CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – September 16, 2025 Regular Meeting**

5. **Accounts Payable**

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

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **7610 Monticello Way, Unincorporated Crystal Lake, Illinois - County Zoning Request – Variation to allow an accessory building to be setback 40 feet from the north lot line instead of the minimum 50 feet, for an existing structure**
   b. **Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver - Downtown Crystal Lake - Festival of Lights Parade – Friday, November 28, 2025**
   c. **Freedom of Information Act Rules and Guidelines Update**
   d. **Intergovernmental Agreement with the State of Illinois through its Department of Transportation for the IL Route 31 Improvement**
   e. **Class 20 Temporary Liquor License Request – Service League of Crystal Lake, Saturday, December 6, 2025**

10. **Special Event Request - Downtown Crystal Lake - Night on the Town – Thursday, October 16, 2025**

11. **875 S. Route 31- Mercyhealth - One-year extension of the temporary clinic for the Mercyhealth Immediate Care Facility**

12. **Bid Award – On-Call Snow Removal Services for Parking Areas**

13. **Sustainability Committee Charter Amendment**

14. **Adopt-A-Highway Program - Application Approval, City of Crystal Lake Sustainability Committee**

15. **Proposal Award – Office 365 Migration Services**

16. **Hotel Tax Program – Discussion Only**

17. Council Inquiries and Requests

18. 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 , review of draft Executive Session Minutes, and Semi-Annual Review of Executive Session Minutes

19. Reconvene to Regular Session

20. Approval of Executive Session Minutes that includes the dates of March 4, 2025, May 6, 2025, May 20, 2025, June 3, 2025, June 17, 2025, July 1, 2025, and August 5, 2025 and to designate that these minutes shall remain confidential.

21. Consideration to destroy verbatim records that includes the dates of December 19, 2023 and February 6, 2024

22. Consideration of action following semi-annual review of Executive Session Minutes

23. Adjourn

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

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: COUNTY ZONING REQUEST

Variation to allow an accessory building to be setback 40 feet from the north lot line, instead of the minimum 50 feet, for an existing structure at 7610 East Monticello Way, Unincorporated Crystal Lake, Illinois

Recommendation: No action

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

Request:

- The petitioner is requesting a setback variation of 40 feet, instead of the minimum required 50 feet, for a residential accessory structure in a street yard.
- The accessory structure, which appears to be a pool house, was built without permits within the last two years. The county subsequently notified the property owner that the structure required a building permit. Before a permit can be attained, a setback variation must first be granted.
- The county Unified Development Ordinance allows for an accessory structure to be in a front yard or side yard abutting a street so long as it is set back at least 50 feet. The structure was erected with a 40-foot setback. The residence is set back from Three Oaks Road about 70 feet.
- A row of evergreen trees along Three Oaks Road lessens the view of the accessory structure from the right-of-way.
- Staff has no concerns.

Background:

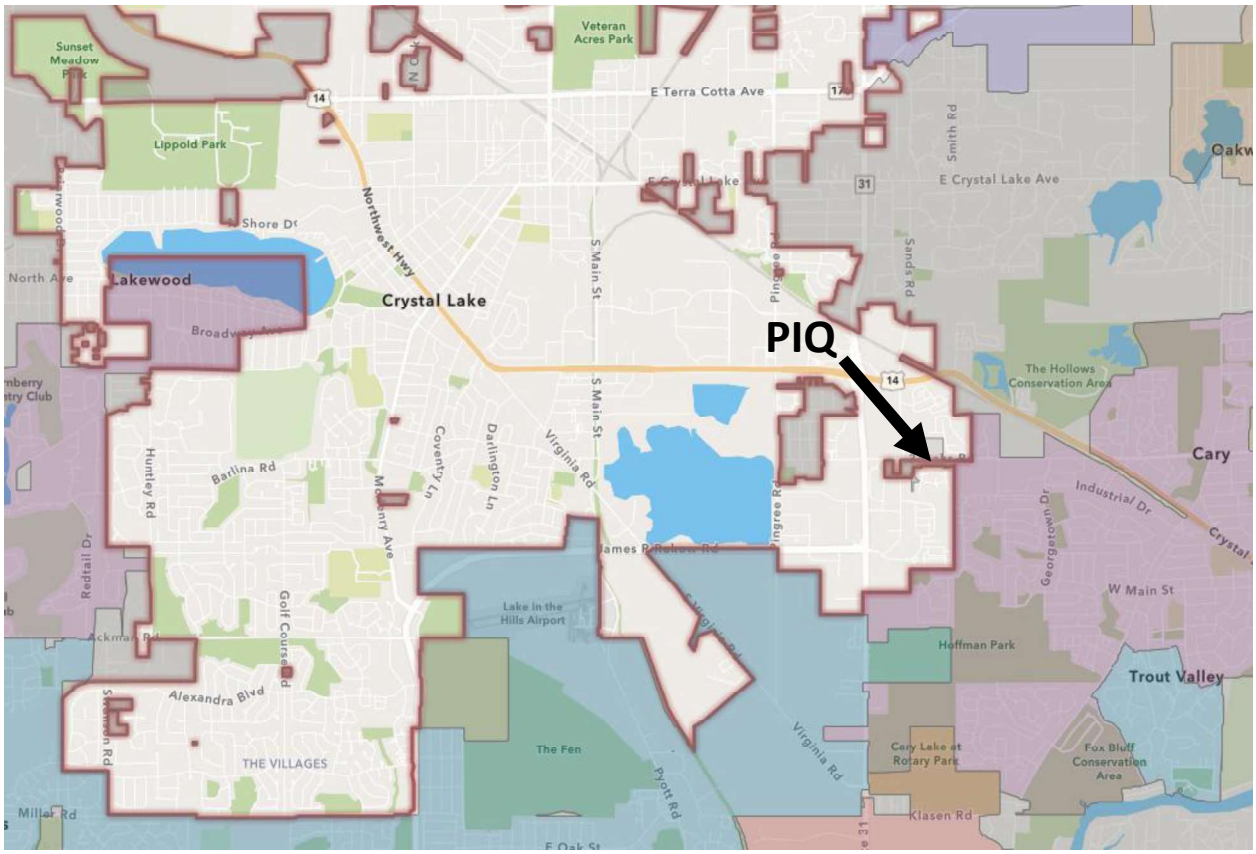
- The property is not within the Crystal Lake Watershed.
- The City received this County Zoning requests because it is within the City's mile-and-a-half planning jurisdiction. The City's boundary abuts this property on both the north and south sides.

- The subject property is a little over an acre. It is zoned "E-1" Estate District. The lot is located in the Monticello Subdivision and contains a residence, pool, and accessory structure.
- The subject property abuts McHenry County "E-1" Estate District to the west. Crystal Lake zoning district "RE" Residential Estate abuts the property to the south and "R-3B" Multifamily abuts it to the north. Cary zoning district "M" Manufacturing abuts to the east.
- There are other residential estates to the west and south of the property, manufacturing to the east (in Cary), and a mobile home community to the north.
- The County's 2030 Land Use Plan identifies the subject property as Residential.
- The County Staff Report was not yet available at the time of this agenda supplement.
- The subject property is designated Estate Residential on the Crystal Lake 2030 Comprehensive Land Use Plan map.

Votes Required to Pass: A simple majority.

Parcel in Question

7610 East Monticello Way (Unincorporated)





McHenry County
Zoning - McHenry County Hearing Officer - Public Hearing
AGENDA

October 14, 2025, 11:00 AM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Pages

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **NEW BUSINESS / PUBLIC HEARING**
   - 3.1 Z25-0076 Singh, B1V-B1V, Alden Twp — 2
   - 3.2 Z25-0024 Arriaga, E1V-E1V, Algonquin Twp — 10
4. **OLD BUSINESS**
5. **PUBLIC COMMENT**
   Topics unrelated to public hearing - 3-minute time limit per speaker
6. **ANNOUNCEMENTS**
7. **ADJOURNMENT**

IN THE MATTER OF THE APPLICATION OF)
EDGAR O. ARRIAGA MENDOZA AND JEORGINA RAMIREZ)
***SALDANA,* OWNERS OF RECORD,**) LEGAL NOTICE OF PUBLIC HEARING
FOR AN AMENDMENT OF THE UNIFIED DEVELOPMENT) Z25-0024
ORDINANCE OF McHENRY COUNTY, ILLINOIS FOR A)
VARIATION)

Notice is hereby given in compliance with the McHenry County Unified Development Ordinance, that a public hearing will be held before the **McHenry County Hearing Officer,** in connection with this Ordinance, which would result in a ***VARIATION*** for the following described real estate:

Lot 10 in Monticello Subdivision Unit 1, being a Subdivision of part of the Southwest Quarter of Section 10, Township 43 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded October 17, 1978 as Document No. 749688, in McHenry County, Illinois.

PIN 19-10-428-001

The subject property is located adjacent to the Southeast corner of the intersection of East Monticello Way and Three Oaks Road ***with a common address of 7610 East Monticello Way, Crystal Lake, Illinois in Algonquin Township.***

The subject property is presently zoned ***"E-1V" Estate with Variation and consists of approximately 1.075 acres with the City of Crystal Lake to the North and South, the Village of Cary to the East and "E-1" Estate zoning and the City of Crystal Lake to the West.***

The Applicant is requesting **a VARIATION** ***of the subject property to allow for a setback of forty (40) feet from the required fifty (50) feet from the North lot line for an existing accessory structure.***

The property Owners and Applicants, Edgar O. Arriaga Mendoza and Jeorgina Ramirez Saldana, can be reached at ***7610 East Monticello Way, Crystal Lake, Illinois.***

A hearing on this Zoning Application will be held on the 14th day of October 2025 at 11:00 A.M. in the County Board conference room at the McHenry County Government Center Administration Building 667 Ware Rd, Woodstock, Illinois at which time and place any person desiring to be heard may be present. The McHenry County Government Center Mailing address is 2200 N. Seminary Avenue, Woodstock, Illinois 60098.

DATED THIS 18TH DAY OF SEPTEMBER 2025.

By: Michael McNerney, MCHO
McHenry County Hearing Officer
2200 N. Seminary Avenue
Woodstock, IL 60098

Petitions for all Zoning hearings can be accessed at the following link:
www.mchenrycountyil.gov/county-government/new-meeting-portal and choosing the "Agenda" link for the specific meeting date.

Live audio streams of all Zoning hearings can be accessed at the following link:
www.mchenrycountyil.gov/county-government/new-meeting-portal and choosing the "Video" link for the specific meeting date.

MCHENRY COUNTY PLANNING AND DEVELOPMENT
2200 N. SEMINARY AVENUE, WOODSTOCK, IL 60098
815-334-4560

Office Use Only

Petition #/Permit # _____

APPLICATION FOR ZONING PETITION, ADMINISTRATIVE VARIATION OR SITE PLAN REVIEW

OWNER INFORMATION:	**ATTORNEY or AGENT CONTACT INFORMATION** (If Applicable):
Name Edgar Arriaga	Name Tom Rancak/ Rancak Construction
Address 7610 E. Montecello Way	Address 6 Meadow Lane
City, St, Zip Crystal Lake IL 60014	City, St, Zip Cary IL 60013
Daytime Phone [redacted]	Phone 8[redacted]
Email [redacted]	Email [redacted]

APPLICANT (If other than owner):	**TRUSTEE/BENEFICIARY/OFFICERS/DIRECTORS/CONTRACT PURCHASER** (please use separate page for additional information):
Name Edgar Arriaga	Name
Address 7610 E. Montecello Way	Address
City, St, Zip Crystal Lake IL 60014	City, St, Zip
Daytime Phone [redacted]	Phone
Email [redacted]	Email

PARCEL INFORMATION:

Address 7610 E. Montecello Way

City Crystal Lake Zip 60014

Parcel/Tax Number 19-10-428-001

Number of Acres 1.74

Applying For: (Check all that apply)		
	☐ Reclassification	Current Zoning: E1V Requested Zoning: E1V
	☐ Conditional Use & Site Plan Review	CUP Request:
	☒ Variation, Administrative ☒ Variation, Zoning	Variation Request: Easement
	☑ Site Plan Review	Type: Easement, Exception
	☐ Text Amendment	UDO Section(s):
	☐ Appeal	Type:

Please provide additional information on the back of this page.

NARRATIVE: Please use this space to explain your request in detail.

Requesting To Leave current Structus IN PLACE. AS A PART of the Structure IS within A EASMT ON the side Road. Structure IS in Need of EASMT, ADDITIONAL COST IS excessive to MOVE And DOES Meet current Building Requirments of Mchry County. UN FORTUNATELY The Owner After Speaking With Mchry county Building Dept did understood that the Structure Did Not Require Permit. UNFORTUNATELY A MISTAKE By owner ENCROACHMENT ON Road EASMT By APPROXIMATELY 15 FEET. PLEASE GRANT The EASMT TO Retain Current Structure.

As stated above the infomation provided to the owner when requested the original permit it was misinterpreted and the home owner was under the impression it met the standards that mc henery county did not need to inspect the structure as it met the distance for health ans safty for the existing septic system clean out, however we are requesting a valiance for the situation to keep the current structures in place, Septic was inspected by Helmer styptic an the system is in working order and inspected by mchenry health department. the distance the crossest part of the tsructure to the property line is 40 feet currently . common with other homes in the area

CONSENT

I/We hereby authorize that the aforementioned applicant, attorney, and agent may act and testify on my behalf as my agent in the matter of this zoning application regarding the property listed above that is the subject of this application.

VERIFICATION

I/We hereby verify and attest to the truth and correctness of all facts, statements and information presented herein.

Owner's Signature

Signature

EDGAR ARRIAGA

Print Name

Print Name

SUBSCRIBED and SWORN to before me this 14 day of NOV, 2024.

Official Seal
Thomas D Rancak
Notary Public State of Illinois
My Commission Expires 01/29/2025

NOTARY PUBLIC

Approval Standards for Variation

(McHenry County Unified Development Ordinance §16.20.020F)

This form must be completed for requests for variation. Yes and No answers are insufficient, please provide a minimum one or two sentence explanation.

1. What hardship is placed upon the property owner due to the particular surroundings, shape, or topographic conditions of the property if the strict letter of the zoning regulations were carried out?

   It will cause the surrounding area to loose beautification to the surrounding area, the lot that this was built on was unused and it enhances the neighborhood it also increases the visibility to the neighborhood. the area is not conducive for a garage as this is out side use for recreation for the homeowner, the property other wise is not able to used any other way. This has btified the home and the neighborhood.

2. How is the hardship described in question 1 unique to this property and not applicable to all properties within the same zoning district?

   The neighborhood and homes on the same area that face three oaks road also have the same challenges and the structure that was built beautifies the area and is similar distance to the road way in other homes in mchenry county . as you can see the lot in question the use is limited with what would work for the surrounding area and keep with the neighborhoods typical designs and use.

3. Other than increased monetary gain, what is the purpose of the variation?

   It inhances The Property Along with the existy Landscape.

   It en hanses the existing property and use of the lot, this allowed the owner full use of the landscape and land, its main use is for family out door recreation not open to the public, recreation for the homeowner

4. Did the property owner or past owners create the difficulty or hardship that the variation seeks to relieve? Yes, Previous owner Placed A Fense over A Layer of the existy Septic. However there was A Permit Pulled + Allowed By mchenry County From Prev. owner.

   Yes, current owner was under the impression that they could build up to the roperty line, when contacted mchenry county department information that was given of the distance from the middle of the road to the new structure there was wrong information and the structure is now to close to the road

5. Will the variation be detrimental to the public welfare or injurious to other property or improvements in the neighborhood? No

   After review it is owners opinion it has helped the area with value and beautification as lit was not able to used for any real use other than growing grass and weeds, now there is a beautiful structure that value has been added to the area, especial for the walkers and bicyclist that are in the area to be used as markers and help wildlife to be protected fro the road way, its our opinion that it enhanced the area for the neighborhood

6. Will the variation: impair an adequate supply of light and air to adjacent property, increase congestion on the public streets, increase the risk of fire to adjacent property, or substantially diminish or impair property values within the neighborhood? NO

   No its the opinion of the owner that there is only a positive improvement to the neighborhood, no impairment to light or congestion

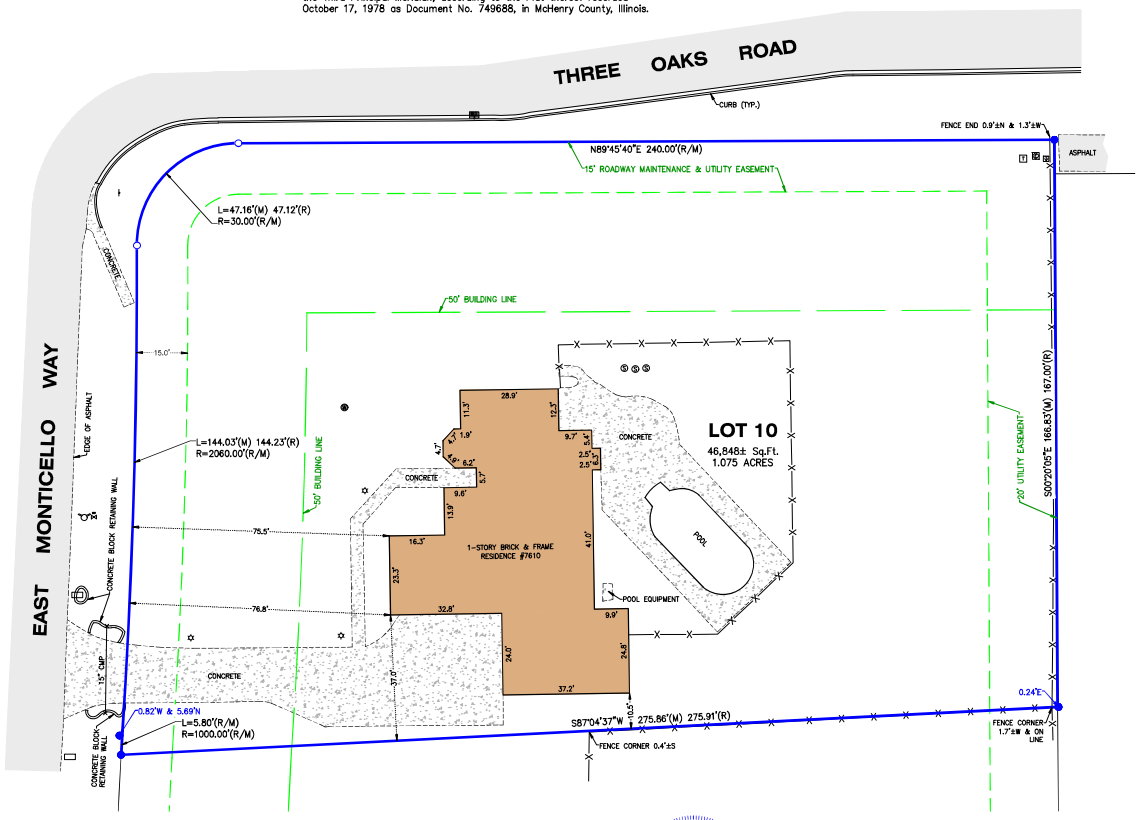
7. Will this variation confer special privilege to the property owner that is denied to other owners with property in the same zoning district? NO

   No the owner feels that this property is the same distance to the road as the properties adjacent in the area that are also located in the neighborhood located on thee oaks road.

Vanderstappen
Land Surveying, Inc.
www.vandersinc.com
1316 N. Madison St.
Woodstock, Illinois 60098
ph. 815-337-8310 fax 815-337-8314
"Always faithful to the property line"

PLAT OF SURVEY

Lot 10 in Monticello Subdivision Unit 1, being a Subdivision of part of the Southwest Quarter of Section 10, Township 43 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded October 17, 1978 as Document No. 749688, in McHenry County, Illinois.



LEGEND	
	CURB INLET
	FIRE HYDRANT
	FOUND IRON BAR
	FOUND IRON PIPE
	LIGHT
	MAIL BOX
	SEPTIC LID
	SIGN
	TELEPHONE RISER
	TRANSFORMER
	TV RISER
	WATER VALVE
	WELL
(M)	MEASURED
(R)	RECORD

20' 0' 20' 40'
SCALE: 1" = 20'

CLIENT: JIM HURSH
DRAWN BY: NJM CHECKED BY: APG
SCALE: 1"=20' SEC. 10 T. 43 R. 08 E.
BASIS OF BEARING: IL EAST ZONE NAD83 (2011)
P.I.N.: 19-10-428-001
JOB NO.: 220884 I.D. UPD
FIELDWORK COMP.: 7/10/23 BK. ___ PG. ___
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F. REF: _____

NOTE: Only those Building line Restrictions or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered to be surveyed contains a proper description of the required building lines or easements.
* No distance should be assumed by scaling.
* No underground improvements have been located unless shown and noted.
* No representation as to ownership, use, or possession should be hereon implied.
* This Survey and Plat of Survey are void without original embossed or colored seal and signature affixed.

Compare your description and site markings with this plat and AT ONCE report any discrepancies which you may find.

ARTHUR P. GRITMACHER
035-003857
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
EXP. 11/30/2024
WOODSTOCK, ILLINOIS

STATE OF ILLINOIS)
) S.S.
COUNTY OF McHENRY)

In my professional opinion, and based on my observations, I hereby certify that we have surveyed the premises above described, and that the plat hereon is a true representation of the said survey. This professional service conforms to the current Illinois minimum standards for a boundary survey.

Dated at Woodstock, McHenry County, Illinois 7/11 A.D., 2023.

Vanderstappen Land Surveying Inc.
Design Firm No. 184-002792

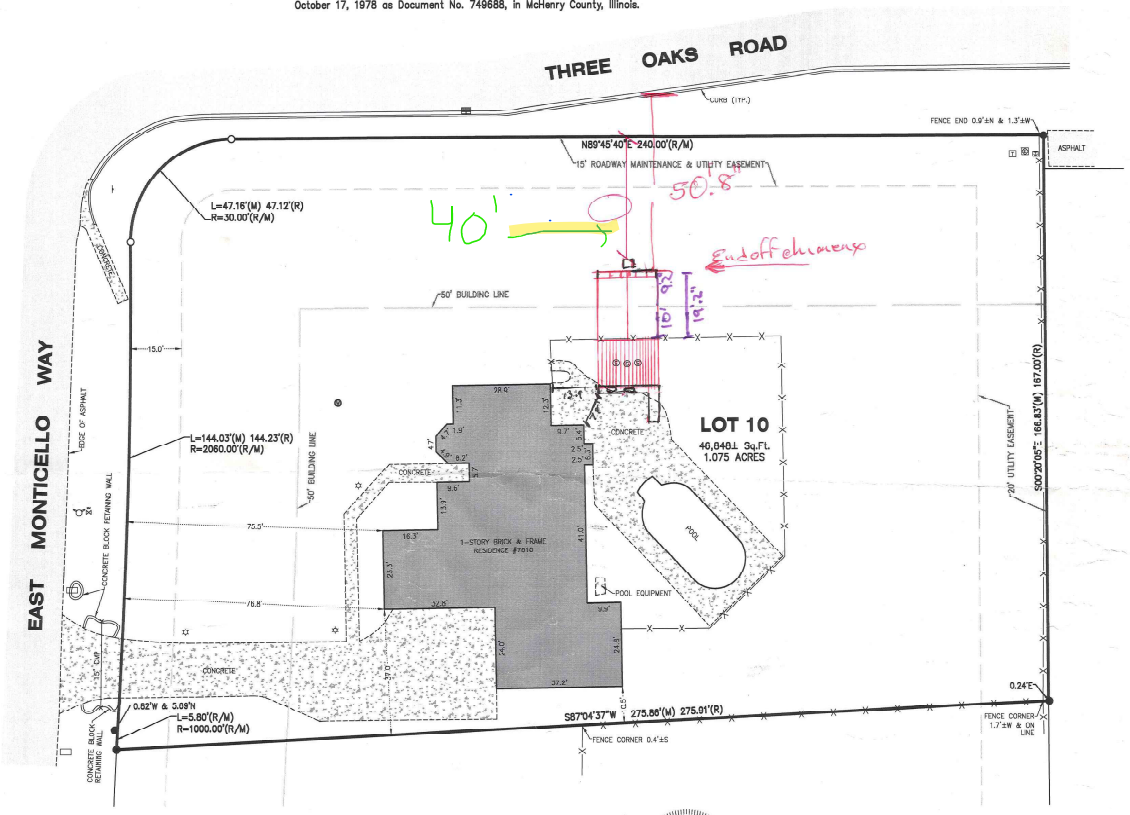
By: _____
Illinois Professional Land Surveyor No. 3857

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(M)	MEASURED
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20' 0' 20' 40'
SCALE: 1" = 20'

CLIENT: JIM HURSH
DRAWN BY: NJM CHECKED BY: APC
SCALE: 1"=20' SEC. 10 T. 43 R. 08 E.
BASIS OF BEARING: IL EAST ZONE NAD83 (2011)
P.I.N.: 19-10-428-001
JOB NO.: 220884 I.D. UPD
FIELDWORK COMP.: 7/10/23 BK. ___ PG. ___
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F. REF:

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ARTHUR P. GRITMACHER
035-003857
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
EXP. 11/30/2024
WOODSTOCK, ILLINOIS

STATE OF ILLINOIS)
) S.S.
COUNTY OF McHENRY)

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Dated at Woodstock, McHenry County, Illinois 7/11 A.D., 2023.

Vanderstappen Land Surveying Inc.
Design Firm No. 184-002792

By: _____
Illinois Professional Land Surveyor No. 3057

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McHENRY-LAKE COUNTY
SOIL & WATER
CONSERVATION DISTRICT

1648 S. Eastwood Dr. Woodstock, Illinois 60098 (815) 338-0444 ext. 3 www.mchenryswcd.org

September 4, 2025

Rancak Construction
6 Meadow Ln.
Cary, IL 60013

Re: Parcel # 19-10-428-001
Common Location: 7610 E. Monticello Way, Crystal Lake, IL
NRI# L25-061-4722
Zoning Change: Variance

Dear Sirs:

The McHenry-Lake County Soil and Water Conservation District has carefully reviewed your application for Natural Resource Information Report on the Edgar Mendoza property as applied for in Report #25-061-4722. Due to the amount of previously disturbed soils on the site, the SWCD finds that impact to natural resources from the proposed use is minimal for the purposes of the NRI report. A full Natural Resource Information Report will not be necessary.

No floodplain or wetlands were found on the site from office maps. Our wetland inventory is for informational and planning purposes only. Any proposed drainage work, in wet areas, requires a certified wetland delineation. If drainage work is to occur, please contact the Army Corps of Engineers and McHenry County Department of Planning & Development for permit information.

This letter fulfills your requirement to notify the SWCD of land use changes as per the Illinois Compiled State Statutes, Chapter 70, Par. 405/1 et seq. Illinois Revised Statutes, Ch. 5, Par 106 et seq. and the McHenry County Stormwater Ordinance. If you have any questions concerning this letter, feel free to call our office.

Sincerely,

Spring M. Duffey
Executive Director

cc. McHenry County Department of Planning and Development

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver - Downtown Crystal Lake - Festival of Lights Parade – Friday, November 28, 2025

Staff Recommendation: Motion to approve the 2025 Festival of Lights Parade to be held on Friday, November 28, 2025, subject to the conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees (~$8,432.76 for Police Assistance)

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

Background:

Downtown Crystal Lake is requesting approval to hold the annual Festival of Lights Parade on Friday, November 28, 2025 at 7:00 p.m. in Downtown Crystal Lake. This year, they are also including four vendors to serve holiday-themed goods, food, and non-alcoholic beverages at the Brink Street Plaza. Since they are requesting road closures, establishment of temporary no-parking zones, use of City property, and Police and Public Works Department assistance, this event is classified as a Special Event that requires City Council approval.

The parade participants and vehicles will line up at City Hall and use the far-east entrance/exit off Woodstock Street into City Hall. Parade participants will be asked to use the Alexander Commuter Lot to park their personal vehicles during the parade. During the parade, the Fire Rescue, Police, and Public Works Departments will use the west entrance/exit to City Hall. A map of the parade route is included for review.

The parade will follow the same route as previous years. Santa will light the tree located in the Brink Street Market instead of the tree at the end of Williams Street.

The following roads will be closed starting at about 6:30 p.m. for the parade route and will open when the route clears at about 8:30 p.m.

- Woodstock Street between Walkup Avenue and Caroline Street, and between Grant Street and Williams Street
- Caroline Street between Woodstock Street and Crystal Lake Avenue
- Crystal Lake Avenue between Caroline Street and Main Street
- Grant Street between Crystal Lake Avenue and Woodstock Street
- Williams Street between Woodstock Street and Crystal Lake Avenue

The road closures are the same as previous years.

In addition, the Downtown Crystal Lake organization is requesting to prohibit parking temporarily along the following streets from 5:00 p.m. until the end of the parade at approximately 8:30 p.m.:

- Both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue,
- Both sides of Franklin Avenue between Williams Street and Walkup Avenue,
- Both sides of Woodstock Street between Grant Street and Williams Street,
- Both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and
- Both sides of Grant Street between Crystal Lake Avenue and Woodstock Street.

The Crystal Lake Police Department will place "NO PARKING AFTER 5 P.M. BY POLICE ORDER" signs along Caroline Street, Franklin Street, Williams Street, Grant Street, and Woodstock Street. The Downtown Crystal Lake organization will place City-owned barricades and parking cones to restrict parking along Williams Street and Woodstock Street.

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

1) The approval for the event is valid on Friday, November 28, 2025, from 7:00 p.m. to 8:30 p.m.
2) The Downtown Crystal Lake organization must coordinate with the Crystal Lake Police Department and the Crystal Lake Public Works Department regarding staffing, signage, and other needs for the parade.
3) Signs must be posted restricting parking on the following streets:
   a. Both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue,
   b. Both sides of Franklin Avenue between Williams Street and Walkup Avenue,
   c. Both sides of Woodstock Street between Grant Street and Williams Street,
   d. Both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and
   e. Both sides of Grant Street between Crystal Lake Avenue and Woodstock Street.

   The signs must be removed after the parade has concluded.
4) City-owned barricades and parking cones will be used by the petitioner to block parking on Woodstock Street, both sides of Williams Street and Grant Street.
5) The petitioner must continue to work with City staff on how best to control spectators which may include 3-foot tall metal barricades, additional parade marshals, additional police assistance, or other acceptable crowd control measures to ensure the safety of all spectators and participants.

6) Any vendor present at this event, or present within the immediate area during the event, must have permission and approval from the Downtown Crystal Lake / Main Street organization, along with the appropriate proof of insurance and a vendor license. In addition, any business conducting a promotional activity must coordinate with the Downtown Crystal Lake organization to ensure the activity does not conflict with the parade approval.
7) All debris created by the event must be cleaned up during and after the event. In addition, Please contact the City of Crystal Lake at least two weeks before the event to schedule a special litter collection following the parade.
8) If tents or canopies will be used, the petitioner must contact the Fire Rescue Department for further review.
9) Barricades shall be placed so that firefighters are able to move them if emergency vehicles need access.
10) All Fire Hydrants shall be accessible.
11) 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.
12) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
13) A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.
14) Portable toilets should be provided in the Brink Street Market parking lot for visitors' use.

The Police Department estimates that the cost for Police Officer assistance for this event will not exceed $8,432.76 based on the scope of the event. In previous years, Downtown Main Street has not been charged for the Police Officers.

Downtown Crystal Lake Main Street has requested that Police Department chargeback be waived again this year.

As in previous years, the Public Works Department will assist in set up and road closures for the parade.

The applicant has been made aware of these recommended conditions and advised to attend the October 7, 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 2025 Festival of Lights Parade

EVENT LOCATION Downtown Crystal Lake

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Kick off the Holiday Season in Downtown Crystal Lake and bring Santa to town to li

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: 45

9. Estimated attendance: 4,500-6,000

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: 11/28/2025
Event: 11/28/2025
Dismantling: 11/28/2025

15. Hours of the event:

Set Up: 10AM line up cones
Event: 7-8:30pm
Dismantling: 8:30-9:30pm

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 a few downtown businesses will be in Brink Street Market sell

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
We will have a first aid kit available and the police will be on every corner

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 09/11/25

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

We are planning to have all spectators up on the curb (we have done this in the past and it has worked well!) on Grant, Woodstock, and Willaims, The curb is the clearest line of distinction. Our intent is to clear a wide path for parade vehicles.

We have six two-sided flip signs that will be placed on Monday or Tuesday to give advance notice to downtown patrons. Flip signs will be at the following locations:

- Pork-Chop at Grant/Walkup/CL ave
- Grant & Brink
- Woodstock & Grant
- Woodstock & Williams
- Brink & Williams
- Williams & CL Ave

We will need the following stacks of orange street cones delivered to cone off parking spaces:

- 40- for South block of Grant Street (deliver mid-block)
- 21- for North block of Grant Street (deliver mid-block)
- 22- for Woodstock Street (deliver near corner of Woodstock & Grant)
- 22- for Woodstock Street (deliver near Pop's Corn Crib
- 45- for North block of Williams Street (deliver mid-block by Out of the Box)
- 37- for South block of williams Street (deliver mid-block by Ms. Bossy Boots)

The police department will order barricades for key corners/intersections.

We will need 55 cones (short cones are fine) at the back of City Hall for the parade lineup. They are put near the Striker's trailer. All staff vehicles are cleared of the back parking lots (same lots as last year).

We will have a volunteer at both Woodstock Street entrances to City Hall: the far east entrance (closest to Walkup) is where parade vehicles and participants enter. The entrance further west (closest to the front doors of City Hall) will also be staffed to keep people out and provide a clear path for police vehicles.

We have one approved vendor (Glow Zone) who will be selling light up novelties. Glow Zone has an exclusive agreement with us. Their personnel will be wearing a lanyard with identifying information. If another glow novelty vendor shows up, we will ask for your assistance.

Thank you to all of the city employees that make the magic of this fun event possible!

City of Crystal Lake

Barricade & Cone Borrowing/ Block Party Application

Individuals wanting to borrow barricades or cones from the City of Crystal Lake are required to provide the information requested and agree to all of the conditions stated in the following application.

Privately sponsored Events on Private Property are excluded. Organizer must provide own barricades /cones.

Name & Location of Event: 2025 Festival of Lights Parade

Katie _____ Galto
First Name Last Name

25 W Crystal Lake Crystal Lake IL 60014
Residential Address City State Zip

([redacted] (___)Cryst events@downtowncl.org
Home Phone Cell Phone Email

Date of Event: 11 /28 /2025 Time of Event: 7 to 8:30pm

Number of Barricades Needed *(maximum 12) at least two per intersection*: _____

Number of Cones Needed *(maximum 20)*: 187 plus 55 small cones

Street(s) to be closed to non-emergency traffic:

_____ between _____ and _____
Street Name Street Name Street Name

Applicant agrees to:

- Return barricades and cones in the same condition as received.
- Return barricades and cones to the City Garage on the following business day after completion of the event.
- Reimburse the City of Crystal Lake for barricades or cones which are damaged or missing at a rate of $98 per barricade and $26 per cone.

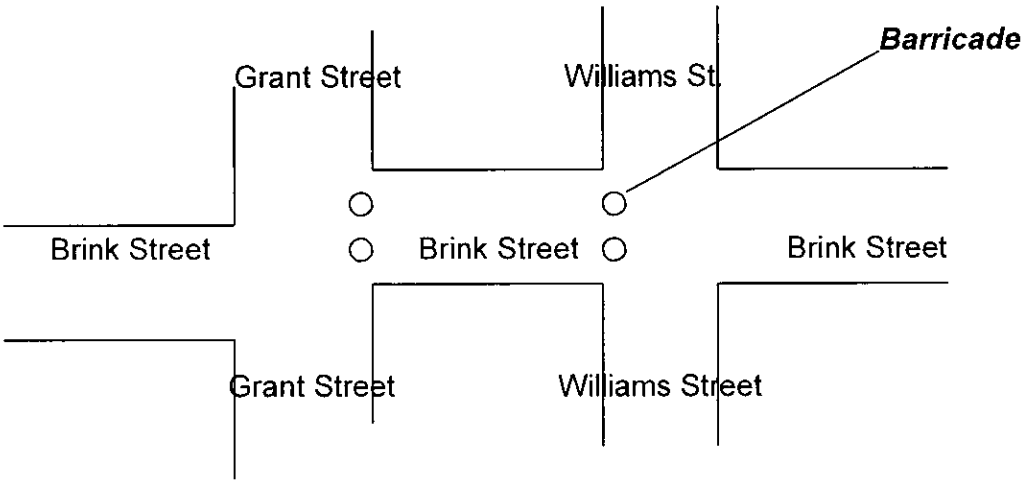
_____
Borrower Signature

09/11/_____/_____
Date

Please return application to the Public Works Department at: bmogan@crystallake.org or City of Crystal Lake, 100 W. Woodstock Street, Crystal Lake, IL 60014 (815) 356-3614

Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the street(s) to be closed to non-emergency traffic (see example below).

Example:



Example Description:
Access to Brink Street between Grant Street and Williams Street will be closed to non-emergency traffic.

Map showing the Location of the Barricades and Cones:

see attached

Description:

Please return application to Public Works Department at: bmogan@crystallake.org or City of Crystal Lake, 100 W. Woodstock Street, Crystal Lake, IL 60014 (815) 356-3614

City of Crystal Lake
Block Party Application Procedures

The following procedures should be followed when applying for a block party. The attached application must be completely filled out and submitted to the Public Works Department at least one week before the block party is to be held. Should you have any questions, please call the Public Works Department at 815-356-3614.

1. An application requesting approval for the block party must be submitted to the Public Works Department indicating the location, date and time of the event. The request must contain signatures from at least 50% of the residents on that particular block.

2. In the event a street or streets will be closed to thru traffic, city owned barricades must be used to block off street entrances. (Please be specific as to what streets will be closed, as many streets have similar names and are distinguished only by Lane, Drive, etc.). The City will provide the barricades and/or cones, by completing the applicable portion of the application. **It will be the responsibility of the applicant to pick up the barricades and/or cones on the business day before the event, and must be returned on the business day following the event.**

3. All litter produced, as a result of the event must be properly attended to.

4. The block party should be conducted in an orderly manner.

5. A written response will follow as soon as a determination has been made by the Public Works Department. Included in the letter will be specific instructions on when and where to pick up the barricades and/or cones.

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 annual Festival of Lights Parade taking place on November 28th, 2025. This event draws approximately 4,500-6,000 visitors into our Downtown. Our Downtown organization is a 501c3 that plans, promotes, and runs this event that enriches our community and draws visitors from all over Northern Illinois.

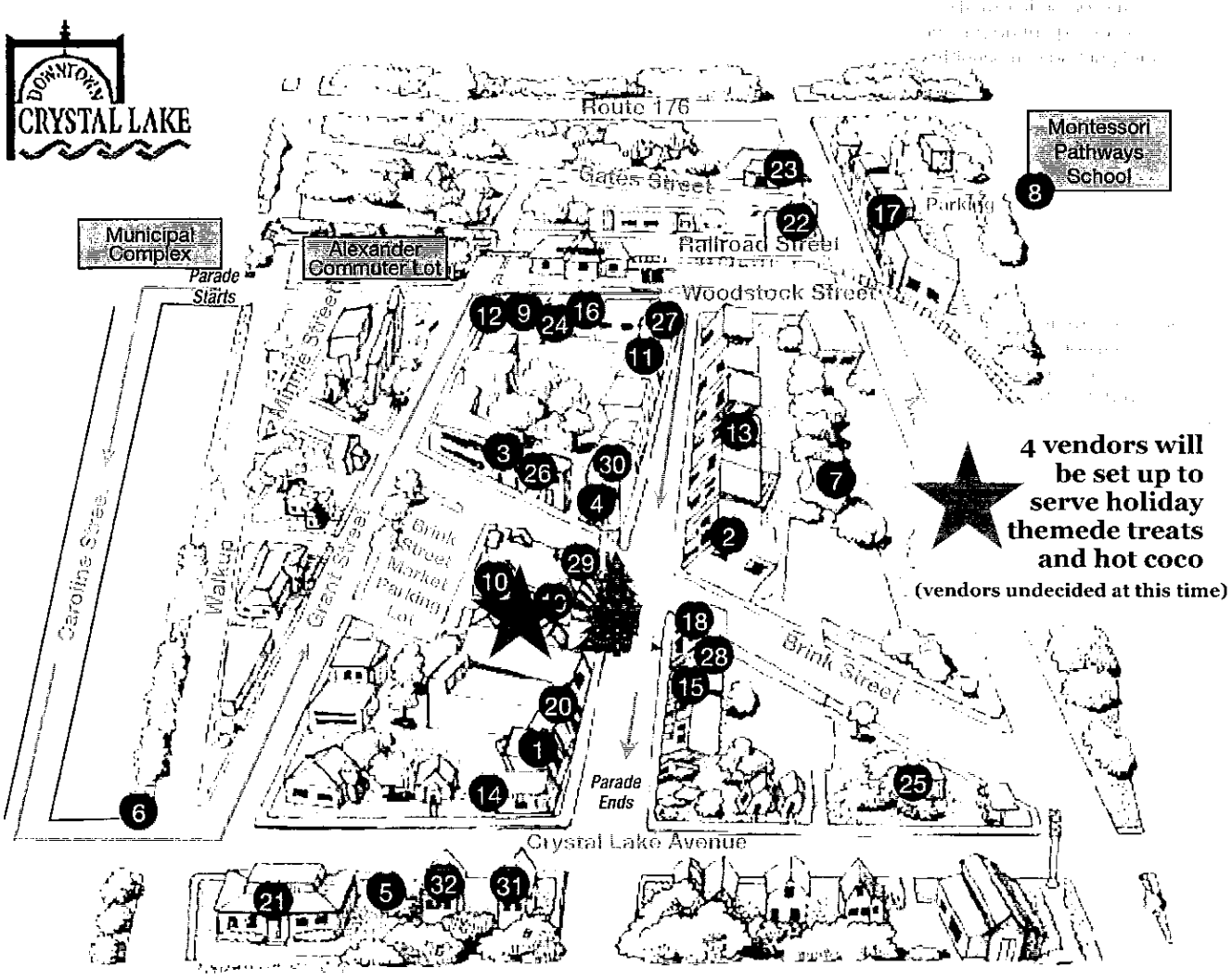
We appreciate your consideration of this request!

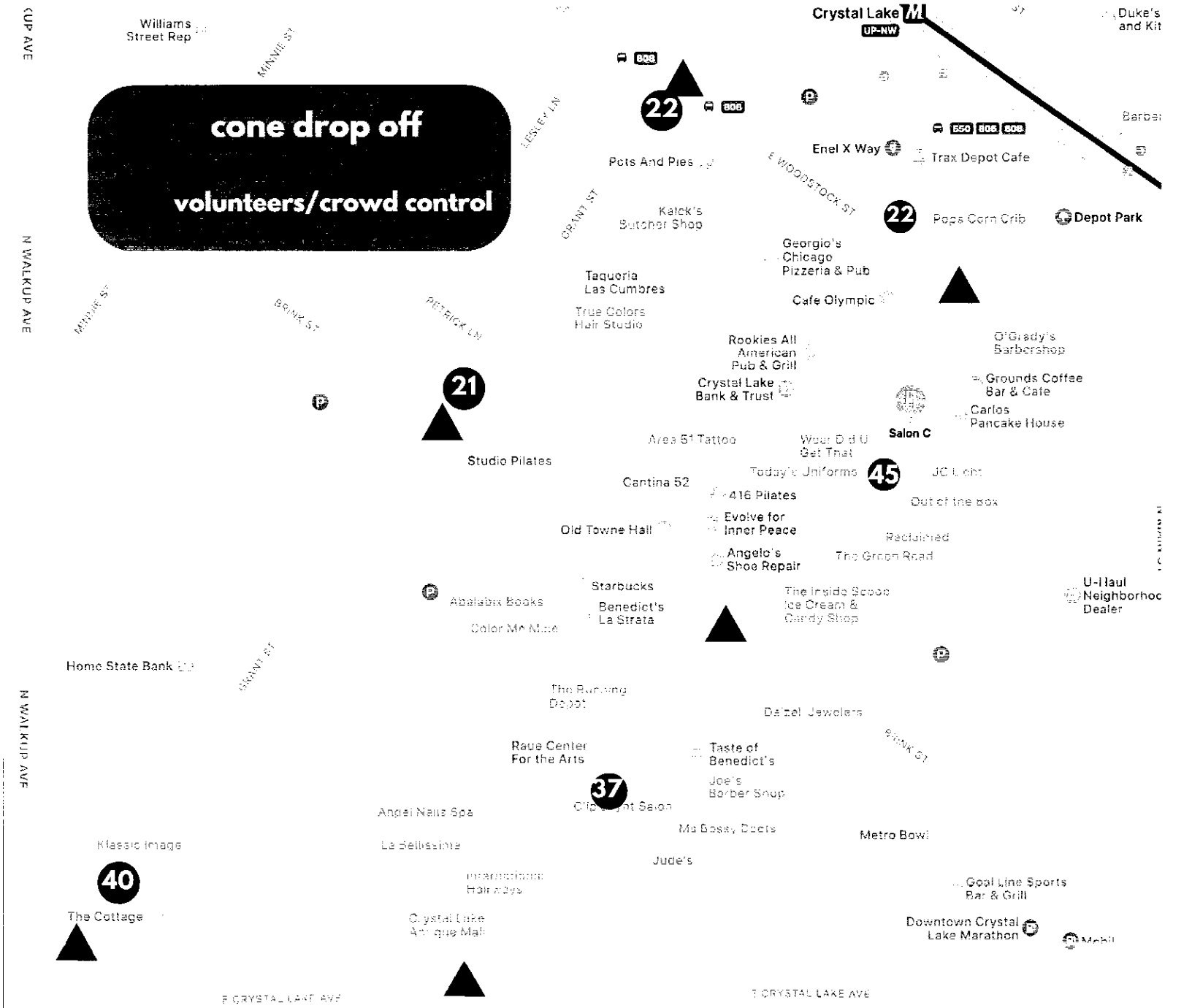
Sincerely,

Joy Neal

Joy Neal
Executive Director

PARADE ROUTE




cone drop off
volunteers/crowd control
Williams Street Rep
MINNIE ST
LESLIE LN
22
808
Crystal Lake
UP-NW
Duke's and Kit
Barber
850
Enel X Way
Trax Depot Cafe
Pots And Pies
E WOODSTOCK ST
GRANT ST
Kalck's Butcher Shop
22
Pops Corn Crib
Depot Park
Georgio's Chicago Pizzeria & Pub
Taqueria Las Cumbres
Cafe Olympic
MAPLE ST
BANK ST
PATRICK LN
True Colors Hair Studio
Rookies All American Pub & Grill
O'Grady's Barbershop
Crystal Lake Bank & Trust
Grounds Coffee Bar & Cafe
Carlos Pancake House
21
Salon C
Area 51 Tattoo
Studio Pilates
Cantina 52
45
JC Licht
416 Pilates
Out of the Box
Evolve for Inner Peace
Old Towne Hall
Reclaimed
Angelo's Shoe Repair
The Green Road
Starbucks
Abalabix Books
Benedict's La Strata
The Inside Scoop Ice Cream & Candy Shop
U-Haul Neighborhood Dealer
Color Me Mine
Home State Bank
GRANT ST
The Running Depot
Dalzell Jewelers
Raue Center For the Arts
Taste of Benedict's
Joe's Barber Shop
37
Angel Nails Spa
Ma Bossy Boots
Metro Bowl
Klassic Image
La Bellissima
Jude's
40
Intersections Hair Spa
Goal Line Sports Bar & Grill
The Cottage
Crystal Lake Antique Mall
Downtown Crystal Lake Marathon
Mobil
E CRYSTAL LAKE AVE
W CRYSTAL LAKE AVE
CUP AVE
N WALKUP AVE
N WALKUP AVE

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Freedom of Information Act Rules and Guidelines Update

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to update Freedom of Information Act Rules and Guidelines.

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City has received an increased number of Freedom of Information Act (FOIA) requests for body-worn camera (BWC) footage in recent years. The increase in FOIA requests has put a strain on staff due to the amount of time needed to review, apply redactions, and respond.

In addition, FOIA requesters are frequently submitting FOIA requests to numerous City staff, not just the FOIA Officer. This requires staff to be diligent in forwarding requests to the appropriate staff to remain in compliance with FOIA rules and guidelines. City Special Legal Counsel has prepared the attached revisions to the City's FOIA rules and guidelines to clarify that only FOIA requests submitted to the FOIA Officer are deemed to be in compliance with FOIA.

Recommendation:
A motion authorizing the City Manager to update the City's FOIA rules and guidelines clarifying the proper submission of FOIA requests. The updated rules and guidelines will be prominently displayed in the City Hall lobby and via the City website.

Votes Required to Pass:
Simple Majority

Res. 25R-___

RESOLUTION

WHEREAS, the City has received an increased number of FOIA requests; and

WHEREAS, the increase in FOIA requests has put additional strain on City staff to review, apply redactions as necessary, and respond to requests; and

WHEREAS, improperly submitted requests require additional staff time to identify requests and ensure the proper staff is receiving said requests; and

WHEREAS, updates to the City's FOIA rules and guidelines are necessary to ensure requests are properly submitted.

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 update the City of Crystal Lake's FOIA rules and guidelines.

DATED this 7th day of October, 2025.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL:
ATTEST:

_____
CITY CLERK

PASSED: October 7, 2025
APPROVED: October 7, 2025

CITY OF CRYSTAL LAKE

FREEDOM OF INFORMATION ACT

REQUESTS FOR PUBLIC RECORDS

The City of Crystal Lake maintains comprehensive Rules and Regulations Implementing the Illinois Freedom of Information Act (the "FOIA Rules"), which provide procedures, instructions, and forms for obtaining City public records. This document provides a brief summary of the City's FOIA Rules.

All requests to inspect, copy, or certify public records must be submitted to the City in writing. The City encourages Requestors to submit their requests on the convenient form provided by the City, which is available at the City Hall and on the City's website. The City will review all written requests in any form if they are made in accordance with the procedures outlined in this document. The City will respond to each written request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA Rules. If requested, copies of public records will be mailed after the City receives payment of the actual cost of postage and copying.

Requests and other communications regarding City records relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the City's implementation of the Illinois Freedom of Information Act must be delivered in person to the City Manager's Office or directed to at least one of the following Freedom of Information Officers in compliance with the submission procedures described in this document:

Nick Hammonds, Deputy City Manager / Freedom of Information Officer
100 W. Woodstock Street
Crystal Lake, IL 60014
Phone: (815) 459-2020
Facsimile: (815) 459-3780
E-mail: foia@crystallake.org

For Police Related Requests:
Police Department
Emily Henderson, Records Supervisor / Freedom of Information Officer
Olivia Callipari, Management Analyst / Freedom of Information Officer
100 W. Woodstock Street
Crystal Lake, IL 60014
Phone: (815) 459-2020
Email: records@crystallake.org
Fax: (815) 459-3780

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The foregoing information is provided pursuant to Section 4(b) of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).

CITY OF CRYSTAL LAKE

ILLINOIS FREEDOM OF INFORMATION ACT
RULES AND REGULATIONS

These Rules and Regulations (the "Rules") include the procedures, instructions, and forms for requesting public records from the City of Crystal Lake under the Illinois Freedom of Information Act (the "Act").

The City will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, these Rules, and any other applicable law. Generally, under the Act, the City will provide public records for inspection or copying as requested except for records (1) that would, if disclosed, violate individual privacy, or (2) whose production would disrupt the duly undertaken work of the City, or (3) that are specifically exempted from disclosure by the Act or other applicable law.

Requests and other communications relating to public records must be made in writing and delivered in person to the City Manager's Office or addressed to one of the following Freedom of Information Officers or their designees. Requests that do not comply with submission procedures described in this document are deemed not to be requests made pursuant to the Freedom of Information Act.

Nick Hammonds, Deputy City Manager / Freedom of Information Officer
100 W. Woodstock Street
Crystal Lake, IL 60014
Facsimile: (815) 459-3780
E-mail: foia@crystallake.org

For Police Related Requests:
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Crystal Lake, IL 60014
Facsimile: (815) 459-3780
Email: records@crystallake.org

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I. INTERPRETATION

A. Conflicts

These Rules do not supersede the provisions of the Act. If a provision of these Rules conflicts with the Act, then the provisions of the Act will govern.

B. Definitions

In addition to the definitions provided in the Act or elsewhere in these Rules, the following definitions apply:

1. Business Hours: 8 a.m. to 5 p.m. on a Business Day.

2. Business Day: Any day on which general offices of the City at the City Hall are open and staffed for regular public business. Business Days generally are Monday through Friday, except federal and state legal holidays.

3. Freedom of Information Officer: The Freedom of Information Officers of the City and Police Department identified above and designated under Section 3.5 of the Act.

4. Public Access Counselor: The Public Access Counselor of the Office of the Illinois Attorney General.

5. Request: A request to inspect, copy, or certify public records made to a Freedom of Information Officer or their designee.

6. Request Made for Commercial Purposes: A Request made with the intent to use the requested records (or the information derived from those records), in whole or in part, for sale, resale, or solicitation or advertisement for sales or services. However, a Request submitted by news media or by non-profit, scientific, or academic organizations will not be deemed to be made for commercial purposes if the principal purpose of the Request is (a) to access and disseminate information concerning news and current or passing events, (b) for articles of opinion or features of interest to the public, or (c) for the purpose of academic, scientific, or public research or education.

7. Requestor: A person, firm, or corporation that files a Request with the City.

8. Response Time: The time for response by the City to a request for public records, as calculated pursuant to Subsection III.A of these Rules.

C. Days; Measurement of Time

1. Days. In counting the number of days allowed for a response or a decision to be given by the City under the Act and these Rules, the City will not include the day on which the request or notice requiring the response or decision was first received.

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2. Supplemental Requests. Supplemental, amended, or additional Requests will not relate back to the time of receipt of the initial Request. Supplemental, amended, or additional Requests will be considered new Requests for purposes of determining the applicable Response Time.

3. Response Date. All responses and decisions to be issued by the City under the Act and these Rules will be deemed to have been given on the date of personal delivery to the person or to the residence of the person entitled to the response or decision or, if mailed, on the date of mailing, regardless of the date of actual receipt by that person.

II. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS

A. Officials Responsible for Responding to Requests

The Freedom of Information Officer, designated by either the City Manager or the Chief of Police for Requests for police related records, is the person administratively responsible for receiving and processing Requests.

The Freedom of Information Officer is the person with authority on behalf of the City or the Police Department to grant or deny Requests, to extend the Response Time, and to issue the appropriate notices with respect to all related matters. The Freedom of Information Officer may consult with City staff, officials, and others as appropriate before responding to a Request.

The City Manager or Chief of Police may, from time to time, appoint Deputy Freedom of Information Officers to assist a Freedom of Information Officer in the performance of his or her duties under the Act and these Rules. In the absence of the Freedom of Information Officer, the Deputy Freedom of Information Officers are authorized to grant or deny Requests, to extend the Response Time, and to issue the appropriate notices with respect to all related matters.

B. Form of Request

1. Required Information. A Request must be filed in writing with the City in writing and in English. The City encourages Requestors to submit requests on the convenient form attached to these Rules ("Official Request Form") or in a similar form that contains, at a minimum, the following information:

   a. The Requestor's name;

   b. Either the Requestor's mailing address, e-mail address, or telephone number;

   c. A description of the public records requested;

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d. A statement indicating whether the Requestor intends to use the requested records, or the information derived from those records, for sale, resale, solicitation, or advertisement for sales or services.

Use of the Official Request Form is the most effective way to obtain a prompt, full, and complete response by the City to a Request.

2. Supplemental Information. If a Requestor submits a Request on a form other than the Official Request Form, and the Request does not contain all of the information required pursuant to Paragraph II.B.1 of these Rules, then the Requestor must complete a Supplemental Information form or similar writing.

3. Requests Must Be Complete. No Request will be deemed complete unless it contains, at a minimum, all of the information required pursuant to Paragraph II.B.1 of these Rules.

4. Subpoenas. Except as provided in Section 9.5(c) of the Act, these Rules will not apply to any subpoena for records received by the City and issued by, or in accordance with the rules of, a court or agency of competent jurisdiction.

C. Submittal of Request

Completed Requests must be filed with a Freedom of Information Officer by mail, facsimile, overnight courier service, electronic mail, or in person, in accordance with the following:

1. In-Person Submissions. Requests submitted in person must be given to a Freedom of Information Officer or filed in the office of the City Manager.

2. Electronic Mail Submissions. Requests submitted by electronic mail must be sent directly to a Freedom of Information Officer at either foia@crystallake.org or records@crystallake.org for police related Requests and will be deemed received only upon actual receipt by the Freedom of Information Officer on a Business Day during Business Hours, regardless of date or time of submission.

3. All Other Submissions. Requests submitted by mail or other means must be addressed to a Freedom of Information Officer at the City Hall and will be deemed received only upon actual receipt by the City on a Business Day, regardless of date of submission.

4. Compliance With Procedures. Requests made outside of the procedures prescribed in this document are deemed not to be Requests made pursuant to the Freedom of Information Act.

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D. **Processing of Request**

1. If a Freedom of Information Officer determines that the Request is not complete, the Freedom of Information Officer must send a Notice of Incomplete Request form and a Supplemental Information form to the Requestor within five Business Days after receipt by the City of the Request. If a Freedom of Information Officer determines that the Request is complete, the Freedom of Information Officer must indicate on each completed Request, the date and time of receipt and, if known, the date on which the City must respond to the Request.

2. The Freedom of Information Officer must maintain an electronic or paper copy of the Request, including all documents submitted with the Request, until all matters related to the Request have been completed.

3. The Freedom of Information Officer must create an electronic or paper file for the retention of the original Request, a copy of the response by the City, a record of all written communications with the Requestor regarding the Request, and a copy of other communications related to the Request.

4. The Freedom of Information Officer must keep all Notices of Denial in a single central office file, indexed according to the type of exemption asserted, and, to the extent feasible, according to the types of records requested.

III. RESPONSES TO REQUESTS

A. **Time for Response**

1. Requests Made for Commercial Purposes. The City will respond within 21 Business Days to a properly completed Request Made for Commercial Purposes.

2. Arrest Reports. For completed Requests for chronologically maintained arrest and criminal history information, the City will respond within 72 hours after the later to occur of (a) the arrest that is the subject of the Request, and (b) the time of receipt of the Request.

3. All Other Requests. For all Requests other than those set forth in Paragraph III.A.1 or III.A.2 of these Rules, the City will respond within five Business Days after a completed Request is received by the City, unless the City has extended the Response Time pursuant to Paragraph III.A.4 of these Rules.

4. Extension of Time

   a. If a Freedom of Information Officer determines that additional time is needed and allowed under the Act to respond to a Request, then the Freedom of Information Officer, using a Notice of Extension form attached to these Rules or a similar written form, will notify the Requestor within the

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applicable Response Time of the determination, of the reasons requiring the extension, and of the length of the extension (which may not exceed five additional Business Days). The Freedom of Information Officer may not issue a Notice of Extension for Requests Made for Commercial Purposes.

b. The Requestor and the City, using an Extension Agreement form attached to these Rules or a similar written form, may agree in writing to extend the time for compliance for a period to be mutually determined. In his or her discretion, a Freedom of Information Officer may deliver to the Requestor a Request for Extension Agreement form and an Extension Agreement form. The Freedom of Information Officer is authorized to execute, in his or her discretion, an Extension Agreement after it has been executed by the Requestor. The Freedom of Information Officer must respond to the Request within the applicable Response Time, unless and until the Requestor and the City have executed the Extension Agreement.

B. Disclosure of Public Records

1. Notice of Approval. If a Freedom of Information Officer determines that the Act requires disclosure of all or any part or portion of the requested public records, then the Freedom of Information Officer will notify the Requestor in writing of his or her determination, using the Notice of Approval form attached to these Rules or a similar written form.

2. Approval of Requests Made for Commercial Purposes. For a Request Made for Commercial Purposes, if the requested records are not immediately available for inspection or pick-up, then the Notice of Approval will specify a reasonable date on which the requested records will be available for inspection or pick-up, based on the size and complexity of the Request.

3. Search of City Files and Use of City Equipment. Except as otherwise specifically authorized by a Freedom of Information Officer, only City employees, the City Attorney, and City contractors are permitted to search City files, records, or storage areas, or to use City equipment in connection with any Request.

4. Removal of Original Records. Original public records may not be removed from any City building at any time, except as authorized by the City Manager.

5. Inspection of Public Records. Public records approved by a Freedom of Information Officer for disclosure may be inspected, or copies of public records obtained, during Business Hours at the City Hall or another location designated by the Freedom of Information Officer.

6. Copies of Public Records. Copies of public records approved by a Freedom of Information Officer for disclosure may be obtained during Business Hours at the City Hall or another location designated by the Freedom of Information Officer,

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provided that the Requestor had requested copies in the Request and has paid any applicable fees.

7. Mailing of Requested Public Records. Copies of public records will be mailed to the Requestor, provided that the Requestor had requested that copies be mailed in the Request and has paid any applicable fees and postage.

8. Audio and Video Recordings. Requests for reproduction of any public records that are audio or video recordings will be honored in accordance with the provisions of the Act, the Illinois Open Meetings Act, any other applicable State law, and these Rules.

9. Records Maintained in Electronic Format. If the requested public records are maintained by the City in an electronic format, then the City will reproduce copies of the requested public records in the electronic format specified by the Requestor, if feasible. The City may charge to the Requestor the actual cost of the medium necessary for that format.

10. Payment of Fees. The Requestor must pay all copying, certification, and postage fees in advance of receiving copies of any public records.

11. Requests for Police Officer-Worn Body Camera Videos. Requests for reproduction of police officer-worn body camera videos will be honored in accordance with the Act and the Law Enforcement Officer-Worn Body Camera Act. In order for the City to comply with its record-keeping requirements under the Act, all police officer-worn body camera videos produced in response to a Request will have a watermark applied stating the Requestor's name.

C. Categorical Requests

1. Notice to Meet and Confer. If a Freedom of Information Officer determines that a Request for all records falling within a category will unduly burden the City, and that the burden to the City outweighs the public interest in production of the public records sought, then the Freedom of Information Officer, using a Notice for Meeting form attached to these Rules or a similar written form, will notify the Requestor in writing of the determination, of the reasons supporting the determination, and of the right of the Requestor to meet with the Freedom of Information Officer in an effort to narrow the Request.

2. Failure to Respond by City. A Freedom of Information Officer may neither determine that a Request is unduly burdensome, nor issue a Notice for Meeting, if the City has previously failed to respond to that Request within the applicable Response Time.

3. Agreement to Narrow Request. If the Requestor agrees to meet and confer with a Freedom of Information Officer regarding the Request, then the Freedom of

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Information Officer will respond to the Request, or to the Request as narrowed at the meeting, within the applicable Response Time, calculated from the date of adjournment of the meeting. That response may take any form specified in this Section III. If the Requestor agrees to narrow the scope of the Request, the Freedom of Information Officer will deliver an Acknowledgment of Narrowed Request to the Requestor at the conclusion of the meeting, using the form attached to these Rules or a similar written form.

4. Failure to Meet and Confer. If the Requestor does not agree to meet and confer with the Freedom of Information Officer regarding the request, then the Freedom of Information Officer will deny the Request on the fifth Business Day after the date of the Notice for Meeting, using the General Notice of Denial or Partial Denial of Request form attached to these Rules or a similar written form.

D. Denial

1. Denials Under Section 7(1)(c) and 7(1)(f). If the Freedom of Information Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under Sections 7(1)(c) [for privacy] or 7(1)(f) [for preliminary drafts] of the Act, then the Freedom of Information Officer must send notice to the Public Access Counselor of the City's intent to deny the Request, using the Notice of Intent to Deny form attached to these Rules or a similar written form. The Notice of Intent to Deny must include a copy of the Request and the proposed Section 7(1)(c)/7(1)(f) Notice of Denial. A copy of the Notice of Intent to Deny must be sent to the Requestor. If the Public Access Counselor determines that further inquiry into the Request is not warranted, then the Freedom of Information Officer will deliver the Section 7(1)(c)/7(1)(f) Notice of Denial to the Requestor as provided in these Rules.

2. Other Denials. If the Freedom of Information Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under any other provision of the Act or under these Rules, then, except as provided in this Subsection D, the Freedom of Information Officer must deliver a notice of denial to the Requestor, using the General Notice of Denial or Partial Denial of Request form attached to these Rules or a similar written form. The Freedom of Information Officer may not deliver the General Notice of Denial or Partial Denial of Request to the Public Access Counselor, except upon receipt of a request therefor from the Public Access Counselor pursuant to Section 9.5(c) of the Act.

3. Contents of Denials. Each Section 7(1)(c)/7(1)(f) Notice of Denial and General Notice of Denial or Partial Denial of Request must set forth the reason(s) for the denial, and must notify the Requestor of his or her rights to (a) seek review of the denial by the Public Access Counselor, and (b) seek judicial review under Section 11 of the Act.

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4. Denials on Multiple Grounds. If the Freedom of Information Officer also determines that all, or some, or a portion of any requested public records are not subject to disclosure pursuant to both Paragraph III.D.1 and Paragraph III.D.2 of these Rules, the Freedom of Information Officer must prepare both a Section 7(1)(c)/7(1)(f) Notice of Denial and a General Notice of Denial, as provided in Paragraphs III.D.1 and III.D.2 of these rules.

5. Denials in Writing. Except as otherwise provided by the Act, all denials of Requests will be in writing.

6. Cooperation with Public Access Counselor. If the Public Access Counselor determines that further inquiry into any denied Request is warranted, the Freedom of Information Officer will comply with the directives of the Public Access Counselor, or seek appropriate review of those directives, in accordance with the Act.

E. No Obligation to Create New Records

Except as provided in Section V of these Rules, the Act and these Rules do not require the City, in the course of responding to Requests, to create records that the City does not already maintain in record form.

F. No Obligation to Interpret or Advise

Neither the Act nor these Rules require the City to interpret, or advise Requestors as to the meaning or significance of, any public records.

IV. FEES

A. Fees Established

Unless fees are waived or reduced under to Subsection IV.C of these Rules, each Requestor must pay the following fees for copying, certification, and mailing of public records:

1.	Copies – 8½ x 11 or 8½ x 14, Black and White	
	First 50 Pages	Free
	Additional pages	$0.15 per side
2.	Other types of records with set fees	actual cost
3.	Certification	$1.00 per record, plus copy cost
4.	Mailing	Cost of Postage

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If the requested records are of a type not listed above, or when the services of an outside vendor are required to copy any public record that are not 8½ x 11 or 8½ x 14, Black and White, then the fees charged for copying the records will be the actual charges incurred by the City, and the fees stated in items 1 through 4 above will not apply. The fees stated in items 1 through 4 will also not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, then the Requestor must pay the actual cost of the medium.

The City has determined that the fees in this Subsection A are no more than necessary to reimburse the City for the actual cost of reproducing, certifying, and mailing public records requested pursuant to the Act and these Rules.

B. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier's or certified check, by money order, or other method accepted by the City prior to the examination, copying, certification or mailing of any public record.

C. Waiver of Fees

The fees provided in Subsection IV.A of these Rules may be waived or reduced by the Freedom of Information Officer if the Requestor includes in the Request the specific purpose of the Request and establishes to the reasonable satisfaction of the Freedom of Information Officer that a fee waiver or reduction is in the public interest. Any request for a fee waiver or reduction must be indicated in the Request at the time the Request is filed. A subsequent request will not be considered.

A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the Request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public. No fee waiver will be granted if the Request is for the principal purpose of personal or commercial benefit to the Requestor. The Freedom of Information Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

D. Waiver for Failure to Respond

If the Freedom of Information Officer does not respond to a Request properly submitted pursuant to Section II of these Rules within the applicable Response Time, then the City will not require the payment of fees for any copies of records produced in response to that Request.

V. CITY OBLIGATIONS

A. Organizational Description

The City's Freedom of Information Officer, at least once each fiscal year, will produce and make available for inspection, copying, and mailing to any person requesting it, a brief

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description of the City. The description must identify and describe the membership of the City Council and of all of its standing and special committees and other advisory bodies and also must include:

- A short summary of the City's purpose,
- A block diagram of the City's functional subdivisions,
- the approximate number of the City's full and part-time employees,
- The total amount of the City's operating budget, and
- The number and location of each of the City's offices.

The City's Freedom of Information Officer must post the description required pursuant to this Subsection V.A to the City's website.

B. Index of Public Records

The Freedom of Information Officers must create, maintain current, and make available for inspection, copying, and mailing, a current index of all types or categories of public records prepared or received, and maintained, by the City after July 1, 1984. The index must be reasonably detailed in order to aid persons in obtaining access to the public records of the City.

C. Records Stored by Electronic Data Processing

The Freedom of Information Officer must prepare and furnish, to any person requesting it, a description of the manner in which public records of the City stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

D. Summary of Procedures

The Freedom of Information Officer must create, maintain current, and make available for inspection, copying, and mailing, a brief summary of the procedures established by these Rules. The Freedom of Information Officer must post the summary required pursuant to this Subsection V.D to the website.

E. Posting and Mailing of Information

The Freedom of Information Officer must keep posted at the City Hall, and will mail to any person making a request therefor, copies of the Organizational Description prepared pursuant to Subsection V.A of these Rules, the Index of Public Records prepared pursuant to Subsection V.B of these Rules, and the Summary of Procedures prepared pursuant to Subsection V.D of these Rules.

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F. Filing of Notices of Denial

The Freedom of Information Officer must retain copies of all Notices of Denial and Notices of Intent to Deny in a single file at the City Hall that is open to the public and indexed according to the type of exemption asserted and, to the extent that categorization is feasible, the type of records requested.

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CITY OF CRYSTAL LAKE
FREEDOM OF INFORMATION DIRECTORY

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CITY MANAGER'S OFFICE
100 W. WOODSTOCK STREET
CRYSTAL LAKE, IL 60014
MCHENRY COUNTY

FREEDOM OF INFORMATION OFFICER
NICK HAMMONDS, DEPUTY CITY MANAGER

PHONE: (815) 459-2020
FAX: (815) 459-3780

City of Crystal Lake
Elected Officials

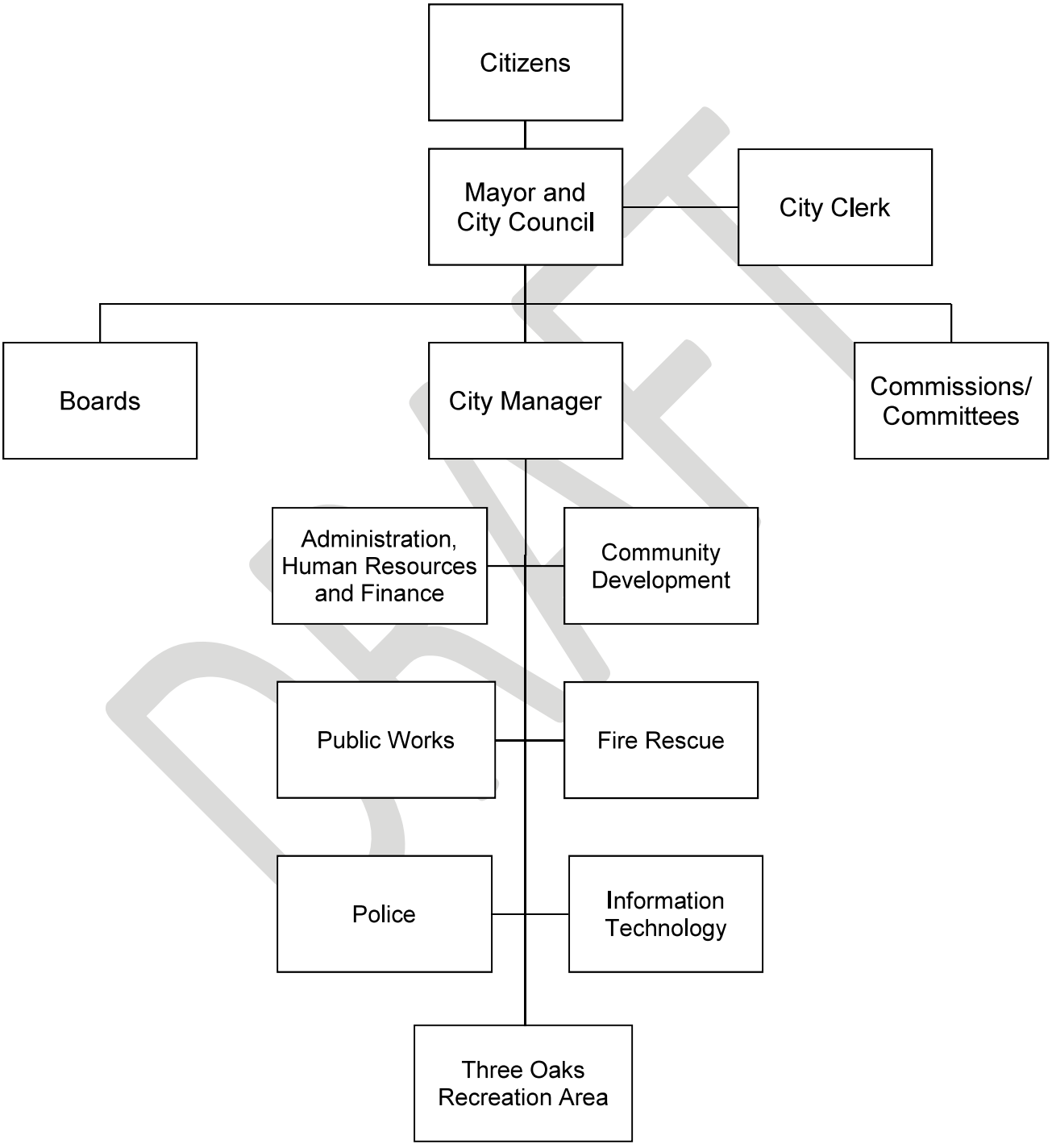
Haig Haleblian, Mayor

Ellen Brady	Council Member
Ian Philpot	Council Member
Brett Hopkins	Council Member
Cameron Hubbard	Council Member
Denise Smith	Council Member
Natasha Teetsov	Council Member

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CITY OF CRYSTAL LAKE

ORGANIZATIONAL STRUCTURE



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City of Crystal Lake

The City of Crystal Lake is a home rule unit, as defined in the 1970 Illinois Constitution.

The City operates by ordinance under a Council-Manager form of government. It has a Mayor, City Council and City Clerk elected at large, for a four-year term. The City Manager is appointed by the City Council.

The City Council meetings are held the first and third Tuesdays of each month at 7:00 p.m. in the Council Chambers.

The City Manager is responsible for an organization that is divided into six departments: Administration, Community Development, Information Technology, Public Works, Fire Rescue, and Police. There are 242 full-time City employees and five part-time employees. The City has a total budget of $143,196,054 (FY2025). Crystal Lake's population is approximately 41,000.

The main offices of the City are contained in the Municipal Complex located at 100 W. Woodstock Street, Crystal Lake, Illinois, 60014. Offices at this location include the City Manager's Office, Mayor's Office, and City Clerk's Office, as well as the departments of Administration, Community Development, Information Technology, Public Works, Fire Rescue, and Police.

EXECUTIVE STAFF

Eric T. Helm	City Manager
Julie Meyer	Director of Human Resources
Katie Cowlin	Director of Community Development
Jodie Hartman	Director of Finance/Treasurer
Michael P. Magnuson	Director of Public Works and Engineering
Craig Snyder	Chief of Fire Rescue
James R. Black	Chief of Police
Nick Hammonds	Deputy City Manager

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HOW TO REQUEST INFORMATION AND PUBLIC RECORDS
FROM THE CITY OF CRYSTAL LAKE

For your convenience, a Freedom of Information Request Form is available to you for requesting City records. It would be helpful if you would please complete a Freedom of Information Request form stating the specific type of records requested, including address and dates/time frame. Freedom of Information Requests can also be submitted via email or any written form. Freedom of Information Request forms are available at the City of Crystal Lake City Hall and on the website at www.crystallake.org. Electronic records may be printed for individuals who cannot access a computer or printer. Completed Freedom of Information requests must be in writing and submitted to at least one of the following Freedom of Information Officers or their designees:

City Manager's Office, Community Development, Public Works, and Fire Rescue
Freedom of Information Officer
Nick Hammonds, Deputy City Manager
100 W. Woodstock Street
Crystal Lake, IL 60014
Email: foia@crystallake.org
Fax: (815) 459-3780

Police Department Freedom of Information Officers
Emily Henderson, Records Supervisor
Olivia Callipari, Management Analyst
100 W. Woodstock Street
Crystal Lake, IL 60014
Email: records@crystallake.org
Fax: (815) 459-3780

Requests that do not comply with the foregoing procedures are deemed not to be requests made pursuant to the Freedom of Information Act. Each request submitted in accordance with the foregoing procedures will be complied with or denied within five (5) working days after its receipt. The five (5) working days' time limit may be extended to include an additional five (5) working days in some cases. Each request for a commercial purpose will be complied with or denied within twenty-one (21) days after its receipt. Records will be made available for inspection and reproduction unless the records are specifically exempt under the Freedom of Information Act. Accordingly, if your request is for a commercial purpose, you must indicate that it is for a commercial purpose as required under the Act.

Reproduction Costs

No charge for the first 50 pages of black and white (legal or letter sized copies)

$0.15 per page after the first 50 copies
$1.00 - Certification Cost from the Clerk's Office
All other records are charged actual costs.
Prices are subject to change without notice.

City Hall Business Hours:
Monday through Friday, 8:00 a.m. – 5:00 p.m. (excluding holidays)

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LIST OF DOCUMENTS/CATEGORIES OF RECORDS
FOR IMMEDIATE RELEASE
Pursuant to the FOIA – 5 ILCS 140/3.5(a)

Documents/Categories of Records	Department
City Council Minutes	City Manager's Office
Special City Council Minutes	City Manager's Office
Planning and Zoning Commission Minutes	Community Development
Ordinances	City Manager's Office
Resolutions	City Manager's Office
Zoning Applications	Community Development
Public Notices	City Manager's Office

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Index of Records Maintained

BUILDING DIVISION

Building committee reports
Building permit applications
Building plans for construction related projects
Contractor's lists
Product approval reports

CITY MANAGER'S OFFICE

ANNEXATIONS
Properties which have been annexed to the City, all ordinances, plats, agreements, Planning and Zoning Commission recommendations and petitions
AWARDED GRANT APPLICATIONS
BIDS
Bids received, invitations to bid, bid specifications, bid notices and bidders list
BOARD AND COMMISSION APPOINTMENTS
BUDGETS
City budgets from 1958 to present
BUILDING CODE VARIATIONS
CONTRACTS
COUNCIL MINUTES
Includes some written and some audio recordings
ILLINOIS DEPARTMENT OF REVENUE
Correspondence relating to business registrations for local retailers and service occupation taxes
INTERGOVERNMENTAL AGREEMENTS
LICENSES
Liquor, carnival, cigarette, game machine, ice cream, scavenger, and taxi cab
ORDINANCES
PLANNED UNIT DEVELOPMENTS
Planning and Zoning Commission recommendations, Council action, plats and site plans
PUBLICATIONS
City calendar, municipal newsletters
PROCLAMATIONS
REGIONAL TRANSPORTATION AUTHORITY
Audits, contracts and correspondence, monthly operating reports and miscellaneous reports related to the RTA and Dial-A-Ride services
RESOLUTIONS
SCRAP BOOKS
Collections of news articles related to the City
CASH RECEIPTS AND DISBURSEMENT

ENGINEERING DIVISION

FLOOD PLAIN
Ordinances, maps,
BIKE PLANS

FINANCE DEPARTMENT

CANCELED CHECKS AND BONDS
COMMUTER PARKING PERMITS
LIENS
PAID INVOICES
SPECIAL ASSESSMENTS
VEHICLE STICKER RECORDS
WATER AND SEWER BILLING

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FIRE/RESCUE DEPARTMENT

AMBULANCE REPORTS
FIRE INSPECTIONS REPORTS
FIRE REPORTS
ADDRESS MAP

PLANNING AND ECONOMIC DEVELOPMENT DIVISION

COMPREHENSIVE LAND USE PLAN
Map, ordinance, text, draft map and draft text
DEMOGRAPHICS
Census information, population studies, housing and density issues
MAPS
City zoning, base map, land use, downtown
PLANNING AND ZONING COMMISSION
Minutes, reports, agendas
ZONING REQUESTS FILE
Special uses, variations, subdivisions, annexations
SPECIAL PROJECT STUDIES
Area plans, Comprehensive plan
SUBDIVISION ORDINANCE AMENDMENTS
ZONING ORDINANCE AMENDMENTS

POLICE DEPARTMENT

ACCIDENT REPORTS
ARREST REPORTS
CITATIONS
INCIDENT REPORTS
LICENSES
OFFENSE REPORTS
SERVICE CALLS

PUBLIC WORKS DEPARTMENT

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
Compliance and assurance reports
ILLINOIS AND FEDERAL ENVIRONMENTAL PROTECTION AGENCY
Daily monitoring reports
REPORTS TO ILLINOIS STATE WATER SURVEY
SERVICE REQUESTS
Water, Sewer, Lifts Departments

VEHICLE AND SERVICE MANUALS

PARTS
Purchased for each vehicle or piece of equipment
SHOP AND SERVICE MANUALS
For automobiles, trucks and equipment
VEHICLE, EQUIPMENT MAINTENANCE AND REPAIR RECORDS
each piece of equipment

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Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Intergovernmental Agreement with the State of Illinois through its Department of Transportation for the IL Route 31 Improvement

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement between the City of Crystal Lake and the State of Illinois through its Department of Transportation regarding participation in improvements to IL Route 31

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

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Background:
The Illinois Department of Transportation (IDOT) is completing engineering to widen IL Route 31 from IL Route 176 to IL Route 120. The project consists of widening and reconstruction to add an additional through lane in each direction with a center median, intersection improvements, pedestrian and bicycle accommodations, and drainage improvements. The center island within the City limits will be landscaped similar to the landscaping along US Route 14 within the City limits.

As with previous IDOT improvements, the City and IDOT enter into an intergovernmental agreement for the agreed upon improvements. The agreement, attached, defines each agency's estimated financial responsibilities for the improvements. Actual cost participation will be based on bid prices and work constructed in the field. The agreement states that the City is responsible for a total of $901,384 as follows:

- Funding and maintaining the emergency vehicle pre-emption traffic signal equipment (EVP) at the Illinois Route 31 signalized intersections within the Crystal Lake Fire Protection District (Illinois Route 176, Edgewood Road- proposed, and Half Mile Trail- proposed) This cost is estimated to be $31,050.
- Relocating a portion of existing City water main and sanitary force main that is in conflict with the project. This cost is estimated to be $870,334.
- Installation of the landscaped medians will be paid for one hundred percent (100%) by IDOT with the City providing long-term maintenance.

- Installation of sidewalk and shared use paths will be paid for one hundred percent (100%) by IDOT with the City providing long-term maintenance.

According to the latest IDOT update, private utility relocations are anticipated in 2026 with construction commencing in late 2026 or 2027. The agreement has been reviewed by legal counsel and no concerns were reported to staff. Adequate funds are available in the current fiscal year 2025 budget and will be re-budgeted as part of the Fiscal Year 2026 and 2027 budget as needed depending on actual project timelines, bid prices and constructed quantities.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, the Illinois Department of Transportation (IDOT) is desirous of constructing an improvement along IL Route 31 from IL Route 176 in the City of Crystal Lake to IL Route 120 in the City of McHenry; and

WHEREAS, this IDOT improvement is known as Contract Number 62K69, State Section Number 2019-196-W&R; and

WHEREAS, the City of Crystal Lake is required to financially participate in a portion of the improvement and it is necessary for the City to appropriate sufficient funds to pay its share of the cost of said improvement.

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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 an intergovernmental agreement between the City of Crystal Lake and IDOT; and

BE IT FURTHER RESOLVED that the City hereby appropriates the sum of nine hundred one thousand, three hundred eighty-four dollars ($901,384) or so much thereof as may be necessary, from any money now and hereinafter allotted to the City, to pay its share of the cost of this improvement as provided in the intergovernmental agreement; and

BE IT FURTHER RESOLVED that upon award of the contract for this improvement, the City shall pay to IDOT in a lump sum from any funds allotted to the City, an amount equal to 80% of its obligation incurred under the intergovernmental agreement and upon completion of the improvement will pay IDOT the remainder of its obligation based on final costs; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve additional funds for its share of the cost of this improvement up to ten percent (10%) of the agreement value; and

BE IT FURTHER RESOLVED that should the City's necessary funding share exceed 10% of the agreement value, the City agrees to pass a supplemental resolution to provide any necessary funds for its share of the cost of the improvement.

DATED this 7th day of October 2025.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: October 7, 2025
APPROVED: October 7, 2025

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FAP 336A IL 31
IL 176 to Bull Valley Road
State Section: 2019-196-W&R
County: McHenry
Job No. : C-91-176-20
Contract No.:62K69
Agreement No.: JN-125-038

AGREEMENT

This Agreement entered into this _____day of _____, 20____ A.D., by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT OF TRANSPORTATION, hereinafter called the STATE, and the CITY OF CRYSTAL LAKE of the State of Illinois, hereinafter called the CITY.

Draft

WITNESSETH:

WHEREAS, the STATE, in order to facilitate the free flow of traffic and ensure safety to the motoring public, is desirous of improving approximately 27,000 lineal feet of FAP Route 336A, IL 31 from IL 176 to Bull Valley Road, STATE Job No.: C-91-176-20, Contract Number 62K69, STATE Section No. 2019-196-W&R as follows:

The scope of the project includes the widening and reconstruction of IL Route 31 from north of IL Route 176 to Bull Valley Road. The roadway will be widened to accommodate two 11–12-foot variable-width lanes in each direction with combination concrete curb and gutter, separated by a raised median. Dedicated left-turn lanes will be constructed at the following intersections: Ray Street, River Birch Boulevard, Drake Drive, Brighton Lane, Half Mile Trail, Ames Road, Edgewood Road, Gracy Road, Veterans Parkway, Prime Parkway/Albany Street, Shamrock Lane, and Mercy

Drive. Existing open ditches will be removed and replaced with a new enclosed storm sewer system. Three water quality retention basins will be constructed, and stream relocations will occur north and south of Brighton Lane. Existing watermain and sanitary sewer will be relocated as needed. A new three-cell box culvert will be constructed at IL 31 over Sleepy Hollow Creek. Ten new box culverts will be installed under IL 31 and one under Brighton Lane. New retaining walls will be constructed at various locations within the project limits. A new sidewalk will be constructed on the west side of IL 31. A new shared-use path will be constructed on the east side of IL 31. A landscaped median with trees will be installed on IL 31 from IL 176 to Half Mile Road. A grass median will be provided from Half Mile Road to Bull Valley Road. Modernization of existing traffic signals at IL 31 and IL 176, IL 31 at Prime Parkway/Albany Street, and IL 31 at Shamrock Lane. New traffic signals will be installed at IL 31 and Half Mile Road, and at IL 31 and Edgewood Road. The traffic signals will be interconnected along IL 31 from IL 176 to Half Mile Road and from Edgewood Road to Bull Valley Road to enhance traffic flow progression and any other work necessary to complete the project in accordance with the approved plans and specifications.

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WHEREAS, the CITY requests that the STATE include in its contract sidewalk, shared use paths, watermain and sanitary sewer; and

WHEREAS, the STATE has agreed to the CITY's request, and

WHEREAS, the CITY is desirous of said improvement in that same will be of immediate benefit to the CITY residents and permanent in nature.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The STATE agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the improvement to be built in accordance with the approved plans, specifications and contract.

2. The STATE agrees to pay for all right of way, construction and engineering cost subject to partial reimbursement by the CITY, as hereinafter stipulated.

3. It is mutually agreed by and between the parties hereto that the estimated cost and cost proration for this improvement is as shown on Exhibit A attached hereto and made a part hereof.

4. The CITY has passed a resolution appropriating sufficient funds to pay its share of the cost for this improvement, a copy of which is attached hereto as Exhibit B and made a part hereof.

5. The CITY further agrees, that upon award of the contract for this improvement, the CITY will pay to the STATE in a lump sum an amount equal to 80% of its obligation incurred under this AGREEMENT, and will pay to said STATE the remainder of the obligation (including any non-participating costs on FA Projects) in a lump sum, upon completion of the project based upon final costs

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6. The CITY agrees to pass a supplemental resolution to provide necessary funds for its share of the cost of this improvement if the amount appropriated in Exhibit B proves to be insufficient to cover said cost.

7. The CITY agrees not to permit driveway entrance openings to be made in the curb, as constructed, or the construction of additional entrances, private or commercial, along Illinois Route 31 without the consent of the STATE.

8. The CITY shall exercise its franchise rights to cause private utilities to be relocated, if required, at no expense to the STATE.

9. The CITY agrees to cause its utilities installed on right of way after said right of way was acquired by the STATE or installed within the limits of a roadway after the said roadway's jurisdiction was assumed by the STATE, to be relocated and/or adjusted, if required, at no expense to the STATE.

10. All CITY owned utilities, on STATE right of way within the limits of this improvement, which are to be relocated/adjusted under the terms of this Agreement, will be relocated/adjusted in accordance with the applicable portions of the "Accommodation of Utilities of Right of Way of the Illinois State Highway System." (92 Ill. Adm. Code 530).

11. The CITY agrees to obtain from the STATE an approved permit for any CITY owned utility relocated/adjusted as part of this improvement, and shall abide by all conditions set forth therein.

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12. Upon final field inspection of the improvement and so long as Illinois Route 31 is used as a STATE Highway, the STATE agrees to maintain or cause to be maintained the median, the through traffic lanes, the left-turn lanes and right turn lanes, and the curb and gutter, new retaining walls, culverts, stabilized shoulders and ditches adjacent to those traffic lanes and turn lanes.

13. Upon final field inspection of the improvement, the CITY agrees to maintain or cause to be maintained those portions of the improvement which are not maintained by the STATE as shown in Exhibit D, including new and existing sidewalks, shared use paths, parkways, landscaped medians with trees (see Exhibit D), crosswalks, stopline markings, symbols, special pavements and ensure proper motorist and pedestrian guidance, CITY owned utilities including appurtenances thereto, and shall maintain the storm sewers and appurtenances by performing those functions necessary to keep the sewer in a serviceable condition including cleaning sewer lines, inlets, manholes, and catch basins along with the repair or replacement of inlet, manhole and catch basins' frames, grates or lids. The maintenance, repair and/or reconstruction of storm sewers constructed as part of this improvement beyond the aforedescribed responsibilities shall be that of the STATE.

14. The CITY further agrees to continue its existing maintenance responsibilities on all side road approaches under its jurisdiction, including all left and right turn lanes on said side road approaches, up to the through edge of pavement of Illinois Route 31. Drainage facilities, if any, at the aforementioned side roads located within the STATE right-of-way shall be the joint maintenance

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responsibility of the STATE and the CITY unless there is an agreement specifying different responsibilities.

15. The CITY has adopted a resolution, will send a letter, or sign the Plan Approval page which is part of this document, prior to the STATE advertising for the work to be performed hereunder, approving the plans and specifications as prepared.

16. Upon acceptance by the Department of Transportation of the Traffic Signal work included herein, the financial responsibility for Maintenance and Electric Energy for the operation of the Traffic Signal IL 31 at IL 176 shall remain as outlined in the current Master Agreement between the STATE and CITY, effective July 1, 2021.

17. It is mutually agreed that the actual traffic signal maintenance will continue to be performed by the STATE either with its own forces or through an ongoing contractual agreement.

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18. Although the STATE's Electrical Maintenance Contractor ("STATES contractor") will inspect, make note, and keep inventory of the CITY owned EMERGENCY VEHICLE PRE-EMPTION ("EVP") system to support the maintenance of the EVP system, responsibility for maintenance of the EVP system shall be assumed by the CITY. Maintenance of the EVP System shall include the light detector amplifier, field wiring, light detectors and cabinet appurtenances. The CITY will be invoiced for all such maintenance costs directly by the STATE's Contractor. When repair is necessary, the STATE's Contractor shall notify the CITY that its EVP system is not operating and requires maintenance. When the repair or

maintenance activity has been approved by the CITY, the maintenance will be provided by the STATE's Contractor.

The CITY may require end users of the emitters within its jurisdiction to enter into separate agreements with the contractor to have a emergency vehicle emitters tested in accordance with the recommendation of the Manufacturer of such equipment.

19. It is mutually agreed, if, in the future, the STATE adopts a roadway or traffic signal improvement passing through the traffic signal included herein which requires modernization or reconstruction to said traffic signals at IL 31 at IL 176, IL 31 at the Half Mile Road, and at IL 31 at Edgewood Road then the CITY agrees to be financially responsible for its proportionate share in accordance with STATE policy to modernize or reconstruct said installation and will be responsible for all costs to relocate or reconstruct the Emergency Preemption equipment in conjunction with the STATE's proposed improvement.

Draft

20. Under penalties of perjury, the CITY certifies that its correct Federal Tax Identification number is 36-6005840 and it is doing business as a GOVERNMENTAL ENTITY, whose mailing address is:

City of Crystal Lake

100 W, Woodstock Street

Crystal Lake, IL 60014

Obligations of the STATE and the CITY will cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for this contract.

This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within the three years subsequent to execution of the agreement.

This Agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.

City of Crystal Lake

By: _____
(Signature)

Attest:

By: Eric Helm

_____
Clerk

Title: City Manager

Date: _____

(SEAL)

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

By: _____
Jose Rios, P.E.
Region One Engineer

Date: _____

Job No. : C-91-176-20
Agreement No.: JN-125-038

Draft

PLAN APPROVAL

WHEREAS, in order to facilitate the improvement of FAP Route 336A, IL 31, State Section No: 2019-196-W&R, Contract No. 62K69, the CITY agrees to that portion of the plans and specifications relative to the CITY's financial and maintenance obligations described herein, prior to the STATE's advertising for the aforedescribed proposed improvement.

Approved_____

Title _____

Date _____

Draft

EXHIBIT A
ESTIMATE OF COST Contract 62K69

Type of Work	FEDERAL		STATE		VILLAGE OF PRAIRIE GROVE		CITY OF MCHENRY		MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT		CITY OF CRYSTAL LAKE		TOTAL
	$	%	$	%	$	%	$	%	$	%	$	%	$
All roadway work excluding the following:	$52,983,684	80%	$13,245,921	20%									$66,229,605
P&C Engineering (15%)	$7,947,553	80%	$1,986,888	20%									$9,934,441
TRAFFIC SIGNALS													
IL 31 at Half Mile Road	$210,400	80%	$52,600	20%									$263,000
P&C Engineering (15%)	$31,560	80%	$7,890	20%									$39,450
Emergency Vehicle Pre-emption											$9,000	100%	$9,000
P&C Engineering (15%)											$1,350	100%	$1,350
IL 31 Edgewood Road	$224,000	80%	$56,000	20%									$280,000
P&C Engineering (15%)	$33,600	80%	$8,400	20%									$42,000
Emergency Vehicle Pre-emption											$9,000	100%	$9,000
P&C Engineering (15%)											$1,350	100%	$1,350
IL 31 at IL 176	$26,400	80%	$6,600	20%									$33,000
P&C Engineering (15%)	$3,960	80%	$990	20%									$4,950
Emergency Vehicle Pre-emption											$9,000	100%	$9,000
P&C Engineering (15%)											$1,350	100%	$1,350
IL 31 at Shamrock Lane	$222,400	80%	$36,974	13.3%			$18,626	6.7%					$278,000
P&C Engineering (15%)	$33,360	80%	$5,546	13.3%			$2,794	6.7%					$41,700
Emergency Vehicle Pre-emption									$9,000	100%			$9,000
P&C Engineering (15%)									$1,350	100%			$1,350
IL 31 at Prime Parkway/ Albany Street	$288,800	80%	$36,100	10%			$36,100	10%					$361,000
P&C Engineering (15%)	$43,320	80%	$5,415	10%			$5,415	10%					$54,150
Emergency Vehicle Pre-emption									$9,000	100%			$9,000
P&C Engineering (15%)									$1,350	100%			$1,350
OTHER ITEMS													
Watermain relocation							$1,694,173	100%					$1,694,173
P&C Engineering (15%)							$254,126	100%					$254,126
Sanitary work	$5,760	80%	$1,440	20%									$7,200
P&C Engineering (15%)	$864	80%	$216	20%									$1,080
Sanitary Force main and lift Station											$300,046	100%	$300,046
P&C Engineering (15%)											$45,007	100%	$45,007
Watermain relocation											$456,766	100%	$456,766
P&C Engineering (15%)											$68,515	100%	$68,515
TOTAL	**$62,055,661**		**$15,450,980**				**$2,011,234**		**$20,700**		**$901,384**		**$80,439,959**

NOTE: Local participation shall be predicated upon the percentages shown above for the specified work. Local Agency cost shall be determined by multiplying the final quantities times contract unit price plus the percentage shown for construction and/or preliminary engineering unless otherwise noted.

Draft

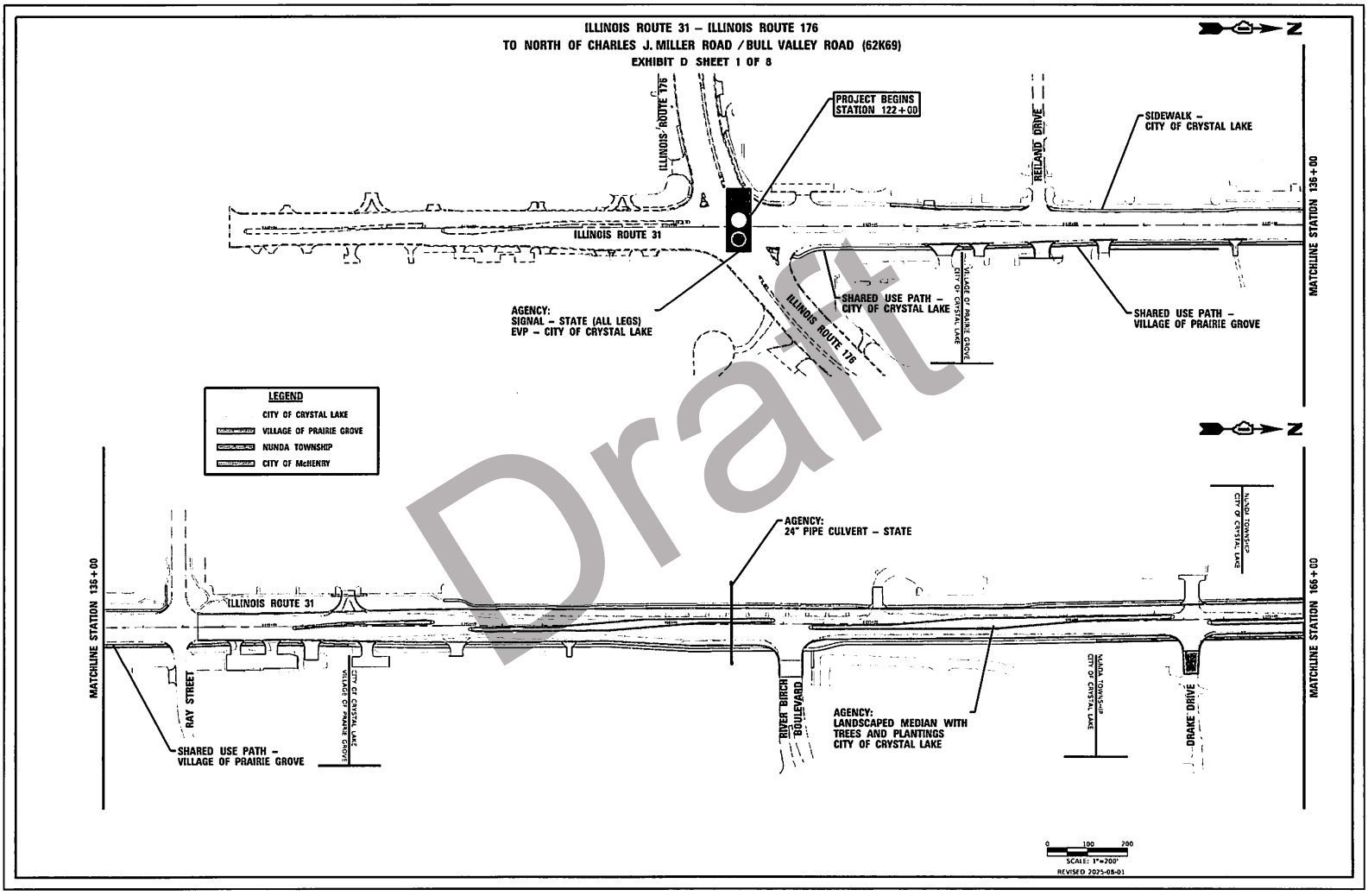
Exhibit B
FUNDING RESOLUTION

Draft

Exhibit C

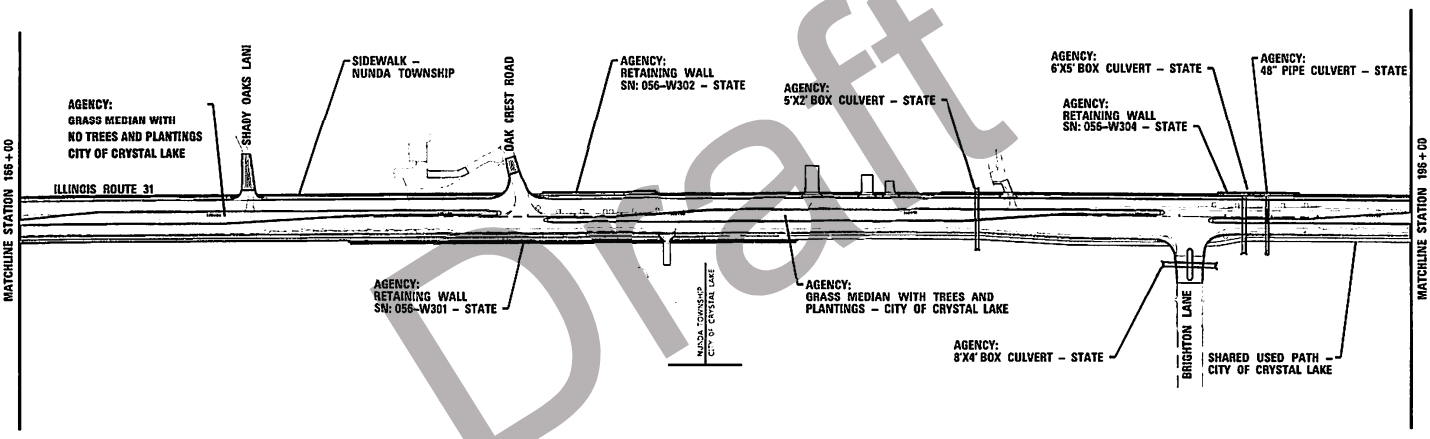
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ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 1 OF 8
N
ILLINOIS ROUTE 176
PROJECT BEGINS STATION 122+00
REILAND DRIVE
SIDEWALK – CITY OF CRYSTAL LAKE
ILLINOIS ROUTE 31
MATCHLINE STATION 135+00
AGENCY: SIGNAL – STATE (ALL LEGS) EVP – CITY OF CRYSTAL LAKE
ILLINOIS ROUTE 176
VILLAGE OF PRAIRIE GROVE CITY OF CRYSTAL LAKE
SHARED USE PATH – CITY OF CRYSTAL LAKE
SHARED USE PATH – VILLAGE OF PRAIRIE GROVE
LEGEND
CITY OF CRYSTAL LAKE
VILLAGE OF PRAIRIE GROVE
NUNDA TOWNSHIP
CITY OF McHENRY
N
MATCHLINE STATION 135+00
ILLINOIS ROUTE 31
RAY STREET
CITY OF CRYSTAL LAKE VILLAGE OF PRAIRIE GROVE
SHARED USE PATH – VILLAGE OF PRAIRIE GROVE
AGENCY: 24" PIPE CULVERT – STATE
RIVER BIRCH BOULEVARD
AGENCY: LANDSCAPED MEDIAN WITH TREES AND PLANTINGS CITY OF CRYSTAL LAKE
NUNDA TOWNSHIP CITY OF CRYSTAL LAKE
DRAKE DRIVE
MATCHLINE STATION 166+00
0 100 200
SCALE: 1"=200'
REVISED 2025-08-01

Draft

ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 2 OF 8

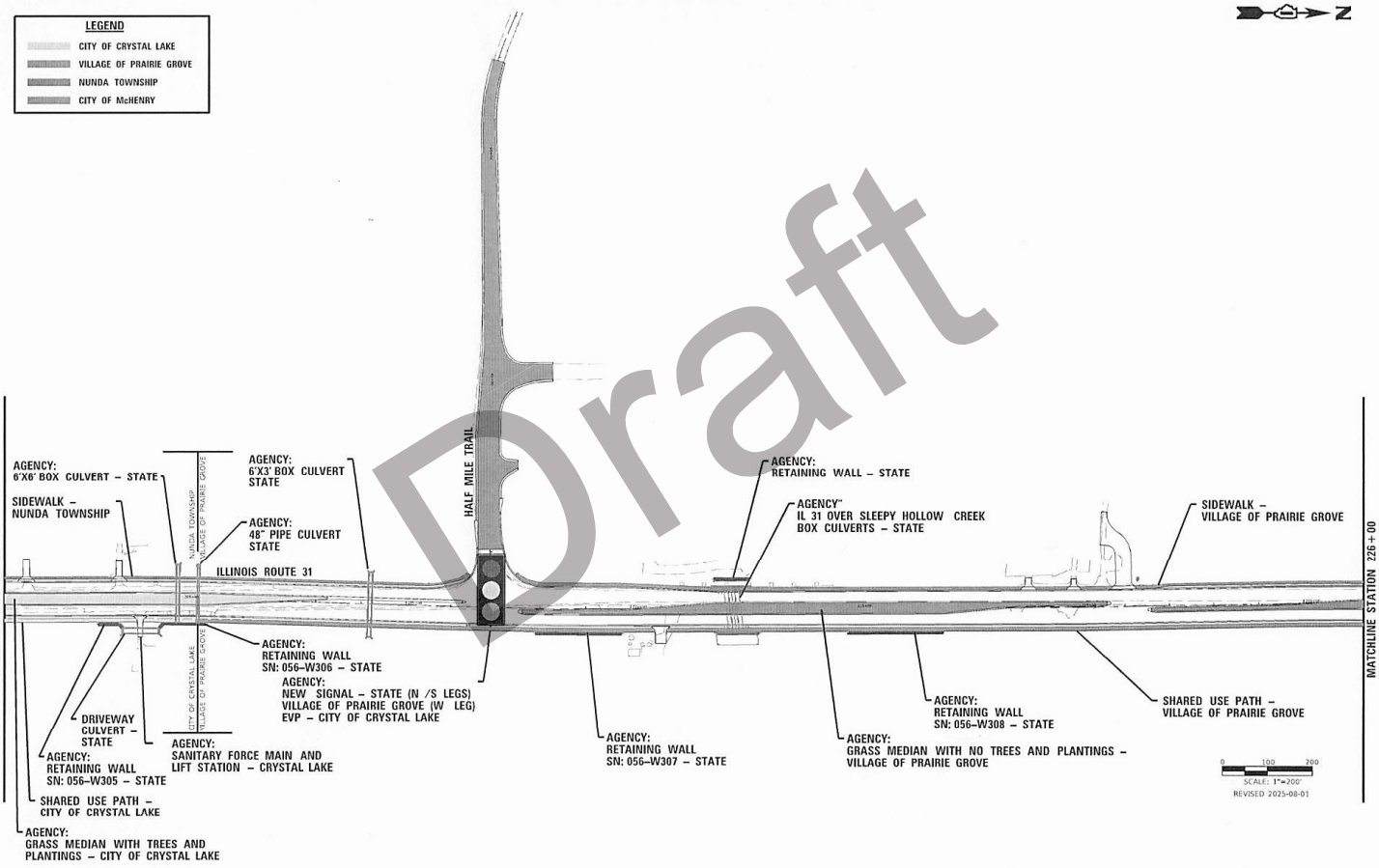


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LEGEND
- CITY OF CRYSTAL LAKE
- VILLAGE OF PRAIRIE GROVE
- NUNDA TOWNSHIP
- CITY OF McHENRY

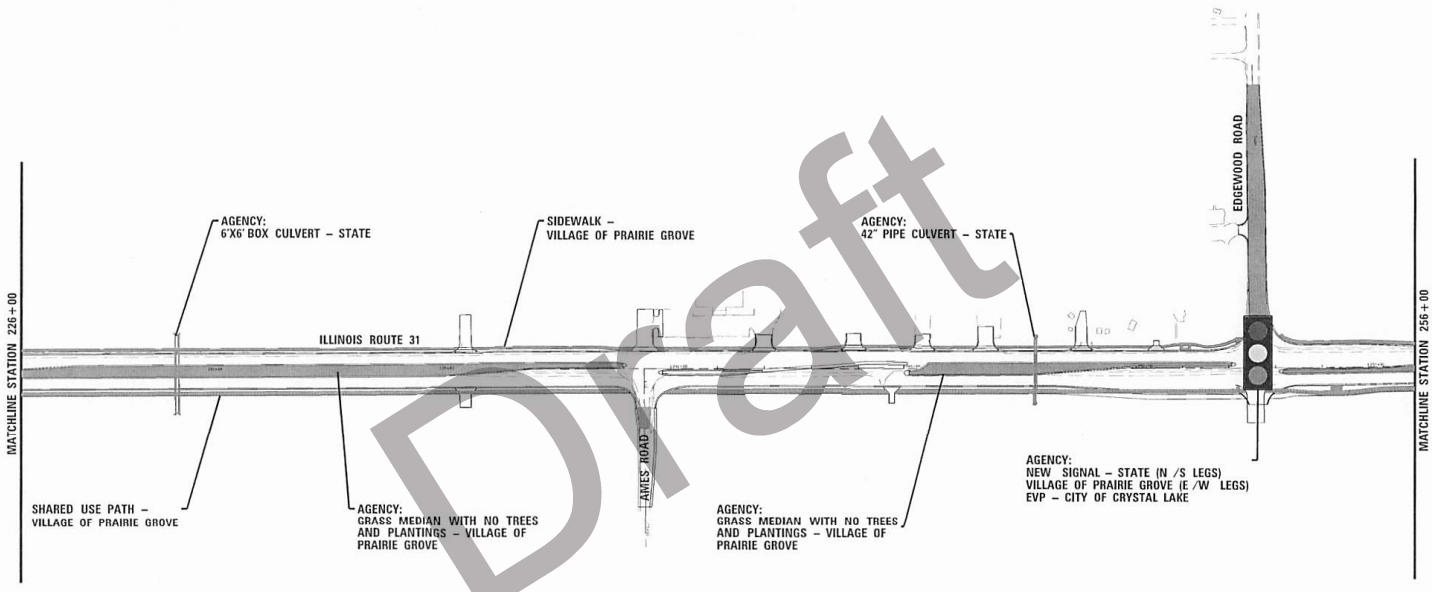
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SCALE: 1"=200'
REVISED 2025-08-01

ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 3 OF 8



Draft

ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 4 OF 8



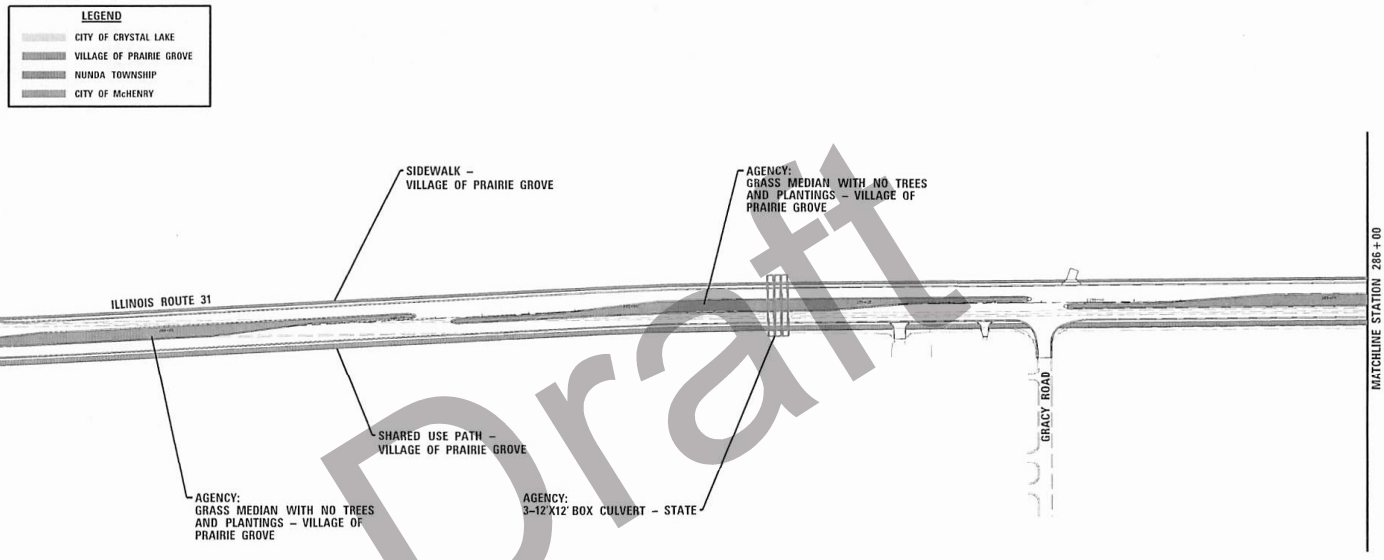
Draft

LEGEND
- CITY OF CRYSTAL LAKE
- VILLAGE OF PRAIRIE GROVE
- NUNDA TOWNSHIP
- CITY OF McHENRY

0 100 200
SCALE: 1"=200'
REVISED 2025-08-01

ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 5 OF 8

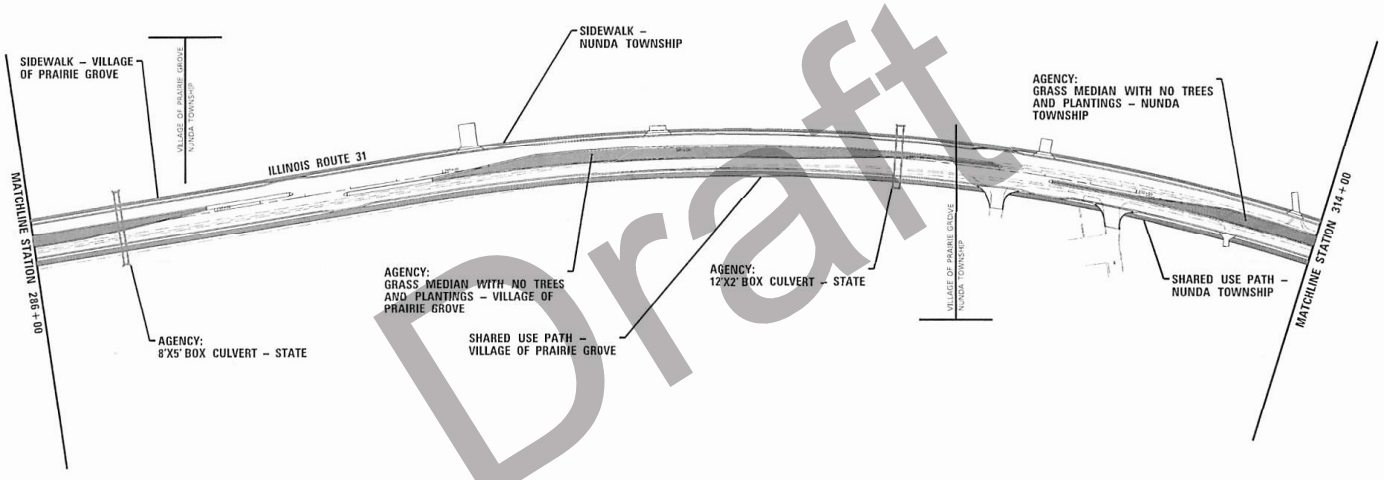
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0 100 200
SCALE: 1"=200'
REVISED 2025-08-01

ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 6 OF 8



Draft

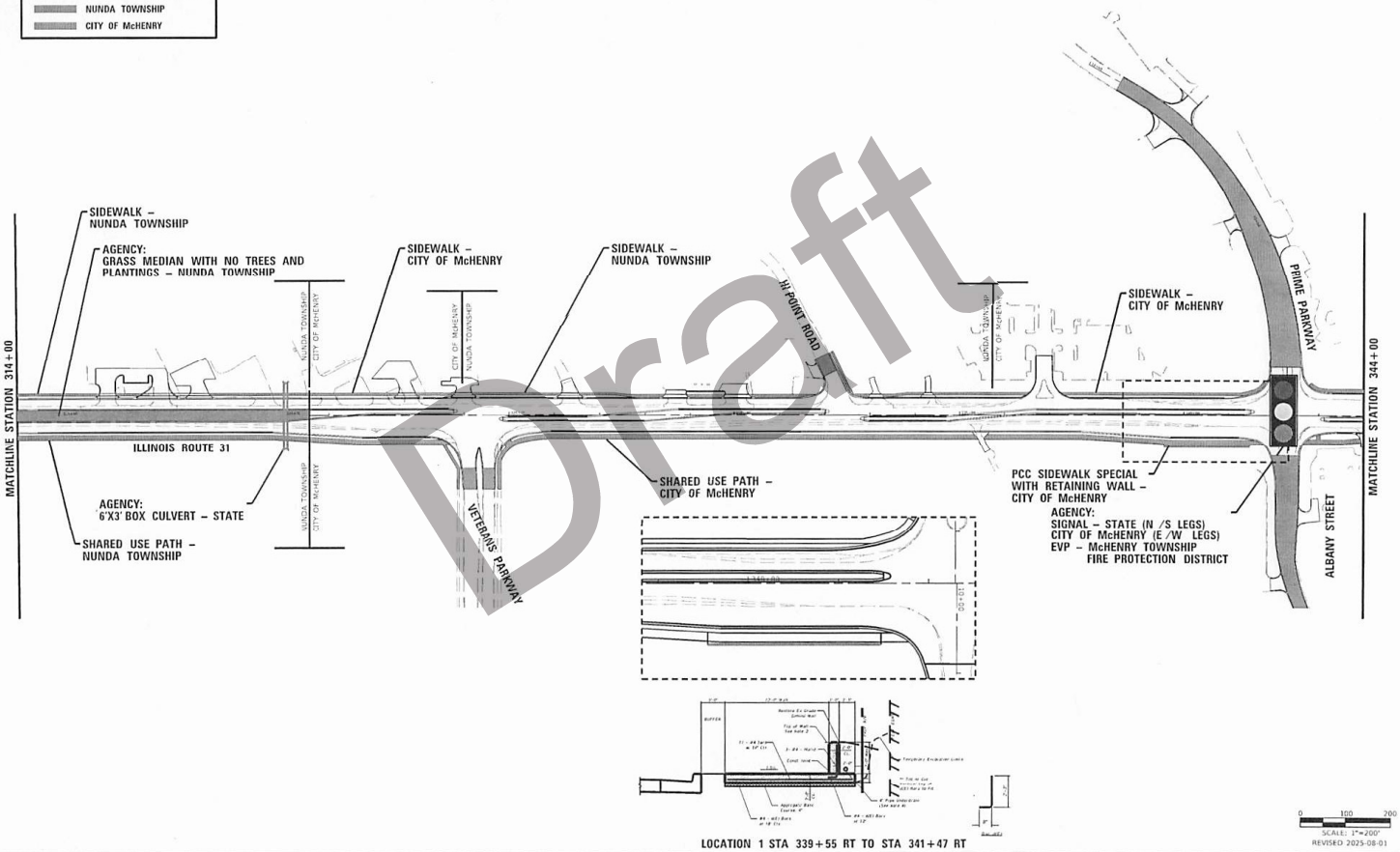
LEGEND
- CITY OF CRYSTAL LAKE
- VILLAGE OF PRAIRIE GROVE
- NUNDA TOWNSHIP
- CITY OF McHENRY

0 100 200
SCALE: 1"=200'
REVISED 2025-08-01

ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 7 OF 8

N

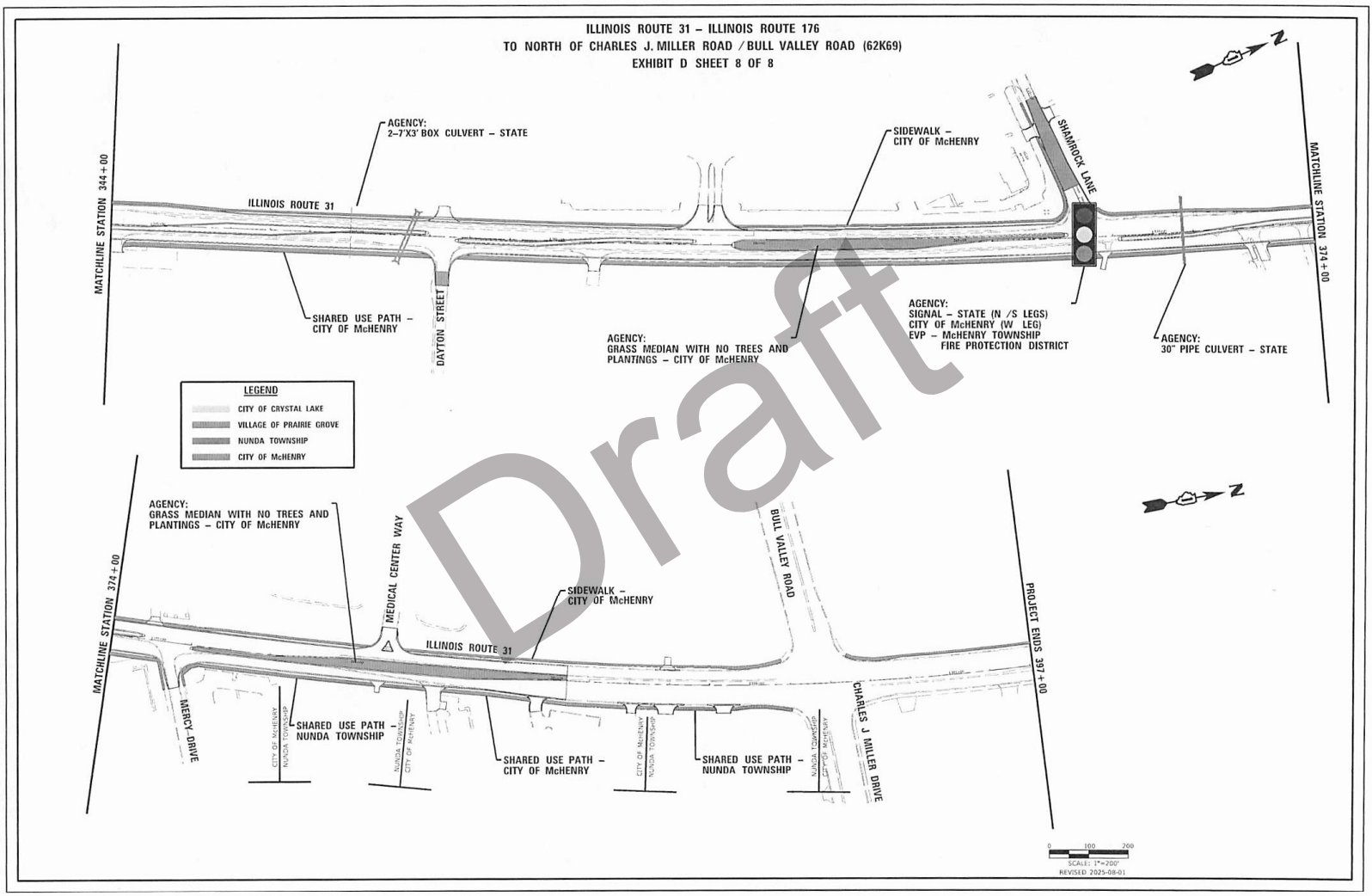
LEGEND
- CITY OF CRYSTAL LAKE
- VILLAGE OF PRAIRIE GROVE
- NUNDA TOWNSHIP
- CITY OF McHENRY



LOCATION 1 STA 339+55 RT TO STA 341+47 RT

0 100 200
SCALE: 1"=200'
REVISED 2025-08-01

Draft


ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176
TO NORTH OF CHARLES J. MILLER ROAD / BULL VALLEY ROAD (62K69)
EXHIBIT D SHEET 8 OF 8
N
MATCHLINE STATION 344+00
AGENCY:
2–7'X3' BOX CULVERT – STATE
ILLINOIS ROUTE 31
SIDEWALK –
CITY OF McHENRY
SHAMROCK LANE
MATCHLINE STATION 374+00
SHARED USE PATH –
CITY OF McHENRY
DAYTON STREET
AGENCY:
GRASS MEDIAN WITH NO TREES AND
PLANTINGS – CITY OF McHENRY
AGENCY:
SIGNAL – STATE (N /S LEGS)
CITY OF McHENRY (W LEG)
EVP – McHENRY TOWNSHIP
FIRE PROTECTION DISTRICT
AGENCY:
30" PIPE CULVERT – STATE
LEGEND
CITY OF CRYSTAL LAKE
VILLAGE OF PRAIRIE GROVE
NUNDA TOWNSHIP
CITY OF McHENRY
N
AGENCY:
GRASS MEDIAN WITH NO TREES AND
PLANTINGS – CITY OF McHENRY
MATCHLINE STATION 374+00
MEDICAL CENTER WAY
SIDEWALK –
CITY OF McHENRY
BULL VALLEY ROAD
PROJECT ENDS 397+00
ILLINOIS ROUTE 31
MERCY DRIVE
CITY OF McHENRY
NUNDA TOWNSHIP
SHARED USE PATH –
NUNDA TOWNSHIP
NUNDA TOWNSHIP
CITY OF McHENRY
SHARED USE PATH –
CITY OF McHENRY
CITY OF McHENRY
NUNDA TOWNSHIP
SHARED USE PATH –
NUNDA TOWNSHIP
NUNDA TOWNSHIP
CITY OF McHENRY
CHARLES J MILLER DRIVE
0
100
200
SCALE: 1"=200'
REVISED 2025-08-01

Draft

Agenda Item No: 9e

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Class 20 Temporary Liquor License Request – Service League of Crystal Lake, December 6, 2025

Staff Recommendation: Motion to approve issuance of a Class 20 Temporary Liquor License to Service League of Crystal Lake, December 6, 2025.

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City received a request from the Service League of Crystal Lake for the issuance of a Class 20 Temporary Liquor License in order to offer wine as part of a cork pull, in the package only, as a raffle prize for a fundraiser on Saturday, December 6, 2025. While raffle licenses are approved administratively per the City Code, the issuance of a temporary liquor license requires consideration by the City Council.

The organization will need a temporary liquor license as the awarding of alcoholic liquor as a raffle prize is considered the sale of alcohol by the State Liquor Control Act. The wine raffle prizes will be awarded at the Crystal Lake Country Club, located at 721 Country Club Road, on Saturday, December 6, 2025 and must be picked up by Monday, December 8, 2025.

Section 329-5-1 of the City Code permits the issuance of a Class 20 Temporary Liquor License for the retail sale of alcoholic liquor on the premises in packages only but not for consumption on the premises specified in the license where sold. The license shall be issued to not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license.

The Service League of Crystal Lake has met all application requirements for a temporary liquor license.

Votes Required to Pass:
Simple majority

CITY OF CRYSTAL LAKE

Class 20
Temporary Liquor License

General Information:

- A Class "20" **Temporary** Liquor License authorizes the retail sale of alcoholic liquor on the premises specified in the license in packages only but not for consumption on the premises where sold.

- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.

- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.

- Issuance of a Class "20" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

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

  https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

City of Crystal Lake
Application for Temporary Liquor License

CLASS "20"
Alcoholic Liquor in Packages Only

The undersigned hereby makes application for a license for the sale at retail of alcoholic liquor in packages only under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name Service League of Crystal Lake
(Must be not-for-profit organization)

Address P.O. Box 893, Crystal Lake, IL 60039 Phone Number [redacted]

2. Organization Contact Information:
Name: Kelly Malina
Address: [redacted]
Email:
Phone Numbe

3. Location where beer in packages only will be sold:
CL country Club

4. Dates of the event (**not to exceed three (3) days**): 12/6/25

5. Hours of operation: 6pm - midnight

6. Describe the type of crowd and traffic control licensee will utilize. staff at country club onsite

7. Describe plan for refuse pickup. taken care of by country club

8. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.
officers in Service League

9. **Please attach the following to your application:**
   - ✓ **a. License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
   - ✓ **b. Proof of liquor liability insurance**
   - ✓ **c. Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer in packages only on the property during the time requested.**
   - ✓ **d. Site plan of area where beer in packages only will be sold.**
   - ✓ **e. Letter to the Mayor and City Council requesting approval of the issuance of a Class "20" Temporary Liquor License to applicant.**

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

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

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

Name: Kelly Malina
Title: Secretary
Date: 9/29/25

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.

Dear Mayor of Crystal Lake and Crystal Lake City Council,

This letter is to request approval of the issuance of a Class "20" temporary liquor license to Service League Crystal Lake for December 6th, 2025.

The purpose of the license is so that we can sell raffle tickets for a chance to win a bottle of wine or potentially a magnum at the 2026 Service League of Crystal Lake Holiday Gala, a private event at The Crystal Lake Country Club.

The Service League of Crystal Lake has applied for the License to Conduct a Raffle for the event as well.

Warm regards,

Kelly Malina
Secretary and Raffle Manager, Service League of Crystal Lake

Service League of Crystal Lake is a designated 501(c)3 non profit registered with the IRS. Our Tax ID number is ***23-7346052.*** *Your donation is 100% tax deductible and all funds raised from the event stay in our community.*

April 15, 2025

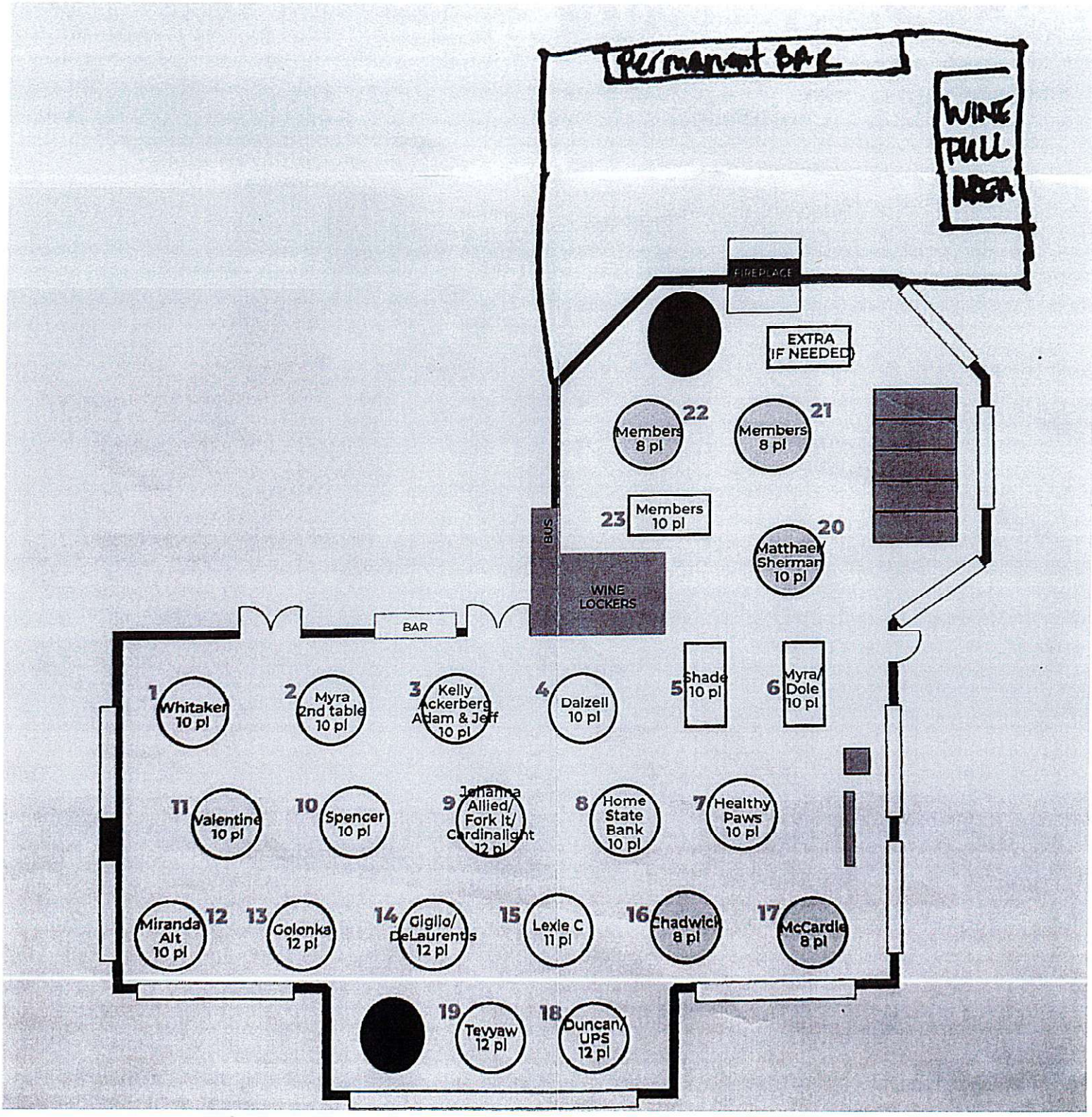
To: City of Crystal Lake

Re: Raffle License - Service League Holiday Gala (SL)

Crystal Lake Country Club is aware that Service League of Crystal Lake is hosting a raffle at their Holiday Gala, scheduled for Saturday, December 6, 2025. We are aware SL is selling raffle tickets for the wine pull and to raffle off a magnum. SL will place a sticker on the bottles to note they are not to be opened or consumed onsite during the event. Crystal Lake Country Club will not benefit from this raffle or receive any proceeds.

If you need any additional information, please contact Elizabeth Nowak, Membership & Event Sales Director, at enowak@clcountryclub.com or (815)459-1237 ext. 237.

Todd Baior, General Manager


Permanent BAR
WINE PULL NOSH
FIREPLACE
EXTRA IF NEEDED
22 Members 8 pl
21 Members 8 pl
23 Members 10 pl
20 Matthael/ Sherman 10 pl
BUS
WINE LOCKERS
BAR
1 Whitaker 10 pl
2 Myra 2nd table 10 pl
3 Kelly Ackerberg Adam & Jeff 10 pl
4 Dalzell 10 pl
5 Shade 10 pl
6 Myra/ Dole 10 pl
11 Valentine 10 pl
10 Spencer 10 pl
9 Johanna Allied/ Fork It/ Cardinalight 12 pl
8 Home State Bank 10 pl
7 Healthy Paws 10 pl
12 Miranda Alt 10 pl
13 Golonka 12 pl
14 Giglio/ DeLaurentis 12 pl
15 Lexie C 11 pl
16 Chadwick 8 pl
17 McCardle 8 pl
19 Tevyaw 12 pl
18 Duncan/ UPS 12 pl

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/01/2025

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

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

PRODUCER	CONTACT NAME: Eventsured Customer Service	
Foresite Sports, Inc. DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	PHONE (A/C, No, Ext): 888-882-5902	FAX (A/C, No):
	E-MAIL ADDRESS: info@eventsured.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Houston Casualty Company	42374
INSURED Service League of Crystal Lake Kelly Akerberg PO Box 893 Crystal Lake, IL 60039	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** TM474615 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	Y		H24SE00172/TM474615	12/06/2025 12:01AM	12/07/2025 2:01AM	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
							DEDUCTIBLE	$ 0
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Gala to be held on 12/06/2025 - 12/06/2025 with 240 attendees at City of Crystal Lake 100 W. Woodstock Street Crystal Lake IL 60014 . Additional Insureds include: City of Crystal Lake 100 W. Woodstock Street Crystal Lake, IL 60014; .

CERTIFICATE HOLDER

City of Crystal Lake
100 W. Woodstock Street
Crystal Lake IL, 60014

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



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Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date:	October 7, 2025
Item:	Special Event Request - Downtown Crystal Lake - Night on the Town – Thursday, October 16, 2025
Recommendation:	Motion to approve the Downtown Crystal Lake Night on the Town Special Event on October 16, 2025 pursuant to the staff recommended conditions.
Staff Contact:	Kathryn Cowlin, Director of Community Development Victoria Wojcik, Community Development Analyst

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Background: The Downtown Crystal Lake/Main Street Association is requesting the Night on the Town Special Event on Thursday, October 16, 2025 from 5:00 p.m. to 8:00 p.m. The event will encourage participants to dine and shop by walking along lantern-lit sidewalks of Williams Street between the Raue Center and Woodstock Street, Brink Street from Grant Street to Main Street, Woodstock Street from Grant Street to Main Street, and Main Street From Railroad Street to the train tracks. This event has been approved in previous years administratively since music was not part of the request.

This year, the Downtown Crystal Lake/Main Street Association is planning on including live music to be located outside of the Raue Center, at the corner of Williams Street and Woodstock Street, and at the corner of Railroad Street and Main Street. This has not occurred at previous Night on the Town Events. As in the past, no alcohol will be served by the Downtown Crystal Lake/Main Street Association during this event.

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

1. The approval is valid on Thursday, October 16th 2025 between 5:00 PM and 8:00 PM.
2. Vendors are responsible for site clean-up, with all garbage removed at the end of each market day.
3. All buildings must be below occupancy limit.
4. Adequate trash receptacles must be supplied.
5. Signs cannot obstruct the view of traffic or be attached to utility poles.
6. Pedestrian ways or fire lanes must not be obstructed.
7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors are responsible to obtain all necessary permits from the McHenry County Health Department.
9. Tents/Canopies must meet the requirements, as provided in the enclosed handout.
10. Inspections from the Fire Rescue Department may be required.

11. Fire Lanes in and around the building must be kept clear with a minimum of 20' width throughout the event.
12. 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.*
13. 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.

The applicant has been made aware of these recommended conditions and advised to attend the October 7, 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 Night on the Town

EVENT LOCATION Downtown Crystal Lake

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Night on the Town is a lantern lit walk through the downtown streets encouraging th
dine within the downtown businesses. We will have live music in front of the Raue C
either on the corner of Railroad street in front of Duke's or on the corner of Woodste

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: no more than 10

9. Estimated attendance: 200-300

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: 10/16/2025
Event: 10/16/2025
Dismantling: 10/16/2025

15. Hours of the event:

Set Up: 4pm at Raue Center
Event: 5-8pm
Dismantling: 8-9pm

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
    We're hoping to use electricity from the lamp posts

    _____

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 station is down the block

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

09/16/25
Date

Katie Galto
Print Name

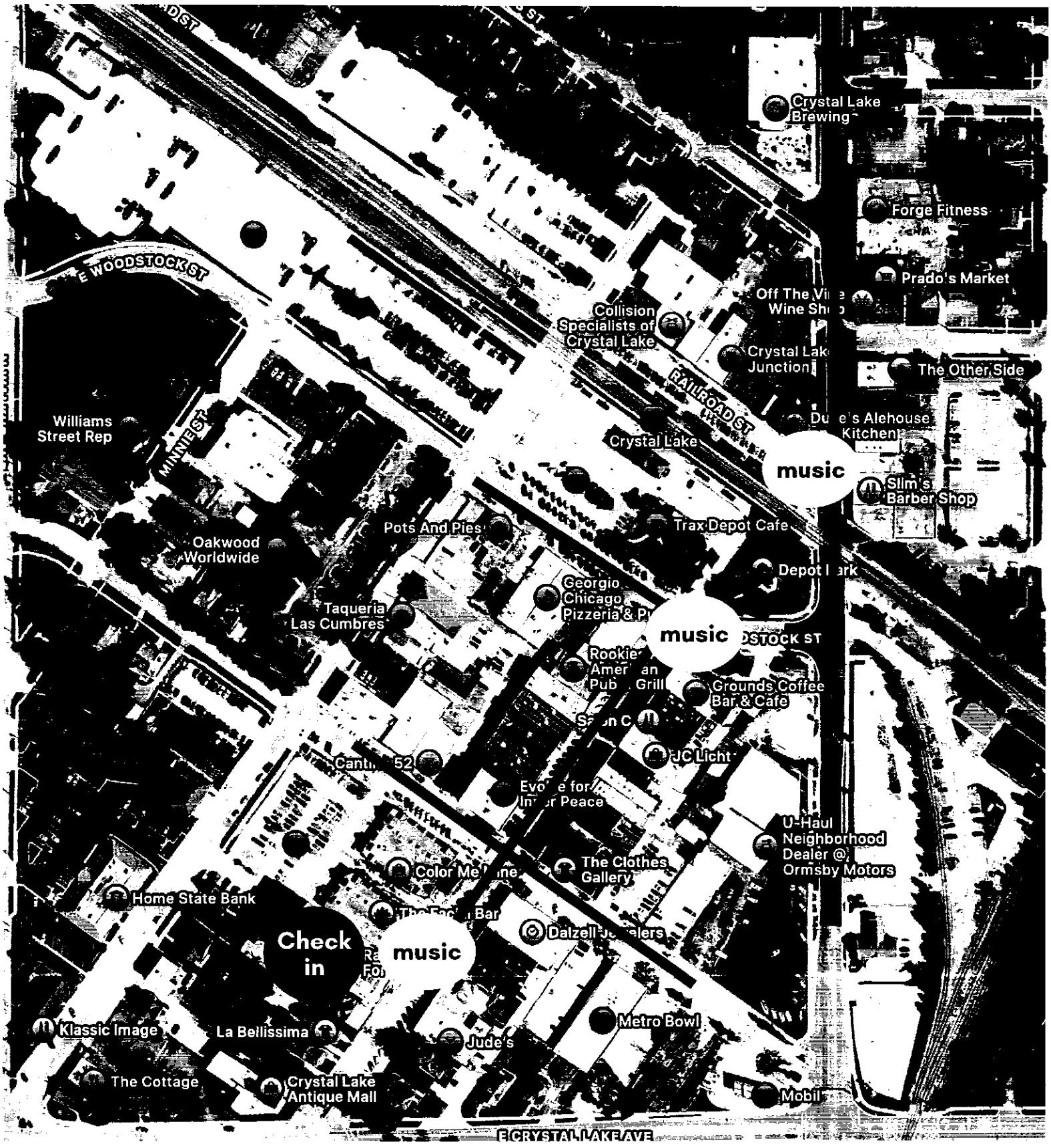
STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No


Crystal Lake Brewing
Forge Fitness
E WOODSTOCK ST
Prado's Market
Collision Specialists of Crystal Lake
Crystal Lake Junction
The Other Side
RAILROAD ST
Williams Street Rep
MINNIE ST
Crystal Lake
music
Slim's Barber Shop
Pots And Pies
Trax Depot Cafe
Oakwood Worldwide
Taqueria Las Cumbres
music
Rookie's American Pub & Grill
Grounds Coffee Bar & Cafe
JC Licht
U-Haul Neighborhood Dealer @ Ormsby Motors
The Clothes Gallery
Home State Bank
Check in
music
Metro Bowl
Klassic Image
La Bellissima
Jude's
The Cottage
Crystal Lake Antique Mall
E CRYSTAL LAKE AVE

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: One-year extension of the temporary clinic for the Mercyhealth Immediate Care Facility

Petitioner: Mercyhealth
875 S. Route 31

Recommendation: To approve a one-year extension of the temporary clinic for Mercyhealth Hospital at 875 S. Route 31.

Staff Contact: Kathryn Cowlin, Community Development Director

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Background:

- Mercyhealth received the Final Planned Unit Development Approval in 2018. The hospital is open and providing services to patients.
- As part of the Illinois Health Facilities and Services Review Board approval for the hospital, Mercyhealth was limited in its treatment rooms. People requiring immediate care were utlizing the emergency services. This placed an additional burden on the emergency room.
- In 2023, A Final Planned Unit Development Amendment was approved for the temporary clinic.
- The temporary immediate care manufactured unit is allowing Merchealth to gauge the needs of the community in order to revise their application to the Illinois Health Facilities and Services Review Board to request an addition to the hospital.
- The City Council approved a two-year timeframe for the temporary clinic and included a condition that Mercyhealth could request an extension from the City Council.

Request:

- A one-year extension of the temporary clinic for the Mercyhealth Immediate Care Facility.
- Mercyhealth has stated that they are working on plans for a permanent solution and need one additional year to gather data to support the permanent structure.

Votes Required to Pass: A simple majority.

Mercyhealth
A passion for making lives better.

Corporate Office
3401 N. Perryville Rd., Ste. 303
Rockford, IL 61114

Office of the President

September 26, 2025

The Honarable Haig Haleblian
Mayor, City of Crystal Lake
100 W Woodstock St
Crystal Lake, IL 60014

Re: Permit Renewal for Urgent Care Mobile Clinic

Dear Mayor Haleblian,

I hope this message finds you well. I wanted to bring to your attention the upcoming permit renewal for our Urgent Care Mobile Clinic in Crystal Lake, as referenced in the email sent to Katie, the Director of Community Development.

In that correspondence, we formally requested an extension of our permit. Currently, we have one year remaining on our existing lease, which we are unable to exit. Since launching the Urgent Care Mobile Clinic, we have been assessing the community's ongoing need for accessible urgent care services. The volume of patients we serve indicates a growing demand, suggesting that a more permanent solution may be necessary to effectively meet the community's needs.

We are in the process of developing a long-term plan to address this demand and intend to present a proposal to the City of Crystal Lake in the future. The extension of the permit would allow us to continue providing these vital services while we finalize our plans for a permanent facility.

We are planning to bring this to the next City Council Meeting on October 7th. Thank you for your consideration and continued partnership in serving the residents of Crystal Lake. Please let me know if you would like to discuss this matter ahead of the October 7th meeting.

Best regards,

Javon R. Bea
President and CEO

Senator Dave Syverson

Kathryn Cowlin AICP

From: Benish, Randy <rbenish@mhemail.org>
Sent: Tuesday, September 23, 2025 11:16 AM
To: Kathryn Cowlin AICP
Cc: Benning, Joanna; Killpack, Tyler
Subject: Mercyhealth Urgent Care Mobile Clinic Permit

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 Katie,

Mercyhealth is writing to formally request an extension of the permit for our Urgent Care mobile clinic in Crystal Lake. We currently have one year remaining on our existing lease that we can't get out of.

Since providing services at our Urgent Care Mobile Clinic we have been assessing the community's ongoing need for accessible urgent care services. The volume of patients we are serving indicates a growing and consistent demand that suggests a more permanent solution may be necessary to serve the community effectively.

We are currently developing a long-term plan to address this need, and we intend to present a proposal to the City of Crystal Lake in the near future. This permit extension we are seeking would allow us to continue providing vital services while we finalize our permanent fixture plan.

If we need to go back to the City Council Meeting, please let us know when that will be. Thank you for your consideration and continued partnership in serving the residents of Crystal Lake. We look forward to discussing this matter further with you.

Thank you,

Joanna Benning
Vice President of Support Operations and Construction
Mercyhealth
507-254-9746
jbenning@mhemail.org

Randy Benish

Mercyhealth
Director of Construction Management
rbenish@mhemail.org
608-295-3522
CONFIDENTIAL NOTICE: The information contained in this transmission may contain privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, or if you have received this e-mail in error, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date:	October 7, 2025
Item:	Bid Award – On-Call Snow Removal Services for Parking Areas
Staff Recommendation:	Motion to award the bid for supplemental, On-Call Snow Removal Services for Parking Areas to the lowest responsible, responsive bidder, Greve Construction, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Greve Construction, Inc. in the submitted bid amounts, with four (4) optional one-year contract extensions
Staff Contact:	Michael Magnuson, P.E., Director of Public Works and Engineering

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Background:
Annually, the City contracts with an outside vendor to ensure that, during heavy snow and ice events, City maintained parking areas can be cleared while Public Works crews focus on city streets.

Outsourcing these snowplowing services is a key component of the Public Works Department's snow-fighting plan. Many of the areas being plowed are commuter lots, and the optimal window for clearing them is during the early morning hours when no cars are present. By outsourcing this service during major snow events, uninterrupted plowing and salting of City streets can remain the department's top priority, while still ensuring that commuter lots and other City-owned parking areas are cleared.

The contract includes a seasonal staging fee for vendor equipment (e.g., loaders with snow pushers) to ensure supplemental machinery is on-site and available if needed. This staging fee is paid regardless of the number of snow responses. Due to the unpredictable nature of winter weather, the vendor's utilization will be event-specific. The contractor is paid for each requested response in addition to the staging fee. Funding has been budgeted based on historical data and past usage of outside vendors. The contract runs from December through April.

On September 18, 2025 the City of Crystal Lake publicly opened and read aloud the bids received for On-Call Snow Removal Services for Parking Areas. The bid results are summarized as follows:

√ Greve Construction, Inc. Huntley, IL												
Item	Unit	Est Qty	Base Term (November 15, 2025 - April 15, 2026)		Optional Term 1 (November 15, 2026 - April 15, 2027)		Optional Term 2 (November 15, 2027 - April 15, 2028)		Optional Term 3 (November 15, 2028 - April 15, 2029)		Optional Term 4 (November 15, 2029 - April 15, 2030)	
			Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
Parking Lot Snow Removal & Salting	Call-Out Event	5	$9,270.00	$46,350.00	$9,550.00	$47,750.00	$9,850.00	$49,250.00	$10,150.00	$50,750.00	$10,455.00	$52,275.00
Equipment Staging Fee	Per Term	1	$50,000.00	$50,000.00	$51,500.00	$51,500.00	$53,045.00	$53,045.00	$54,636.00	$54,636.00	$56,275.00	$56,275.00
		BID TOTAL:		$96,350.00		$99,250.00		$102,295.00		$105,386.00		$108,550.00

Arctic Snow & Ice Control, Inc. Oakwood Hills, IL												
Item	Unit	Est Qty	Base Term (November 15, 2025 - April 15, 2026)		Optional Term 1 (November 15, 2026 - April 15, 2027)		Optional Term 2 (November 15, 2027 - April 15, 2028)		Optional Term 3 (November 15, 2028 - April 15, 2029)		Optional Term 4 (November 15, 2029 - April 15, 2030)	
			Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
Parking Lot Snow Removal & Salting	Call-Out Event	5	$10,289.00	$51,445.00	$10,494.00	$52,470.00	$10,703.00	$53,515.00	$10,917.00	$54,585.00	$11,135.00	$55,675.00
Equipment Staging Fee	Per Term	1	$53,429.00	$53,429.00	$54,497.00	$54,497.00	$55,586.00	$55,586.00	$56,697.00	$56,697.00	$57,830.00	$57,830.00
		BID TOTAL:		$104,874.00		$106,967.00		$109,101.00		$111,282.00		$113,505.00

Snow Systems, Inc. Bristol, WI												
Item	Unit	Est Qty	Base Term (November 15, 2025 - April 15, 2026)		Optional Term 1 (November 15, 2026 - April 15, 2027)		Optional Term 2 (November 15, 2027 - April 15, 2028)		Optional Term 3 (November 15, 2028 - April 15, 2029)		Optional Term 4 (November 15, 2029 - April 15, 2030)	
			Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
Parking Lot Snow Removal & Salting	Call-Out Event	5	$10,000.00	$50,000.00	$10,000.00	$50,000.00	$10,000.00	$50,000.00	$10,000.00	$50,000.00	$10,000.00	$50,000.00
Equipment Staging Fee	Per Term	1	$84,500.00	$84,500.00	$84,500.00	$84,500.00	$84,500.00	$84,500.00	$84,500.00	$84,500.00	$84,500.00	$84,500.00
		BID TOTAL:		$134,500.00		$134,500.00		$134,500.00		$134,500.00		$134,500.00

Langton Group Woodstock, IL												
Item	Unit	Est Qty	Base Term (November 15, 2025 - April 15, 2026)		Optional Term 1 (November 15, 2026 - April 15, 2027)		Optional Term 2 (November 15, 2027 - April 15, 2028)		Optional Term 3 (November 15, 2028 - April 15, 2029)		Optional Term 4 (November 15, 2029 - April 15, 2030)	
			Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
Parking Lot Snow Removal & Salting	Call-Out Event	5	$9,589.00	$47,945.00	$10,068.00	$50,340.00	$10,571.00	$52,855.00	$11,099.00	$55,495.00	$11,653.00	$58,265.00
Equipment Staging Fee	Per Term	1	$143,835.00	$143,835.00	$151,026.00	$151,026.00	$158,577.00	$158,577.00	$166,505.00	$166,505.00	$174,830.00	$174,830.00
		BID TOTAL:		$191,780.00		$201,366.00		$211,432.00		$222,000.00		$233,095.00

√ Indicates the lowest responsible and responsive bidder

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.

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. City staff recommends awarding the On-Call Snow Removal Services for Parking Areas contract to the lowest responsible and responsive

bidder, Greve Construction, Inc., at the submitted bid amounts, with the option to extend the contract for up to four (4) optional one-year contract extensions. City staff has previously worked with Greve Construction, Inc. with satisfactory results. Funds are annually budgeted for these services.

Votes Required to Pass:
Simple Majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE is responsible for snow and ice control efforts and, at times, supplemental services are needed; and

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for On-Call Snow Removal Services for Parking Areas on September 18, 2025; and

WHEREAS the lowest responsive and responsible bidder is Greve Construction, Inc., located in Huntley, Illinois.

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Greve Construction, Inc. for On-Call Snow Removal Services for Parking Areas in the bid amounts; and with an option for up to four (4) optional one-year contract extensions.

BE IT FURTHER RESOLVED that the City Manager is authorized to approve up to four (4) optional one-year contract extensions and execute warranted change orders for up to 10 percent of the contract amount.

Draft

DATED this 7th day of October, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 7, 2025
APPROVED: October 7, 2025

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR

ON-CALL SNOW REMOVAL SERVICES FOR PARKING AREAS

BIDDER'S PROPOSAL

Full Name of Bidder GREVE CONSTRUCTION INC. ("Bidder")

Principal Office Address 11403 REED ROAD HUNTLEY, IL 60142

Local Office Address _____

Contact Person Jim GREVE Telephone 847-774-0757

TO: The City of Crystal Lake ("Owner")
100 W. Woodstock Street
Crystal Lake, Illinois 60045

Attention: ***Michael Wisinski – Public Works Manager***
SEALED BID: **ON-CALL SNOW REMOVAL SERVICES FOR PARKING AREAS**

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 On-Call Snow Removal Services For Parking Areas; (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

Greve Construction

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

The On-Call Snow Removal Services for Parking Areas contract bid award will consider the Bid Award Criteria Total. Optional terms may be exercised at the City's discretion.

BASE TERM: November 15, 2025 – April 15, 2026

Item	Unit	Price	Estimated Quantities	Extension
Lump Sum Cost for Parking Areas Snow Removal and Salting	Price Per Call-out Event	$ 9270.00	5	$ 46,350.
Equipment Staging Fee	Per Season	$ 50,000.00	1	$ 50,000.
			BID AWARD CRITERIA TOTAL:	$ 96,350.
BID AWARD CRITERIA TOTAL IN WRITING: Ninety Six Thousand Three Hundred Fifty				

Optional Term 1: November 15, 2026 – April 15, 2027

Item	Unit	Price	Estimated Quantities	Extension
Lump Sum Cost for Parking Areas Snow Removal and Salting	Price Per Call-out Event	$ 9550	5	$ 47,750.
Equipment Staging Fee	Per Season	$	1	$ 51,500.
			TOTAL:	$ 99,250.
TOTAL IN WRITING: Ninety Nine Thousand Two Hundred Fifty				

SCHEDULE OF PRICES (CONT'D.)

Optional Term 2: November 15, 2027 – April 15, 2028

Item	Unit	Price	Estimated Quantities	Extension
Lump Sum Cost for Parking Areas Snow Removal and Salting	Price Per Call-out Event	$ 9850.	5	$ 49,250.
Equipment Staging Fee	Per Season	$	1	$ 53,045
			TOTAL:	$ 102,295
TOTAL IN WRITING: ONE HUNDRED TWO THOUSAND TWO HUNDRED NINETY FIVE				

Optional Term 3: November 15, 2028 – April 15, 2029

Item	Unit	Price	Estimated Quantities	Extension
Lump Sum Cost for Parking Areas Snow Removal and Salting	Price Per Call-out Event	$ 10,450	5	$ 50,1750.
Equipment Staging Fee	Per Season	$	1	$ 54,636
			TOTAL:	$ 105,386
TOTAL IN WRITING: ONE HUNDRED FIVE THOUSAND THREE HUNDRED EIGHTY SIX				

Optional Term 4: November 15, 2029 – April 15, 2030

Item	Unit	Price	Estimated Quantities	Extension
Lump Sum Cost for Parking Areas Snow Removal and Salting	Price Per Call-out Event	$ 10,455.	5	$ 52.275.
Equipment Staging Fee	Per Season	$	1	$ 56,275.
			TOTAL:	$ 108,550
TOTAL IN WRITING: ONE HUNDRED EIGHT THOUSAND FIVE HUNDRED FIFTY				

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Sustainability Committee Charter Amendment and Attendance Policy

Staff Recommendation: Motion to adopt a Resolution revising the Sustainability Committee charter and adopting an attendance policy.

Staff Contacts: Ryan Oates, Assistant to the City Manager
Victoria Wojcik, Community Development Analyst

Background:

In September 2007, the City Council formed an Ad Hoc Clean Air Counts Advisory Committee ("Committee") to assist the City in meeting the goals of the Clean Air Counts Campaign. In 2015, the Metropolitan Mayors Caucus ended the Clean Air Counts Campaign due to a lack of funding. On November 17, 2015 the City Council adopted a resolution to establish the Sustainability Committee, which replaced the Ad Hoc Clean Air Counts Advisory Committee.

The Sustainability Committee is comprised of nine members that meets monthly. The Sustainability Committee broadly assists the City with promoting and achieving environmental sustainability initiatives, while continuing the efforts established through the former Ad Hoc Clean Air Counts Advisory Commission. Throughout the past few years, the Sustainability Committee has been unable to operate effectively, due, in part, to issues with quorum and the lack of an attendance policy. In addition, the direction of the Committee has been to generally improve sustainability in the City. Implementing a precise direction and goals for the Committee would streamline the Committee's efforts.

Recommendation:

Several changes are recommended in order to improve the Committee's ability to achieve a quorum for meetings, and to focus on litter clean up initiatives and the Mayor's Monarch Pledge:

- Reduce the number of Committee members from nine voting members to seven voting members.
- Establish an attendance policy in accordance with existing City Commission attendance policies.
- Clarify the objectives of the Committee to include litter cleanup, achieving the Mayors Monarch Pledge action items, and any additional items as directed by the Mayor and City Council.

Number of Committee Members and Attendance Requirements: Since the beginning of 2025, the Sustainability Committee has been able to conduct only four of the nine scheduled monthly meetings thus far, due to a lack of a quorum. In order to ensure greater consistency in conducting meetings and

achieving a quorum, Staff recommends re-adopting a revised Sustainability Committee and reducing the number of Committee members from nine to seven.

This new approach will provide for a better chance to have a quorum at the monthly meetings and center the focus on achievable action items. In order to achieve the reduced membership number, staff will monitor the attendance record of existing members and advise the Mayor and City Council of staff recommendations for membership reduction. Staff will encourage the members that may be removed to continue to participate in the meetings, even if they are not voting members.

Litter Cleanup Focus: In order to provide Committee members with improved direction, staff is recommending revising the charter and responsibilities to achieve action items as directed by the Mayor and City Council. With this new focus, the Sustainability Committee has set up litter cleanup events, enhanced the Adopt-A-Highway program and is creating a program aimed to keep Crystal Lake clean.

Some notable accomplishments that the Sustainability Committee has achieved include:

- Continuously receiving the signatories' award for the Mayors Monarch Pledge through the National Wildlife Foundation.
- Installing trash cans around the City to reduce the amount of litter accumulation.
- Continuing outreach efforts including published articles in the City newsletter, participation at the Johnny Appleseed Festival, and expanded use of social media and the website
- Awarding Green Business recognition to local businesses in Crystal Lake.

Committee Structure: Similar to other Commissions in the City, the Committee shall be composed of seven (7) members to be appointed by the Mayor and confirmed by the City Council. Terms of members shall be for three (3) years, without compensation, and the terms shall be staggered, as determined by the City Council. The staggering of terms will assist the Committee to meet quorum requirements in the event that members leave the Committee. After reduction of the Committee from nine (9) to seven (7) members, the remaining seven (7) members shall continue to serve through the end of their then current term, subject to reappointment by the Mayor and confirmation by the City Council for additional terms.

Member Qualifications: Sustainability Committee members shall be residents of the City of Crystal Lake, attend a school in Crystal Lake, work in the City, or otherwise own a business in the City. Similar to the original Sustainability Committee, any person wanting to serve on the Committee would submit an application and require appointment approval by the Mayor and City Council.

Meetings: The Sustainability Committee shall meet once a month, unless a scheduled litter clean up event is scheduled during the normal meeting times. Members share comply with the Attendance Policy of the Committee.

Committee Duties and Functions: The Sustainability Committee would assist the City with promoting and achieving environmental sustainability initiatives as directed by the Mayor and City Council, while continuing their efforts that they have established in the previous Sustainability Committee.

1. To take action on items directed by the Mayor and City Council for both short and long term cost-effective goals for the City of Crystal Lake to become more sustainable.
2. To implement projects, policies, programs and initiatives as directed by the Mayor and City Council.
3. To spread awareness of environmental issues to the Crystal Lake Community at local events.
4. To hear presentations from businesses, advocacy groups and other sustainability related associations regarding opportunities for the City of Crystal Lake.
5. To recruit and maintain a list of volunteers willing to lend their time and effort to implementing the recommended short and long term sustainability goals.
6. To coordinate the use of volunteers when appropriate to assist in implementing the projects approved by the City Staff and the City Council.
7. To assist City departments in an effort to encourage, where possible and within budget parameters, the adoption of environmentally sustainable practices.
8. Identify federal/state/local environmental grants for the City of Crystal Lake.
9. Prepare an annual report for the Mayor and City Council.

General Guidelines:

The Community Development Department will provide staff support to the Committee.

Votes Required to Pass:

Simple majority of City Council present.

RESOLUTION

WHEREAS, the Mayor and City Council for the City of Crystal Lake, Illinois established the Ad Hoc Clean Air Counts Advisory Committee on September 18, 2007 to participate in the Clean Air Counts Campaign, organized by the Metropolitans Mayors Caucus; and

WHEREAS, the Ad Hoc Clean Air Counts Advisory Committee achieved both Bronze and Silver membership levels through the Clean Air Counts Campaign; and

WHEREAS, the Clean Air Counts Campaign through the Metropolitan Mayors Caucus is no longer in existence; and

WHEREAS, the members of the City's Ad Hoc Clean Air Counts Advisory Committee formed the Sustainability Committee to replace the Ad Hoc Clean Air Counts Advisory Committee to be able to continue to support and assist the City of Crystal Lake with clean air and environmental sustainability efforts.

WHEREAS, the City of Crystal Lake has identified the need to reduce the number of the current Sustainability Committee members from nine to seven; and

WHEREAS, the City of Crystal Lake has identified the need to enact an attendance policy for the Sustainability Committee; and

WHEREAS, the City of Crystal Lake has identified the need to create a revised charter for the Sustainability Committee changing the roles and responsibilities of the Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows:

SECTION I: There is hereby established a revised Sustainability Committee of Crystal Lake.

SECTION II: The purpose of the Committee is to assist the City of Crystal Lake in promoting environmental sustainability within the City.

SECTION III: The Committee will consist of seven (7) members who shall be residents of the City of Crystal Lake, attend a school in Crystal Lake, work in Crystal Lake, or otherwise own a business in the City of Crystal Lake. The members of the Committee shall be appointed and confirmed by the Mayor and the City Council to each serve a three-year term without compensation. The terms of the

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members shall be staggered, as determined by the City Council. In the event of a vacancy prior to the expiration of a term, the Mayor and City Council shall appoint a qualified successor to fill the remainder of the term.

SECTION IV: The duties of the Committee shall be as follows:

1. To take action on items directed by the Mayor and City Council for both short and long term cost-effective goals for the City of Crystal Lake to become more sustainable.
2. To implement projects, policies, programs and initiatives as directed by the Mayor and City Council.
3. To spread awareness of environmental issues to the Crystal Lake Community at local events.
4. To hear presentations from businesses, advocacy groups and other sustainability related associations regarding opportunities for the City of Crystal Lake.
5. To recruit and maintain a list of volunteers willing to lend their time and effort to implementing the recommended short and long term sustainability goals.
6. To coordinate the use of volunteers when appropriate to assist in implementing the projects approved by City staff and the City Council.
7. To assist City departments in an effort to encourage, where possible and within budget parameters, the adoption of environmentally sustainable practices.
8. Identify federal/state/local environmental grants for the City of Crystal Lake.
9. Prepare an annual report for the Mayor and City Council.

SECTION V: The Sustainability Committee Attendance Policy, attached hereto as Exhibit A, is hereby adopted.

DATED this 7th day of October, 2025.

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CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 7, 2025
APPROVED: October 7, 2025

Exhibit A

SUSTAINABILITY COMMITTEE ATTENDANCE POLICY

Purpose

The City Council established the Sustainability Committee and developed the Committee's mission to promote short-term, long-term, and cost-effective goals for the City of Crystal Lake to become more sustainable. The City Council has agreed that it would be prudent to develop an attendance policy that is intended to support the full contribution of all Committee members.

Committee Meeting Attendance

The Committee members have established the following policy provisions for attending regularly-scheduled monthly Committee meetings:

1. Each member shall make every effort to attend the regularly-scheduled monthly Committee meetings. It is understood that since the Committee members reside in, attend school in, or work for an organization in the City, they should be able to attend every meeting that is held.
2. If a member determines that they will be unable to attend a regularly-scheduled meeting, they shall notify City liaison via telephone or email of their pending absence prior to the meeting.

The Committee has established the following policy provisions for attending special Committee events:

1. The Committee members recognize the importance of and the need to attend events (Sustainability Committee-hosted litter clean up events, etc.) outside of the regularly-scheduled monthly meetings.
2. It is understood the events typically occur throughout the work-day, on weekends, or during the evenings. Therefore, it may not be possible for Committee members to attend these events.
3. There are no minimum requirements for members to attend these events. However, Committee members shall make every possible effort to attend these events as requested by the City Council or by City Staff.

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4. If a member determines that they will be unable to attend an event outside of regularly scheduled meetings, they shall notify City staff via telephone or email of their pending absence.

Action plan for attendance issues

If a Committee member is unable to attend at least 75% of the regularly-scheduled monthly meetings in a calendar year, or if the member misses at least 3 consecutive meetings, the Committee Staff Liaison will notify the member in writing (herein after "notification letter"). The notification letter will outline the member's previous attendance and ask the member to review their schedules and responsibilities and to consider their continued participation in the Sustainability Committee. Members shall be required to respond in writing. Their response will be shared with the City Council.

If a member who has received a notification letter fails to respond within 30 days of receiving the letter, the City Council shall have the option, based upon attendance issues only, to remove the member.

This policy, and any and all other issues relative to meeting attendance shall be reviewed by the Sustainability Committee members during regularly-scheduled meetings.

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Final version, updated 9/25/2025

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Adopt-A-Highway Program - Application Approval, City of Crystal Lake Sustainability Committee

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with the City of Crystal Lake Sustainability Committee to adopt the following road: North Walkup Avenue, between IL Route 176 and Crystal Lake Avenue, for a two-year period, in accordance with the requirements set forth in the City of Crystal Lake Adopt-A-Highway Program

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

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Background:

On June 4, 2019 the City adopted an ordinance [Ord. No. 7547] approving an Adopt-A-Highway program for City of Crystal Lake roads. This program allows private citizens or organizations, with an address in the City of Crystal Lake, to support the City's anti-litter efforts by allowing groups to adopt a section of City roadway for the purpose of litter collection. The program was established pursuant to the Illinois Adopt-A-Highway Act and is administered by the Director of Public Works.

The City of Crystal Lake Sustainability Committee, has applied to take part in the City's Adopt-A-Highway Program and has requested to adopt North Walkup Avenue, between IL Route 176 and Crystal Lake Avenue, for a two-year period. Adopt-A-Highway signs will be installed at both ends of the adopted road segment, listing "CL Sustainability Committee" as the organization responsible for that section. If approved, the City Manager will execute an agreement with the City of Crystal Lake Sustainability Committee providing for the group's participation in the Adopt-A-Highway Program. The Adopt-A-Highway Program agreement follows all requirements of the Illinois Adopt-A-Highway Act and all additional requirements set forth in the City of Crystal Lake's Adopt-A-Highway Program ordinance. The adoption of the roadways, as approved by the City Council, will expire two years following its approval unless extended by the applicant, with the approval of the Director of Public Works.

Recommendation:

City staff has reviewed the City of Crystal Lake Sustainability Committee's application to take part in the Adopt-A-Highway program and recommends a motion to adopt a resolution approving the City of Crystal Lake Sustainability Committee to adopt North Walkup Avenue, between IL Route 176 and Crystal Lake Avenue, for a two-year period.

Votes Required to Pass:

Simple Majority

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that per 605 ILCS 120/1 et. seq., the "Illinois Adopt-A-Highway Act," the CITY approves the City of Crystal Lake Sustainability Committee for adoption of North Walkup Avenue, between IL Route 176 and Crystal Lake Avenue, for a two-year period, per the requirements set forth in the City of Crystal Lake Adopt-A-Highway Program.

DATED this 7th day of October, 2025.

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CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 7, 2025
APPROVED: October 7, 2025

Date Received: _____

City of Crystal Lake

Adopt-A-Highway Program Application

Application Type: First Time Applicant or Renewal

Group Name: City of Crystal Lake Sustainability Committee

Street Address: 100 W Woodstock Street

City, State, Zip: Crystal Lake, IL 60014

Type of Group: Civic Group or Not for Profit [X] or Private Enterprise/Commercial [ ]

Number of participants: 11

Number of supervising adults: 0

Number of participants between the ages of 10-17: 0

Group Coordinator and Traffic Supervisor

Name: Victoria Wojcik Phone Number: (815) 356-3605 ext 409 Email: vwojcik@crystallake.org

Street Address: 100 W Woodstock Street

City, State, Zip: Crystal Lake, IL 60014

Lettering to Appear on Adopt-A-Highway Sign:

Only 17 characters per line, maximum of 2 lines, leave space between words.

C	L		S	U	S	T	A	I	N	A	B	I	L	I	T	Y
				C	O	M	M	I	T	T	E	E				

Section of roadway to be adopted: First Choice:

Road Name: N Walkup Ave (from IL Rt 176 to Crystal Lake Ave)

Second Choice:

Road Name: _____

Each group shall sign an agreement with the City of Crystal Lake before participating in the program.

Signature of Group Coordinator: Victoria Wojcik Date: August 21, 2025

Please return all forms to: 100 W. Woodstock St. Crystal Lake, IL 60014 ATTN: Public Works

City of Crystal Lake

Adopt-A-Highway Program Agreement

The City of Crystal Lake and Crystal Lake Sustainability Committee recognize the need for litter-free roadways and are entering into this agreement in an effort to contribute towards the maintenance of litter-free roadways.

By signing below, the Group acknowledges the hazardous nature of the work and agrees to comply with all terms and conditions as set forth by the City of Crystal Lake and the Illinois Adopt-A-Highway Act.

The Group, its members, volunteers and agents shall assume all responsibility for, and hold the State of Illinois and the City of Crystal Lake (including their officials, employees, and agents) harmless from any and all claims or actions resulting from the Group's volunteers', agents' or members' work in the program, except for the negligent acts of the State of Illinois or the City of Crystal Lake (including their officials, agents or employees).

Members of the Group are jointly and severally bound by the terms and conditions of this agreement. The Group and the City of Crystal Lake will fulfill their respective responsibilities as set forth in the agreed upon terms. The signature of the Group Coordinator and each volunteer (or legal guardian of volunteers under 18 years of age) shall act as acknowledgement of the conditions set forth by the City of Crystal Lake for this program.

The City of Crystal Lake recognizes that this Group shall adopt for a two year period, unless through cancellation, the section of the road hereby known as: N Walkup Ave and the Group accepts responsibility of picking up litter at least four times per year during this agreed upon time frame.

Crystal Lake Sustainability Committee
Group Name

_____
City of Crystal Lake

Victoria Wojcik
Group Coordinator

Aug 21, 2025
Date

Volunteer or Parent/Legal Guardian of Volunteer

_____

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Proposal Award – Office 365 Migration Services

Staff Recommendation: Motion to award the proposal for Office 365 Migration Services to the most qualified, responsible, and responsive proposer, PACE Systems, Inc., and adopt a Resolution authorizing the City Manager to execute a three-year agreement with PACE Systems, Inc. in the proposed amount of $41,689.26 for year one, with a 10% contingency for changes in scope and approve warranted completion date extensions.

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City's on premises Microsoft Exchange server is reaching the end of its useful life and is need of replacement. In addition, support for the Microsoft Exchange server will end in early 2026. The Microsoft Exchange server is a mail and calendaring server developed by Microsoft for Windows Server operating systems, providing email, calendaring, contact, and task management. It supports creating mailboxes for users, resource mailboxes for rooms and equipment, and distribution groups for mailing lists.

The City budgeted funds in the FY 2025 capital budget to replace the Microsoft Exchange server, moving the City's licensing from an on-premises server to the Cloud, and migrate the City's Microsoft licensing to Office 365. The current version of Exchange will be upgraded, including the server, Exchange software, and the client access licenses necessary for operation. The upgrade will make the exchange environment redundant and virtualized.

The City's on-premises Exchange server is a single point of failure. Moving to the cloud provides additional security and reliability for the City while reducing the time required for staff to perform maintenance and monitoring on the server. Migrating to the cloud is the recommended action to ensure continuity of services, protection against cyberattacks, and to keep the City in-line with best practices recommended by information technology professionals. Sufficient funds have been included in the capital budget for FY25 and the licensing subscriptions move to the operating budget for FY26 and beyond.

Consultant Selection Process:

City staff followed the City's Purchasing Policy to solicit proposals from qualified vendors for this project. The proposal asked consultants to provide pricing for purchasing licenses and professional services to migrate the City's licenses to the cloud for Office 365. The City received proposals from four qualified vendors. City staff reviewed the proposals and interviewed the most responsive and responsible proposer to evaluate the scope of professional services, cost, and timeline.

The recommended consultant will secure the following licenses for the City's users:

License	*Quantity*
Exchange Online Plan – Used for Shared Public Folders	10
Office 365 G3 GCC – Higher Function License	190
M365 F3 GCC – Lower Function License	110
Entra ID Plan 1 GCC – License for Authentication	190
Entra ID Plan 2 GCC – License to Administer O365	2
Audio Conferencing GCC – Used in Teams	300

The proposal results are depicted below:

Vendor	FY 2025 Licenses and Professional Services	FY 2026 Licenses	FY 2027 Licenses	Total Three Year Cost
√PACE Systems, Inc.	Licenses: $38,189.26 Prof. Services: $3,500 **Total: $41,689.26**	$67,346.70	$67,346.70	$176,382.66
LiftOff	Licenses: $47,040 Prof. Services: $15,000 **Total: $62,040.00**	$82,692.00	$82,692.00	$227,424.00
KKWorx	Licenses: $56,400.26 Prof. Services: $10,500 **Total: $66,900.26**	$79,731.38	$79,731.38	$226,363.02
ACP/Mindsight	Licenses: $46,193.00 Prof. Services: $40,000 **Total: $86,193.00**	$66,010.00	$66,010.00	$218,213.00

√Recommended lowest responsive and responsible proposer.

For Comparison, below is the estimated cost if the City were to keep an on premise Exchange server. Microsoft generally is pushing all users to their cloud based license platform. Continuing with an on premises would be more expensive and the server would remain a single point of failure.

	FY 2025 Cost	FY 2026 Cost	FY 2027 Cost
On Premises Cost	Licenses: $78,803 Server Cost: $9,000 Total: $87,803	$108,348	$108,348
Cloud Cost	$41,689.26	$67,346.70	$67,346.70
Estimated City Savings For Cloud Solution	**$46,113.74**	**$41,001.30**	**$41,001.30**

Recommendation:

This contract is being presented pursuant to the request for proposal process. Under this process, the contract is to be awarded to the vendor whose proposal will be the most advantageous to the City. City staff has reviewed the proposals received, and determined that the recommended proposer, PACE Systems Inc., best meets the requirements for the project. The City has utilized PACE Systems, Inc. for a variety of information technology needs and the consultant has performed satisfactorily.

The City budgeted sufficient funds in the FY 2025 capital budget for this project. This project includes the purchase of licenses and professional services to complete the upgrade and provide training for staff. Years two and three will be paid from the operating budget and funds will be proposed in the FY 26 and FY 27 budgets based upon the submitted pricing.

Votes Required to Pass:

Simple Majority

Res. 25R-___

RESOLUTION

WHEREAS, the City's Microsoft Exchange server is nearing the end of its useful life and is in need of replacement; and

WHEREAS, the server is critical to the City's information technology operating systems; and

WHEREAS, proposals were publicly solicited from consultants for the purchase of Office 365 licenses and professional services to migrate the City's licenses from an on-premises server to a cloud-based server; and

WHEREAS, PACE Systems, Inc. offered a proposal that is most advantageous to the City.

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 fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a three-year agreement between the CITY OF CRYSTAL LAKE and PACE Systems, Inc. for Office 365 Migration Services in the amount of $41,689.26 for year one, and $65,468.10 for years two and three; and

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

DATED this 7th day of October, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL:
ATTEST:

_____
CITY CLERK

PASSED: October 7, 2025
APPROVED: October 7, 2025

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XI. Exhibit A – Scope + Pricing CONFIDENTIAL

A. Migration & Implementation Price Structure

Fixed Fee Services		
Phases	**Hours**	**Price**
Phase 1: Discovery & Planning	8	$1000.00
Phase 2: Pilot Migration & Training (30 mailboxes)	8	$1000.00
Phase 3: Guided Migration Support (including public folder guidance) *	12	$1500.00
TOTAL	28	$3,500.00
Post-Migration Support		
12 Hours Remote Support Fee *		Included
Additional Support Hours		$85.00 / hour
Optional Services (Available Upon Request)		
On-site Travel fee		$125.00
On-site support: Hourly + Travel		TBD

NOTE - *Phase 3 includes a defined block of migration support hours. Upon exhaustion of the allotted hours, an additional lot of support hours may be provided at a rate of $85 per hour, subject to mutual agreement and invoicing in accordance with the terms of this Agreement.

B. Office 365 Licenses

Cost for Initial Seven (7) Month Term: September 1, 2025 – April 30, 2026

License	*Quantity*	*Term*	*Monthly Cost Per User*	*Cost Per Term*
Exchange Online Plan 1 GCC	10	7 Months	$24.41	$244.10
Office 365 G3 GCC	190	7 Months	$140.16	$26,630.40
M365 F3 GCC	110	7 Months	$48.73	$5,360.30
Entra ID Plan 1 GCC	160	7 Months	$36.53	$5,844.80
Entra ID Plan 2 GCC	2	7 Months	$54.83	$109.66
Audio Conferencing GCC	300	7 Months	$0.00	$0.00
		Initial Seven (7) Month Term Professional Services Cost:		$38,189.26

Annual Cost Per Subsequent Term: May 1, 2026 – April 30, 2027 and May 1, 2027 – April 30, 2028

License	*Quantity*	*Term*	*Monthly Cost Per User*	*Cost Per Term*
Exchange Online Plan 1 GCC	10	One Year	$41.83	$418.30
Office 365 G3 GCC	190	One Year	$240.28	$45,653.20
M365 F3 GCC	110	One Year	$83.54	$9,189.40
Entra ID Plan 1 GCC	160	One Year	$62.62	$10,019.20
Entra ID Plan 2 GCC	2	One Year	$94.00	$188.00
Audio Conferencing GCC	300	One Year	$0.00	$0.00
		Subsequent Annual Term Professional Services Cost:		$65,468.10

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: October 7, 2025

Item: Hotel Tax Program – Discussion Only

Staff Contact: Jodie Hartman, Director of Finance
Adam Orton, Assistant Finance Director

Background

Since 2004, the City of Crystal Lake has distributed Hotel/Motel (Hotel) Tax receipts to various community-based, not-for-profit organizations. The current award cycle was a two-year term approved by City Council in 2023 and is set to expire April 2026. Program guidelines outline the eligibility of organizations and the allowed use of the funds. In 2023, the City Council expanded the program to include for-profit organizations that met certain criteria, though no qualified for-profit organizations have submitted an application to date.

As the next funding cycle approaches, staff is proposing one change to the upcoming hotel tax program. The program would be transitioned to be on a calendar year basis using a twenty-month cycle. This would align the program with the City's fiscal year. The upcoming cycle would cover eligible expenses between May 2026 and December 2027.

City staff is seeking City Council direction on the hotel tax program and will incorporate any changes into the final guidelines to be presented to City Council on October 21, 2025.