolidates drive aisle entrances from the main access road and will reduce vehicular turning conflicts.
- Based on the proposed land uses (retail, limited-service restaurant and full service restaurant), the site plan meets the UDO parking requirement.
    - Required number of parking spaces: 41 spaces
    - Proposed number of parking spaces: 64 spaces

LANDSCAPING:

- The amended landscape plan complies with the August 15, 2023 Final PUD approval.
- Variations for parking lot landscaping were part of the August 15, 2023 Final PUD approval, therefore, a variation request is not required for the proposed plan.

ARCHITECTURE:

- A commercial pattern book has been established with the July 19, 2022 Preliminary PUD approval that outlines requirements for building materials and building articulation to complement Three Oaks Recreational Area and the residential area.
- The petitioner has proposed to utilize building materials that would complement the buildings within the development and Three Oaks Recreation Area. The materials include stone, brick and fiber cement siding. The natural building materials would be high quality materials and create an overarching unified look with individual treatments amongst the varying land uses.
- The proposed building matches the front commercial building and continues the visual appearance of the development.
- There are recommended conditions of approval for the rear elevation since it fronts Water's Edge Boulevard. These recommendations include adding awnings and windows. The windows can be faux with an opaque covering (similar to Starbucks on Northwest Highway).

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Land Use Plan designates the subject property as Mixed-Use and encourages mixed-use developments that allow people to live, work and play in the same area, as well as support the transfer of goods and services between businesses and limit the number of traffic trips generated.

7.3 Three Oaks Recreation Area and surrounding properties
Goal: Maintain Three Oaks Recreation Area as a premier recreation asset and as focal point for appropriate redevelopment along the Route 14 and Main Street corridors.

Supporting Actions: Encourage a variety of uses that can be self-sustaining and that attract people from and to the Three Oaks Recreation Area.

Success Indicators: Redevelopment of Crystal Court.

Findings of Fact:

FINAL PLANNED UNIT DEVELOPMENT AMENDMENT
The petitioner is requesting approval of a Final Planned Unit Development Amendment to allow changes to the site plan. A Planned Unit Development is a Special Use and Special Uses require separate review because of their potential to impact surrounding properties and the orderly development of the City.

Section 2-400 B General Standards for all special uses in the Unified Ordinance establishes standards for all special uses in Crystal Lake. Briefly, the criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.
   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.
   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.
   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.
   ☒ *Meets* ☐ *Does not meet*

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

6. The use will not negatively impact the environment or be unsightly.
   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.
   ☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.
   ☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.
   ☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where applicable.
    ☒ *Meets* ☐ *Does not meet*

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

   A. Application (Core Waters Edge Retail, LLC, dated 04/08/2025)
   B. Site Plan SEC Retail (Manhard Consulting, dated 03/19/2025)
   C. Final Landscape Plan SEC Retail (Manhard Consulting, dated 03/28/2025)
   D. Colored Elevations (PFDA Architects, Inc. dated 03/28/2025)
   E. Elevations (PFDA Architects, Inc. dated 03/28/2025)

2. Work with city staff on final plantings on the landscape plan. Add foundation landscaping along the rear (east) building elevation.

3. Align the north parking stall curb lines and eliminate the small strip of turf grass along the north parking lot edge. Replace the turf with sidewalk and work with staff on the final design to determine if a ribbon of pavers should be utilized.

4. Architecture:

   A. As the rear elevation is facing Water's Edge Boulevard, add:
      i. Windows or faux windows
      ii. Awnings over windows

   B. Ensure the Commercial Area Design Standards below are met:
      i. Stone/brick must make up 70% of the exterior building material. Stone materials must be complementary to the cinder limestone stone or glacier gray brick of the residential area.
      ii. Wood tone material must make up 20% of the exterior building material.
      iii. Window glazing must make up at least 10% of the exterior building material.
      iv. Window and storefront window trim must be a dark color in the commercial area.

5. Photometric:
   A. Work with staff on a final layout of the light fixtures.
   B. The commercial area, including parking lots, will utilize the same decorative light standard as the boulevard lighting.

6. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works and Engineering, and Fire Rescue Departments.

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

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

Owner Information

Name: Core Waters Edge Retail, LLC

Address: 10 Parkway North Blvd, Deerfield, IL 60015

Phone: (312) 881-6491

E-mail: afirsel@coreacq.com

Project Name & Description: Phase 2 of the Water's Edge Development is a project that involves developing a three-tenant retail building on the southeast corner of the commercial development site.

Project Address/Location: Northwest Highway (Route 14) and Water's Edge Blvd, Crystal Lake, IL 60014

Signature

ADAM FIRSEL, MANAGER — 4/8/2025

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, APRIL 16, 2025
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

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

CALL TO ORDER
On roll call, members, Greenman, Gronow, Mason, Repholz, Skluzacek, Smith and Teetsov were present.

Elizabeth Maxwell, City Planner and Darrell Moore, Assistant City Planner were present from Staff.

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

2025-46 – 593 WATER'S EDGE BOULEVARD – WATER'S EDGE – FINAL PLANNED UNIT DEVELOPMENT Final Planned Unit Development Amendment for the Second Commercial Building of the Water's Edge Development

Adam Bell of Core Waters Edge Retail LLC appeared before the commission representing the petitioner. Mr. Bell outlined the current request to amend the southeast quarter of the commercial portion of the development. In particular, the previously approved 2-unit, 5,000 square foot commercial building would become a 3-unit, 7,500 square foot commercial building. The parking lot would be reconfigured to accommodate the building, which would be reoriented to run in a north-south direction with storefronts facing west and backing up to Water's Edge Boulevard on the east. He stated that staff's recommended conditions are acceptable and that awnings will be added to the rear of the building to soften the appearance from the street.

Mr. Greenman opened the public hearing. There being no one to speak, he closed the public hearing and turned it over to staff.

Staff summarized the request, noting how the reorientation will impact Water's Edge Boulevard and stating that the parking requirements would be met. With the petitioner agreeing to staff's recommended conditions, staff expressed no concerns with the request.

In response to a question by Mr. Greenman, Mr. Bell reiterated that the petitioner is comfortable with the recommended conditions and intends to have new rear elevations drawn before the request goes to City Council.

Mr. Gronow asked about the existing building to the west. Mr. Bell said that the building would come down and be replaced by additional parking as soon as that tenant finds a new location and moves out.

Ms. Mason asked about tenants and timing. Mr. Bell replied that they have three tenants interested in the building, but they must first close on the property, which is expected later in the month. He expressed the intention is to begin construction on the building this year.

In response to other commission questions, Mr. Bell confirmed that no parking variation will be needed, that there will not be a drive-through, and that landscaping along Water's Edge Boulevard will be enhanced.

Mr. Greenman stated that the findings of fact were met.

Ms. Teetsov made a motion to approve petition 2025-46, an amendment to the Water's Edge Final Planned Unit Development for the second commercial building with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Core Waters Edge Retail, LLC, dated 04/08/2025)
   B. Site Plan SEC Retail (Manhard Consulting, dated 03/19/2025)
   C. Final Landscape Plan SEC Retail (Manhard Consulting, dated 03/28/2025)
   D. Colored Elevations (PFDA Architects, Inc. dated 03/28/2025)
   E. Elevations (PFDA Architects, Inc. dated 03/28/2025)

2. Work with city staff on final plantings on the landscape plan. Add foundation landscaping along the rear (east) building elevation.

3. Align the north parking stall curb lines and eliminate the small strip of turf grass along the north parking lot edge. Replace the turf with sidewalk and work with staff on the final design to determine if a ribbon of pavers should be utilized.

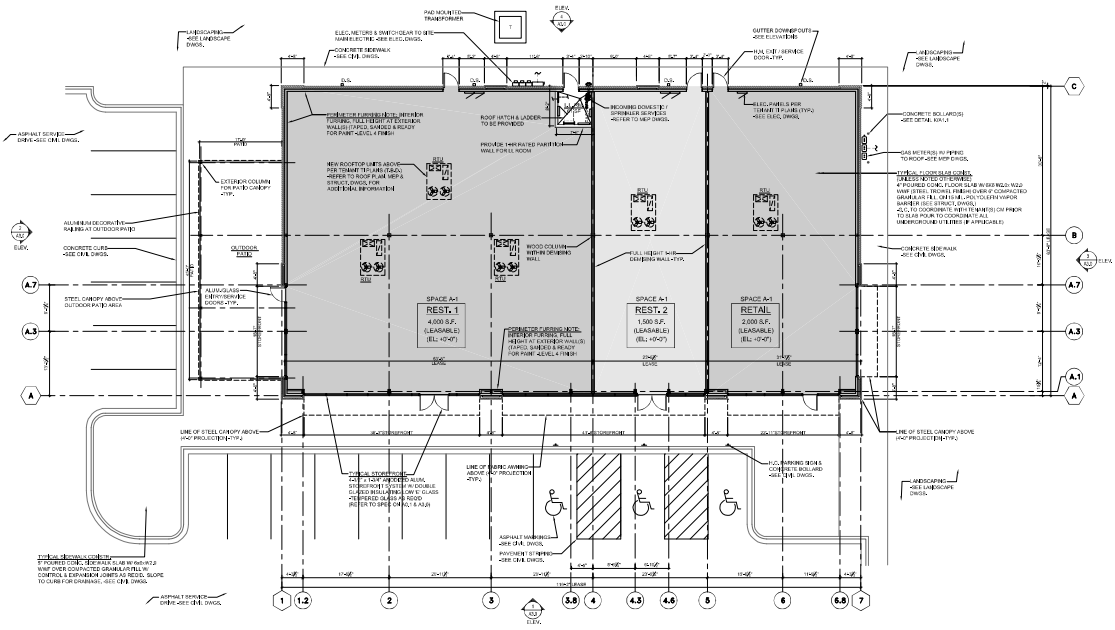
4. Architecture:
   A. As the rear elevation is facing Water's Edge Boulevard, add:
      i. Windows or faux windows
      ii. Awnings over windows
   B. Ensure the Commercial Area Design Standards below are met:
      i. Stone/brick must make up 70% of the exterior building material. Stone materials must be complementary to the cinder limestone stone or glacier gray brick of the residential area.
      ii. Wood tone material must make up 20% of the exterior building material.
      iii. Window glazing must make up at least 10% of the exterior building material.
      iv. Window and storefront window trim must be a dark color in the commercial area.
5. Photometric:
   A. Work with staff on a final layout of the light fixtures.
   B. The commercial area, including parking lots, will utilize the same decorative light standard as the boulevard lighting.

6. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works and Engineering, and Fire Rescue Departments.

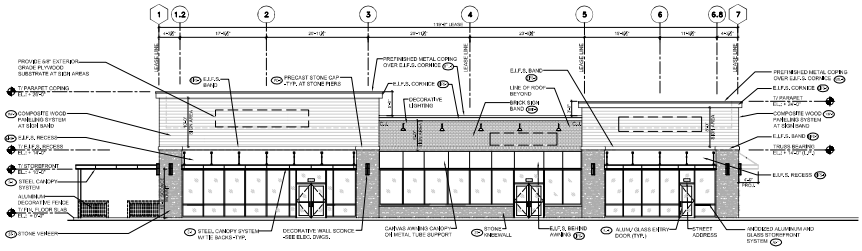
Mr. Gronow seconded the motion. On roll call vote Members Greenman, Gronow, Mason, Repholz, Skluzacek, Smith and Teetsov voted aye. Motion passed 7-0

ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting. Mr. Gronow seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 7:32 p.m.



1 PROPOSED FLOOR PLAN
LP1.0 SCALE: 1/8" = 1'-0"



2 PROPOSED FRONT ELEVATION (FOR REFERENCE)
LP1.0 SCALE: 1/8" = 1'-0"

PFDA ARCHITECTS, INC.
2803 BUTTERFIELD RD.
SUITE 340
OAK BROOK, IL 60523
TEL: (312) 795-1245
FAX: (312) 795-6123

PROJECT:

CORE ACQUISITIONS

CORE ACQUISITIONS
200 S. WACKER DR.
SUITE 1325
OAK BROOK, IL 60606

PROJECT:

PROPOSED
BUILDING SHELL
FOR
COMMERCIAL DEVELOPMENT
(LOT 3)

WATER'S EDGE
US-14 & LIBERTY ROAD
CRYSTAL LAKE, IL

SHEET TITLE:
PROPOSED LEASE PLAN

NO.	DATE	DESCRIPTION
		COMMENTS FOR REVIEW

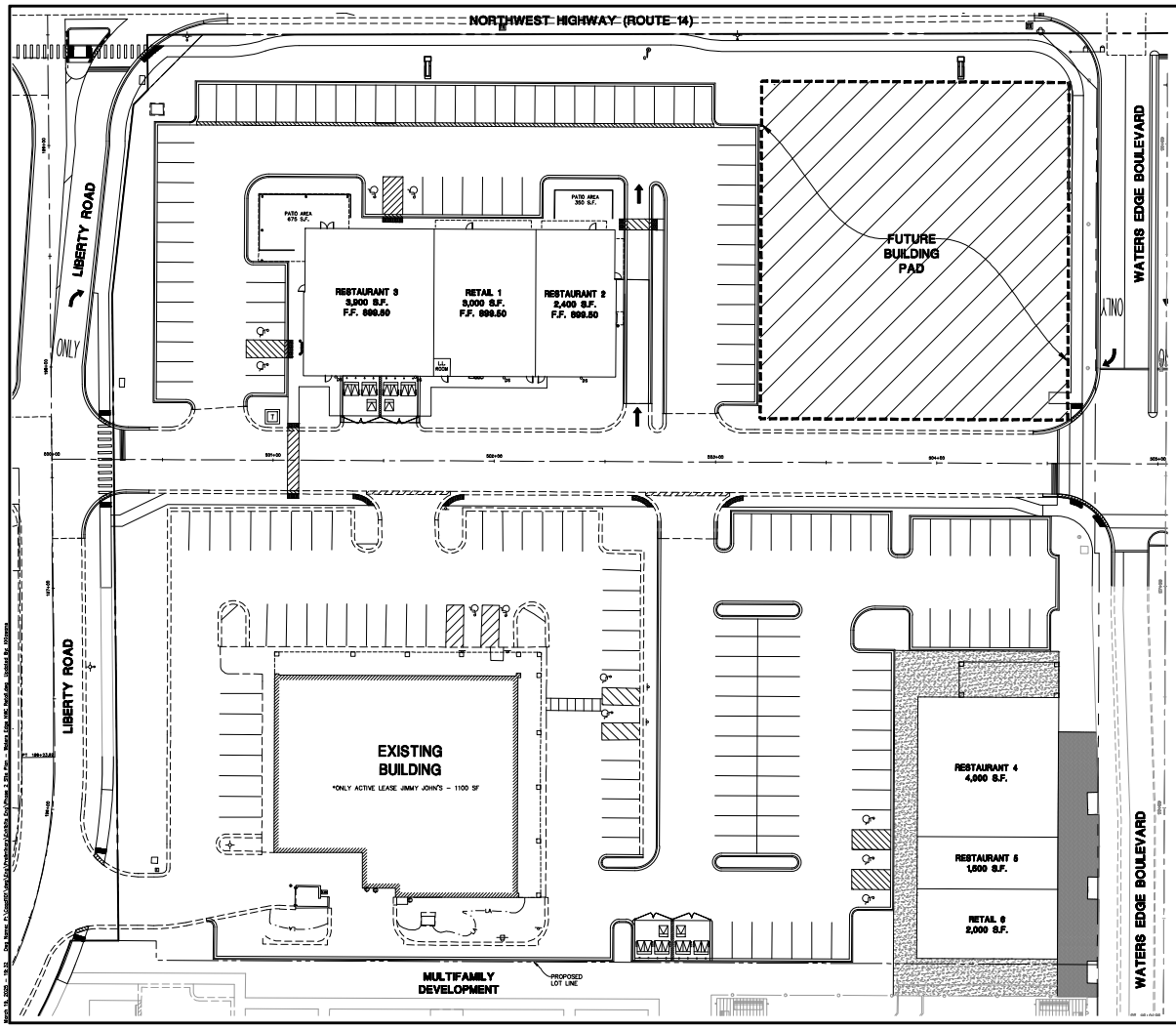
COPYRIGHT © - PFDA, INCORPORATED
ALL DRAWN AND WRITTEN INFORMATION APPEARING HEREIN SHALL NOT BE DUPLICATED, DISCLOSED OR OTHERWISE WITHOUT WRITTEN CONSENT.

DRAWN BY: | CHECKED BY:

SHEET:

LP1.0

JOB NO. XXXXX



0 10 20 40

SCALE: 1"=20'

SITE DATA TABLE	
NWC LOT	
PROPOSED BUILDING AREA	9,300 S.F.
PARKING REQUIRED	93 SPACES (1 SP/100 S.F.)
STANDARD PARKING PROVIDED	64 SPACES
HANDICAP PARKING PROVIDED	4 SPACES
TOTAL PARKING PROVIDED (NWC LOT)	68 SPACES
SEC LOT	
PROPOSED BUILDING AREA	7,500 S.F.
PARKING REQUIRED	75 SPACES (1 SP/100 S.F.)
STANDARD PARKING PROVIDED	61 SPACES
HANDICAP PARKING PROVIDED	3 SPACES
TOTAL PARKING PROVIDED (SEC LOT)	64 SPACES
PHASE 2 PARKING SUMMARY	
ADDITIONAL PARKING PROVIDED IN SWC LOT BEYOND JJ REQ'D	38 SPACES
TOTAL BUILDING AREA (NWC + SEC LOTS)	16,800 S.F.
TOTAL PARKING REQUIRED (NWC + SEC LOTS)	168 SPACES
TOTAL PARKING PROVIDED (NWC + SEC + SWC LOTS)	170 SPACES
PARKING RATIO	10.1 SPACES/1000 S.F.

SITE DATA - SWC JIMMY JOHN'S PARKING AREA	
EXISTING BUILDING AREA*	1,100 S.F.
PARKING REQUIRED	11 SPACES (1 SP/100 S.F.)
STANDARD PARKING PROVIDED	45 SPACES
HANDICAP PARKING PROVIDED	4 SPACES
TOTAL PARKING PROVIDED	49 SPACES
ADDITIONAL PARKING PROVIDED BEYOND JIMMY JOHN'S REQ'D	38 SPACES

*ONLY ACTIVE LEASE JIMMY JOHN'S - 1100 SF

Manhard CONSULTING

WATER'S EDGE

CITY OF CRYSTAL LAKE, ILLINOIS

NWC RETAIL SITE PLAN - PHASE 2

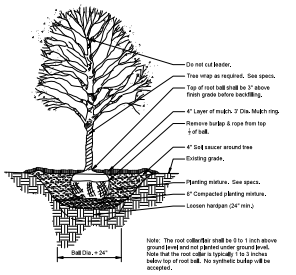
FINAL PLAT SUBMITTAL	KRK
FINAL PLAT ASSOCIATE	KRK
DRAWN BY	CPC
DATE	03-19-25
SCALE	1"=20'

SHEET 1 OF 1

CAD FILE: CAD_CLIL01

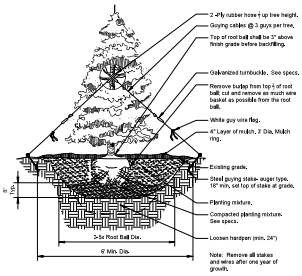
©2025 MANHARD CONSULTING, ALL RIGHTS RESERVED

Date: Mar 19, 2025 - 10:37 File Name: P:\Civil\Crystal Lake\Site Plans\Waters Edge\Phase 2\Site Plan - Waters Edge NWC Retail.dwg Updated By: JStevens



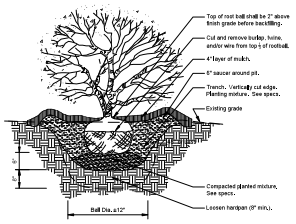
1 DECIDUOUS TREE PLANTING

1/4" = 1'-0" 32 9343.33-20



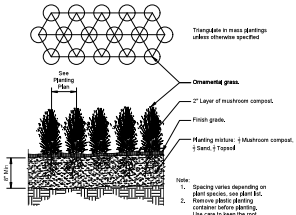
2 CONIFER TREE PLANTING

1/4" = 1'-0" 32 9343.46-01



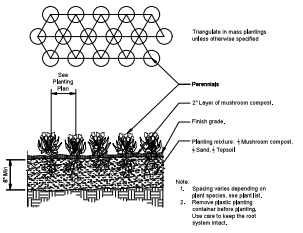
3 SHRUB PLANTING DETAIL

3/4" = 1'-0" 32 9333.16-05



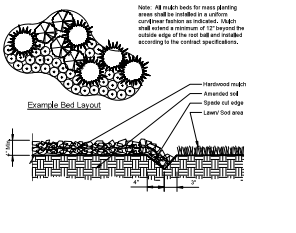
4 ORNAMENTAL GRASS PLANTING

1" = 1'-0" 32 9313-01



5 PERENNIAL / ANNUAL PLANTING

1" = 1'-0" 32 9313-02



6 CONTINUOUS MULCH EDGING

1" = 1'-0" 32 9113.26-01

Village of Crystal Lake Required Landscaping

SIGHT TRIANGLE REQUIREMENT

No planting shall be placed within the clear sight triangle in such a manner as to materially impede vision (Section 4-100-D-1-d). All planting must be minimum 25' from an intersection (Section 4-400-E-3-d).

TREE PRESERVATION REQUIREMENT

A tree removal permit shall be required in connection with the building permit, approved only after review and approval of tree preservation plan (Section 4-300-C).

Replacement ratios: Minimum size of tree that warrants replacement for Groups A & B must have a DBH of 2" or greater, and 6" or greater for Groups C & D. [Species Group: Percentage of DBH to replace]. A:50, B:30, C:10, D:5, No replacement required for dead or dying trees, Tree banking may be used if insufficient space is available for replacements.

MINIMUM PLANT SIZES AT INSTALLATION (Section 4-400-E-1-a)

Deciduous canopy or shade trees: 2.5" caliper

Ornamental trees: 2.5" or 8'

Evergreen trees: 6'

Deciduous shrubs: 3' height for large, 18" spread for small

Evergreen shrubs: 5' height for large, 2' height for small

MISCELLANEOUS PLACEMENT STANDARDS (Section 4-400-E)

Fire hydrants: minimum 8' radius with no plantings over 12" tall

Parkway trees: minimum 25' from light poles, 8' from drives, 5' from manholes and b-boxes and 15' from stop signs. If less than 8' exists between curb and sidewalk, parkway trees shall not be permitted. Parkway plantings shall be planted within 35' and 50' on center, placed alternately along a street rather than opposite one another.

Nothing except ground cover shall be planted or installed within any underground or overhead utility, drainage, or gas easement without the consent of easement owner, as applicable.

PARKING LOT LANDSCAPING (Section 4-400-F-1)

INTERIOR: One 8'x19' landscape island, containing 1 canopy or ornamental tree and 5 shrubs to each 10 parking spaces and at the end of every parking row, OR

A 5' wide center island, containing one tree and 10 shrubs for each 40 lf and islands with one canopy or ornamental tree and 5 shrubs at the ends of each parking row, OR

parallel parking spaces require an 8'x8' island containing 1 canopy or ornamental tree and 5 shrubs every 4 spaces and at the ends of every parking row.

PERIMETER: When abutting ROW, continuous visual screen is required, 15' wide planted in undulating beds with 1 tree and 10 shrubs of various heights and averaging 3', along every 40 lf.

When not abutting ROW, Visual screen shall be 8' wide and undulating with 1 tree and 5 shrubs of various heights along every 40 lf.

Parking lots adjacent to residentially zoned properties shall provide a 6' solid screen either through berm, fence, or evergreen plantings.

FOUNDATION LANDSCAPING (Section 4-400-F-4)

A 5' wide landscape area around all building perimeters is required.

GENERAL BUFFERING REQUIREMENTS (Section 4-400-F-5)

Subject property is multifamily, adjacent to retail to the north and east, multifamily to the west, and manufacturing to the south. Per Table 4-400F(1), no buffer is required.

SIGN LANDSCAPE (Section 4-400-F-6)

All permanent freestanding signs shall have landscaping planted around the base of the sign at 1 sf of landscape area per 1 sf of sign area, and shall be a mix of plants with 50% being trees and/or shrubs.

Landscape Notes:

1. Seed/ Sod limit line is approximate. Seed/ Sod to limits of grading and disturbance. Contractor responsible for restoration of any unauthorized disruption outside of designated construction area.
2. Contractor responsible for erosion control in all seeded/ sodded areas.
3. Tree mulch rings in turf areas are 5' diameter. Contractor shall provide a mulch ring around all existing trees within the limits of work. Remove all existing grass from area to be mulched and provide a typical spade cut edge. Landscape Fabric shall not be installed under mulch.
4. Bedlines are to be spade cut to a minimum depth of 3". Curved bedlines are to be smooth and not segmented.
All planting beds shall receive top dressing of mulch. Landscape fabric shall not be installed under mulch. Root flares shall be at or above grade, per specifications, and all rope/cord shall be removed from the base of tree trunks.
5. Do not locate plants within 10' of utility structures or within 5' horizontally of underground utility lines unless otherwise shown on plans. Consult with Landscape Architect if these conditions exist.
6. For Lump Sum Contracts, plants and other materials are quantified and summarized for the convenience of the Owner and jurisdictional agencies only. Confirm and install sufficient quantities to complete the work as drawn and specified. No additional payments will be made for materials required to complete the work as drawn and specified.
7. For Unit Price Contracts, payments will be made based on actual quantities installed as measured in place by the Owner's Representative.
8. It is the responsibility of the contractor to locate and provide plant material as specified on this plan. The contractor may submit a request to provide substitutions for the specified plant material under the following conditions
   a. Any substitutions proposed shall be submitted to the project owner's representative within two weeks of the award of contract. Substitutions must meet equivalent design and functional goals of the original materials as determined by the owner's representative. Any changes must have the approval of the owner's representative.
   b. The request will be accompanied by at least three notices from plant material suppliers that the plant material specified is not available and will not be available prior to construction.
10. Verify site conditions and information on drawings. Promptly report any concealed conditions, mistakes, discrepancies or deviations from the information shown in the Contract Documents. The Owner is not responsible for unauthorized changes or extra work required to correct unreported discrepancies. Commencement of work shall constitute acceptance of conditions and responsibility for corrections
11. A minimum of two working days before performing any digging, call underground service alert for information on the location of natural gas lines, electric cables, telephone cables, etc. The contractor shall be responsible for location and protection of all utilities, and repair of any damage resulting from his work at no additional cost to the owner.
12. Contractor shall promptly repair all damages to existing site at no cost to owner.
13. Refer to landscape specifications for additional conditions, standards, and notes.

PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING	REMARKS
DECIDUOUS TREES							
ACM	3	Acer miyabei 'Morton' TM	State Street Miyabe Maple	2.5" Cal.	B&B		
CC	2	Celtis occidentalis 'Chicagoland'	Chicagoland Hackberry	2.5" Cal.	B&B		
GBI	4	Ginkgo biloba	Maidenhair Tree	2.5" Cal.	B&B		
DECIDUOUS SHRUBS							
AMO	10	Aronia melanocarpa 'Morton' TM	Iroquois Beauty Black Chokeberry	3 gal.	Pot		
AGH	13	Aronia melanocarpa 'UCONNAM012' TM	Ground Hug Black Chokeberry	3 gal.	Pot		
CSC	12	Clethra alnifolia 'Sixteen Candles'	Sixteen Candles Summersweet	3 gal.	Pot		
HM	4	Hydrangea quercifolia 'Munchkin'	Munchkin Oakleaf Hydrangea	5 gal.	Pot		
RGL	6	Rhus aromatica 'Gro-Low'	Gro-Low Fragrant Sumac	3 gal.	Pot		
R3	2	Rosa rugosa 'Rotesmeer'	Purple Pavement Rose	5 gal.	Pot		
RA2	6	Rosa x 'BAIrage'	Easy Elegance® All The Rage Shrub Rose	3 gal.	Pot		
EVERGREEN SHRUBS							
JP	5	Juniperus chinensis 'Kallays Compact'	Kallay Compact Pfitzer Juniper	5 gal.	Pot		
TAX	9	Taxus x media 'Densiformis'	Dense Anglo-Japanese Yew	3 gal.	Pot		
ORNAMENTAL GRASSES							
CK2	13	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	1 gal.	Pot		
CAR	15	Carex elata 'Aurea'	Golden Sedge	1 gal.	Pot		
PE	36	Pennisetum alopecuroides 'Burgundy Bunny'	Burgundy Bunny Dwarf Fountain Grass	1 gal.	Pot		
CODE	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**SIZE**	**CONTAINER**	**SPACING**	**REMARKS**
PERENNIALS							
NC	31	Nepeta x 'Cat's Pajamas'	Cat's Pajamas Catmint	1 gal.	Pot	18" o.c.	

JULIE ILLINOIS ONE-CALL SYSTEM Simply Call 811

SEAL

Date: 03/28/25

Myles Urbano Aburto, ASLA, PLA
Illinois Registered Landscape Architect
157-001848
Expires 08/31/2025

Manhard Consulting

WATERS EDGE

CITY OF CRYSTAL LAKE, ILLINOIS

LANDSCAPE PLAN PHASE 2 - COVER SHEET

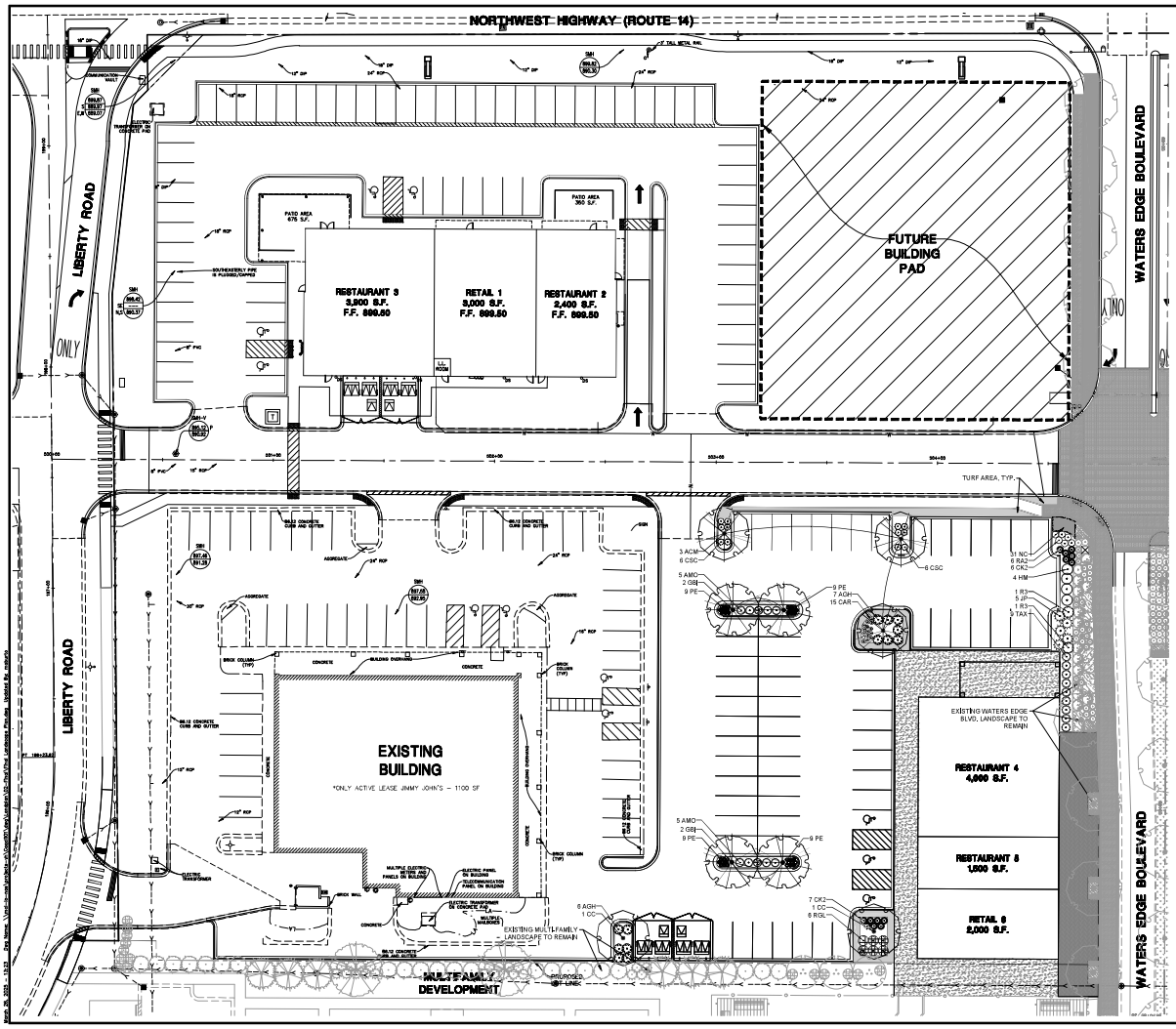
PROJ. MGR. KRK
PROJ. ASSOC. MA
DRAWN BY MA
DATE 03/28/25
SCALE N.T.S.

SHEET L1 OF L3

CAGCULI.01

© 2025 MANHARD CONSULTING, ALL RIGHTS RESERVED

March 28, 2025 - 10:22 Dwg Name: L:\proj\crystallake\waters edge\001\work\civil\sheets\CE-CoverSheet.dwg Xrefs: Bound By: mahardy



PLANT SCHEDULE

CODE	BOTANICAL NAME
DECIDUOUS TREES	
ACM	Acer miyabei 'Morton' TM
CC	Celtis occidentalis 'Chicagoland'
GBI	Ginkgo biloba
DECIDUOUS SHRUBS	
AMO	Aronia melanocarpa 'Morton' TM
AGH	Aronia melanocarpa 'UCONNAM012' TM
CSC	Clethra alnifolia 'Sixteen Candles'
RGL	Rhus aromatica 'Gro-Low'
ORNAMENTAL GRASSES	
CK2	Calamagrostis x acutiflora 'Karl Foerster'
CAR	Carex elata 'Aurea'
PE	Pennisetum alopecuroides 'Burgundy Bunny'

Manhard CONSULTING

WATERS EDGE

CITY OF CRYSTAL LAKE, ILLINOIS

LANDSCAPE PLAN PHASE 2 - PLANTING PLAN

PROJ. MGR. KRK
PROJ. ASSOC. MA
DRAWN BY MA
DATE 03/28/25
SCALE 1"=20'

SHEET L2 OF L3

CAQCLL01

© 2025 MANHARD CONSULTING, ALL RIGHTS RESERVED

GENERAL PLANTING SPECIFICATIONS:

PART 1 - GENERAL

1-01 DESCRIPTION:

A. PROVIDE TREES, SHRUBS, PERENNIALS AND GROUNDCOVERS AS SHOWN AND SPECIFIED. THIS WORK INCLUDES:
   1. SPREADING OF TOPSOIL OR SOIL PREPARATION
   2. TREES, SHRUBS, PERENNIALS AND GROUNDCOVERS
   3. PLANTING MIXES
   4. MULCH AND PLANTING ACCESSORIES
   5. FERTILIZER AND HERBICIDE
   6. MAINTENANCE
   7. WARRANTY OF PLANT MATERIAL

B. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS IN THE FIELD PRIOR TO BIDDING AND REPORT ANY DISCREPANCIES TO THE OWNER OR HISHER REPRESENTATIVE.

1-02 QUALITY ASSURANCE:

A. COMPLY WITH SITE WORK REQUIREMENTS

B. PLANT NAMES INDICATED MUST COMPLY WITH 'STANDARDIZED PLANT NAMES' AS ADOPTED BY THE LATEST EDITION OF THE AMERICAN JOINT COMMITTEE OF HORTICULTURAL NOMENCLATURE. NAMES OF VARIETIES WHICH ARE NOT LISTED SHOULD CONFORM WITH THOSE GENERALLY ACCEPTED BY THE NURSERY TRADE. STOCK SHOULD BE LEGIBLY TAGGED.

C. ALL PLANT MATERIALS SHALL CONFORM TO THE 'AMERICAN STANDARDS FOR NURSERY STOCK' (ASNS), LATEST EDITION, PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN, WASHINGTON, D.C.

D. ALL PLANT MATERIAL SHALL BE GROWN AND SUPPLIED WITHIN A 50 MILE RADIUS OF THE PROJECT FOR A MINIMUM OF TWO FULL GROWING SEASONS.

E. ADHERE TO SIZING REQUIREMENTS AS LISTED IN THE PLANT LIST AND/OR BID FORM FOR THE PROJECT. A PLANT SHALL BE MEASURED IN ITS NATURAL STANDING POSITION.

F. STOCK THAT IS FURNISHED SHALL BE AT LEAST THE MINIMUM SIZE SHOWN, WITH PERMISSION OF THE LANDSCAPE ARCHITECT. SUBSTITUTION FROM THE SPECIFIED PLANT LIST WILL BE ACCEPTED ONLY WHEN SATISFACTORY EVIDENCE IN WRITING IS SUBMITTED TO THE LANDSCAPE ARCHITECT, SHOWING THAT THE PLANT SPECIFIED IS NOT AVAILABLE. REQUESTS FOR APPROVAL OF SUBSTITUTE PLANT MATERIAL SHALL INCLUDE COMMON AND BOTANICAL NAMES AND SIZE OF SUBSTITUTE MATERIAL. ONLY THOSE SUBSTITUTIONS OF AT LEAST EQUIVALENT SIZE AND CHARACTER TO THAT OF THE SPECIFIED MATERIAL WILL BE APPROVED. STOCK WHICH IN LARGER THAN THAT WHICH IS SPECIFIED IS ACCEPTABLE WITH PERMISSION OF THE LANDSCAPE ARCHITECT, PROVIDING THERE IS NO ADDITIONAL COST AND THAT THE LARGER PLANT MATERIAL WILL NOT BE CUT DOWN IN ORDER TO CONFORM TO THE SIZE INDICATED.

G. ALL SHRUBS SHALL BE DENSE IN FORM, SHRUB LINERS DO NOT MEET THESE SPECIFICATIONS. SHRUBS SPECIFIED BY HEIGHT SHALL HAVE A SPREAD THAT IS EQUAL TO THE HEIGHT MEASUREMENT. SHRUBS WHICH ARE SPECIFIED BY SPREAD SHALL EXHIBIT THE NATURAL GROWTH HABIT OF THE PLANT BY HAVING A GREATER SPREAD THAN HEIGHT.

H. ALL PLANT MATERIALS ARE SUBJECT TO INSPECTION AND APPROVAL. THE LANDSCAPE ARCHITECT AND OWNER RESERVE THE RIGHT TO INSPECT PLANT MATERIAL AT THE NURSERY PRIOR TO PLANTING. THE LANDSCAPE ARCHITECT AND OWNER RESERVE THE RIGHT TO INSPECT PLANT MATERIAL FOR SIZE AND CONDITION OF ROOT SYSTEMS, THE PRESENCE OF INSECTS AND DISEASES, INJURIES AND LATENT DEFECTS (DUE TO CONTRACTOR NEGLIGENCE OR OTHERWISE), AND TO REJECT UNACCEPTABLE PLANT MATERIAL AT ANY TIME DURING PROGRESS OF THE PROJECT.

I. CONTAINER GROWN DECIDUOUS AND/OR EVERGREEN SHRUBS WILL BE ACCEPTABLE IN LIEU OF BALLED AND BURLAPPED SHRUBS SUBJECT TO SPECIFIED LIMITATIONS FOR CONTAINER GROWN STOCK. SIZE OF CONTAINER GROWN MATERIAL MUST CONFORM TO SIZE/HEIGHT REQUIREMENTS OF PLANT LIST.

1-03 DELIVERY, STORAGE & HANDLING:

A. FERTILIZER SHALL BE DELIVERED IN ORIGINAL, UNOPENED AND UNDAMAGED PACKAGING. CONTAINERS SHALL DISPLAY WEIGHT, ANALYSIS AND MANUFACTURER'S NAME. STORE FERTILIZER IN A MANNER THAT WILL PREVENT WETTING AND DETERIORATION.

B. TAKE ALL PRECAUTIONS CUSTOMARY CONCERNING PROPER TRADE PRACTICE IN PREPARING PLANTS FOR TRANSPORT. PLANTS SHALL BE DUG, PACKED AND TRANSPORTED WITH CARE TO ENSURE PROTECTION AGAINST INJURY. INSPECTION CERTIFICATES REQUIRED BY LAW SHALL ACCOMPANY EACH SHIPMENT. INVOICE OR ORDER TO STOCK AND ON ARRIVAL, THE CERTIFICATE SHALL BE FILED WITH THE LANDSCAPE ARCHITECT. ALL PLANTS MUST BE PROTECTED FROM DRYING OUT. IF PLANT MATERIAL CANNOT BE PLANTED IMMEDIATELY UPON DELIVERY, SAID MATERIAL SHOULD BE PROPERLY PROTECTED IN A MANNER THAT IS ACCEPTABLE TO THE LANDSCAPE ARCHITECT. HEELED-IN PLANTS MUST BE WATERED DAILY. NO PLANT SHALL BE BOUND WITH ROPE OR WIRE IN A MANNER THAT COULD STRIP BARK OR BREAK OR SHEAR BRANCHES.

C. PLANT MATERIAL TRANSPORTED ON OPEN VEHICLES SHOULD BE COVERED WITH A PROTECTIVE COVERING TO PREVENT WIND BURN.

D. DRY, LOOSE TOPSOIL SHALL BE PROVIDED FOR PLANTING BED MIXES. MUDDY OR FROZEN TOPSOIL IS UNACCEPTABLE AS WORKING WITH MEDIUM IN THIS CONDITION WILL DESTROY ITS STRUCTURE, MAKING ROOT DEVELOPMENT MORE DIFFICULT.

1-04 PROJECT CONDITIONS:

A. NOTIFY LANDSCAPE ARCHITECT AT LEAST SEVEN (7) WORKING DAYS PRIOR TO INSTALLATION OF PLANT MATERIAL.

B. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO LOCATE AND PROTECT ALL EXISTING ABOVE AND BELOW GROUND UTILITIES. UTILITIES CAN BE LOCATED AND MARKED IN ILLINOIS) BY CALLING J.U.L.I.E. AT (800)892-0123.

C. THE CONTRACTOR SHALL PROVIDE, AT HISHER OWN EXPENSE, PROTECTION AGAINST TRESPASSING AND DAMAGE TO SEEDED AREAS, PLANTED AREAS, AND OTHER CONSTRUCTION AREAS UNTIL THE PRELIMINARY ACCEPTANCE. THE CONTRACTOR SHALL PROVIDE BARRICADES, TEMPORARY FENCING, SIGNS, AND WRITTEN WARNING OR POLICING AS MAY BE REQUIRED TO PROTECT SUCH AREAS. THE CONTRACTOR SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED BY THE OWNER AFTER SUCH WARNING HAS BEEN ISSUED.

D. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF CROWNS, TRUNKS AND ROOTS OF EXISTING TREES, PLUS SHRUBS, LAWNS, PAVED AREAS AND OTHER LANDSCAPED AREAS THAT ARE TO REMAIN INTACT, EXISTING TREES WHICH MAY BE SUBJECT TO CONSTRUCTION DAMAGE, SHALL BE BOXED, FENCED OR OTHERWISE PROTECTED BEFORE ANY WORK IS STARTED, THE OWNER DESIRES TO PRESERVE THOSE TREES WITHIN AND ADJACENT TO THE LIMITS OF CONSTRUCTION EXCEPT THOSE SPECIFICALLY INDICATED TO BE REMOVED ON THE DRAWINGS. THE CONTRACTOR SHALL ERECT PROTECTIVE TREE FENCING AND TREE ARMOR AT LOCATIONS INDICATED ON THE DRAWINGS AND AROUND ALL TREES ON SITE WHICH ARE TO BE PRESERVED. PROTECTIVE FENCING SHALL BE ERECTED BETWEEN THE LIMITS OF CONSTRUCTION AND ANY TREE PRESERVATION AREAS SHOWN ON THE DRAWINGS.

E. A COMPLETE LIST OF PLANTS INCLUDING A SCHEDULE OF SIZES, QUANTITIES AND OTHER REQUIREMENTS IS SHOWN ON THE DRAWINGS AND ON THE BID FORM. IN THE EVENT THAT QUANTITY DISCREPANCIES OR MATERIAL OMISSIONS OCCUR IN THE PLANT MATERIALS LIST, THE PLANTING PLANS SHALL GOVERN.

1-05 PRELIMINARY ACCEPTANCE:

A. ALL PLANTINGS SHALL BE MAINTAINED BY THE CONTRACTOR FOR A PERIOD OF 90 DAYS AFTER PRELIMINARY ACCEPTANCE BY THE OWNER OR HISHER REPRESENTATIVE. MAINTENANCE SHALL INCLUDE, BUT IS NOT LIMITED TO: MOWING AND EDGING TURF, PULLING WEEDS, WATERING TURF AND PLANT MATERIAL AND ANNUAL FLOWER MAINTENANCE.

1-06 WARRANTY:

A. ALL PLANT MATERIAL (EXCLUDING ANNUAL COLOR), SHALL BE WARRANTEED FOR ONE (1) YEAR AFTER THE END OF THE 90 DAY MAINTENANCE PERIOD. THE END OF THE MAINTENANCE PERIOD IS MARKED BY THE FINAL ACCEPTANCE OF THE CONTRACTOR'S WORK BY THE OWNER OR HISHER REPRESENTATIVE. PLANT MATERIALS WILL BE WARRANTEED AGAINST DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH, EXCEPT FOR DEFECTS RESULTING FROM ABUSE OR DAMAGE BY OTHERS, OR UNUSUAL PHENOMENA OR INCIDENTS WHICH ARE BEYOND THE CONTROL OF THE CONTRACTOR. THE WARRANTY COVERS A MAXIMUM OF ONE REPLACEMENT PER ITEM.

PART 2 - PRODUCTS

2-01 PLANT MATERIALS:

A. PLANTS PROVIDE TYPICAL OF THEIR SPECIES OR VARIETY, WITH NORMAL, DENSELY DEVELOPED BRANCHES AND VIGOROUS, FIBROUS ROOT SYSTEMS. ONLY SOUND, HEALTHY, VIGOROUS PLANTS WHICH ARE FREE FROM SUNSCALD INJURIES, OBSTRUCTING KNOTS, FROST CRACKS, ABRASIONS OF THE BARK, PLANT DISEASES, INSECT EGGS, BORERS, AND ALL FORMS OF INFESTATION SHALL BE PROVIDED. ALL PLANTS SHALL HAVE A FULLY DEVELOPED FORM WITHOUT VOIDS AND OPEN PATCHES.
   1. BALLED AND BURLAPPED PLANTS SHALL HAVE A FIRM NATURAL BALL OF EARTH OF SUFFICIENT DIAMETER AND DEPTH TO ENCOMPASS A ROOT SYSTEM NECESSARY FOR A FULL RECOVERY OF THE PLANT, ROOT BALL SIZES SHALL COMPLY WITH THE LATEST EDITION OF THE 'AMERICAN STANDARDS FOR NURSERY STOCK' (ASNS), ROOT BALLS THAT ARE CRACKED OR MUSHROOMED ARE UNACCEPTABLE.
   2. CONTAINER GROWN STOCK SHOULD BE GROWN FOR AN AMOUNT OF TIME THAT IS OF SUFFICIENT LENGTH FOR THE ROOT SYSTEM TO HAVE DEVELOPED ENOUGH TO HOLD ITS SOIL TOGEHTER, FIRM AND WHOLE. PLANTS WILL NOT BE LOOSE IN THEIR CONTAINERS, NOR SHALL THEY BE POT-BOUND AND ALL CONTAINER GROWN STOCK WILL COMPLY WITH THE SIZES STATED ON THE PLANT LIST.
   3. NO EVIDENCE OF WOUNDS OR PRUNING CUTS SHALL BE ALLOWED UNLESS APPROVED BY THE LANDSCAPE ARCHITECT.
   4. EVERGREEN TREES SHALL BE BRANCHED TO THE GROUND, THE HEIGHT OF EVERGREEN TREES ARE DETERMINED BY MEASURING FROM THE GROUND TO THE FIRST LATERAL BRANCH CLOSEST TO THE TOP. HEIGHT AND/OR WIDTH OF OTHER TREES ARE MEASURED BY THE MASS OF THE PLANT NOT THE VERY TIP OF THE BRANCHES.
   5. SHRUBS AND SMALL PLANTS SHALL MEET THE REQUIREMENTS FOR SPREAD AND/OR HEIGHT INDICATED IN THE PLANT LIST. THE HEIGHT MEASUREMENT SHALL BE TAKEN FROM GROUND LEVEL TO THE AVERAGE HEIGHT OF THE TOP OF THE PLANT, NOT THE LONGEST BRANCH. SINGLE STEM OR THIN PLANTS WILL NOT BE ACCEPTED. SIDE BRANCHES SHALL BE FLUSHED WITH GROWTH AND HAVE GOOD FORM TO THE GROUND. PLANTS SHALL BE IN A MOIST, VIGOROUS CONDITION, FREE FROM DEAD WOOD, BRUISES OR OTHER ROOT OR BRANCH INJURIES.

2-02 ACCESSORIES:

A. TOPSOIL
   1. TOPSOIL SHALL BE FERTILE, NATURAL TOPSOIL OF A LOAMY CHARACTER, WITHOUT ADMIXTURE OF SUBSOIL MATERIAL. TOPSOIL SHALL BE REASONABLY FREE FROM CLAY LUMPS, COARSE SAND, STONES, PLANTS, ROOTS, STICKS AND OTHER FOREIGN MATERIALS WITH A PH BETWEEN 6.5 TO 7.5.

B. TOPSOIL FOR SEED AREAS SHALL BE A MINIMUM OF 6".

C. SOIL AMENDMENTS SHALL BE AS FOLLOWS:
   1. FOR TREES AND SHRUBS THE PLANT PIT WILL BE BACKFILLED WITH PULVERIZED BLACK EARTH.
   2. FOR PERENNIALS AND ORNAMENTAL GRASSES THE SOIL MIXTURE WILL BE AS FOLLOWS: OM-93 GENERAL PURPOSE PEAT BASED MIX AS SUPPLIED BY MIDWEST TRADING, TOP BEDS WITH 9" OF OM-93 AND TILL INTO EXISTING BEDS TO A DEPTH OF 8". SOIL MIXTURES ARE AVAILABLE FROM MIDWEST TRADING, MIDWEST TRADING, ST. CHARLES, IL 60174 (630) 365-1980

D. FERTILIZER
   1. FOR TREES AND SHRUBS USE: 14-14-6 BRIQUETTES 17 G OR EQUIVALENT AVAILABLE FROM ARTHUR CLESEN, INC. FOLLOW MANUFACTURER'S RECOMMENDATION FOR APPLICATION. ARTHUR CLESEN, INC. 543 DENS DRIVE, WHEELING, IL 60090 (847)537-2177
   2. FOR TURF AREAS USE 6-24-16 CLESEN FAIRWAY WITH MICRONUTRIENTS WITH MINOR ELEMENTS 3.2 % S, .02% B, .25% CU, 1.0% FE, .008% MO, 10% MN AVAILABLE FROM ARTHUR CLESEN OR APPROVED EQUAL

E. HERBICIDE
   1. ROUND-UP OR APPROVED EQUAL

F. MULCH
   1. BARK MULCH SHALL BE FINELY SHREDDED HARDWOOD BARK WHICH HAS BEEN SCREENED AND IS FREE OF ANY GREEN FOLIAGE, TWIGS, ROCKS, SAWDUST, WOOD SHAVINGS, GROWTH OR GERMINATION INHIBITING INGREDIENTS. OR OTHER FOREIGN MATERIALS. BARK MULCH IS AVAILABLE FROM MIDWEST TRADING.
   2. MUSHROOM COMPOST AS AVAILABLE FROM MIDWEST TRADING.

G. WATER
   1. WATER SERVICE WILL BE AVAILABLE ON THE SITE. WITH THE COST OF WATER BEING PAID BY THE OWNER. TRANSPORTING OF THE WATER FROM THE SOURCE TO THE WORK AREAS SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR. ALL NECESSARY HOSE, PIPING, TANK TRUCK, ETC. SHALL BE SUPPLIED BY THE LANDSCAPE CONTRACTOR.

H. GUYING
   1. STAKES: 5/8" X 40" STEEL EYE ANCHOR WITH 4" HELIX
   2. CABLE:
      a. TREES UNDER 5": FLEXIBLE 18# GALVANIZED AIRCRAFT CABLE, 7X7 STRAND OR APPROVED EQUAL
      b. TREES 5" AND OVER: FLEXIBLE 3/16" GALVANIZED AIRCRAFT CABLE, 7X7 STRAND OR APPROVED EQUAL.
   3. TURNBUCKLES: 5/16", EYE AND EYE, WITH 4" TAKEUP.
   4. HOSE: NEW TWO-PLY REINFORCED RUBBER HOSE, MINIMUM 1/2" I.D.

I. TREE WRAP: BURLAP TREE WRAP 4" WIDE.

J. TWINE: SOFT NURSERY JUTE.

PART 3 - INSTALLATION OF PLANT MATERIAL

3-01 FIELD VERIFICATION:

A. EXAMINE PROPOSED PLANTING AREAS AND CONDITIONS OF INSTALLATION. DO NOT START PLANTING WORK UNTIL UNSATISFACTORY CONDITIONS ARE CORRECTED.

3-02 PREPARATION:

A. ALL PLANTING TECHNIQUES AND METHODS SHALL BE CONSISTENT WITH THE LATEST EDITION OF 'HORTICULTURE STANDARDS OF NURSERYMEN, INC.' AND AS DETAILED ON THESE DRAWINGS.

B. PLANTING SHALL BE PERFORMED BY EXPERIENCED WORKMEN FAMILIAR WITH PLANTING PROCEDURES UNDER THE SUPERVISION OF A QUALIFIED SUPERVISOR.

C. ALL UNDERGROUND UTILITIES MUST BE LOCATED AND MARKED CLEARLY.

D. APPLY ROUND-UP OR APPROVED EQUIVALENT TO KILL ANY EXISTING VEGETATION IN ALL AREAS TO BE PLANTED, CONFIRM LENGTH OF WAITING PERIOD BETWEEN CHEMICAL APPLICATION AND PLANT INSTALLATION WITH MANUFACTURER. DO NOT BEGIN PLANTING OPERATIONS UNTIL PRESCRIBED POST-APPLICATION WAITING PERIOD HAS ELAPSED. TAKE EXTREME CARE TO AVOID CHEMICAL DRIFT TO ADJOINING PROPERTIES OF LANDSCAPE PLANTINGS.

E. PRIOR TO ALL PLANTING, ROTOTILL ALL AREAS TO BE LANDSCAPED TO PREPARE FOR PLANT INSTALLATION TO A MINIMUM DEPTH OF 12", ELIMINATE UNEVEN AREAS AND LOW SPOTS. MAINTAIN LINES, LEVELS, PROFILES AND CONTOUR. CHANGES IN GRADE ARE TO BE GRADUAL. BLEND SLOPES INTO LEVEL AREAS. REMOVE ALL DEBRIS, WEEDS AND UNDESIRABLE PLANTS AND THEIR ROOTS FROM AREAS TO BE PLANTED. REMOVE ALL CONCRETE SLAG LARGER THAN 2" IN DIAMETER.

F. TOPSOIL SHALL BE SPREAD OVER THE SITE AT A MINIMUM DEPTH OF 6". FOR THOSE AREAS WHICH ARE INDICATED AS PRAIRIE OR NATURAL AREAS ON THE DRAWINGS, A TOPSOIL DEPTH OF 18" IS RECOMMENDED WHERE POSSIBLE.

G. IT SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO PREPARE ALL SEEDED AREAS BY DISKING AND RAKING PRIOR TO PLANTING SEED. SOIL SHALL BE LOOSENED AND SCARIFIED TO A MINIMUM DEPTH OF 6". FINE GRADING OF ALL SEEDED AREAS IS REQUIRED, MAXIMUM SIZE OF STONE OR TOPSOIL LUMPS IS 1".

H. LOCATE ALL PLANT MATERIAL AS INDICATED OR AS APPROVED IN THE FIELD BY THE LANDSCAPE ARCHITECT. IF OBSTRUCTIONS ARE ENCOUNTERED WHICH ARE NOT SHOWN ON THE DRAWINGS, THEN DO NOT PROCEED WITH PLANTING OPERATIONS UNTIL ALTERNATE PLANT LOCATIONS HAVE BEEN SELECTED.

I. PLANTING HOLES SHALL BE CONSTRUCTED AS SHOWN ON THE PLANTING DETAILS. HOLES SHALL BE HAND DUG OR MACHINE DUG, GREAT CARE WILL BE TAKEN TO NOT EXCAVATE THE HOLE DEEPER THAN THE ROOT BALL AND THE DIAMETER SHALL BE A MINIMUM OF TWO TIMES THE ROOT BALL WIDTH. REMOVE ANY MATERIALS ENCOUNTERED IN EXCAVATION THAT MAY BE INJURIOUS TO PLANT GROWTH, INCLUDING STONES LARGER THAN 2" IN DIAMETER OR OTHER DEBRIS. SOIL TO BE USED AS BACKFILL SHOULD BE PULVERIZED.

J. PROVIDE PRE-MIXED PLANTING MIXTURE FOR USE AROUND ROOT SYSTEMS AND ROOT BALLS OF THE PLANTS. THE MIXTURES ARE OUTLINED IN SECTION B OF PART 2-02.

K. PRIOR TO PLANTING, PROVIDE ADDITIONAL TOPSOIL TO ALL PLANTING BEDS TO BRING THE FINISH GRADE OF THE BED TO 2" ABOVE LAWN GRADE AND TO FINISH GRADE OF ADJACENT HARD SURFACE GRADES.

L. ADD 2" THICKNESS OF MUSHROOM COMPOST TO ALL ANNUAL, PERENNIAL AND GROUNDCOVER BEDS, FINISH GRADE BED AND INSTALL PLANTS.

3-03 PLANTING PROCEDURES:

A. SET PLANT MATERIAL IN THE PLANTING HOLE TO PROPER GRADE AND ALIGNMENT. SET PLANTS UPRIGHT AND PLUMB. SET PLANT MATERIAL 2" ABOVE THE ADJACENT FINISH GRADE. REMOVE BURLAP FROM TOP 1/3 OF ROOT BALL. REMOVE TREATED BURLAP (GREEN), CUT AND REMOVE OR CUT AND FOLD DOWN UPPER HALF OF WIRE BASKET, DEPENDENT UPON TREE SIZE. BACKFILL HOLE BY FIRMLY TAMPING SOIL TO AVOID ANY AIR POCKETS OR VOIDS.

B. SET BALLED AND BURLAPPED PLANTS IN THE PLANTING HOLE AND COMPACT 8" OF SOIL AROUND THE BASE OF THE BALL. REMAINING SOIL SHALL BE PLANTING MIXTURE. WATER PLANTS IMMEDIATELY AFTER PLANTING TO ELIMINATE ALL VOIDS AND THOROUGHLY SOAK THE PLANT ROOT BALL.

C. SPACE GROUNDCOVER PLANTS ACCORDING TO DIMENSIONS GIVEN ON THE PLANS, ADJUST SPACING AS NECESSARY TO EVENLY FILL PLANTING BED WITH INDICATED NUMBER OF PLANTS. PLANT TO WITHIN 18" OF THE TRUNKS OF TREES AND SHRUBS OR AT THE EDGE OF THE PLANT BALL, WHICHEVER IS CLOSEST. PLANT TO WITHIN 12" OF EDGE OF BED.

D. MULCHING
   1. INSTALL 4" DEPTH OF MULCH AROUND ALL TREE AND SHRUB BEDS AS INDICATED ON DRAWINGS OR PLANTING DETAILS. MULCH SHRUB PLANTING AREAS AS CONTINUOUS BEDS. DO NOT PLACE MULCH DIRECTLY AGAINST TREE TRUNK; FORM MULCH TO CREATE AN INVERTED CONE AROUND TRUNK.
   2. MULCH PERENNIAL, GROUNDCOVER AND ANNUAL PLANTING BEDS WITH 2" MUSHROOM COMPOST. WATER MULCHED AREAS THOROUGHLY AFTER PLACING MULCH.

E. TREE WRAPPING IS NOT REQUIRED, UNLESS THE CONTRACTOR FEELS IT IS NECESSARY DUE TO CHARACTERISTICS OF A PARTICULAR SPECIES OR PAST EXPERIENCE WITH THE SPECIES, THE LANDSCAPE ARCHITECT WILL BE NOTIFIED AS TO WHICH TREES ARE TO BE WRAPPED AND SHALL INSPECT THE TRUNK(S) BEFORE WRAPPING. TREE WRAP WILL NOT BE USED TO COVER DAMAGE OR DEFECTS. WHEN WRAPPING IS DONE, TRUNKS WILL BE WRAPPED SPIRALLY WITH APPROVED TREE WRAPPING TAPE THAT IS NOT LESS THAN 4" WIDE, AND SECURELY TIED WITH SUITABLE CORD AT THE TOP, BOTTOM AND 2" INTERVALS ALONG THE TRUNK. WRAP FROM GROUND TO THE HEIGHT OF THE FIRST BRANCH.

F. STAKING AND GUYING OF TREES IS OPTIONAL. IF THE CONTRACTOR CHOOSES TO STAKE ALL OR PART OF THE TREES, HEISHE SHALL USE THE METHOD SPECIFIED IN THE PLANTING DETAILS. ONE (1) STAKE IS TO BE USED ON TREES OF 1" CALIPER AND UNDER, OR 4' HEIGHT AND UNDER. TWO (2) STAKES ARE TO BE USED ON TREES OF 1" TO 2 3/4" CALIPER. GUY TREES OF 3" CALIPER OR LARGER AT THREE (3) PER TREE. THE ROOT BALL WILL NOT BE PIERCED WITH A STAKE. STAKES ARE TO BE DRIVEN AT LEAST EIGHTEEN (18) INCHES INTO SUBSOIL BELOW THE PLANTING HOLE. STAKES AND WIRE ATTACHMENTS SHALL BE REMOVED AFTER THREE MONTHS FOR SPRING PLANTED MATERIALS AND IN THE FOLLOWING MAY FOR FALL PLANTED STOCK BY THE CONTRACTOR. STAKING AND GUYING SHOULD BE DONE IMMEDIATELY AFTER LAWN SEEDING OR SODDING OPERATIONS.

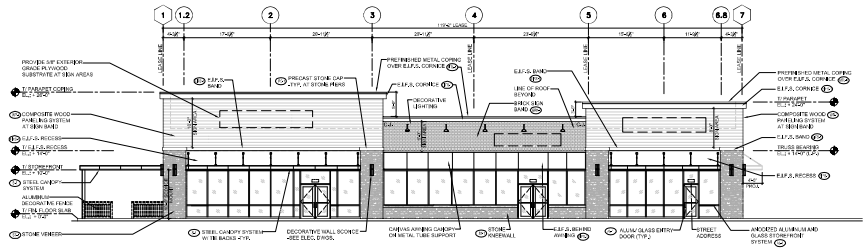
G. SEEDING OF SPECIFIED LAWN AREAS ON PLANS WILL BE TREATED AS FOLLOWS:
   1. TOPSOIL SHALL BE SPREAD OVER ALL AREAS TO BE SEEDED TO A MINIMUM DEPTH OF 6" WHEN COMPACTED (TO BE PERFORMED BY OTHERS).
   2. SEED MIXTURE AND APPLICATION RATE - USE PREMIUM SEED MIX AS SUPPLIED BY ARTHUR CLESEN, INC. APPLY AT A RATE OF 5 LBS./1000 S.F..
   3. APPLY FERTILIZERS AND CONDITIONERS AT THE RATE SPECIFIED PER SOIL TEST FINDINGS, IN LIEU OF SOIL TEST RESULTS, APPLY TWO (2) TONS OF GROUND AGRICULTURAL LIMESTONE AND 1000 LBS. 10-10-10 OR EQUIVALENT ANALYSIS FERTILIZER PER ACRE, AT LEAST 40% OF THE FERTILIZER NITROGEN SHALL BE OF AN ORGANIC ORIGIN.
   4. SOIL PREPARATION AREAS WHERE VEHICULAR TRAFFIC HAS COMPACTED THE SOIL SHALL BE LOOSENED/SCARIFIED TO A MINIMUM DEPTH OF 6" BEFORE FERTILIZING AND SEEDING. FINE GRADING OF ALL SEEDED AREAS IS REQUIRED, MAXIMUM SIZE OF STONE OR TOPSOIL LUMPS IS 1".
   5. WATERING SEEDED AREAS SHALL BE DONE TO ENSURE PROPER GERMINATION. ONCE SEEDS HAVE GERMINATED, WATERING MAY BE DECREASED BUT THE SEEDLINGS MUST NEVER BE ALLOWED TO DRY OUT COMPLETELY. FREQUENT WATERING SHOULD BE CONTINUED APPROXIMATELY FOUR (4) WEEKS AFTER GERMINATION OR UNTIL GRASS HAS BECOME SUFFICIENTLY ESTABLISHED TO WARRANT WATERING ON AN 'AS NEEDED' BASIS.
   6. TURF IS BEING ESTABLISHED ON A VARIETY OF SLOPE CONDITIONS, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE AND IMPLEMENT WHATEVER PROCEDURES HE/SHE DEEMS NECESSARY TO ESTABLISH THE TURF AS PART OF HISHER WORK. SEEDED AREAS WILL BE ACCEPTED WHEN ALL AREAS SHOW A UNIFORM STAND OF THE SPECIFIED GRASS IN HEALTHY CONDITION AND AT LEAST 90 DAYS HAVE ELAPSED SINCE THE COMPLETION OF THIS WORK. THE CONTRACTOR SHALL SUBMIT WITH HISHER BID A DESCRIPTION OF THE METHODS AND PROCEDURES HE/SHE INTENDS TO USE.

H. EROSION CONTROL BLANKET
   1. EROSION CONTROL BLANKET SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATION IN ALL AREAS SHOWN ON THE PLAN.
   2. INSTALL S-75 EROSION CONTROL BLANKET AS MANUFACTURED BY NORTH AMERICAN GREEN OR APPROVED EQUAL.
   3. BLANKET SHOULD BE PREMARKED WITH STAPLE PATTERN.
   4. STAPLES SHOULD BE 8" WIRE STAPLES, APPLIED AT TWO (2) PER SQUARE YARD MINIMUM.
   5. SUITABLE EROSION CONTROL PRACTICES SHALL BE MAINTAINED BY THE CONTRACTOR IN ACCORDANCE WITH ILLINOIS URBAN MANUAL AND ALL APPLICABLE SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCES AND THE PLANS.

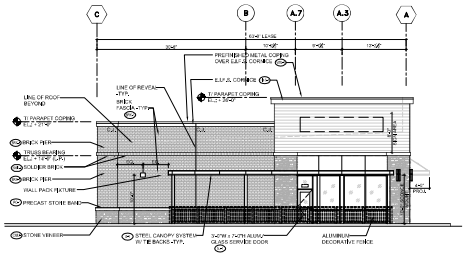
I. SODDING OF SPECIFIED LAWN AREAS ON PLANS WILL BE COMPLETED AS FOLLOWS:
   1. RAKE SOIL SURFACE TO RECEIVE SOD TO COMPLETELY REMOVE ANY SOIL CRUST NO MORE THAN ONE DAY PRIOR TO LAYING SOD.
   2. MOISTEN PREPARED SURFACE IMMEDIATELY PRIOR TO LAYING SOD, WATER THOROUGHLY AND ALLOW SURFACE MOISTURE TO DRY BEFORE PLANTING LAWNS. DO NOT CREATE A MUDDY SOIL CONDITION.
   3. SOD SHALL BE LAID WITH 24 HOURS FROM THE TIME OF STRIPPING. DO NOT PLANT DORMANT SOD OR IF THE GROUND HAS FROZEN.
   4. LAY SOD TO FORM A SOLID MASS WITH TIGHTLY FITTED JOINTS. BUTT ENDS AND SIDES OF SOD STRIPS; DO NOT OVERLAP, STAGGER STRIPS TO OFFSET JOINTS IN ADJACENT COURSES. WORK FROM BOARDS TO AVOID DAMAGE TO SUBGRADE OR SOD. WORK SIFTED SOIL INTO MINOR CRACKS BETWEEN PIECES OF SOD. REMOVE EXCESS TO AVOID SMOTHERING OF ADJACENT SOD.
   5. PLACE TOP ELEVATION OF SOD 1/2 INCH BELOW ADJOINING EDGING OR PAVING.
   6. WATER SOD THOROUGHLY WITH A FINE SPRAY IMMEDIATELY AFTER PLANTING.
   7. AFTER SOD AND SOIL HAVE DRIED, ROLL SEEDED AREAS TO ENSURE A GOOD BOND BETWEEN THE SOD AND SOIL, AND TO REMOVE MINOR DEPRESSIONS AND IRREGULARITIES.
   8. SODDED SLOPES 3:1 OR GREATER SHALL BE STAKED TO PREVENT EROSION AND WASHOUT.
   9. WARRANTY SODDING FOR A PERIOD OF ONE (1) YEAR FROM THE END OF THE 90 DAY MAINTENANCE PERIOD. IF SOD FAILS OR LACKS VIGOR AND FULL GROWTH AS DETERMINED BY THE LANDSCAPE ARCHITECT. THE CONTRACTOR WILL REPEAT SITE PREPARATION OPERATIONS AND RE-SOD AFFECTED AREAS AT THE CONTRACTOR'S EXPENSE.
   10. NOTE: SOD SHALL BE A PREMIUM KENTUCKY BLUEGRASS BLEND, AND IS REQUIRED IN ALL AREAS INDICATED ON THE PLANS AS WELL AS AREAS WHICH HAVE BEEN AFFECTED BY CONSTRUCTION. SOD CAN BE PLACED AS LONG AS WATER IS AVAILABLE AND THE GROUND SURFACE CAN BE PROPERLY PREPARED. SOD SHALL NOT BE LAID ON FROZEN OR SNOW-COVERED GROUND. SOD SHALL BE STRONGLY ROOTED, NOT LESS THAN TWO (2) YEARS OLD AND FREE OF WEEDS AND UNDESIRABLE NATIVE GRASSES. SOD SHOULD BE MACHINE CUT TO PAD THICKNESS OF 3/4" (PLUS OR MINUS 1/4"), EXCLUDING TOP GROWTH AND THATCH, PROVIDE ONLY SOD CAPABLE OF VIGOROUS GROWTH AND DEVELOPMENT WHEN PLANTED (WHILE NOT DORMANT). PROVIDE SOD OF UNIFORM PAD SIZES WITH MAXIMUM 5% DEVIATION IN EITHER LENGTH OR WIDTH. BROKEN PADS OR PADS WITH UNEVEN ENDS WILL NOT BE ACCEPTABLE. SOD PADS INCAPABLE OF SUPPORTING THEIR OWN WEIGHT WHEN SUSPENDED VERTICALLY WITH A FIRM GRASP ON THE UPPER 10% OF PAD WILL NOT BE ACCEPTED.

J. TIMING OF PLANT MATERIAL AND SEEDING OPERATIONS:
   1. SEEDING OF SPECIFIED AREAS SHALL OCCUR WHEN THE SOIL TEMPERATURE IS ABOVE 55° F, NO SEED SHALL BE SOWN DURING PERIODS OF HIGH WINDS, OR WHEN THE GROUND IS NOT IN PROPER CONDITION FOR SEEDING (SEE SECTION 3-02 (G)). SEEDING OPERATIONS FOR THE SPECIFIED MIXES SHALL OCCUR IN THE SPRING TIME FRAME OF APRIL 15 THROUGH JUNE 30 AND IN THE SUMMER TIME FRAME OF AUGUST 15 THROUGH DECEMBER 1. THE MIXES CONTAINING BLUEGRASS AND FESCUE SEED MUST HAVE 6W WEEKS TO HARDEN OFF FOR WINTER SURVIVAL.
   2. SOD SHALL BE INSTALLED WHEN THE GROUND IS NOT FROZEN OR SNOW COVERED AND TEMPERATURES ARE LESS THAN 80° F. IT SHALL NOT BE PLACED DURING A PERIOD OF EXTENDED DROUGHT.
   3. HERBACEOUS ORNAMENTAL PLANTS SHALL BE PLANTED BETWEEN MAY 1 AND JUNE 15 OR BETWEEN AUGUST 15 AND DECEMBER 1.
   4. SPRING PLANTING OF WOODY ORNAMENTAL PLANTS SHALL BE PERFORMED FROM THE TIME THE SOIL CAN BE EASILY WORKED UNTIL JUNE 1, EXCEPT THAT EVERGREEN PLANTING SHALL END ON MAY 15. OAK, HAWTHORN AND RED MAPLE SPECIES WILL ONLY BE PLANTED DURING THE SPRING PLANTING PERIOD. FALL PLANTING WILL BEGIN AUGUST 15 AND WILL CONTINUE UNTIL THE GROUND CANNOT BE WORKED SATISFACTORILY. EXCEPT THAT EVERGREEN PLANTING SHALL BE PERFORMED BETWEEN AUGUST 15 AND DECEMBER 1.

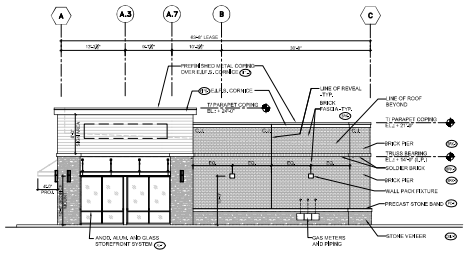
**3-04 MAINTENANCE:



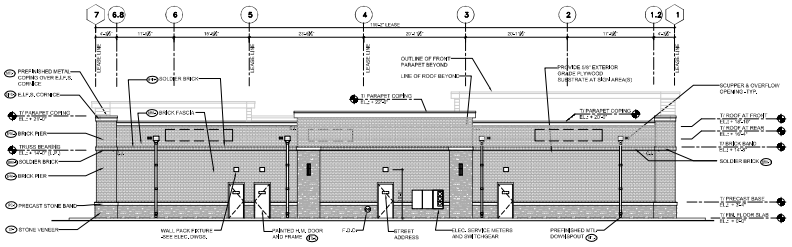
1 EL-1 FRONT ELEVATION (WEST)
SCALE: 1/8" = 1'-0"



2 EL-1 SIDE ELEVATION (NORTH)
SCALE: 1/8" = 1'-0"



3 EL-1 SIDE ELEVATION (SOUTH)
SCALE: 1/8" = 1'-0"



4 EL-1 REAR ELEVATION (EAST)
SCALE: 1/8" = 1'-0"

MATERIAL LEGEND

DESIGNATION	MATERIAL/DESCRIPTION/FEATURE	MANUFACTURER
MP-1	SUPERIOR INSULATION ADD RAID SYSTEM COLOR: WHITE NOTE: TYP. COLOR	DRYVIT ON APPROVED EQUAL
MP-2	4" UTILITY FACE BRICK MORTAR: TAN BRICK TO MATCH HEAVY BUFF MORTAR COLOR NOTE: TYP. COLOR: LIGHT BUFF, SMOOTH FINISH • PAINTED INTERIOR WHITE FINISH	OLDCASTLE CLAY PRODUCTS ON APPROVED EQUAL
PC-1	PRECAST CONCRETE BANDS/SILL CAP COLOR: WHITE TO • SMOOTH FINISH	CUSTOM PRECAST, CULTURED STONE ON APPROVED EQUAL
STN-1	TRIM STONE VENEER (LIGHT GRAY LIMESTONE) COLOR: NOTED ON ELEVATIONS • FINISH: NATURAL WATER TESTED, CUT WITH BLADE OR CHEMICALLY ETCHED FINISH	BUFF / QUALITY ON APPROVED EQUAL
MTL-1	PREFINISHED METAL COPING COLOR: DARK GRAY	ASHWOOD ALUM CORP 655 FROST RD. SAN ANTONIO, TX (800) 669-6620
MTL-2	INSULATED HOLLOW METAL DOOR AND FRAME • COLOR: PAINTED TO MATCH ADJACENT MATERIAL CO.OR	BENJAMIN MOORE ON APPROVED EQUAL
S-1	STEEL CANOPY SYSTEM COLOR: DARK GRAY • TEXTURE: POWDER COAT	BENJAMIN MOORE ON APPROVED EQUAL
WP-1	COMPOSITE WOOD PANELING SYSTEM COLOR: DARK BROWN TEXTURE: WOOD GRAIN (HORIZONTAL)	TBD ON APPROVED EQUAL
ALF	24 IN BRICK/ MODERN ALUMINUM STOREFRONT SYSTEM WITH LIGHT DOUBLE GLAZED GLASS (TYP.) NOTE: ENTRANCE DOORS ARE TO BE CUSTOM BY VENDOR	KAWNEER COMPANY, INC. 1177 EAST INDUSTRIAL DRIVE P.O. BOX 10 BELTON, TX 76513 OR APPROVED EQUAL

ADDITIONAL NOTE:
GENERAL CONTRACTOR TO VERIFY W/ OWNER/ARCHITECT ALL MATERIALS, COLORS & MANUFACTURERS TO BE SUBMITTED FOR FINAL APPROVAL PRIOR TO ORDERING.

PFDA ARCHITECTS, INC.
2803 BUTTERFIELD RD.
SUITE 340
OAK BROOK, IL 60523
TEL: (312) 795-1245
FAX: (312) 795-6123

PROJECT:

CORE ACQUISITIONS

CORE ACQUISITIONS
200 S. WACKER DR.
SUITE 1325
OAK BROOK, IL 60606

PROJECT:

PROPOSED
BUILDING SHELL
FOR
COMMERCIAL DEVELOPMENT
(LOT 3)

WATER'S EDGE
US-14 & LIBERTY ROAD
CRYSTAL LAKE, IL

SHEET TITLE:
EXTERIOR ELEVATIONS

NO.	DATE	DESCRIPTION

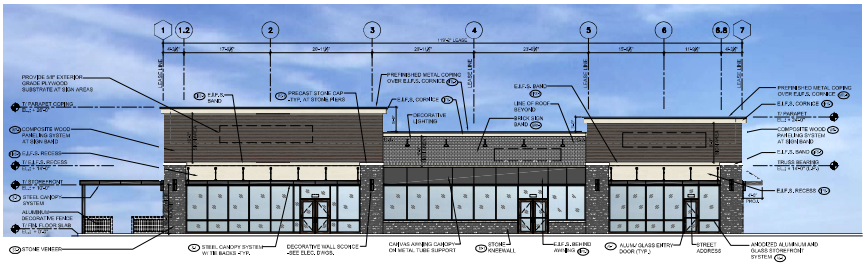
COPYRIGHT © PFDA, INCORPORATED
ALL DRAWN AND WRITTEN INFORMATION APPEARING HEREIN SHALL NOT BE DUPLICATED, DISCLOSED OR OTHERWISE WITHOUT WRITTEN CONSENT.

DRAWN BY: | CHECKED BY:

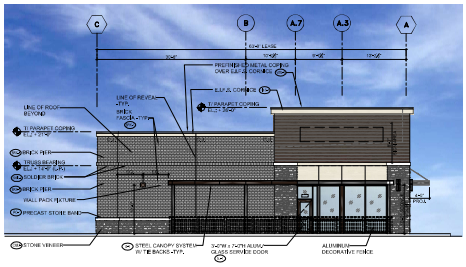
SHEET:

EL-1

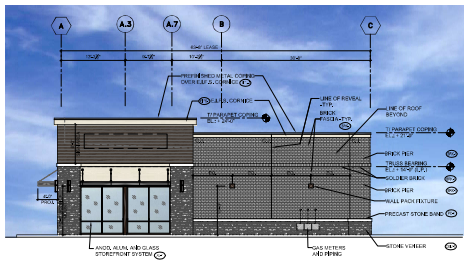
JOB NO. XXXXX



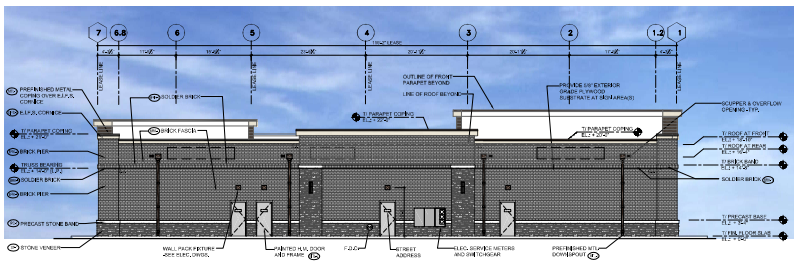
1 FRONT ELEVATION (WEST)
EL-1 SCALE: 1/8" = 1'-0"



2 SIDE ELEVATION (NORTH)
EL-1 SCALE: 1/8" = 1'-0"



3 SIDE ELEVATION (SOUTH)
EL-1 SCALE: 1/8" = 1'-0"



4 REAR ELEVATION (EAST)
EL-1 SCALE: 1/8" = 1'-0"

MATERIAL LEGEND

DESIGNATION	MATERIAL/CONSTRUCTURE	MANUFACTURER
MP-4	SUPERIOR INSULATION ADHESIVE SYSTEM COLOR: WHITE	DRYVIT OR APPROVED EQUAL
MP-5	4" UTILITY FACE BRICK MORTAR: TAN BRICK TO MATCH MEDIUM BLEND COLOR: LIGHT GRAY, SMOOTH FINISH • PAINTED INTERIOR, WHITE FINISH	OLDCASTLE OR APPROVED EQUAL
PC-1	PRECAST CONCRETE BANDS/SILL CAP COLOR: WHITE FINISH: • SMOOTH FINISH	CONTINENTAL CAST STONE OR APPROVED EQUAL
STC	TWIN STONE VENEER, LIGHT GRAY VARIATION COLOR: BUTTERMILK VARIATION • PAINTED INTERIOR, WHITE FINISH, DEPTH BLOCK AS CERTAIN TO MEET CODE	BUTCO - QUALITY OR APPROVED EQUAL
MT-1	PREFINISHED METAL COPING COLOR: DARK GRAY	ARMSTRONG METAL CORP 600 FROST RD. SMYRNA TENN 37167 (800) 695-6003
MT-2	INSULATED ROLLOFF METAL DOOR AND FRAME - COLOR: PAINTED TO MATCH TO MATCH ADJACENT MATERIAL CO.OR	BENJAMIN MOORE OR APPROVED EQUAL
S-2	STEEL CANOPY SYSTEM COLOR: DARK GRAY TEXTURE: POWDER COAT	BENJAMIN MOORE OR APPROVED EQUAL
WP-1	COMPOSITE WOOD WALLING SYSTEM COLOR: DARK BROWN TEXTURE: WOOD GRAIN (HORIZONTAL)	ARCH OR APPROVED EQUAL
ALT	3/4" BRONZE ANODIZED ALUMINUM STOREFRONT SYSTEM WITH LIGHT DOUBLE GLAZED LOW-E INSULATED GLASS UNITS (TYP.) (TINTED TO EUROPEAN VARIATION)	KAWNEER COMPANY INC. 1177 EAST BROOKVILLE DRIVE ENGLEWOOD, OHIO 45322 OR APPROVED EQUAL

ADDITIONAL NOTE:
GENERAL CONTRACTOR TO VERIFY W/ OWNER/ARCH ALL MATERIALS, COLORS & MANUFACTURERS PRIOR TO FINAL APPROVAL PRIOR TO ORDERING.

PFDA ARCHITECTS, INC.
2803 BUTTERFIELD RD.
SUITE 340
OAK BROOK, IL 60523
TEL: (312) 795-1245
FAX: (312) 795-6123

PROJECT:

CORE ACQUISITIONS

CORE ACQUISITIONS
200 S. WACKER DR.
SUITE 1325
OAK BROOK, IL 60606

PROJECT:

PROPOSED
BUILDING SHELL
FOR
COMMERCIAL DEVELOPMENT
(LOT 3)

WATER'S EDGE
US-14 & LIBERTY ROAD
CRYSTAL LAKE, IL

SHEET TITLE:
EXTERIOR ELEVATIONS

NO.	DATE	DESCRIPTION

COPYRIGHT © PFDA, INCORPORATED
ALL DRAWN AND WRITTEN INFORMATION APPEARING HEREIN SHALL NOT BE DUPLICATED, DISCLOSED OR OTHERWISE USED WITHOUT WRITTEN CONSENT.

DRAWN BY: | CHECKED BY:

SHEET:

EL-1

JOB NO. XXXXX

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Resolution Amendment – Amend Resolution 25R-8 authorizing the Purchase of a five (5) new 2025 Ford Mavericks with hybrid engines

Staff Recommendation: Motion to amend the Resolution (Res.25R-8) for the purchase and delivery of five (5) new 2025 Ford Mavericks with hybrid engines to authorize the purchase of five (5) new 2025 Ford Mavericks with EcoBoost gasoline powered engines and reduce the total authorized purchase price to $173,473.60

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

---

Background:

On February 4, 2025, the City Council adopted Resolution 25R-8, ratifying the purchase order between the City and National Auto Fleet Group for the purchase and delivery of five (5) new 2025 Ford Mavericks with hybrid engines in the total amount of $178,225.65 using Sourcewell Purchasing Cooperative contract #091521-NAF.

Although the purchase order was ratified by the City and the order for the Ford Mavericks with hybrid engines was placed, the City was informed that Ford Motor Company will not be manufacturing enough Mavericks with hybrid engines this year to fulfill the City's order.

The City, however, still has the option to place an order for the purchase and delivery of five (5) new 2025 Ford Mavericks with EcoBoost gasoline-powered engines. This purchase would use the same Sourcewell contract and vendor authorized in Resolution 25R-8. The overall purchase price for the Ford Mavericks with EcoBoost gasoline-powered engines, instead of hybrid engines, is $173,473.60, which is $4,752.05 less than the original authorized purchase price in Resolution 25R-8. Prices and availability of the Ford Mavericks with hybrid engines are unknown in year 2026. Due to potential tariffs, availability issues, and price increases, staff recommends purchasing the 2025 Mavericks with the EcoBoost gasoline engines.

Recommendation:

It is the recommendation of the Public Works Department that Resolution 25R-8 be amended to authorize the City Manager to execute an agreement with National Auto Fleet Group for purchase and delivery of five (5) new 2025 Ford Mavericks with EcoBoost gasoline-powered engines for a total purchase price of $173,473.60. The replaced vehicles will be auctioned or re-assigned in accordance with the City policy.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS On February 4, 2025 the City Council adopted Resolution 25R-8 authorizing the City Manager to execute an agreement between the CITY OF CRYSTAL LAKE and National Auto Fleet Group for the purchase of five (5) new 2025 Ford Mavericks with hybrid engines using Sourcewell Purchasing Cooperative contract #091521-NAF ; and

WHEREAS the order placed for the five (5) new 2025 Ford Mavericks with hybrid engines cannot be fulfilled due to manufacturing constraints; and

WHEREAS the City staff has determined that it is still desirable to replace the five vehicles originally identified for replacement; and

WHEREAS Ford Motor Company is still accepting orders for 2025 Ford Mavericks with EcoBoost gasoline-powered engines.

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 Resolution 25R-8 which authorized the City Manager to execute an agreement between the CITY OF CRYSTAL LAKE and National Auto Fleet Group for the pricing and delivery of five (5) new 2025 Ford Mavericks with hybrid engines using Sourcewell Purchasing Cooperative contract #091521-NAF in the total amount of $178,225.65 shall be amended to authorize the City Manager to execute an agreement between the CITY OF CRYSTAL LAKE and National Auto Fleet Group for the pricing and delivery of five (5) new 2025 Ford Mavericks with EcoBoost gasoline-powered engines using Sourcewell Purchasing Cooperative contract #091521-NAF in the total amount of $173,473.60.

Draft

DATED this 6th day of May, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____
CITY CLERK

PASSED: May 6, 2025

APPROVED: May 6, 2025

Draft

National Auto Fleet Group
A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

1/31/2025
4/24/2025 Re-Configured

Quote ID: **38745 R1**

Order Cut Off Date: **TBA**

Tim Spencer
City of Crystal Lake
Fleet

100 West Woodstock St

Crystal Lake, Illinois, 60014

Gas Engine

Dear Tim Spencer,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
Five (5) New/Unused (2025 Ford Maverick (W8J) XLT AWD SuperCrew 121.1" WB 4.5' Box,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Extended Unit's (5)	Total Savings
Contract Price	$35,355.00	$34,694.72	1.868 %	$173,473.60	$3,301.40
Tax (0.0000 %)		$0.00		$0.00	
Tire fee		$0.00		$0.00	
Total		$34,694.72		$173,473.60	

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com
Fax: (831) 480-8497
Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle:	www.NAFGETA.com
Use the upfitter of your choice:	www.NAFGpartner.com
Vehicle Status:	ETA@NationalAutoFleetGroup.com
General Inquiries:	Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	**Description**
99A	Engine: 2.0L EcoBoost, -inc: 3.63 Axle Ratio
TRANSMISSION	
Code	**Description**
448	Transmission: 8-Speed Automatic
WHEELS	
Code	**Description**
64Z	Wheels: 17" Steel w/Sparkle Silver Ptd Cover (Flt)
PRIMARY PAINT	
Code	**Description**
M7	Carbonized Gray Metallic
SEAT TYPE	
Code	**Description**
7B	Navy Pier/Aspen Gray, Unique Cloth Front Bucket Seats, -inc: 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console w/eShifter, armrest and storage bin
AXLE RATIO	
Code	**Description**
___	3.63 Axle Ratio
ADDITIONAL EQUIPMENT	
Code	**Description**
54L	XLT Luxury Package, -inc: Remote Start System, Soft Vinyl Wrapped Heated Steering Wheel, 400W Inverter w/USB Console Rear, Cab and bed includes cubby cover, Heated Mirror w/Painted Black Skull Caps, Heated Seats, 8-way power driver and 6-way manual passenger seats, LED Box Lighting
66C	Ford Co-Pilot360 1.0, -inc: Evasive Steering Assist, Intersection Assist, AEB oncoming, Cross Traffic Brake Assist, BLIS w/Cross-Traffic Alert, Rear Parking Sensors, Power Glass Manual-Folding Mirrors, blind spot information system, Lane-Keeping System, Lane-Keeping Alert, lane-keeping aid and Driver Alert
53Q	4K Tow Package, -inc: Trailer Hitch (Class III) 2" Receiver, 4-pin and 7-pin connector, Conventional 17" Spare Tire (215/70R17), Transmission Oil Cooler, Upgraded Cooling Fan, Trailer Brake Controller
153	Front License Plate Bracket, -inc: Standard in states where required by law, optional to all others
96J	Modular Hard Drop-In Bedliner, -inc: 4 cargo tie downs
16C	Front & Rear Floor Liners w/o Carpet Mats, -inc: Deletes standard carpeted front floor mats
OPTION PACKAGE	
Code	**Description**
302A	Equipment Group 302A, -inc: Engine: 2.0L EcoBoost, 3.63 Axle Ratio, Transmission: 8-Speed Automatic

2025 Fleet/Non-Retail Ford Maverick XLT AWD SuperCrew 121.1" WB 4.5' Box

WINDOW STICKER

2025 Ford Maverick XLT AWD SuperCrew 121.1" WB 4.5' Box

CODE	MODEL	MSRP
W8J	2025 Ford Maverick XLT AWD SuperCrew 121.1" WB 4.5' Box	$29,495.00
	OPTIONS	
99A	Engine: 2.0L EcoBoost, -inc: 3.63 Axle Ratio	INC
44B	Transmission: 8-Speed Automatic	INC
64Z	Wheels: 17" Steel w/Sparkle Silver Ptd Cover (Fit)	($250.00)
M7	Carbonized Gray Metallic	$0.00
7B	Navy Pier/Aspen Gray, Unique Cloth Front Bucket Seats, -inc: 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console w/eShifter, armrest and storage bin	$0.00
___	3.63 Axle Ratio	INC
54L	XLT Luxury Package, -inc: Remote Start System, Soft Vinyl Wrapped Heated Steering Wheel, 400W Inverter w/USB Console Rear, Cab and bed includes cubby cover, Heated Mirror w/Painted Black Skull Caps, Heated Seats, 8-way power driver and 8-way manual passenger seats, LED Box Lighting	$1,890.00
66C	Ford Co-Pilot360 1.0, -inc: Evasive Steering Assist, Intersection Assist, AEB oncoming, Cross Traffic Brake Assist, BLIS w/Cross-Traffic Alert, Rear Parking Sensors, Power Glass Manual-Folding Mirrors, blind spot information system, Lane-Keeping System, Lane-Keeping Alert, lane-keeping aid and Driver Alert	$795.00
53Q	4K Tow Package, -inc: Trailer Hitch (Class III) 2" Receiver, 4-pin and 7-pin connector, Conventional 17" Spare Tire (215/70R17), Transmission Oil Cooler, Upgraded Cooling Fan, Trailer Brake Controller	$745.00
153	Front License Plate Bracket, -inc: Standard in states where required by law, optional to all others	$0.00
96J	Modular Hard Drop-In Bedliner, -inc: 4 cargo tie downs	$375.00
16C	Front & Rear Floor Liners w/o Carpet Mats, -inc: Deletes standard carpeted front floor mats	$135.00
302A	Equipment Group 302A, -inc: Engine: 2.0L EcoBoost, 3.63 Axle Ratio, Transmission: 8-Speed Automatic	$575.00

Please note selected options override standard equipment

SUBTOTAL	**$33,760.00**
Advert/ Adjustments	$0.00
Manufacturer Destination Charge	$1,595.00
TOTAL PRICE	**$35,355.00**

Est City: 22 MPG
Est Highway: 30 MPG
Est Highway Cruising Range: 495.00 mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 2.5L Hybrid (STD)
Transmission: Power-Split Electric CVT (STD)
2.91 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Carbonized Gray Painted Aluminum (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Engine Auto Stop-Start Feature
Transmission w/Driver Selectable Mode
Automatic Full-Time All-Wheel
45-Amp/Hr 390CCA Maintenance-Free Battery w/Run Down Protection
Regenerative 150 Amp Alternator
Class I Towing Equipment -inc: Hitch and Trailer Sway Control
Trailer Wiring Harness
1400# Maximum Payload
GVWR: 5,320 lbs
Gas-Pressurized Shock Absorbers
Front And Rear Anti-Roll Bars
Electric Power-Assist Speed-Sensing Steering
13.8 Gal. Fuel Tank
Single Stainless Steel Exhaust
Permanent Locking Hubs
Strut Front Suspension w/Coil Springs
Short And Long Arm Rear Suspension w/Coil Springs
Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake
Lithium Ion (li-Ion) Traction Battery 1.1 kWh Capacity
Regular Box Style
Tires: P225/65R17 A/S BSW
Steel Spare Wheel
Compact Spare Tire Stored Underbody w/Crankdown
Non-Metallic Paint
Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent
Black Rear Step Bumper
Black Side Windows Trim and Black Rear Window Trim
Black Door Handles
Black Power Side Mirrors w/Manual Folding
Fixed Rear Window
Deep Tinted Glass
Fixed Interval Wipers
Galvanized Steel/Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Integrated Storage
Autolamp Auto On/Off Reflector Led Low/High Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Auto High Beams
Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Steering Wheel Controls, Radio Data System and External Memory Control
Radio: AM/FM Stereo w/6 Speakers -inc: 2 front USB ports and 1 rear USB port
Streaming Audio
Integrated Roof Antenna
SiriusXM w/360L
SYNC 4 w/Enhanced Voice Recognition -inc: 13.2" LCD touch screen w/swipe capability, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and conversational voice command recognition
2 LCD Monitors In The Front
Driver Seat
Passenger Seat
Full Folding Bench Front Facing Fold Forward Seatback Premium Cloth Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Power/Regen, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Front Cupholder
Rear Cupholder
Compass
Remote Releases -Inc: Power Fuel
Proximity Key For Doors And Push Button Start
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry, Illuminated Ignition Switch and Panic Button

Cruise Control w/Steering Wheel Controls
Voice Activated Automatic Air Conditioning
HVAC -inc: Underseat Ducts
Glove Box
Driver Foot Rest
Interior Trim -inc: Colored Instrument Panel Insert, Colored Door Panel Insert and Other Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
Unique Cloth Front Bucket Seats -inc: 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console w/eShifter, armrest and storage bin
Day-Night Rearview Mirror
Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Auxiliary Mirror
Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 1 12V DC Power Outlet
Front Map Lights
Fade-To-Off Interior Lighting
Full Carpet Floor Covering -inc: Carpet Front Floor Mats
Cab Mounted Cargo Lights
FOB Controls -inc: Keyfob Cargo Access
Rear View Camera
Pre-Collision Assist w/Automatic Emergency Braking -inc: pedestrian detection, forward collision warning and dynamic brake support
Instrument Panel Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins and 2nd Row Underseat Storage
Power 1st Row Windows w/Driver 1-Touch Down
Delayed Accessory Power
Power Door Locks w/Autolock Feature
Driver Information Center
Redundant Digital Speedometer
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Cloth Back Material
Manual Adjustable Front Head Restraints and Fixed Rear Head Restraints
1 Seatback Storage Pocket
Rear Center Armrest
Securilock Anti-Theft Ignition (pats) Immobilizer
Perimeter Alarm
1 12V DC Power Outlet
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Lane-Keeping Aid Lane Keeping Assist
Lane-Keeping Aid Lane Departure Warning
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Safety Canopy System Curtain 1st And 2nd Row Airbags
Airbag Occupancy Sensor
Driver Knee Airbag
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Bid Award – Well 11 Maintenance and Rehabilitation

Staff Recommendation: Motion to award the contract for maintenance and rehabilitation work on Well 11 to the lowest responsive and responsible bidder, Great Lakes Water Resources Group, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Great Lakes Water Resources Group, Inc. in the amount of $71,367.00 with a 10% contingency for unforeseen expenses and approve warranted completion date extensions

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

---

Background:
The City's system of deep and shallow wells operates continuously, pumping water 24/7, 365 days a year. All the wells in Crystal Lake draw their source water from geologic layers of sand and gravel (shallow wells) or glacial sandstone (deep wells). Over time, general wear and tear, along with fine sand present in these layers, cause damage to the pumping equipment. This necessitates the rehabilitation or replacement of components. Public Works staff monitor pump run time, well output, and other factors to determine when a well needs rehabilitation.

Well 11 is located at Water Treatment Plant 4 (400 Knaack Blvd.) and was last rehabilitated in 2017. The well's motor needs replacement, and other well components require routine maintenance and rehabilitation work.

Bids were advertised publicly, opened, and read aloud on April 15, 2025. The bid results are presented in the table below:

Bidder	√ Great Lakes Water Resources Group, Inc. Channahon, IL	Cahoy Pump Service, Inc. Sumner, IA	Water Well Solutions Illinois, LLC Elbrun, IL	Municipal Well & Pump Waupun, WI	Layne Christensen Company Aurora, IL
Base Bid Total	$71,367.00	$71,815.00	$76,939.00	$79,336.00	$79,998.00

√ Indicates recommended lowest responsive and responsible bidder

It is not possible to know the exact repair and rehabilitation work needed for a pump until all pumping equipment has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit bid pricing for the most likely repairs needed. The bids include hourly labor rates, material pricing, and equipment costs for repairs and services that may be needed.

In addition, well chemical treatment work was specified in the bid to improve water production and remove nuisance bacteria.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Great Lakes Water Resources Group, Inc. has submitted the lowest responsive and responsible bid per the specifications stated in the bid document, based on a typical scenario and anticipated repairs needed. The Public Works Department staff has worked with Great Lakes Water Resources Group, Inc. and received satisfactory results. Therefore, it is the recommendation of the staff to award the contract to the lowest responsive, responsible bidder, Great Lakes Water Resources Group, Inc., to perform the work on Well 11 in accordance with the terms and conditions of the bid document.

Funds have been budgeted in 2025 for this project.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to rehabilitate Well 11 to ensure an adequate supply of potable water to the public; and

WHEREAS the CITY received and publicly opened bids for the rehabilitation of Well 11 on April 15, 2025; and

WHEREAS the lowest responsive and responsible bidder is Great Lakes Water Resources Group, Inc., Channahon, IL.

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 the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Great Lakes Water Resources Group, Inc. for the Well 11 Maintenance & Rehabilitation in the amount of $71,367.00; 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.

Draft

DATED this 6th day of May, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 6, 2025
APPROVED: May 6, 2025

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR

WELL #11 REPAIR AND MAINTENANCE

BIDDER'S PROPOSAL

Full Name of Bidder Great Lakes Water Resources Group, Inc. ("Bidder")

Principal Office Address PO Box 460, Channahon, IL 60410

Local Office Address PO Box 460, Channahon, IL 60410

Contact Person Kyle Brandenburg Telephone 815-726-2720 or 815-210-6311

Email Address: kbrandenburg@glwrg.com cc: joellen@glwrg.com

TO: The City of Crystal Lake ("Owner")
100 W. Woodstock Street
Crystal Lake, Illinois 60045

Attention: ***Michael Wisinski – Public Works Manager***
SEALED BID: REHABILITATION OF WELL #11

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. NONE, which are securely stapled to the end of this Bidder's Proposal [if none, write "NONE"] ("Bid Package").

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. **Work Proposal**

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package ("Work Site") and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the ***REHABILITATION OF WELL #11***; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid

NAME OF BIDDER: Great Lakes Water Resources Group, Inc. **PROPOSAL**

SCHEDULE OF PRICES

A. UNIT PRICE CONTRACT

For providing, performing, and completing all Work, the sum of the products resulting from multiplying the number of acceptable units of Unit Price Items listed below incorporated in the Work by the Unit Price set forth below for such Unit Price Item:

COMPLETE TABLE AS INDICATED

Removal, Inspection & Installation of Equipment			
Description of Materials & Work	**Unit Price**	**Est. Quantity**	**Total**
Mobilize, remove & inspect pumping equipment	$8,500.00	1	$8,500.00
Cost of new check valve (same as existing)	$1,250.00	1	$1,250.00
Cost per splice kit (complete 3 wire)	$200.00	1	$200.00
Cost per foot of airline (inc. Stainless Banding)	$1.00	382'	$382.00
Cost of new Motor (same as existing)	$4,200.00	1	$4,200.00
Cost of new Pump (same as existing)	$4,900.00	1	$4,900.00
Cost of new Electrical Cable (same as existing)	$9.00	195'	$1,755.00
Cost of new 6" coupling – blasted and coated (6 mil min thickness coating)	$135.00	11	$1,485.00
Cost per foot of 6" column pipe replacement – blasted and coated (6 mil min thickness coating)	$80.00	190'	$15,200.00
Cut and Rethread Column Pipe (one side of pipe)	$100.00	10	$1,000.00
Cost for new level transducer w/250'cable	$2,200.00	1	$2,200.00
Chemical costs (Amounts as required & specified)	$605.00	1	$605.00
Sandblast/Re-coat inside & outside of column pipe 6 mil min thickness coating	$56.00	190'	$10,640.00
Televise well	$1,600.00	2	$3,200.00
Cost per hour for brushing, surging, sand bailing	$365.00	10 hrs.	$3,650.00
Install motor/pumping equipment	$9,600.00	1	$9,600.00
Test pumping	$ 2,600.00	1	$ 2,600.00

SCHEDULE OF PRICES (CONT'D.)

Total Bid Price:	$ 71,367.00

TOTAL CONTRACT PRICE:

Seventy-One Thousand Three Hundred Sixty-Seven Dollars and zero---------- Cents
(in writing) (in writing)

B. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. The approximate quantities set forth in this Schedule of Prices for each Unit Price Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, and that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item installed complete in place, measured on the basis defined in the Contract;

2. Owner is not subject to state or local sales, use and excise taxes and no such taxes are included in this Schedule of Prices;

3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits are included in this Schedule of Prices; and

4. All costs, royalties, and fees arising from the use on, or the incorporation into, the Work of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions are included in this Schedule of Prices.

All claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, or to claim any additional compensation by reason of the payment of any such tax, contribution, or premium or any such cost, royalty or fee is hereby waived and released.

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Bid Award – Hydro Excavating of Water Service Lines

Staff Recommendation: Motion to award the bid for Hydro Excavating of Water Service Lines to the lowest responsive and responsible bidder, National Industrial Maintenance, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with National Industrial Maintenance, Inc. in the submitted bid unit pricing with the option for two (2) additional contract term extensions, and authorize the City Manager to approve warranted completion date change orders related to the contract

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

---

Background:
As part of compliance with the U.S. Environmental Protection Agency's Lead and Copper Rule, the City is continuing its inventory of water service line materials supplying buildings within the city. The completeness of the inventory will determine the mandatory rate at which the City must replace lead water service lines beginning in 2027 as part of its Lead Service Line Replacement Program. The material of most water service lines within the city has been identified. There are approximately 1,100 service lines that are likely lead, but have not been physically inspected. To determine the material of these remaining service lines, the curb stop valve must be excavated. The least invasive method of excavating these valves, which are located under the b-box along the water service line, involves pothole excavation at the b-box to expose the service line. Potholing is a hydro excavation technique that uses an industrial vacuum truck to create a hole directly over the excavation site. Staff anticipates sampling a few locations in a given block, and then use that data to reach a conclusion on the material type for the entire block. The process of identifying all of the unknown service lines is expected to take place over several years.

On April 16, 2025, staff publicly opened and read aloud bids received for Hydro Excavating of Water Service Lines. The bids were submitted as individual pricing per water service line excavation. The work will be measured and paid for at the bid unit prices.

The summary of bids is as follows:

Bidder	Price per Excavation	Estimated Quantity	Total Base Bid
National Industrial Maintenance, Inc. √	$455	100	$45,500
American Vactor Services, LLC	$600		$60,000
IHC Construction Companies, LLC	$640		$64,000
Miller Pipeline, LLC	$735		$73,500
Veterans Vac Services, LLC	$800		$80,000
Alliance Contractors, Inc.	$2,100		$210,000

√ 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 Hydro Excavating of Water Service Lines contract to the lowest responsive and responsible bidder National Industrial Maintenance, Inc., in the bid unit pricing.

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 have reviewed the bids and checked the references for National Industrial Maintenance, Inc., and the contractor meets all of the City's requirements.

Funds for this work have been allocated in the 2025 budget. Hydro excavating of water service lines will be incorporated into future budgets as necessary, based on the requirements of the City's federally mandated Lead Service Line Replacement Program.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE is in the process of conducting an inventory of water service lines to determine the material of the service lines as part of the CITY'S compliance with the federally mandated U.S. Environmental Protection Agency's Lead and Copper Rule; and

WHEREAS the CITY received and publicly opened bids for Hydro Excavating of Water Service Lines on April 16, 2025; and

WHEREAS the lowest responsive and responsible bidder is National Industrial Maintenance, Inc., East Chicago, Indiana.

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and National Industrial Maintenance, Inc. for the Hydro Excavating of Water Service Lines in the bid unit prices; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve warranted completion date change orders relating to the contract.

DATED this 6th day of May, 2025.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____

CITY CLERK

PASSED: May 6, 2025
APPROVED: May 6, 2025

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE

HYDRO EXCAVATING (POTHOLING) OF WATER SERVICE LINES

BIDDER'S PROPOSAL

Full Name of Bidder National Industrial Maintenance, Inc. ("Bidder")

Principal Office Address 4530 Baring Avenue, East Chicago, Indiana 46312

Local Office Address N/A

Contact Person Zachary Smith Telephone 219-688-0391

TO: The City of Crystal Lake ("Owner")
100 W. Woodstock Street
Crystal Lake, Illinois 60045

Attention: **Michael Wisinski – Public Works Manager**
SEALED BID: Hydro Excavating of Water Service Lines

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. 1, which are securely stapled to the end of this Bidder's Proposal [if none, write "NONE"] ("Bid Package").

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. **Work Proposal**

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package ("Work Site") and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the Hydro Excavating of Water Service Lines; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure

Name of Bidder: NATIONAL INDUSTRIAL MAINTENANCE, INC.

SCHEDULE OF PRICES

A. UNIT PRICE CONTRACT

For providing, performing, and completing all Work, the sum of the products resulting from multiplying the number of acceptable units of Unit Price Items listed below incorporated in the Work by the Unit Price set forth below for such Unit Price Item:

COMPLETE TABLE AS INDICATED

	Unit Price Item	Unit	Approximate Number of Units	Price Per Unit	Extension
1	Excavating And Backfilling Of Potholes	Ea.	100	$ 455.00	$ 45,500.00

TOTAL CONTRACT PRICE:

Forty Five Thousand, five hundred Dollars and ZERO Cents
(in writing) (in writing)

45,500 Dollars and 0 Cents
(in figures) (in figures)

B. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. The approximate quantities set forth in this Schedule of Prices for each Unit Price Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, and that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item installed complete in place, measured on the basis defined in the Contract;

2. Owner is not subject to state or local sales, use and excise taxes and no such taxes are included in this Schedule of Prices;

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Bid Award - 2025 Thermoplastic Pavement Marking Program

Staff Recommendation:

1. Motion to adopt a Resolution rejecting the bid from the March 6, 2025 bid opening for the 2025 Thermoplastic Pavement Marking Program

2. Motion to award the bid from the April 14, 2025 McMPI bid opening for the 2025 Thermoplastic Pavement Marking Program to the lowest responsive and responsible bidder, Precision Pavement Markings, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Precision Pavement Markings, Inc. in the submitted bid amounts and approve warranted completion date change orders relating to the contract

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

---

Background:

The City of Crystal Lake maintains 326 lane miles of roadways including the pavement markings on the roads. Over time, these markings fade due to wear and tear from traffic and weather exposure, making them less visible. In order to maintain these markings the City conducts an annual Thermoplastic Pavement Marking program refreshing and replacing pavement markings as necessary.

On March 6, 2025, staff publicly opened and read aloud bids received for the 2025 Thermoplastic Pavement Marking Program. One bid was received at this opening ($220,865.00) and its unit pricing was higher than anticipated, which would reduce the quantity of pavement marking work that the City had planned for in 2025. The City strives to receive multiple bids on projects to compare costs and staff determined that it would be appropriate to rebid the 2025 Thermoplastic Pavement Marking Program as part of the McHenry County Municipal Partnership Initiative (McMPI) annual Thermoplastic Pavement Marking bid.

The McMPI, of which the City is a member, is a collaborative effort where regional communities prepare and solicit bids for various projects. This allows members to combine their purchasing power to achieve cost savings.

This year, the McMPI bid for Thermoplastic Pavement Markings was administered by the McHenry County Division of Transportation. On April 14, 2025, the bids were publicly opened by the McHenry County Division of Transportation. The bid results are provided below:

Item No	Items	Unit	Engineer's Estimate			Precision Pavement Markings, Inc.		Marking Specialist Corporation	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Thermo Pvt Mkgs-Line 4"	ft	241,256	$0.75	$180,942.00	$0.70	$168,879.20	$0.79	$190,592.24
2	Thermo Pvt Mkgs-Line 6"	ft	22,182	$1.25	$27,727.50	$1.00	$22,182.00	$1.75	$38,818.50
3	Thermo Pvt Mkgs-Line 8"	ft	500	$2.00	$1,000.00	$1.50	$750.00	$2.33	$1,165.00
4	Thermo Pvt Mkgs-Line 12"	ft	9,792	$2.90	$28,396.80	$2.50	$24,480.00	$3.50	$34,272.00
5	Thermo Pvt Mkgs-Line 24"	ft	4,095	$6.00	$24,570.00	$5.00	$20,475.00	$7.00	$28,665.00
6	Thermo Pvt Mkgs-Letters & Symbols	sq ft	9,094.6	$6.00	$54,567.60	$5.00	$45,473.00	$5.00	$45,473.00
7	Pvt Mkg-Removal	sq ft	96,202.9	$0.45	$43,291.31	$0.35	$33,671.02	$1.00	$96,202.90
8	Hot Spray Thermplastic Pvt Mkg - Line 4"	ft	160,000	$0.30	$48,000.00	$0.35	$56,000.00	$0.32	$51,200.00
9	Hot Spray Thermplastic Pvt Mkg - Line 6"	ft	70,000	$0.40	$28,000.00	$0.45	$31,500.00	$0.47	$32,900.00
10	Modified Urethane Pvt Mkgs - Line 4"	ft	9,956	$1.15	$11,449.40	$1.75	$17,423.00	$1.10	$10,951.60
11	Modified Urethane Pvt Mkgs - Line 6"	ft	91	$1.20	$109.20	$2.00	$182.00	$2.00	$182.00
12	Modified Urethane Pvt Mkgs - Line 8"	ft	100	$2.00	$200.00	$2.60	$260.00	$2.67	$267.00
13	Modified Urethane Pvt Mkgs - Line 12"	ft	939	$3.00	$2,817.00	$4.00	$3,756.00	$4.00	$3,756.00
14	Modified Urethane Pvt Mkgs - Line 24"	ft	100	$6.00	$600.00	$9.25	$925.00	$8.00	$800.00
15	Modified Urethane Pvt Mkgs - Ltrs & Sym	sq ft	117.4	$6.00	$704.40	$8.00	$939.20	$6.00	$704.40
	TOTAL				$452,375.21		$426,895.42		$535,949.64
							Low Bid		**corrected

The City plans to use the bid unit pricing provided by Precision Pavement Marking, Inc. from the McMPI bid in the estimated quantities illustrated in the table below.

Pay Item Description	Estimated Qty	Unit	Unit Price	Cost
THPL PVT MK LTR & SY	3,000	SQ FT	$5.00	$15,000.00
THPL PVT MK LINE 4	12,000	FOOT	$0.70	$8,400.00
THPL PVT MK LINE 6	12,000	FOOT	$1.00	$12,000.00
THPL PVT MK LINE 12	6,000	FOOT	$2.50	$15,000.00
THPL PVT MK LINE 24	2,000	FOOT	$5.00	$10,000.00
45M HS THPL PM LN 4	160,000	FOOT	$0.35	$56,000.00
45M HS THPL PM LN 6	70,000	FOOT	$0.45	$31,500.00
PAVMT MRKG REM GRIND	1,500	SQ FT	$0.35	$525.00
			Total Base Cost	$148,425.00

Recommendation:

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the

material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

It is the recommendation of City staff to reject the bid from the March 6, 2025 bid opening for the 2025 Thermoplastic Pavement Marking Program and to award the contract for the 2025 Thermoplastic Pavement Marking Program to the lowest responsive and responsible bidder from the April 14, 2025 McMPI bid opening, Precision Pavement Marking, Inc., in the bid unit pricing.

The City has previously worked with Precision Pavement Marking, Inc. The Thermoplastic Pavement Marking program is conducted annually, with funds for this work budgeted each fiscal year.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to replace various pavement markings throughout the CITY; and

WHEREAS the CITY received and publicly opened bids for the 2025 Thermoplastic Pavement Marking Program on March 6, 2025 where only one bid was received with higher than anticipated bid pricing; and

WHEREAS the CITY determined that the 2025 Thermoplastic Pavement Marking Program should be re-bid as part of the McHenry County Municipal Purchasing Initiative (McMPI) joint 2025 Thermoplastic Pavement Marking bid; and

WHEREAS, the McMPI conducted a joint public bid for pavement markings and opened bids publically on April 14, 2025; and

WHEREAS, the lowest responsible and responsive bidder for the 2025 Thermoplastic Pavement Marking Program is Precision Pavement Markings, Inc.

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

BE IT FURTHER RESOLVED that the bid from March 6, 2025 for the 2025 Thermoplastic Pavement Marking Program is hereby rejected; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Precision Pavement Markings, Inc. for the 2025 Thermoplastic Pavement Marking Program in the bid unit pricing; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve warranted completion date change orders relating to the contract.

Draft

DATED this 6th day of May, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 6, 2025
APPROVED: May 6, 2025

Draft

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: May 6, 2025

Item: Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement for 100 N. Virginia Street, McHenry County Building

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute the Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement for 100 N. Virginia Street, McHenry County Building

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

---

Background:

On November 6, 2007, the City Council adopted the *Crystal Lake Watershed Stormwater Management Design Manual* and the *Crystal Lake Watershed Stormwater Management Program Implementation Plan.* The purpose of both documents is to protect Crystal Lake by regulating the stormwater management practices of properties that develop or redevelop in the watershed.

The *Crystal Lake Watershed Stormwater Management Program Implementation Plan* (Implementation Plan) provides more detail on how the watershed requirements are regulated by the City. The implementation plan gives specific details on what the responsibilities of developers, property owners, and the City are in the watershed.

Per the requirements of the implementation plan, a "Crystal Lake Watershed Stormwater Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement" (agreement) was created. This agreement is utilized as a template whenever a development is completed within the watershed.

The agreement is necessary with the expansion of the McHenry County Building at 100 N. Virginia Street as they are adding additional impervious area for parking, as previously approved by the PZC and City Council on February 4, 2025. This same agreement has been used for other projects in the Crystal Lake Watershed.

The City's special counsel has reviewed the agreement and it is in the City's standard format.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, the City of Crystal Lake Watershed Stormwater Management Program Implementation Plan (Plan) and Crystal Lake Watershed Stormwater Design Manual (Manual) have been adopted by the City Council to mitigate the impacts of development on stormwater and to protect the water quality and quantity entering Crystal Lake; and

WHEREAS, the Plan and Manual dictate requirements for non-residential developments to create easements and fund the maintenance and inspection of stormwater facilities;

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement, and Funding Agreement with 100 N. Virginia Street, McHenry County Building.

DATED this 6th day of May 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 6, 2025
APPROVED: May 6, 2025

Draft

PREPARED BY AND RETURN TO:
CITY OF CRYSTAL LAKE
100 W WOODSTOCK STREET
CRYSTAL LAKE, IL 60014

CITY of Crystal Lake
Crystal Lake Watershed
Stormwater Management Facilities
Non-Residential Maintenance Plan, Grant of Easement and Funding Agreement

Draft

This Agreement made as of this 6 day of May 2025, by and between the CITY of Crystal Lake, an Illinois municipal corporation, 100 West Woodstock Street, Crystal Lake, IL 60014 referred to herein as the "CITY", and McHenry County, A Body Politic 2200 N. Seminary Ave. Woodstock IL 60098, referred to herein as the "OWNER".

WHEREAS OWNER owns certain real property described in **Exhibit A** attached hereto, which is located within the Crystal Lake Watershed in the CITY of Crystal Lake, Illinois (said property is hereinafter referred to as "the Subject Property").

WHEREAS, the Subject Property is located within the Crystal Lake Watershed (hereinafter, "the Watershed") and is subject to the development restrictions set forth in Chapter 630 of the CITY of Crystal Lake Municipal Code (hereinafter, "the Code"); and

WHEREAS, pursuant to Section 630-5 of the Code, any development within the Watershed must be designed in accordance with the Crystal Lake Stormwater Management Design Manual (hereinafter, "the Design Manual"); and

WHEREAS, pursuant to City of Crystal Lake Ordinance No. 6285, on November 6, 2007, the CITY adopted the Crystal Lake Watershed Stormwater Management Program Implementation Plan (hereinafter, "the Implementation Plan"); and

WHEREAS, the Subject Property is subject to the terms and provisions of the Implementation Plan; and

WHEREAS, the Design Manual provides at Section 6.1 that all stormwater management facilities located within the Watershed must be designed and maintained in accordance with maintenance requirements set forth in the Design Manual and pursuant to a maintenance plan which shall be incorporated within any stormwater permits issued; and

WHEREAS, the Implementation Plan provides for an inspection program to be conducted by a consultant hired by the City both during and subsequent to the construction of stormwater management facilities within the Watershed; and

WHEREAS, the storm water management facilities within the Subject Property (hereinafter, "the Facilities"), include the following:

1. All structural components including, but not limited to, detention/retention basins, swales/channels, storm sewers, manholes, catch basins, outlet and inlet structures and pipes, culverts, restrictors/orifices/weirs, vegetation, basin retaining walls, trash racks, trench drains, drywells, water quality best management practices (BMP's), and
2. All associated appurtenances contributing to the function and maintenance of these components.

WHEREAS, the Facilities are located upon the Subject Property and within the area described as the "Stormwater Management Easement" depicted in Exhibit A (hereinafter referred to as the "Easement Area").

WHEREAS, the CITY and the OWNER, desire to enter into this Agreement in order to provide for the inspection, maintenance, repair and continued operation of the Facilities, and the preservation of the Watershed, in compliance with the Code, the Implementation Plan and the Design Manual (hereinafter referred to individually, or collectively referred to as "the Regulations") and to provide for the granting of certain easement rights to the City upon the Subject Property and the Easement Area and such other rights as further described in this Agreement.

NOW, THEREFORE, the CITY and OWNER hereby agree as follows:

1. Recitals. The foregoing recitals are hereby repeated and incorporated by reference as though fully set forth herein.
2. Final Inspection and Approval of the Facilities. OWNER shall provide written notification to the CITY within 10 business days when the OWNER has reasonable knowledge to believe that any or all of the Facilities has been fully and properly completed and shall request final inspection and approval of the Facilities by CITY. Such notice and request for approval shall be accompanied by "As-Built" or "Record" drawings. Such notice and request shall be given with sufficient time to allow the CITY to inspect the Facilities and to prepare a punch list of items requiring repair or correction pursuant to the approved drawings and to allow OWNER time to make all required repairs and corrections prior to the CITY approving the Facilities. The Owner shall make all repairs reasonably required by the CITY pursuant to such punch list as a prerequisite to CITY approval of the Facilities.
3. Grant of Easement: The OWNER hereby grants to the CITY and its employees, agents and contractors (hereinafter, collectively, the "Grantees") a non-exclusive perpetual easement over, upon and under the Easement Area for the purpose of performing the inspection, maintenance, repair and replacement services (hereafter collectively referred to as "the Services") with respect to the System,

Draft

as may be required or allowed by the Regulations and this Agreement, and further grants to the Grantees the right of access to the Easement Area upon the Subject Property, as reflected in the Plat, in order to allow for the CITY to accomplish such services. The easement rights granted herein shall not be construed as prohibiting the OWNER from performing regular mowing of any turf grass within the Stormwater Management, provided, however, that the OWNER shall be solely responsible for the cost of any repair to the Facilities which are required as a result of OWNER'S mowing of the turf grass.

4. CITY's Right/Obligation to Perform Inspection/Routine Maintenance Services. Upon the approval of the Facilities by the CITY, the CITY shall, at the expense of the OWNER, assume responsibility for performing the inspection and routine maintenance services of the Facilities in accordance with the Regulations In accordance with the Implementation Plan the CITY has previously retained or will in the future retain the Services of a qualified consultant (hereinafter, "the Consultant") for the purpose of performing the inspection and routine maintenance services (hereinafter the "Contract for Services"). The CITY represents that any Consultant currently retained by the CITY or retained by the City in the future, has been or will be selected based upon the City's normal competitive bidding process. The Consultant shall perform the inspection and routine maintenance services of the Facilities in accordance with the Regulations and in accordance with a Contract for Services currently established or to be established between the Consultant and the CITY. Such Contract for Services with the Consultant shall expire one year from the date of its execution, unless otherwise continued for an additional year by agreement of the CITY and the Consultant. A copy of any contract entered into between the CITY and the Consultant in connection with the Services shall be made available to the OWNER upon request. The Scope of Services to be included within the Contract for Services shall be solely within the discretion of the CITY, provided that the Contract for Services shall include the following provisions:
   a. A representation that the Consultant has the requisite expertise and ability to render the Services and will perform the Services with reasonable diligence and in a professional and workmanlike manner, consistent with generally accepted standards and in compliance with any and all applicable laws, rules and regulations.
   b. Consultant shall be responsible for any damage that may be caused to the Property by the activities of the Consultant under the Contract for Services and shall exercise due diligence in the protection of all improvements and other property of the OWNER which may be located on and around the Easement Area against fire or damage from any and all other causes.
   c. The OWNER shall not be responsible for damages to property or injuries to persons which may arise from or be incident to Consultants entry onto the Property or Easement Area, nor for damages to the property of the Consultant, or for damages to the property or injuries to the person of the Consultant's officers, agents, servants, or employees or others who may be on the Property at their invitation or the invitation of any of them (provided that such injury and/or damage does not arise out of the negligent or willful conduct of the OWNER), and the Consultant, shall hold the OWNER and CITY harmless from any and all such claims.
   d. The Consultant will fully indemnify and hold harmless the OWNER from all claims or causes of action against it that may arise in connection with the

Draft

provision of the Services, which includes all areas included in or adjacent to the Easement Area, provided that such claims or causes of action do not arise out of the negligent or willful conduct of the OWNER. Prior to commencing operations under the Contract for Services, the Consultant will obtain from an insurance company, licensed in the State of Illinois and acceptable to the CITY, liability insurance, with the OWNER named as an additional insured, providing for limits no less than $1,000,000 per person in any one claim, and an aggregate limit of $2,000,000 for any number of persons or claims arising from any one accident with respect to bodily injuries or death resulting from such accident, and $250,000 for property damage suffered by any person or persons resulting from the Services of the Consultant under the terms of the Contract for Services.

5. OWNERS's Obligation For All Costs Associated with Inspection/Routine Maintenance Services. All costs relating to such Contract for Services (hereinafter referred to as "Costs") shall be the sole responsibility of the OWNER and its successors and assigns, in perpetuity. In order to ensure payment of the Costs, the OWNER, on its own behalf and on behalf of its successors and assigns agrees to the following:
   a. Escrow Funding. Upon the approval of the Facilities by the CITY, the CITY shall provide the OWNER with an estimate of Costs for the upcoming year (hereinafter, "the Estimate"). The Estimate shall be calculated based upon the anticipated Costs which the CITY, per the Contract for Services and the requirements outlined in the Regulations, determines will likely be incurred for performance of the Services during the year following the issuance of the Estimate. Within thirty (30) days of the Estimate being delivered to the OWNER, the OWNER shall deposit with the CITY funds equal to the Estimate for such year and the CITY shall hold such funds in escrow and shall be authorized to draw upon such funds (hereinafter, "the Escrowed Funds"), as the CITY deems necessary, in order to pay the Costs incurred by the CITY. The Owner shall not be entitled to any interest with respect to any funds deposited with the CITY pursuant to this paragraph. On each anniversary date of the Estimate, the CITY shall provide a revised Estimate and within thirty days of the revised Estimate being delivered to the OWNER, the OWNER shall deposit sufficient funds with the CITY to cause the balance of the Escrowed Funds held by the CITY to be increased to the amount reflected in the revised Estimate (hereinafter, the Annual Escrow Deposit"). In the event that the Escrowed Funds during any year are insufficient to pay any Costs incurred by the CITY, the Owner shall, within, thirty days of demand by the CITY, deposit sufficient funds to increase the Escrowed Funds to the balance required by the CITY to pay such Costs. (hereinafter, "the Deficit Reimbursement").

6. CITY's Right/Obligation to Perform Repair and/or Replacement Services. In the event that the Consultant and/or the CITY determine that an element of the Facilities has become damaged or otherwise requires repair and/or replacement, the CITY shall provide written notification to the OWNER of such condition with the required scope of work (hereinafter, "scope") via certified mail, unless the repair is of an emergency nature. Within five (5) business days following the date mailing of such written notification, the OWNER shall be required to respond to the City representative in writing with their decision to either complete the work on their own or have the City hire a contractor. Should the

Draft

OWNER decide to move forward with the repair and/or replacement, the OWNER shall have ten (10) days following the date of mailing of such written notification to provide the CITY with a signed written proposal from a qualified contractor or contractors for the repair/replacement of the element(s) of the Facilities requiring repair or replacement. The proposal shall include not less than three (3) references for each contractor that the OWNER proposes to perform the work. Provided that such contractor(s) possess the qualifications to perform the repair or replacement, as reasonably determined by the CITY, and such proposal provides a completion date for such repair or replacement that is acceptable to the CITY, the CITY shall authorize the OWNER to accept the proposal and allow the contractor(s) to perform the necessary repair and/or replacement in accordance with the proposal. Within three (3) business days of the CITY'S receipt of the proposal, the CITY shall provide the OWNER with written notice of its approval or disapproval of the proposal and contractor. All costs related to repair and/or replacement performed by contractor(s) hired by the OWNER shall be the sole responsibility of the OWNER. The OWNER shall be required to obtain a building permit prior to any work commencing. The building permit shall include the application and the proposal which outlines the specific work to be completed. Such repair and/or replacement shall be subject to the inspection and approval by the CITY'S Consultant. In the event that the CITY'S Consultant determines that the repairs have not been completed correctly, the Consultant shall provide written notification to the OWNER of the deficiencies and the OWNER shall cause the contractor(s) to cure the deficiencies within five (5) business day. In the event that: a) the OWNER fails to provide a written proposal to the CITY within the ten (10) period provided by this paragraph; or (b) such written proposal is not approved by the City; or c) the OWNER fails to complete the repairs or replacement by the completion date set forth in the proposal; or d) the OWNER fails to cure any deficiencies in repairs or replacement performed by contractors retained by the Owner by the deadline established by the Consultant or such later date relating to these deadlines as may be approved by the CITY, in writing, the CITY may, without further notice to the OWNER, pursuant to its Purchasing Policy and Procedure Manual select an independent contractor to perform the necessary repair and/or replacement or perform the work necessary to cure any deficiency in work performed by the Owner's contractor(s). The CITY shall not be required to comply with the notice requirements of this paragraph in the event that such repair and/or replacement is required on an emergency basis, as determined by the CITY. In the case of such an emergency, the CITY shall be authorized to engage its own contractors to perform such emergency repair or replacement and shall provide the OWNER with notice of such repair as soon as may be practical.

7. OWNERS's Obligation for All Costs Associated with Repair and/or Replacement Services Performed by the CITY or Its Contractor. Upon completion of any repair and/or replacement of the Facilities by the City or its authorized independent contractors pursuant to the provisions of Section 6, above, the CITY shall forward the invoice from the independent contractor for such repair and/or replacement to the OWNER. Within thirty (30) days of the final invoice from the independent contractor retained by the CITY to perform such repair and/or replacement being delivered to the OWNER, the OWNER shall pay the amount due pursuant to such invoice directly to the contractor (hereinafter, the "Repair and/or Replacement Cost").

Draft

8. Notice to Subsequent Owners/Tenants. The OWNER shall provide in all deeds of conveyance or leases transferring any interest in the Subject Property that the Subject Property is subject to the terms and conditions of this Agreement, including the requirement for the payment of the Costs and the Repair and/or Replacement Costs and the Deficit Reimbursement. To the extent that any property owner's association for the Subject Property is formed, any restrictive covenants related thereto shall also reference this Agreement and provide for the payment of funds by members of such association to ensure that sufficient funds are available to pay the OWNER's financial obligations this Agreement.

9. Lien Upon the Subject Property/Formation of Special Service Area ("SSA"). In the event that the OWNER: 1) fails to deposit the initial Escrowed Fund; and/or 2) fails to make any Annual Escrow Deposit; and/or 3) fails to pay the CITY for any Deficit Reimbursement; and/or 4) fails to pay any Costs or any Repair and/or Replacement Cost, (hereinafter, individually and/or collectively referred to as a "Payment Default") the amounts due as a result of such Payment Default shall constitute a lien upon the Subject Property. Additionally, if such Payment Default continues for a period of more than sixty (60) days , the CITY may, at any time thereafter, establish (but shall not be required to establish) an SSA to fund the obligations of the OWNER as set forth in Section 4(a) and 4(b) of this Agreement. The OWNER on its own behalf and on behalf of its successor, heirs and assigns, agrees that in the event of such Payment Default, it will neither object to nor, in any manner, oppose the creation of Such SSA. The boundaries of the SSA shall be coterminous with the boundaries of the Subject Property.

10. Record Keeping. The CITY shall maintain separate and distinct records, according to the requirements of the Crystal Lake Stormwater Ordinance, for work performed and Costs incurred in connection with this Agreement. The CITY shall record dates of Services provided. Such records shall be kept by the CITY and be available for OWNER'S review upon request, notwithstanding that said records may not be subject to disclosure under the Freedom of Information Act, as amended.

11. Agreement Running with the Land. This Agreement shall run with the Subject Property and shall benefit and be binding upon the CITY and the OWNER and their respective successors and assigns.

12. Enforcement. The parties hereto may, in law or in equity, by suit, action, mandamus, or any other proceeding, including without limitation specific performance, enforce or compel the performance of this Agreement. In addition to every other remedy permitted by law for the enforcement of the terms of this Agreement, the CITY shall be entitled to withhold the issuance of building permits or certificate of occupancy for any and all buildings and structures within the Subject Property at any time when the OWNER has failed or refused to meet fully any of its obligations under this Agreement so long as such withholding of permits or certificates of occupancy are not unreasonably withheld or the OWNER's ability to obtain same is due to an unavoidable delay outside of the OWNER'S control.

13. Amendments and Waivers. No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed and delivered by the CITY and the OWNER. No term or condition of this Agreement shall be deemed waived by any party unless the term or condition to be waived, the circumstances giving

Draft

rise to such waiver and, where applicable, the conditions and limitations on such waiver are set forth specifically in a fully authorized and written waiver of such party. No waiver by any party of any term or conditions of this Agreement shall be deemed or construed as a waiver of any other term or condition of this Agreement, nor shall waiver of any breach be deemed to constitute a waiver of any subsequent breach whether of the same or different provisions of this Agreement. Before any failure of any party to this Agreement to perform its obligations under this Agreement shall be deemed to be a breach of this Agreement, the party claiming such failure shall notify, in writing, by certified mail/return receipt requested, the party alleged to have failed to perform and performance shall be demanded. The party alleged to be in default shall be considered to have cured the breach if said nonperformance is cured within a fifteen (15) working day period from the date of the notice of breach.

14. Term. The term of this Agreement shall continue in force in perpetuity unless otherwise agreed to, in writing, by both the CITY and the OWNER.

15. Severability. If any provision of this Agreement is held to be invalid, the remaining provisions shall remain in full force and effect.

16. Any notice given in connection with this Agreement shall be given in writing and delivered either by hand to the party or by certified mail, return receipt requested to the party at that party's address stated at the top of this Agreement. Any party may change its notice address by giving notice of the change within 30 days of the party obtaining a new address in accordance with this section.

17. This Agreement supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties.

Draft

Approved By:
CITY of Crystal Lake

By:_____
(Signature)

Date:_____

Name:_____

Title: City Manager

Accepted By:
McHenry County, A Body Politic

By:_____
(Signature)

Date: 4/1/2025

Name: Adam M. Letendre
(Print)

Representing: Director of Procurement
(Print)

Easement Description is shown on the next page; "EXHIBIT A", dated 03-31-2025.

Draft

EXHIBIT

PARCEL INDEX NUMBER
14-31-451-039

ABBREVIATIONS

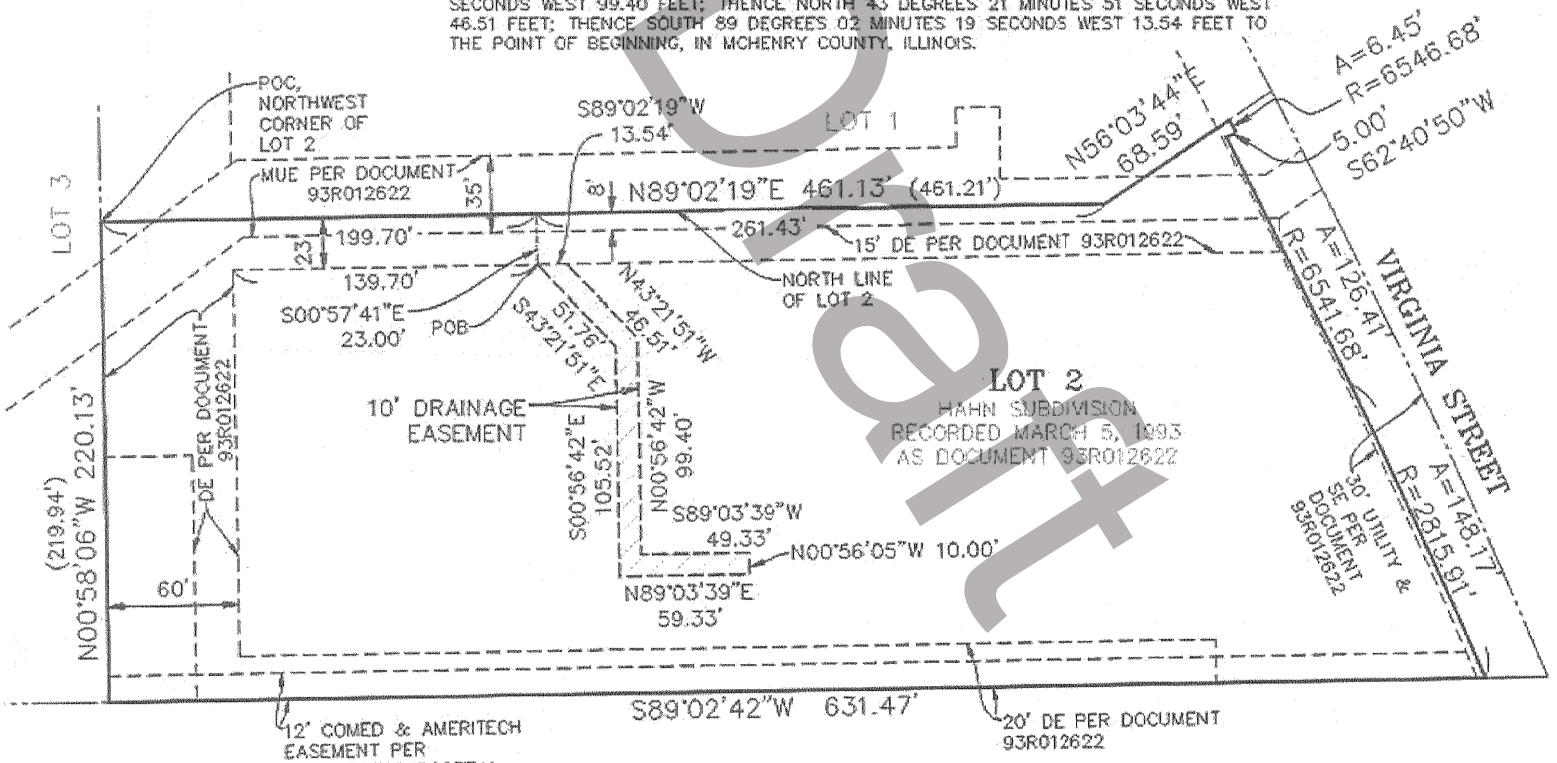
A	ARC LENGTH
DE	DRAINAGE EASEMENT
E	EAST
MUE	MUNICIPAL UTILITY EASEMENT
N	NORTH
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
R	RADIUS
S	SOUTH
SE	SIDEWALK EASEMENT
W	WEST
(XXX.XX')	RECORD DIMENSION
[ ]	DRAINAGE EASEMENT AREA

SCALE: 1"=80'

EASEMENT DESCRIPTION:

THAT PART OF LOT 2 IN HAHN SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, AND PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 5, 1993 AS DOCUMENT NUMBER 93R12622, IN MCHENRY COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 2; THENCE NORTH 89 DEGREES 02 MINUTES 19 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 199.70 FEET; THENCE SOUTH 00 DEGREES 57 MINUTES 41 SECONDS EAST 23.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 43 DEGREES 21 MINUTES 51 SECONDS EAST 51.76 FEET; THENCE SOUTH 00 DEGREES 56 MINUTES 42 SECONDS EAST 105.52 FEET; THENCE NORTH 89 DEGREES 03 MINUTES 39 SECONDS EAST 59.33 FEET; THENCE NORTH 00 DEGREES 56 MINUTES 05 SECONDS WEST 10.00 FEET; THENCE SOUTH 89 DEGREES 03 MINUTES 39 SECONDS WEST 49.33 FEET; THENCE NORTH 00 DEGREES 56 MINUTES 42 SECONDS WEST 99.40 FEET; THENCE NORTH 43 DEGREES 21 MINUTES 51 SECONDS WEST 46.51 FEET; THENCE SOUTH 89 DEGREES 02 MINUTES 19 SECONDS WEST 13.54 FEET TO THE POINT OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.



GENERAL NOTES

1. THE BEARINGS SHOWN ON THIS EXHIBIT ARE BASED ON THE ILLINOIS STATE PLANE COORDINATE SYSTEM - EAST ZONE (NAD 83).

2. ALL DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

ENGINEERING RESOURCE ASSOCIATES
3S701 WEST AVENUE, SUITE 150
WARRENVILLE, ILLINOIS 60555
PHONE (630) 393-3060
FAX (630) 393-2152

ERA JOB NO: W24081.00
DATE: 03-31-2025

EXHIBIT A

Draft

EXHIBIT

PARCEL INDEX NUMBER
14-31-451-039

ABBREVIATIONS

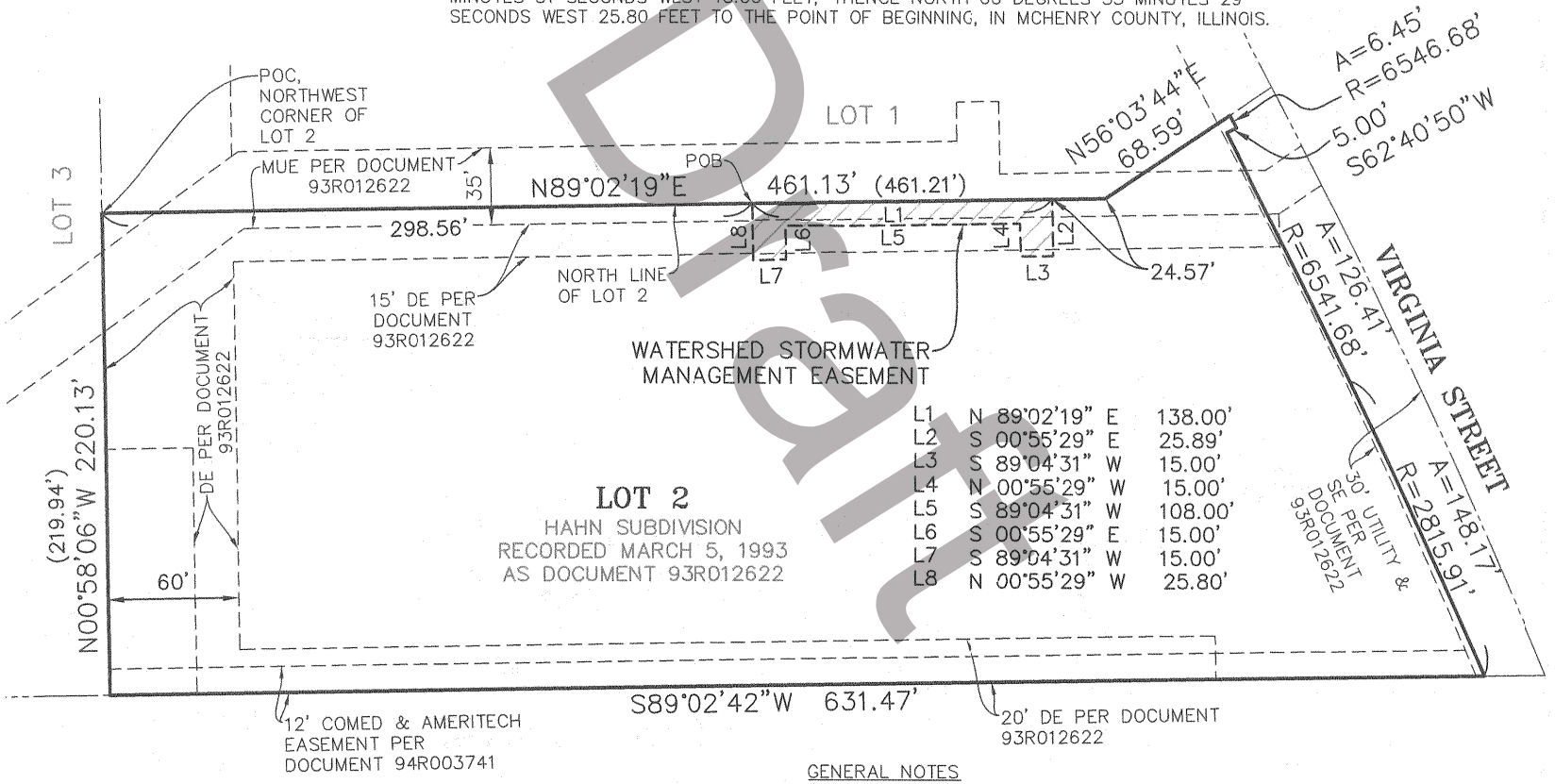
A	ARC LENGTH
DE	DRAINAGE EASEMENT
E	EAST
MUE	MUNICIPAL UTILITY EASEMENT
N	NORTH
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
R	RADIUS
S	SOUTH
SE	SIDEWALK EASEMENT
W	WEST
(XXX.XX')	RECORD DIMENSION
	WATERSHED STORMWATER MANAGEMENT EASEMENT AREA

SCALE: 1"=80'

EASEMENT DESCRIPTION:

THAT PART OF LOT 2 IN HAHN SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, AND PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 5, 1993 AS DOCUMENT NUMBER 93R12522, IN MCHENRY COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 2; THENCE NORTH 89 DEGREES 02 MINUTES 19 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 298.56 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89 DEGREES 02 MINUTES 19 SECONDS EAST 138.00 FEET; THENCE SOUTH 00 DEGREES 55 MINUTES 29 SECONDS EAST 25.89 FEET; THENCE SOUTH 89 DEGREES 04 MINUTES 31 SECONDS WEST 15.00 FEET; THENCE NORTH 00 DEGREES 55 MINUTES 29 SECONDS WEST 15.00 FEET; THENCE SOUTH 89 DEGREES 04 MINUTES 31 SECONDS WEST 108.00 FEET; THENCE SOUTH 00 DEGREES 55 MINUTES 29 SECONDS EAST 15.00 FEET; THENCE SOUTH 89 DEGREES 04 MINUTES 31 SECONDS WEST 15.00 FEET; THENCE NORTH 00 DEGREES 55 MINUTES 29 SECONDS WEST 25.80 FEET TO THE POINT OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.



L1	N 89°02'19" E	138.00'
L2	S 00°55'29" E	25.89'
L3	S 89°04'31" W	15.00'
L4	N 00°55'29" W	15.00'
L5	S 89°04'31" W	108.00'
L6	S 00°55'29" E	15.00'
L7	S 89°04'31" W	15.00'
L8	N 00°55'29" W	25.80'

LOT 2
HAHN SUBDIVISION
RECORDED MARCH 5, 1993
AS DOCUMENT 93R012622

Draft

GENERAL NOTES

1. THE BEARINGS SHOWN ON THIS EXHIBIT ARE BASED ON THE ILLINOIS STATE PLANE COORDINATE SYSTEM – EAST ZONE (NAD 83).

2. ALL DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

ENGINEERING RESOURCE ASSOCIATES
3S701 WEST AVENUE, SUITE 150
WARRENVILLE, ILLINOIS 60555
PHONE (630) 393-3060
FAX (630) 393-2152

ERA JOB NO: W24081.00
DATE: 04-03-2025

EXHIBIT B