CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – November 4, 2025 Regular Meeting**

5. **Accounts Payable**

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

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **City Code Chapter 175 Amendment – Bicycles and Low Speed Electric Vehicles**

10. **Commercial Façade Improvement Grant Funds request for Freundly Designs and Curated by Laney Boutique, 30 N Williams Street, Unit G, requesting $1,400 in matching grant funds**

11. **575 E. Crystal Lake Avenue - Special Use Permit Amendment to allow multiple way-finding signs**

12. **No Parking Restriction on Pierson Street from Dole Avenue to Lake Shore Drive**

13. **Purchase of eight (8) Police Department Vehicles through the State of Illinois Central Management Services (CMS)**

14. **Bid Award – Generator Maintenance Services**

15. **Bid Award - Electrical Maintenance Services for Traffic Signals, Street Lights, and Rectangular Rapidly Flashing Beacons (RRFB)**

16. **Allocation of State Motor Fuel Tax (MFT) Funds for Fiscal Year 2026**

17. **Bid Award – Wastewater Treatment Plant Liquid Aluminum Sulfate (Alum) Pricing & Delivery**

18. **Truth in Taxation Compliance Procedural Requirement**

19. **Council Inquiries and Requests**

20. 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

21. Reconvene to Regular Session

22. 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: November 18, 2025

Item: City Code Chapter 175 Amendment – Bicycles and Low Speed Electric Vehicles

Recommendation: Motion to adopt an Ordinance amending Chapter 175 of the City Code regarding Bicycles and Low Speed Electric Vehicles

Staff Contact: James Black, Police Chief
Nick Hammonds, Deputy City Manager

Background:

The Police Department enforces traffic laws for small vehicles and conveyances, including golf carts, bicycles, skateboards, electric bicycles, electric scooters, and gas powered small vehicles, per State Statute. Crystal Lake police officers have navigated enforcement of e-bikes and e-scooters cautiously as use of these devices has increased. The City's police officers take an informative approach initially when addressing e-bike and e-scooter operators, however, citations are issued when appropriate. E-bikes and e-scooters have more flexibility to maneuver between streets, paths and sidewalks, which further complicates enforcement if an operator attempts to evade.

There have been a few complaints in Crystal Lake, and some accidents in neighboring communities, involving e-bikes and e-scooters on roadways, pedestrian paths, and sidewalks. Attached for the City Council's information are recent news articles detailing accidents and injuries involving these devices. In addition, ordinances are attached from municipalities that have adopted increased regulations for the use of e-bikes and e-scooters.

Helmet Enforcement Concerns:

With respect to mandatory helmet requirements, the Illinois General Assembly has not imposed such a requirement as part of the Illinois Vehicle Code, nor has it authorized municipalities to impose such a regulation locally. Further, in order to ensure uniformity regarding the rules of the road, the Illinois Vehicle Code has expressly pre-empted the City's home rule powers. 625 ILCS 5/11-208.2. As a result, the City cannot enact an enforceable mandatory helmet requirement.

Recommendation:

Staff recommends potential action for the City Council to consider based upon ordinances enacted in neighboring communities. Currently, the City has no local ordinance regarding e-scooters and e-bikes and enforces the regulations defined by State law. Any further action taken by the City Council to further restrict e-bikes or e-scooters will be enforced by the Police Department. Citations will be addressed in administrative adjudication or local traffic court if the violation is enforced through the Illinois Vehicle Code.

a. E-bikes: Prohibit operation of all e-bikes on sidewalks, per State law.
    a. Class 1, 2, and 3 E-Bikes: Allowed on streets. Must be 16 years old or older, in accordance with State law.

b. E-scooters:
    a. Prohibited from use on sidewalks. The operation of e-scooters on sidewalks is allowed, if locally authorized, however, staff is proposing to prohibit use on sidewalks to prevent potential liability concerns.
    b. Allowed only on streets with a speed limit under 35 mph.
    c. No operation by anyone under 18 years old, in accordance with State law.
    d. Only one rider allowed on any scooter at a time.

c. Ban the operation of e-bikes and e-scooters on sidewalks in the Downtown area. Bicycles and skateboards are currently not allowed on sidewalk in the Downtown area.

d. Gas Powered Bicycles: Follows the same restrictions as the Class 3 E-Bike.

e. Personal Use Vehicles (golf carts, ATVs, dirt bikes) banned from use on City streets, sidewalks, and paths.

f. Bicycle Licenses and Inspections: The City Code currently includes provisions regarding bicycle licenses and inspections. Although the Code does not state that bicycle licenses are required, the intent of the Code provision is to allow bicycle owners to register their bicycle in case the property is lost or stolen. The City Code currently states that the Police Department is responsible for processing applications, issuing licenses, and performing inspections of bicycles.

    The Police Department has not performed a bicycle inspection or issued such a license in over 10 years. Due to the lack of interest in bicycle licenses from the public, and the time demands for the Police Department to perform license processing and inspections, City staff recommends removing this provision from the City Code.

Votes Required to Pass:

Simple majority.

ORDINANCE NO.

FILE NO.

CITY OF CRYSTAL LAKE

AN ORDINANCE AMENDING CHAPTER 175 OF THE CITY CODE REGARDING BICYCLES AND LOW-SPEED ELECTRIC VEHICLES

WHEREAS, the City of Crystal Lake (the "***City***") is a home rule Illinois municipality operating Article VII, Section 6 of the Illinois Constitution and the Illinois Municipal Code, 65 ILCS 5; and

WHEREAS, in accordance with Article VII, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the City is authorized to regulate the use of its streets and municipal property pursuant to 65 ILCS 5/11-80-2; and

WHEREAS, the City is also authorized to regulate the use of sidewalks pursuant to 65 ILCS 5/11-80-13; and

WHEREAS, the City is further authorized to regulate the use of low-speed electric bicycles and low-speed gas bicycles pursuant to 625 ILCS 5/11-208(a)(8); and

WHEREAS, the Illinois General Assembly adopted Public Act 103-0899 to regulate certain types of low-speed electric scooters; and

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WHEREAS, Public Act 103-0899 grants authority to municipalities to adopt additional regulations on low-speed electric scooters; and

WHEREAS, the usage of low-speed electric scooters and low-speed electric bicycles has greatly increased, and there are growing concerns related to the safe use of these low-speed motorized vehicles; and

WHEREAS, notwithstanding the City's home rule authority, the State has pre-empted home rule authority to the extent it is exercised in a manner that prevents uniformity in the general regulations of the Illinois Vehicle Code relating to the use of roads, 625 ILCS 5/11-208.2; and

WHEREAS, the City desires to exercise its home rule authority respecting the use of roads consistent with the authorizations of the Illinois Vehicle Code; and

WHEREAS, although the City endeavors to maintain its roads in safe conditions for motor vehicles, such road conditions may not always be appropriate for users of scooters and bicycles; and

WHEREAS, in an effort to protect the public health, safety, and welfare, the City has a clear and compelling interest in exercising its home rule authority as set forth herein; and

WHEREAS, the Mayor and City Council of the City have determined that it is appropriate, necessary, and in the best interests of the health, safety, and public welfare of the City and its residents to amend Chapter 175, entitled "Bicycles," of the City Code of Crystal Lake (the "***City Code***") as hereinafter set forth;

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

SECTION ONE. Recitals. The foregoing recitals are incorporated into and made a part of this Ordinance by reference.

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SECTION TWO. Amendment to Chapter 175 of the City Code. Chapter 175, entitled "Bicycles," the City Code is hereby amended in its entirety, so that said Chapter shall hereafter be and reads as follows:

Chapter 175 Bicycles and Low-Speed Vehicles

§ 175-1. Definition.

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

BICYCLE: Every device propelled by human power upon which any person may ride, having two tandem wheels either of which is over 16 inches in diameter.

DEPARTMENT: The Department of Transportation of the State of Illinois.

HIGH-SPEED SCOOTERS: A device with 2 or 3 wheels, handlebars, and a floorboard that can be stood upon while riding, that is:

- **i. solely powered by an electric or gas motor and human power,**
- **ii. whose maximum speed, with or without human propulsion, is greater than 10 miles per hour, or**
  - **a. whose motor exceeds 750 watts if electric, or**
  - **b. whose gas-powered motor has at least 15 cubic centimeter displacement; and**
- **iii. for which the State of Illinois issues certificate of title documents, registration documents, and requires a valid driver's license to operate.**

LOW-SPEED ELECTRIC BICYCLE: A bicycle equipped with fully operable pedals and an electric motor of less than 750 watts that meets the requirements of one of the following classes:

(a) "Class 1 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour.

(b) "Class 2 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and that is not capable of providing assistance when the bicycle reaches a speed of 20 miles per hour.

(c) "Class 3 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is

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pedaling and that ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour.

A "low-speed electric bicycle" is not a moped or a motor driven cycle.

LOW-SPEED ELECTRIC SCOOTER: A device weighing less than 100 pounds, with 2 or 3 wheels, handlebars, and a floorboard that can be stood upon while riding, that is solely powered by an electric motor and human power, and whose maximum speed, with or without human propulsion, is no more than 10 miles per hour. "Low-speed electric scooter" does not include a moped or motor-driven cycle.

LOW-SPEED GAS BICYCLE: A 2-wheeled or 3-wheeled device with fully operable pedals and a gasoline motor of less than one horsepower or 15 cubic centimeter displacement that is operated at speeds of less than 20 miles per hour.

MOTOR DRIVEN VEHICLE: A low-speed electric bicycle, low-speed electric scooter, or high-speed scooter.

PERSONAL MOBILITY DEVICE: Any self-propelled vehicle, including a three-wheeled vehicle, designed for and used by a person with disabilities, that is incapable of speed in excess of eight miles per hour on level ground.

§ 175-2. Lamps and other equipment.

A. Every bicycle **and motor driven vehicle**, when in use at nighttime, shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front and with a red reflector on the rear of a type approved by the Department ~~of Transportation~~ which shall be visible from all distances from 100 feet to 600 feet to the rear when directly in front of lawful lower beams of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in addition to the red reflector.

B. A bicycle **or motor driven vehicle** shall not be equipped with**,** nor shall any person use upon a bicycle **or motor driven vehicle,** any siren.

C. Every bicycle **and motor driven vehicle** shall be equipped with a brake which will adequately control movement of and stop and hold such bicycle **or motor driven vehicle**.

D. No person shall sell a new bicycle**, low-speed electric bicycle, or low-speed gas bicycle,** or pedal for use on a bicycle**, low-speed electric bicycle, or low-**

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speed gas bicycle that is not equipped with a reflex reflector conforming to specifications prescribed by the Department, on each pedal, visible from the front and rear of the bicycle during darkness from a distance of 200 feet.

E. No person shall sell or offer for sale a new bicycle**, low-speed electric bicycle, or low-speed gas bicycle** that is not equipped with side reflectors. Such reflectors shall be visible from each side of the bicycle**, low-speed electric bicycle, or low-speed gas bicycle** from a distance of 500 feet and shall be essentially colorless or red to the rear of the center of the bicycle**, low-speed electric bicycle, or low-speed gas bicycle** and essentially colorless or amber to the front of the center of the bicycle**, low-speed electric bicycle, or low-speed gas bicycle** provided. The requirements of this subsection may be met by reflective materials which shall be at least 3/16 of an inch wide on each side of each tire or rim to indicate as clearly as possible the continuous circular shape and size of the tires or rims of such bicycle**, low-speed electric bicycle, or low-speed gas bicycle** and which reflective materials may be of the same color on both the front and rear tire or rim. Such reflectors shall conform to specifications prescribed by the Department.

F. No person shall sell or offer for sale a new bicycle**, low-speed electric bicycle, or low-speed gas bicycle** that is not equipped with an essentially colorless front-facing reflector.

G. Each Class 3 low-speed electric bicycle shall be equipped with a speedometer that displays the speed the bicycle is traveling in miles per hour.

H. All individuals operating motor driven vehicles must maintain the motor driven vehicle in good working condition.

I. Alterations. It is unlawful for any person to use a motor driven vehicle in the City that has been altered from its original manufactured design to change the vehicle's speed, method of propulsion, braking, or other operations, such as by removing pedals, chains, or adding a throttle.

§ 175-3. Failure to comply; responsibility of parents; applicability.

A. It shall be considered a misdemeanor for any person to do any act forbidden or fail to perform any act required in this chapter.

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B. The parent or guardian of any child shall not authorize or knowingly permit a child to violate any of the provisions of this chapter.

C. These regulations applicable to bicycles shall apply whenever a bicycle is operated upon any street or upon any public path set aside for the exclusive use of bicycles, subject to those exceptions stated herein.

D. Every person operating a bicycle or motor driven vehicle in the City shall comply with all of the regulations set forth in Chapter 11 (Rules of the Road), Article XV (Bicycles) of the Illinois Vehicle Code (625 ILCS 5/11-1501 through 11-1518, inclusive, and as amended from time to time) and shall also be subject to the regulations of this Chapter. In the event of any conflict between the provisions of this Chapter 175 and the provisions of the Illinois Vehicle Code, the more restrictive provision shall apply as determined by the City.

~~§ 175-4. Bicycle license required.~~

~~A. License application. Application for a bicycle license and license plate shall be made upon a form provided by the City and shall be made to the Chief of Police or his/her designated representative.~~

~~B. Issuance of license.~~

~~(1) The Police Department, upon receiving proper application therefor is authorized to issue a bicycle license which shall be effective as long as the bicycle is in service in the City or until transfer of ownership of said bicycle.~~

~~(2) The Police Department shall not issue a license for any bicycle when it knows, or has reasonable ground to believe, that the applicant is not the owner of or entitled to the possession of the bicycle.~~

~~(3) The Police Department shall keep a record of the number of each license, the date issued, the name and address of the person to whom issued and the number on the frame of the bicycle for which said license is issued.~~

~~C. Attachment of license plates.~~

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~~(1) The Police Department, upon issuing a license, shall also issue a license plate bearing the license number assigned to the bicycle and the name of the City.~~

~~(2) The license plates shall be firmly attached to the frame of the bicycle for which issued in such position to be plainly visible.~~

(3) ~~No person shall remove a license plate from a bicycle during the period of which it is issued except upon a transfer of ownership or in the event the bicycle is dismantled and no longer operated upon any street in the City.~~

~~§ 175-5. Inspection of bicycles.~~

~~A member of the Police Department shall inspect each bicycle before licensing the same and shall refuse a license for any bicycle which he/she determines is in unsafe mechanical condition.~~

~~§ 175-6. Transfer of ownership.~~

~~Upon the sale or other transfer of a licensed bicycle, the licensee shall remove the license plate and shall either surrender the same to the Director of Finance or may, upon proper application, have said plate assigned to another bicycle owned by the applicant.~~

§ 175-**4**~~7~~. Rental agencies.

A rental agency shall not rent or offer any bicycle **or motor driven vehicle** for rent unless ~~the bicycle is licensed and a license plate is attached thereto as provided herein and~~ such bicycle **or motor driven vehicle** is equipped with the lamps and equipment required in this chapter.

§ 175-**5**~~8~~. Traffic rules for bicycles **and motor driven vehicles**.

A. **In General.** Every person riding a bicycle **or motor driven vehicle** upon a street or roadway shall be subject to the provisions of the traffic ordinances of this City applicable to the driver of a vehicle except as to special regulations in this chapter and except as to those provisions of the ordinances which, by their nature, can have no application.

B. Obedience to traffic control devices. Any person operating a bicycle **or motor driven vehicle** shall obey the instructions of official traffic signals, signs and other control devices applicable to vehicles, unless otherwise directed by a police officer.

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C. **Compliance with Signage.** Whenever authorized signs are erected that no right or left turn or U-turn is permitted, no person operating a bicycle **or motor driven vehicle** shall disobey the direction of any such sign, except where such person dismounts from the bicycle to make any such turn, in which event such person shall then obey the regulations applicable to pedestrians.

D. Riding on bicycles. A person propelling a bicycle **or low-speed electric bicycle** shall not ride other than upon or astride a permanent and regular seat attached thereto.

E. **Capacity.** No bicycle **or motor driven vehicle** shall be used to carry more persons at one time than the number for which it is designed and equipped, except that an adult rider **of a bicycle or low-speed electric bicycle** may carry a child securely attached to his/her person in a backpack or sling.

F. **Reasonable care.** No person shall operate a bicycle **or motor driven vehicle** at a speed greater than is reasonable and prudent under the conditions existing at the time and place. **No person operating a motor driven vehicle upon a public street may exceed the posted speed limit on that street.**

G. Riding on right. Every person operating a bicycle **or motor driven vehicle** on a roadway shall ride as near the righthand side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.

H. Emerging from alley or driveway. The operator of a bicycle **or motor driven vehicle** emerging from an alley, driveway or building shall, upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all vehicles approaching on said roadway.

I. Clinging to vehicles. No person riding upon a bicycle **or motor driven vehicle** shall attach the same or himself or herself to any automobile or vehicle upon a roadway.

J. Riding in a group. Persons operating a bicycle **or motor driven vehicle** upon a street or roadway shall not ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles.

K. Carrying articles. No person operating a bicycle **or motor driven vehicle** shall carry any package, bundle or article which prevents the use of both hands in control and operation of the bicycle **or motor driven vehicle**. A person

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operating a bicycle **or motor driven vehicle** shall keep at least one hand on the handlebars at all times.

L. Parking. No person shall park a bicycle **or motor driven vehicle** upon a street other than upon the roadway against the curb or upon the sidewalk in a rack to support the bicycle **or motor driven vehicle,** or against a building or at the curb, in such manner as to afford the least obstruction in pedestrian traffic.

M. Bicycle paths. Whenever a usable path has been provided adjacent to a roadway, bicycle riders shall use the path and not ride on the roadway.

N. ~~Riding on sidewalks~~ **Location restrictions**.

(1) No person shall ride a bicycle **or motor driven vehicle** on a sidewalk within a business district.

(2) The Chief of Police is authorized to erect signs on any sidewalk or roadway prohibiting the riding of bicycles **or motor driven vehicles** thereon by any person, and, when such signs are in place, no person shall disobey the same.

(3) Whenever any person is riding a bicycle **or motor driven vehicle** upon any sidewalk**, or motor driven vehicle upon any** ~~or~~ roadway, such person shall yield the right-of-way to all pedestrians and shall give an audible signal before overtaking and passing such pedestrian.

(4) A person may not operate a low-speed electric scooter or high-speed scooter (i) on any public street or any State highways within the City having a speed limit in excess of 35 miles per hour, (ii) on any sidewalk within the City, or (iii) where prohibited by signage; provided that a low-speed electric scooter may be driven across a public street within a designated crosswalk and may be driven upon a bicycle path.

(5) A person may not operate a low-speed electric bicycle upon any sidewalk within the City or where prohibited by signage. Low-speed electric bicycles may be operated upon streets and bicycle paths.

O. Impairment. A person may not operate a bicycle or motor driven vehicle under the influence of alcohol or any drug.

P. Low-speed gas bicycles. For purposes of this Section 175-5, low-speed gas bicycles shall be subject to the same requirements and standards as Class 3 low-speed electric bicycles.

Q. High-speed scooters. A person operating a high-speed scooter must comply all applicable provisions of the Illinois Vehicle Code, including, without

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limitation, any and all license, registration, title, and insurance requirements.

R. Use of Roadways. Notwithstanding any provisions in the City Code authorizing the use of any types of scooters or bicycles on public streets and roadways within the City, such streets and roadways of the City are not intended to serve such scooters and bicycles.

§ 175-6. Exemptions.

The following are exempt from the prohibitions contained in this Chapter 175:

A. Any police vehicle, fire vehicle, municipal vehicle, park district vehicle, vehicle owned by another unit of State or local government, operated by an employee in the course of his or her duties;

B. Personal mobility devices, except that Section 175-3 shall apply.

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

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PASSED THIS _____ day of _____, 2025.

AYES: ( )

NAYS: ( )

ABSENT: ( )

APPROVED THIS _____ day of _____, 2025.

_____
Haig Haleblian, Mayor

ATTEST:

_____
City Clerk

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: Commercial Façade Improvement Grant Funds request for Freundly Designs and Curated by Laney Boutique, 30 N. Williams Street, Unit G, requesting $1,400 in matching grant funds

Recommendation: City Council's discretion:

1. Motion to award $1,400 in Commercial Façade Improvement Grant Funds to Freundly Designs and Curated by Laney Boutique located at 30 N. Williams Street, Unit G, and to adopt a Resolution authorizing the City Manager to execute the Grant Agreement with Freundly Designs and Curated by Laney Boutique
2. Motion to deny the grant application request

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

Background:

The Commercial Façade Improvement Grant Program was introduced in 2023. The program encourages existing property owners to enhance and improve the appearance of their buildings through exterior commercial façade improvements and provides 50/50 matching grant funds.

KEY FACTORS

- 30 N. Williams Street in the Brink Street Plaza became vacant when Mum 117 closed and The Facial Bar relocated.

- Freundly Designs and Curated by Laney Boutique are two sisters that each own their own business that are teaming up to open a location together here in downtown Crystal Lake.

- Freundly Designs currently has a brick-and-mortar location in McHenry and is opening up a second location here in Crystal Lake. She creates custom apparel for businesses, schools and will offer on-site pressing for grab and go items.

- Curated by Laney Boutique is currently in a location in the McHenry Small Shops and looking for their first brick-and-mortar space. Curated by Laney Boutique offers curated boutique clothing and accessories for women who value comfort and style.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the grant in case the business closes before the required four-year period.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to sales-tax generating business that will occupy retail space or a building in B-1, B-2 and B-4 zoned site within the Crystal Lake.
   ☒ *Meets* ☐ *Does not meet*

2. Applicant must meet a minimum annual taxable sales threshold of at least $100,000.
   ☒ *Meets* ☐ *Does not meet*

3. Applicant must provide written proof of façade costs.
   ☒ *Meets* ☐ *Does not meet*

4. Applicant must file an application for grant funding prior to commencing improvements.
   ☒ *Meets* ☐ *Does not meet*

5. Only one of these grants may be issued per property owner.
   ☒ *Meets* ☐ *Does not meet*

6. Eligible façade improvements include, but are not limited to; exterior brick cleaning; exterior tuck pointing; exterior painting; wall façade construction, repair, and treatment; original exterior architectural features repair or replacement; interior/exterior demolition; and historic renovation to interior/exterior.
   ☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned façade improvements. The current application would meet six of the six eligibility criteria.

FUNDING STATUS OF 2023-2024 PROGRAM
There is $250,000 budgeted for the Commercial Façade Improvement Program, which is a draw-down fund. This is the sixth application received for the program, so there are sufficient funds for the grant.

Applicant Name/Business Name	Address	Total Requested	Date Approved	Amount Approved
Labemis	109 N. Main	$3,173.73	*11/7/2023*	$3,173.73

	Street			
Heisler's Bootery and Angelo's Shoe Repair	50 and 52 N. Williams Street	$4,305.38	*11/7/2023*	$4,305.38
Today's Uniform Store	58 N. Williams Street	$9,392.97	*11/7/2023*	$9,392.97
KD Market	29 Crystal Lake Plaza	$30,000	*11/7/2023*	$30,000
Lake Roots	475 W. Virginia Street	$20,000	*2/4/25*	$20,000
Freundly Designs and Curated by Laney Boutique	**30 N Williams Street, Unit G**	**$1,400**	***Pending***	***Pending***
TOTAL		**68,272.08**		***Pendig***

Votes Required to Pass:

A simple majority vote.

Res. 25R-

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with the owner of the property for Freundly Designs and Curated by Laney Boutique at 30 N. Williams Street, Unit G, for a Commercial Facade Improvement Grant in an amount in the amount of $1,400.

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

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Hammonds, CITY CLERK

PASSED: November 18, 2025

APPROVED: November 18, 2025

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Freundly Designs & Curated by Laney Boutique
30-G N Williams St
Crystal Lake, IL 60014

11/10/25

To Mayor Haig Haleblain and City Council Members:

Thank you so much for the opportunity to be considered for this grant.

We are a new business to the city of Crystal Lake. Freundly Designs & Curated by Laney Boutique (two businesses sharing a space) is a woman-owned business by two sisters. One side creates custom apparel for businesses, schools, etc., plus offers on-site pressing for grab and go orders. While the other side offers curated boutique clothing and accessories for women who value comfort and style. We are very excited to be a new member of the Crystal Lake community!

Our goal is to be able to provide a unique and fun experience for our customers. The grant would allow us to display our business names so the public knows where to locate us.

Thank you once again for considering us for this grant.

Sincerely,

Tiffany Freund & Tawni Kabadi

CITY OF CRYSTAL LAKE
Grant Agreement

THIS AGREEMENT, entered into this 18th day of November, 2025, between the City of Crystal Lake, Illinois (hereinafter referred to as "CITY") and the following designated business owner, (hereinafter referred to as "OWNER"), to witness:

Owner's Name: Tiffany Freund

Business Name: Freindly Designs

Owner's Federal Tax ID#: [redacted]

Il Business Tax #: [redacted]

Address of Property to be improved:

30 N. Willimas Street, Unit G

Crystal Lake, Illinois 60014

WITNESSETH:

WHEREAS, the CITY has the authority, pursuant to the laws of the State of Illinois and its home rule authority, to promote the health, safety, and welfare of the CITY and its residents, to encourage private development in order to enhance the local tax base, to increase employment, and to enter into contractual agreements with third parties for the purpose of achieving these purposes; and

WHEREAS, to promote the vitality of the CITY's commercial business areas, the CITY established its Economic Development Matching Grant Programs; and

WHEREAS, the Commercial Façade Improvement Grant provides financial assistance to building and business owners who occupy space in Crystal Lake in need of façade repair and rehabilitation; and

WHEREAS, the City Council has found and determined that increased participation in the Commercial Façade Improvement Grant Program will encourage the maintenance and improvement of businesses within Crystal Lake and will stimulate economic activity in Crystal Lake, including the creation and maintenance of jobs and the attraction of consumers to Crystal Lake and will otherwise generally benefit the well-being of the residents of Crystal Lake by stimulating commercial growth, and provide crucial economic support to allow the CITY to continue to provide the level of municipal services to its commercial and residential citizens; and

WHEREAS, the CITY is authorized to expend public funds for a public benefit and by participating in the Commercial Façade Improvement Grant Program, the CITY will provide a benefit to the public, generally; and

WHEREAS, the OWNER has applied for reimbursement under the Commercial Façade Improvement Grant Program; and

WHEREAS, The CITY has determined that the OWNER is eligible for the Commercial Façade Improvement Grant Program, subject to the condition and limitation set forth in the City Code and this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements obtained herein, the CITY and the OWNER do hereby agree as follows:

statements as may be appropriate under the laws of the State of Illinois. Such financing statement shall be delivered to the City upon request.

SECTION 7

The OWNER releases the CITY from, and covenants and agrees that the CITY shall not be liable for, and covenants and agrees to indemnify and hold harmless the CITY and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected directly or indirectly with the façade, furniture, fixtures, and equipment. The OWNER further covenants and agrees to pay for or reimburse the CITY and its officials, officers, employees, and agents for any and all costs, reasonable attorney's fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CITY shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

OWNER/LESSEE

Tiffany Friend

CITY OF CRYSTAL LAKE

_____

City Manager

ATTEST:

_____

2025- Freundly Designs and Curated by Laney Boutique

30 N. Williams Street- Brink Street Plaza





C & A COMMERCIAL AWNINGS



PROPOSED RENDERING

C & A Commercial Awnings

ESTIMATE

93 Berkshire Dr Ste D
Crystal Lake, IL 60014

C & A COMMERCIAL AWNINGS

Bill To

Freundly Designs
30G N. Williams Street
Crystal Lake, IL 60014

Estimate # 1727
Estimate Date 11/07/2025

DESCRIPTION	AMOUNT
C & A Commercial Awnings to provide labor, material and equipment to perform the following: Takedown and discard existing canvas Build, deliver and install (1) one awning complete awning [frame and cover] in customer's color choice of premium outdoor acrylic canvas [Color: Sunbrella Solid Forest Green] Logo: Added [$295/Awning] Customer provided vectorized file Permits: None needed, using existing frame Lead time: 3-4 weeks once estimate is signed and deposit is received Delivery, tax and installation included in price Thank you for your interest in C & A Commercial Awnings. If you have any questions, please contact Calvin at 224-515-0325 Site Location: Same as billing	2,800.00

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Special Use Permit Amendment to allow multiple way-finding signs

Mark Kolbe, applicant
575 E. Crystal Lake Avenue

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the Special Use Permit Amendment at 575 E. Crystal Lake Avenue

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

Background:

- Request: A Special Use Permit Amendment to install numerous way-finding signs that exceed the height and square footage.
- Land Use: The land use map shows the area as Urban Residential.
- Zoning: The site is zoned E, Estate. Religious Establishments are allowed as a Special Use.
- The property is the existing Evangelical Free Church. It was annexed after its initial construction.
- There is a main monument sign on the property adjacent to Crystal Lake Avenue.
- Multiple way-finding signs are allowed on a site provided they are 3 feet high and 4 square feet in square footage. The sign analysis outlines the various signs and their size. After the original meeting, the petitioner went back and looked at the signs, reducing the number to only 6.

Sign	Dimensions	Size (area)	Sign Height	Status
(4) Worship entrance	**66" x 48"**	**22 square feet**	**80" / 6 feet 8 inches**	**Existing**
(5) Entrances	**66" x 48"**	**22 square feet**	**80" / 6 feet 8 inches**	**New**
(9) Student center	**40" x 18"**	**5 square feet**	**69" / 5 feet 9 inches**	**Existing**
(11) Gym entrance	**40" x 24"**	**6.7 square feet**	**69" / 5 feet 9 inches**	**Existing**
(12) Playground				**Existing**
TOTAL		55.7 square feet		

PZC Highlights:

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

- The PZC supported the revised signage understanding that the church took a more efficient approach to directional signs for visitors.
- The Commission felt they met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner's request.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kolbe, received 08/05/25)
   B. Sign Package (EFree Church, dated 10/27/25, received 10/27/25)

2. Landscape equal to one square foot of spread area per each square foot of sign area shall be planted at the base of each free-standing sign. No more than 10% of the area can be no living material. Work with staff to create a landscape plan that meets these requirements.

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

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

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Special Use Permit Amendment for a Evangelical Free Church at 575 E. Crystal Lake Avenue for signage, please check one of the choices and sign below.

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

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

_____

_____

Petitioner's Name: Mark A Kolbe Date: 11/6/25

Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kolbe, received 08/05/25)
   B. Sign Package (EFree Church, dated 10/27/25, received 10/27/25)

2. Landscape equal to one square foot of spread area per each square foot of sign area shall be planted at the base of each free-standing sign. No more than 10% of the area can be no living material. Work with staff to create a landscape plan that meets these requirements.

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

PIQ Map
575 E. Crystal Lake Avenue



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT TO ALLOW MULTIPLE WAY-FINDING SIGNS AT EVANGELICAL FREE CHRUCH AT 575 E. CRYSTAL LAKE AVENUE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2025-166) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit Amendment to allow multiple wayfinding signs that exceed the 3-foot height and 4 square feet in area for the Evangelical Free Church at 575 E. Crystal Lake Avenue; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 13, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on November 5, 2025 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment; and

WHEREAS, on November 5, 2025, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit Amendment be approved, as documented in the minutes, and

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

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

Section I: That a Special Use Permit Amendment to allow multiple wayfinding signs that exceed the 3-foot height and 4 square feet in area for the Evangelical Free Church at 575 E. Crystal Lake Avenue (19-04-226-026), Crystal Lake,

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kolbe, received 08/05/25)
   B. Sign Package (EFree Church, dated 10/27/25, received 10/27/25)

2. Landscape equal to one square foot of spread area per each square foot of sign area shall be planted at the base of each free-standing sign. No more than 10% of the area can be no living material. Work with staff to create a landscape plan that meets these requirements.

Draft

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

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

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

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

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

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: November 18, 2025
Approved: November 18, 2025

Draft

#2025-166
575 E. Crystal Lake Avenue - Evangelical-Free Church – Special Use Permit Amendment
Project Review for Planning and Zoning Commission

Meeting Date:	October 1, 2025 continued to November 5, 2025	
Request:	Special Use Permit Amendment to allow multiple way-finding signs	
Location:	575 E. Crystal Lake Avenue	
Acreage:	Approximately 20 acres	
Existing Zoning:	E Estate	
Surrounding Properties:	North:	R-1 Single Family Residential (across Crystal Lake Ave)
	South:	M Manufacturing (south of the railroad tracks)
	East:	R-2 Single Family Residential
	West:	E Estate (Hannah Beardsley Middle School)
Staff Contact:	Elizabeth Maxwell (815.356.3615)	

Background:

- The property is the existing Evangelical Free Church. It was annexed after its initial construction.
- There is a main monument sign on the property adjacent to Crystal Lake Avenue.
- Due to the size of the campus and the multiple activities and entrances, they have installed some way-finding signage in 2016.

Development Analysis:

General

- Request: A Special Use Permit Amendment to install numerous way-finding signs that exceed the height and square footage.
- Zoning: The site is zoned E, Estate. Religious Establishments are allowed as a Special Use.
- Land Use: The land use map shows the area as Urban Residential.
- Multiple way-finding signs are allowed on a site provided they are 3 feet high and 4 square feet in square footage. The sign analysis outlines the various signs and their size. After the original meeting, the petitioner went back and looked at the signs, reducing the number to only 6.

Sign Analysis of Proposed Way-finding Signs

The existing signs were installed in 2016 without a permit.

Sign	Dimensions	Size (area)	Sign Height	Status
~~(1) Welcome~~	~~40" x 18"~~	~~5 square feet~~	~~69" / 5 feet 9 inches~~	~~Existing~~
~~(2) Guest Parking~~	~~40" x 18"~~	~~5 square feet~~	~~36" / 3 feet~~	~~New~~
~~(3)Directional Parking~~	~~66" x 36"~~	~~16.5 square feet~~	~~68" / 5 feet 8 inches~~	~~New~~
(4) Worship entrance	**66" x 48"**	**22 square feet**	**80" / 6 feet 8 inches**	**Existing**
(5) Entrances	**66" x 48"**	**22 square feet**	**80" / 6 feet 8 inches**	**New**
~~(6) Student center~~	~~66" x 36"~~	~~16.5 square feet~~	~~68" / 5 feet 8 inches~~	~~New~~
~~(7) Ministry center~~	~~40" x 36"~~	~~10 square feet~~	~~69" / 5 feet 9 inches~~	~~Existing~~
~~(8) Canopy entrance~~	~~40" x 18"~~	~~5 square feet~~	~~69" / 5 feet 9 inches~~	~~Existing~~
(9) Student center	**40" x 18"**	**5 square feet**	**69" / 5 feet 9 inches**	**Existing**
~~(10) Worship entrance~~	~~40" x 24"~~	~~6.7 square feet~~	~~69" / 5 feet 9 inches~~	~~Existing~~
(11) Gym entrance	**40" x 24"**	**6.7 square feet**	**69" / 5 feet 9 inches**	**Existing**
(12) Playground				**Existing**
TOTAL		55.7 square feet		

Additionally two walls signs are proposed
"Worship Center" 119" x 20" 16.5 square feet
"Children's Ministry" 151" x 20" 21 square feet

Findings of Fact:
SPECIAL USE PERMIT AMENDMENT
Section 2-400 B General Standards for all special uses in the Unified Ordinance establishes standards for all special uses in Crystal Lake. Briefly, the criteria are as follows:

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

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

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

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

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

☒ *Meets* ☐ *Does not meet*

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

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

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

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

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

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future single-family residential uses. In addition, certain service users like Religious Establishments are permitted in the various zoning districts.

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kolbe, received 08/05/25)
   B. Sign Package (EFree Church, dated 10/27/25, received 10/27/25)

2. Landscape equal to one square foot of spread area per each square foot of sign area shall be planted at the base of each free-standing sign. No more than 10% of the area can be no living material. Work with staff to create a landscape plan that meets these requirements.

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

EVANGELICAL FREE CHURCH
OF CRYSTAL LAKE

815-459-1095
info@efccl.org
www.efccl.org

575 E Crystal Lake Avenue
Crystal Lake
Illinois 60014

August 5, 2025

Building Department
City of Crystal Lake

Seeking Exterior Signage Approval

The Evangelical Free Church of Crystal Lake is seeking approval to update our existing and add new signage to better direct people on our campus. We are asking for variances to our existing signage along with the new signs we hope to place.

Our driveway is long and our building sits sideways on our property which creates confusion for people who are unfamiliar with our campus. With the length of our driveway people come upon signage quickly and it needs to be in large letters which are easy to comprehend.

I appreciate you looking over the materials I have presented and would also appreciate the opportunity to meet with someone in person to thoroughly discuss it.

Thank you for your consideration.

Blessings,

Mark Kolbe
Business Director
815-459-1095 x322

The Evangelical Free Church of Crystal Lake
575 E Crystal Lake Ave
Crystal Lake, IL 60014

Elizabeth
Does sign size include the frame

Remove
Welcome
Tower Pt WC above doors
North
Visitor Parking
Canopy

move on Building Sign to left

What to do here

Outdoor Signage Request

Allowable sign sqare footage for wayfinding signs - 4 sq ft

Sign Number	Sign Size	Sq ft	Sign Height	Bottom of sign to grade	New or Existing
1 (front)	40" x 18"	5	69"	51"	Existing
1 (back)	40" x 18"	5	69'	51"	Existing
2	40" x 18"	5	36"	18"	New
3	66" x 36"	16.5	68"	32"	New
4	66" x 48"	22	80"	32"	Existing
5	66" x 48"	22	80"	32"	New
6	66" x 36"	16.5	68"	32"	New
7	40" x 18"	5	69""	33"	Existing
Would like	40" x 36"	10	69""	33"	
8	40" x 18"	5	69"	51"	Existing
9	40" x 18"	5	69"	51"	Existing
10	40" x 18"	5	69"	45"	Existing
Would like	40" x 24"	6.7	69"	45"	
11 (Front)	40" x 18"	5	69"	51"	Existing
11 (Back)	40" x 24"	6.7	69"	51"	Existing
Would like	40" x 24"	6.7	69"	45"	

Too large and Lower SC

Parking lot

New smaller Canopy

SC

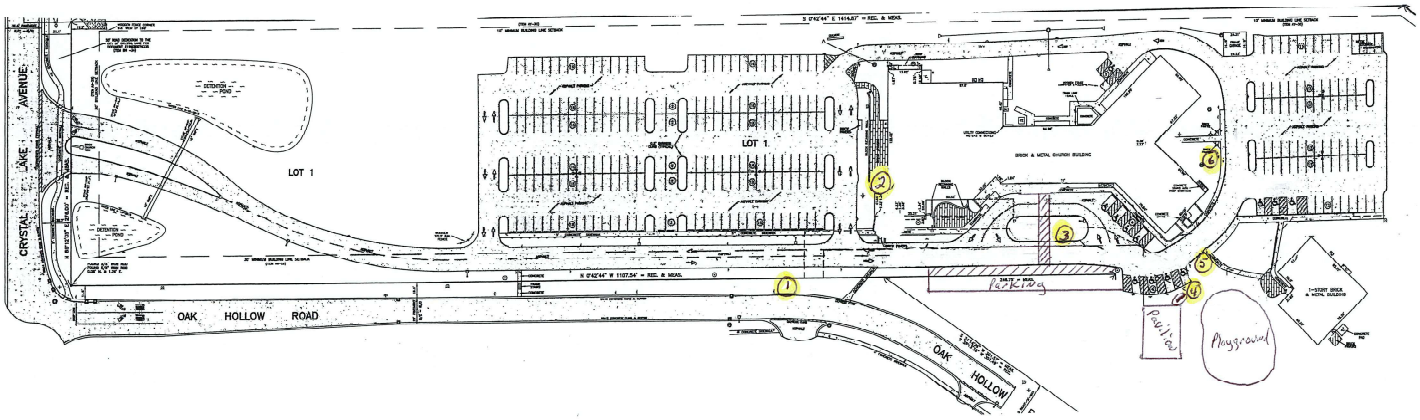
64m

Allowable sign sqare footage for wall signs - 75 sq ft

12 (Left)	151" x 20"	21	On side of wall	New
12 (Right)	119" x 20"	16.6	On side of wall	New

Playground


CHILDREN'S MINISTRY
ENTRANCE
WORSHIP CENTER
ENTRANCE


CRYSTAL LAKE AVENUE
OAK HOLLOW ROAD
OAK HOLLOW
LOT 1
LOT 1
DETENTION POND
DETENTION POND
BRICK & METAL CHURCH BUILDING
Parking
Pavilion
Playground
1
2
3
4
5
6

To: Elizabeth Maxwell

From: Mark Kolbe

Evangelical Free Church of Crystal Lake

Re: Signage

Dear Elizabeth,

Attached are the 6 signs we are requesting for review from the Planning Commission on November 5th. I have numbered each sign to the corresponding number on the property layout.

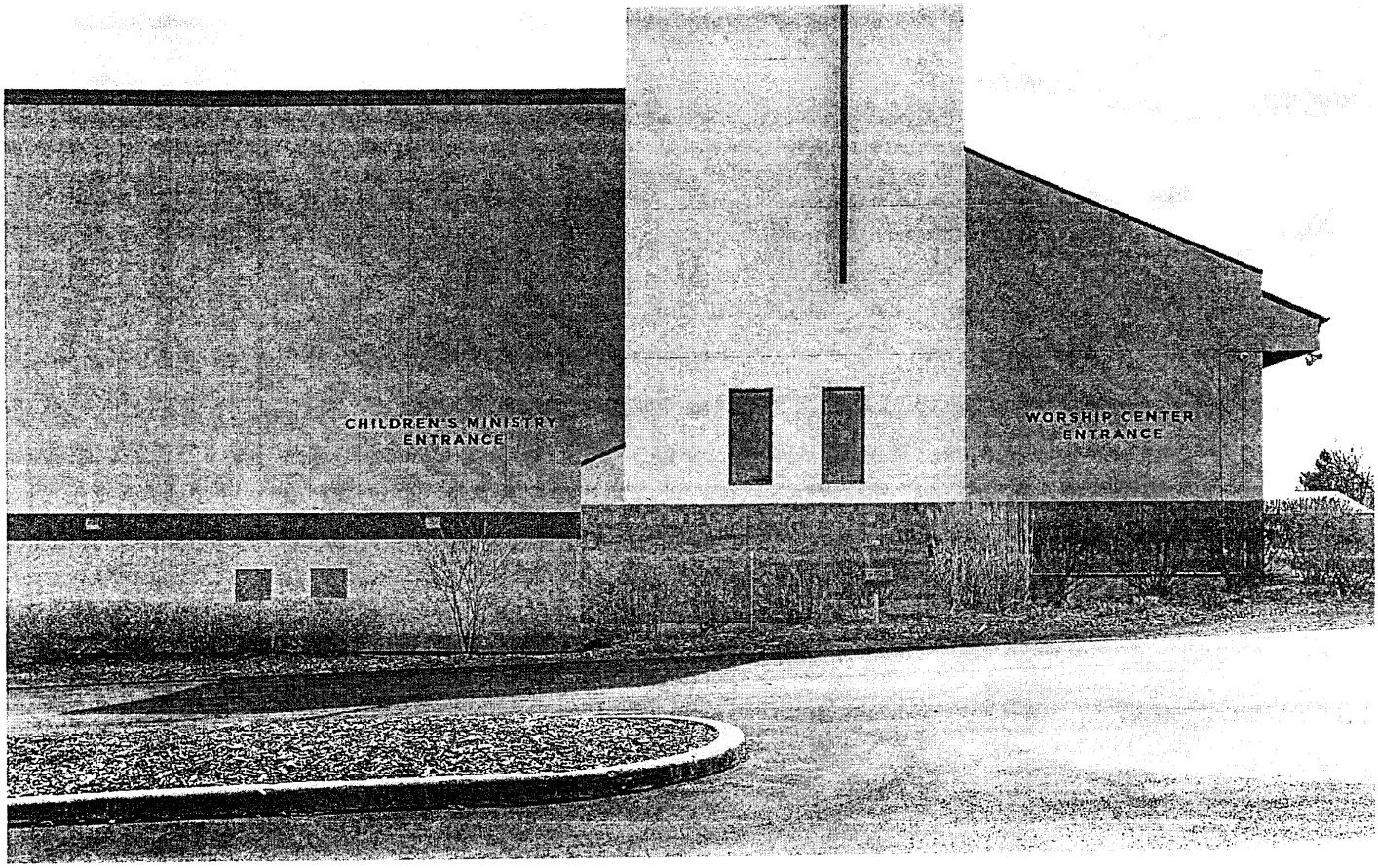
Thank you,

Mark

RECEIVED
OCT 27 2025
By

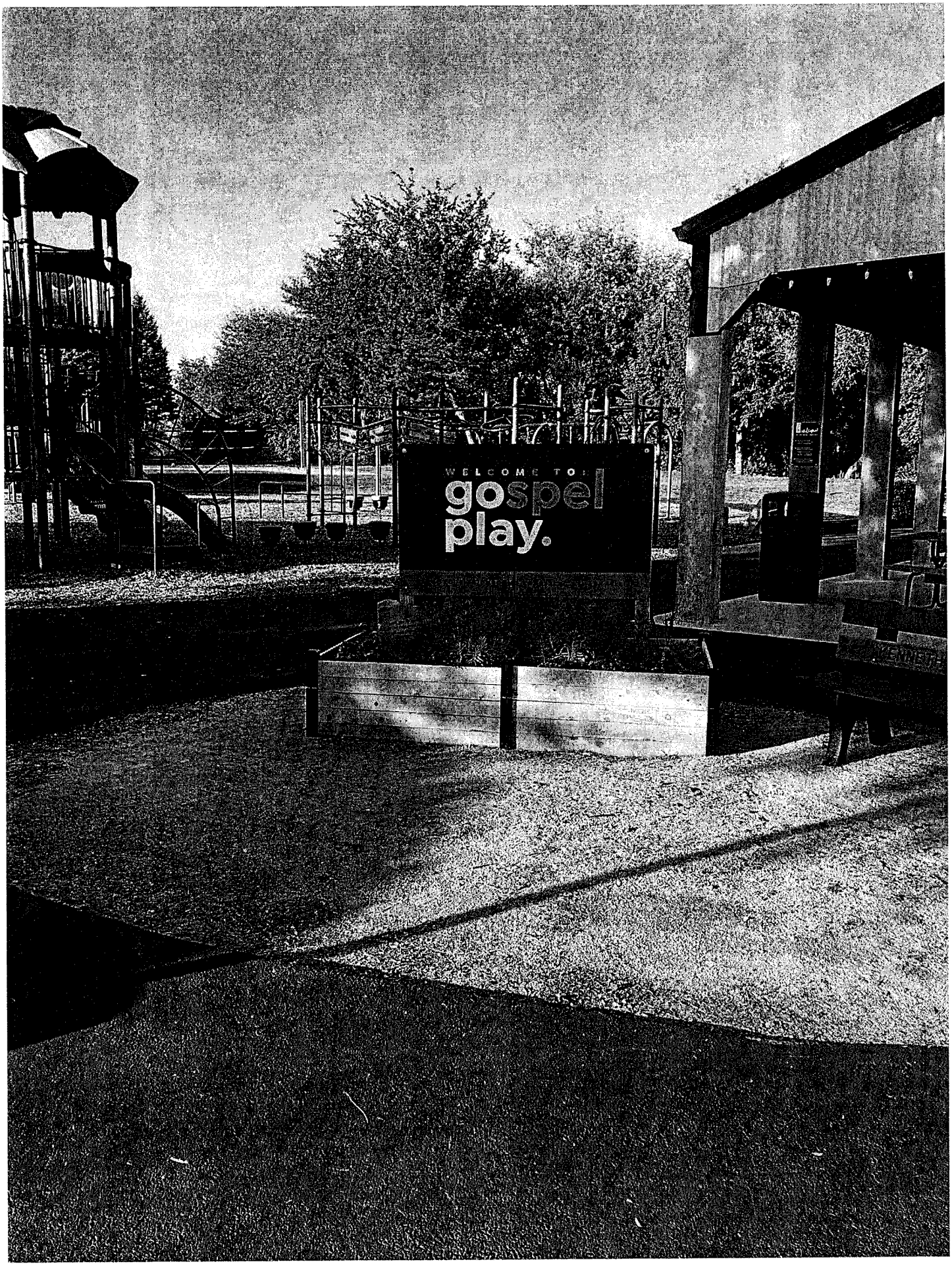

• WORSHIP CENTER
• CHILDREN'S MINISTRY
• ACCESSIBLE ENTRANCE
• STUDENT CENTER
• GYM

(2)




• ACCESSIBLE ENTRANCE
• VALET (SUNDAYS)
• OFFICE

(4)




STUDENT CENTER
MIDDLE & HIGH SCHOOL
GYM


• GYM ACCESS
• WORSHIP CENTER ACCESS

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: No Parking Restriction on Pierson Street from Dole Avenue to Lake Shore Drive

Staff Recommendation: Motion to adopt an Ordinance restricting parking on the north side of Pierson Street from Dole Avenue to Lake Shore Drive

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

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Background:

It was recently brought to staff's attention that there is an inconsistency in the parking restrictions on Pierson Street, between Dole Avenue and Lake Shore Drive. Currently, parking is allowed on both sides of this block of Pierson Street. While this has not created any operational issues in the past, the new commercial establishment on US Route 14 at Dole Avenue has resulted in traffic parking on both sides of Pierson Street. Other streets in this neighborhood have parking restrictions on one or both sides of the street.



Staff recommends enacting an ordinance to prohibit parking on the north side of Pierson Street, between Dole Avenue and Lake Shore Drive. There are no residential driveways along the south side of this block and therefore this side was chosen to allow parking. This restriction will be consistent with other streets in the area.

Votes Required to Pass:

Simple majority

ORDINANCE

WHEREAS, Pierson Street from Dole Avenue to Lake Shore Drive is a two-way street in the City of Crystal Lake; and

WHEREAS, the City has determined that in the interest of traffic safety and ensuring the safe and efficient flow of traffic, it is necessary to restrict parking along the north side of Pierson Street from Dole Avenue to Lake Shore Drive.

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

SECTION I: That it shall be unlawful to park any vehicle on the north side of Pierson Street from Dole Avenue to Lake Shore Drive.

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

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

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

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

DATED this 18th day of November, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST

_____

CITY CLERK

PASSED: November 18, 2025
APPROVED: November 18, 2025

Draft

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: Purchase of eight (8) Police Department Vehicles through the State of Illinois Central Management Services (CMS)

Staff Recommendation: Adopt a Resolution authorizing the City Manager to purchase eight (8) Police Department vehicles through the State of Illinois Central Management Services (CMS) bid for the amount of $384,800.00 and authorizing the City Manager to execute such other documents as may be necessary to secure the purchase, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

Staff Contact: James Black, Chief of Police
Michael P. Magnuson, P.E., Director of Public Works and Engineering

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Background

The Police Department has requested vehicle replacements as part of the proposed Fiscal Year 2026 budget. The request includes eight (8) Ford Police Interceptor Utility vehicles at $48,100.00 each. These vehicles will replace two police command vehicles and five police patrol vehicles, and will add one additional patrol vehicle to the fleet.

Sutton Ford, Inc. is the current State of Illinois contract holder for police vehicles and has indicated that the order window is open now, but it is expected to close before the end of 2025. Once the order window closes, the next opportunity to order vehicles is not expected until late 2026, which would likely delay the purchase and delivery of the vehicles requested in the Fiscal Year 2026 budget until Fiscal Year 2027.

The pricing provided through the Illinois Department of Central Management Services contract for JPMC Police Pursuit and Special Service Vehicles was established via a competitive bidding process that was advertised, reviewed, and awarded by the State of Illinois. The state-awarded contract enables local municipalities to take advantage of the pricing offered to the State through Sutton Ford, Inc. As a municipality within Illinois, the City can utilize this contract to reduce costs associated with vehicle procurement and leverage the combined purchasing power of the State's

bid. Use of contracts awarded by the Procurement Division of the State of Illinois is authorized under the City's Financial Policies.

Recommendation

Public Works staff recommends authorizing the City Manager to approve the purchase of up to eight (8) police vehicles using the State of Illinois Central Management Services contract for JPMC Police Pursuit and Special Service Vehicles (Contract No. 22-416CMS-BOSS4-P-41049). The vehicles will be purchased from Sutton Ford, Inc., the current State of Illinois Central Management Services contract holder, at a total cost of $384,800.00. Funding for these purchases will be included in the proposed Fiscal Year 2026 budget.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to replace seven (7) existing Police Department patrol and command vehicles that have reached the end of their service life and add one (1) additional patrol vehicle to the Police Department fleet; and

WHEREAS the City has the ability to procure these vehicles through Sutton Ford, Inc. using the State of Illinois Central Management Services (CMS) contract for JPMC Police Pursuit and Special Service Vehicles (Contract No. 22-416CMS-BOSS4-P-41049).

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 agreement between the CITY OF CRYSTAL LAKE and Sutton Ford, Inc. for the pricing and delivery of eight (8) new Ford Police Interceptor Utility vehicles in the total amount of $384,800.00, using the State of Illinois Central Management Services (CMS) contract for JPMC Police Pursuit and Special Service Vehicles (Contract No. 22-416CMS-BOSS4-P-41049).

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

DATED this 18th day of November, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST

_____

CITY CLERK

PASSED: November 18, 2025
APPROVED: November 18, 2025

Draft

Sutton Ford COMMERCIAL & FLEET

SUTTON FORD INC.
21315 CENTRAL AVE.
MATTESON IL 60443

INVOICE

Monday, November 3, 2025
DATE

PURCHASER'S NAME

CITY OF CRYSTAL LAKE

STREET ADDRESS

100 W WOODSTOCK ST

CITY	STATE	ZIP	BUS PHONE
CRYSTAL LAKE	IL	60014	847-459-2020

PLEASE ENTER MY ORDER FOR THE FOLLOWING NEW ☑ USED ☐ SUV ☐ TRUCK ☑ CAR ☐

YEAR	MAKE	MODEL	BODY TYPE	COLOR	TRIM	STOCK NO.
2026	FORD	EXPLORER	POLICE INTERCEPTOR	BLACK & GRAY		ORDER
VIN NO.		MILES		SALES REP		Scott Ourednik

2026 FORD EXPLORER PIU - 3.3L V6		$47,927.00	*TRADE-IN INFORMATION*	
DELIVERED			MAKE OF USED VEHICLE	
			YEAR	
7 - AGATE BLACK			MODEL	
1 - CARBONIZED GRAY			VEHICLE IDENT. NO.	
STATE CONTRACT #22-416CMS-BOSS4-P-41049			MILEAGE	
			TRADE VALUE	
SUBTOTAL		$47,927.00	*FLEET SALES INFORMATION*	
ELECTRONIC FILING FEE		$0.00	ORDERING FIN	QC665
DOCUMENTATION FEE		$0.00	END USER FIN	QC665
ILLINOIS SALES TAX	7.25%	$0.00	SALES TYPE	3
COUNTY TAX- COOK	1.00%	$0.00	GPC DISCOUNT	
CITY OF CHICAGO TAX	1.25%	$0.00	GPC REF #	
COOK COUNTY WHEEL TAX		$0.00	56A/CPA DISCOUNT	
LICENSE, TRANSFER, TITLE		$173.00	56M DISCOUNT	
EXTENDED SERVICE CONTRACT		$0.00	RETAIL REBATE #	
TOTAL PRICE		$48,100.00		
CASH DOWN PAYMENT		$0.00		
REBATE		$0.00		
TOTAL DOWN PAYMENT		$0.00		
UNPAID CASH BALANCE DUE ON DELIVERY		**$48,100.00**	**9 CAR TOTAL**	**$384,800.00**

Purchaser agrees that this Order includes all of terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any price agreement and as of the date heroof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby ***THIS ORDER IS NOT A BINDING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALERS; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED." TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE. THERE WILL BE ADDED THE SUM OF $303.60 FOR DEALER COSTS AND OVERHEAD FOR ITEM RELATING TO PREPARING, HANDLING AND PROCESSING DOCUMENTS FOR THE MOTOR VEHICLE AND THE CLOSING OF THE TRANSACTION. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS. WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.***

ACCEPTED BY: Scott Ourednik

ACCEPTED BY: _____
PURCHASER'S SIGNATURE
DATE 11/3/2025

DEALER OR HIS AUTHORIZED REPRESENTATIVE
DATE 11/3/2025

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: Bid Award – Generator Maintenance Services

Staff Recommendation: Motion to award the bid for Generator Maintenance Services to the lowest responsive and responsible bidder, Midwest Power Industry, Inc., and to adopt a Resolution authorizing the City Manager to execute a one-year contract with Midwest Power Industry, Inc. at the bid unit pricing, and to approve repairs based on the bid unit pricing for hourly labor rates and the fixed percentage markup for parts, with options for up to four (4) additional one-year extensions

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

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Background:
The City of Crystal Lake Public Works Department is responsible for maintaining all City-owned emergency generators located at municipal facilities, including the Municipal Complex, fire stations, water treatment plants, wastewater treatment plants, and lift stations. Regular maintenance of these emergency generators is essential to ensure their safe, efficient operation and reliability during power outages and emergency situations.

This contract for maintenance was bid in a manner that establishes base annual maintenance costs for preventative maintenance at the City facilities indicated in the bid document. Additionally, it provides hourly rates for services rendered beyond the scheduled preventative maintenance, as well as a fixed percentage markup on required parts for repairs and emergency services. These repairs are at the discretion of the City. Four additional one-year extensions are authorized with price increases tied to CPI.

On October 30, 2025, staff publicly opened and read aloud the bids received for Generator Maintenance Services. Rush Power Systems, LLC erroneously summed the total of the line items which resulted in an error in their "As-Read" bid. The error was identified during the bid tabulation and review process and Rush Power Systems, LLC was made aware of their error. Low bid is determined by the summation of the total of each line item. The final bid totals resulted in a change

to which bidder ranked lowest, differing from the apparent bid total announced during the bid opening. The tables below show the "As-Read" results prior to review, as well as the final bid results.

"As-Read" Bid Results

Generator Maintenance Services	**Rush Power Systems, LLC** Belvidere, IL	**Midwest Power Industry, Inc.** McHenry, IL	**Industrial Engine Company** Harvard, IL	**Interstate Power Systems, Inc.** Eagan, MN	**GenServe, LLC** Carol Stream, IL
Base Bid Total	$120,910.75	$128,735.00	$183,407.50	$189,534.76	$208,308.00

Final Bid Results

Generator Maintenance Services	√**Midwest Power Industry, Inc.** McHenry, IL	**Rush Power Systems, LLC** Belvidere, IL	**Industrial Engine Company** Harvard, IL	**Interstate Power Systems, Inc.** Eagan, MN	**GenServe, LLC** Carol Stream, IL
Base Bid Total	$128,735.00	$145,884.25	$183,407.50	$189,534.76	$208,308.00

√ Indicates the lowest responsive and responsible bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding the Generator Maintenance Services contract to the lowest responsive and responsible bidder, Midwest Power Industry, Inc., in the bid amounts. The City anticipates expending approximately $120,000 for generator maintenance and repairs in 2026.

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

The City has previously worked with Midwest Power Industry, Inc. Generator maintenance is a necessary part of facility operations, and funds are budgeted in each fiscal year.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, the City operates portable and stationary electrical generators to ensure that critical City infrastructure can operate during electrical power outages; and

WHEREAS, the CITY OF CRYSTAL LAKE routinely contracts for generator maintenance and repair services at its various facilities to ensure these generators are ready for emergency operations; and

WHEREAS, the CITY OF CRYSTAL LAKE received and publicly opened bids for Generator Maintenance Services on October 30, 2025; and

WHEREAS, the lowest responsive and responsible bidder for Generator Maintenance Services was Midwest Power Industry, Inc., McHenry, Illinois;

NOW THEREFORE BE IT RESOLVED BY THE ACTING 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 one-year base contract between the CITY OF CRYSTAL LAKE and Midwest Power Industry, Inc. for Generator Maintenance Services in the bid amounts; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve repairs to portable and stationary electrical generators and the associated ancillary equipment throughout the contract period using the bid hourly rates for labor and fixed percent markup for parts; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve up to four, one-year extensions of this contract, with optional year pricing increasing each year according to the Chicago-Naperville-Elgin, IL-IN-WI, CPI All Items Index 12-month percentage

Draft

change, not seasonally adjusted, for August of the previous calendar year as reported in September by the U.S. Bureau of Labor Statistics.

DATED this 18th day of November, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: November 18, 2025
APPROVED: November 18, 2025

Draft

Generator Maintenance Services
Bid Opening: October 30, 2025, 10:30am

				Midwest Power Industry McHenry, IL		Rush Power Systems, LLC Belvidere, IL		Industrial Engine Co. Harvard, IL		Interstate Power Systesms Eagan, MN		GenServe LLC Carol Stream, IL	
Item		Unit	Est. Quantity	Price	Extension	Price	Extension	Price	Extension	Price	Extension	Price	Extension
Lift Station #1	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$325.00	$1,300.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$648.63	$648.63	$455.00	$455.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$475.00	$475.00	$515.00	$515.00
Lift Station #8	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$632.17	$632.17	$395.00	$395.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$425.00	$425.00	$515.00	$515.00
Lift Station #9	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$644.13	$644.13	$395.00	$395.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$415.00	$415.00	$515.00	$515.00
Lift Station #11	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$632.17	$632.17	$395.00	$395.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$428.00	$428.00	$515.00	$515.00
Lift Station #12	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$340.00	$1,360.00
	Annual Maintenance	ea.	1	$1,000.00	$1,000.00	$870.50	$870.50	$985.00	$985.00	$1,050.76	$1,050.76	$690.00	$690.00
	Load Bank Test	ea.	1	$500.00	$500.00	$608.00	$608.00	$750.00	$750.00	$810.00	$810.00	$765.00	$765.00
Lift Station #13	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$648.63	$648.63	$480.00	$480.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$455.00	$455.00	$515.00	$515.00
Lift Station #14	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$647.36	$647.36	$360.00	$360.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$405.00	$405.00	$515.00	$515.00
Lift Station #16	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$310.00	$1,240.00
	Annual Maintenance	ea.	1	$475.00	$475.00	$678.00	$678.00	$485.00	$485.00	$887.56	$887.56	$470.00	$470.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$475.00	$475.00	$515.00	$515.00
Lift Station #17	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$632.17	$632.17	$395.00	$395.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$425.00	$425.00	$515.00	$515.00
Lift Station #19	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$310.00	$1,240.00
	Annual Maintenance	ea.	1	$400.00	$400.00	$678.00	$678.00	$590.00	$590.00	$919.73	$919.73	$570.00	$570.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$500.00	$500.00	$540.00	$540.00
Lift Station #20	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$400.00	$400.00	$643.00	$643.00	$485.00	$485.00	$794.55	$794.55	$830.00	$830.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$455.00	$455.00	$515.00	$515.00
Lift Station #21	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$310.00	$1,240.00
	Annual Maintenance	ea.	1	$500.00	$500.00	$730.50	$730.50	$985.00	$985.00	$858.33	$858.33	$720.00	$720.00
	Load Bank Test	ea.	1	$400.00	$400.00	$608.00	$608.00	$475.00	$475.00	$500.00	$500.00	$540.00	$540.00
Lift Station #22	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$340.00	$1,360.00
	Annual Maintenance	ea.	1	$975.00	$975.00	$783.00	$783.00	$1,400.00	$1,400.00	$1,551.27	$1,551.27	$1,010.00	$1,010.00
	Load Bank Test	ea.	1	$500.00	$500.00	$608.00	$608.00	$750.00	$750.00	$875.00	$875.00	$830.00	$830.00
Lift Station #23	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$310.00	$1,240.00
	Annual Maintenance	ea.	1	$500.00	$500.00	$669.25	$669.25	$985.00	$985.00	$858.33	$858.33	$695.00	$695.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$500.00	$500.00	$540.00	$540.00
Lift Station #24	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$310.00	$1,240.00
	Annual Maintenance	ea.	1	$500.00	$500.00	$695.50	$695.50	$985.00	$985.00	$862.15	$862.15	$695.00	$695.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$475.00	$475.00	$515.00	$515.00
Lift Station #25	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$310.00	$1,240.00
	Annual Maintenance	ea.	1	$500.00	$500.00	$695.50	$695.50	$985.00	$985.00	$862.15	$862.15	$695.00	$695.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$475.00	$475.00	$515.00	$515.00
Lift Station #26	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$310.00	$1,240.00
	Annual Maintenance	ea.	1	$500.00	$500.00	$695.50	$695.50	$985.00	$985.00	$852.96	$852.96	$695.00	$695.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$475.00	$475.00	$515.00	$515.00
Lift Station #28	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$360.00	$360.00	$643.00	$643.00	$485.00	$485.00	$632.17	$632.17	$370.00	$370.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$425.00	$425.00	$515.00	$515.00
Lift Station #29	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$500.00	$500.00	$643.00	$643.00	$985.00	$985.00	$769.29	$769.29	$620.00	$620.00

Generator Maintenance Services
Bid Opening: October 30, 2025, 10:30am

				Midwest Power Industry McHenry, IL		Rush Power Systems, LLC Belvidere, IL		Industrial Engine Co. Harvard, IL		Interstate Power Systesms Eagan, MN		GenServe LLC Carol Stream, IL	
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$415.00	$415.00	$515.00	$515.00
WWTP #2	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$438.00	$1,752.00
	Annual Maintenance	ea.	1	$2,550.00	$2,550.00	$1,920.50	$1,920.50	$2,970.00	$2,970.00	$3,400.33	$3,400.33	$4,047.00	$4,047.00
	Load Bank Test	ea.	1	$1,250.00	$1,250.00	$608.00	$608.00	$4,200.00	$4,200.00	$2,520.00	$2,520.00	$2,580.00	$2,580.00
WWTP #2 Office	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$300.00	$300.00	$643.00	$643.00	$425.00	$425.00	$632.17	$632.17	$335.00	$335.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$375.00	$375.00	$395.00	$395.00	$515.00	$515.00
Portable 628	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$450.00	$450.00	$660.50	$660.50	$985.00	$985.00	$785.32	$785.32	$335.00	$335.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$401.00	$401.00	$515.00	$515.00
Portable 630	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$450.00	$450.00	$643.00	$643.00	$985.00	$985.00	$864.61	$864.61	$585.00	$585.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$395.00	$395.00	$515.00	$515.00
Portable 631	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$450.00	$450.00	$643.00	$643.00	$985.00	$985.00	$873.45	$873.45	$740.00	$740.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$425.00	$425.00	$515.00	$515.00
Portable 783	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$450.00	$450.00	$643.00	$643.00	$985.00	$985.00	$1,506.79	$1,506.79	$685.00	$685.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$411.00	$411.00	$515.00	$515.00
Portable 784	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$450.00	$450.00	$643.00	$643.00	$985.00	$985.00	$1,506.79	$1,506.79	$685.00	$685.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$411.00	$411.00	$515.00	$515.00
Portable 785	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$450.00	$450.00	$818.00	$818.00	$985.00	$985.00	$1,506.79	$1,506.79	$685.00	$685.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$411.00	$411.00	$515.00	$515.00
WTP #2	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$373.00	$1,492.00
	Annual Maintenance	ea.	1	$1,400.00	$1,400.00	$870.50	$870.50	$2,830.00	$2,830.00	$1,447.17	$1,447.17	$1,882.00	$1,882.00
	Load Bank Test	ea.	1	$600.00	$600.00	$608.00	$608.00	$1,900.00	$1,900.00	$1,125.00	$1,125.00	$1,250.00	$1,250.00
WTP #3	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$438.00	$1,752.00
	Annual Maintenance	ea.	1	$2,150.00	$2,150.00	$643.00	$643.00	$2,480.00	$2,480.00	$2,520.63	$2,520.63	$2,482.00	$2,482.00
	Load Bank Test	ea.	1	$5,900.00	$5,900.00	$608.00	$608.00	$10,500.00	$10,500.00	$1,900.00	$1,900.00	$27,000.00	$27,000.00
WTP #4	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$438.00	$1,752.00
	Annual Maintenance	ea.	1	$2,150.00	$2,150.00	$1,570.00	$1,570.00	$2,100.00	$2,100.00	$2,507.13	$2,507.13	$3,172.00	$3,172.00
	Load Bank Test	ea.	1	$600.00	$600.00	$608.00	$608.00	$3,000.00	$3,000.00	$1,900.00	$1,900.00	$1,960.00	$1,960.00
WTP #5	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$438.00	$1,752.00
	Annual Maintenance	ea.	1	$2,150.00	$2,150.00	$1,080.00	$1,080.00	$2,580.00	$2,580.00	$1,598.57	$1,598.57	$2,152.00	$2,152.00
	Load Bank Test	ea.	1	$600.00	$600.00	$608.00	$608.00	$3,000.00	$3,000.00	$1,900.00	$1,900.00	$1,960.00	$1,960.00
Well #19	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$373.00	$1,492.00
	Annual Maintenance	ea.	1	$1,100.00	$1,100.00	$1,080.00	$1,080.00	$1,500.00	$1,500.00	$1,474.81	$1,474.81	$1,407.00	$1,407.00
	Load Bank Test	ea.	1	$500.00	$500.00	$608.00	$608.00	$3,000.00	$3,000.00	$975.00	$975.00	$1,150.00	$1,150.00
McCormick Park Water Tower	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$300.00	$300.00	$643.00	$643.00	$425.00	$425.00	$785.45	$785.45	$585.00	$585.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$350.00	$350.00	$685.00	$685.00	$515.00	$515.00
Municipal Complex 350 kW	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$340.00	$1,360.00
	Annual Maintenance	ea.	1	$2,040.00	$2,040.00	$783.00	$783.00	$1,700.00	$1,700.00	$1,727.57	$1,727.57	$1,260.00	$1,260.00
	Load Bank Test	ea.	1	$550.00	$550.00	$608.00	$608.00	$750.00	$750.00	$875.00	$875.00	$830.00	$830.00
Municipal Complex 500 kW	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$373.00	$1,492.00
	Annual Maintenance	ea.	1	$2,040.00	$2,040.00	$818.00	$818.00	$2,235.00	$2,235.00	$2,130.63	$2,130.63	$1,657.00	$1,657.00
	Load Bank Test	ea.	1	$550.00	$550.00	$608.00	$608.00	$750.00	$750.00	$1,025.00	$1,025.00	$1,205.00	$1,205.00
Fire Station #3	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$250.00	$1,000.00
	Annual Maintenance	ea.	1	$400.00	$400.00	$643.00	$643.00	$485.00	$485.00	$632.17	$632.17	$335.00	$335.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$400.00	$400.00	$455.00	$455.00
Fire Station #4	Quarterly Maintenance	ea.	4	$150.00	$600.00	$225.00	$900.00	$225.00	$900.00	$345.00	$1,380.00	$340.00	$1,360.00
	Annual Maintenance	ea.	1	$400.00	$400.00	$643.00	$643.00	$485.00	$485.00	$686.57	$686.57	$415.00	$415.00
	Load Bank Test	ea.	1	$300.00	$300.00	$608.00	$608.00	$475.00	$475.00	$500.00	$500.00	$540.00	$540.00
Engine Oil Testing	As requested on a per generator basis	ea.	5	$20.00	$100.00	$20.00	$100.00	$35.00	$175.00	$20.76	$103.80	$40.00	$200.00

Generator Maintenance Services
Bid Opening: October 30, 2025, 10:30am

				Midwest Power Industry McHenry, IL		**Rush Power Systems, LLC** Belvidere, IL		**Industrial Engine Co.** Harvard, IL		**Interstate Power Systesms** Eagan, MN		**GenServe LLC** Carol Stream, IL	
Hourly Service Rate	**Normal Work Hours** 7:00 AM - 3:00 PM Monday - Friday	Hour	120	$150.00	$18,000.00	$190.00	$22,800.00	$193.00	$23,160.00	$195.00	$23,400.00	$225.00	$27,000.00
Hourly Service Rate	**Over Time/Emergency** After 3:00 PM Monday - Friday, Weekends, Holidays, Emergency Call-Outs	Hour	75	$225.00	$16,875.00	$225.00	$16,875.00	$289.50	$21,712.50	$292.50	$21,937.50	$338.00	$25,350.00
Parts Mark-up	Markup on price paid by the City for repair parts	%	$20,000	15	$23,000.00	10	$22,000.00	20	$24,000.00	25	$25,000.00	15	$23,000.00
			TOTAL:		**$128,735.00**	CORRECTED =	**$145,884.25**		**$183,407.50**		**$189,534.76**		**$208,308.00**

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: Bid Award - Electrical Maintenance Services for Traffic Signals, Street Lights, and Rectangular Rapidly Flashing Beacons (RRFB)

Staff Recommendation: Motion to award the bid for Electrical Maintenance Services for Traffic Signals, Street Lights, And Rectangular Rapidly Flashing Beacons (RRFB) to the lowest responsive and responsible bidder, Meade, Inc., and to adopt a Resolution authorizing the City Manager to execute five-year contract with Meade, Inc. at the bid unit pricing, and to approve repairs based on the bid unit pricing for hourly labor rates

Staff Contact: Michael Magnuson, Director of Public Works

Background:
The City is responsible for maintaining and repairing traffic signals at 35 intersections, as well as seven Rectangular Rapid Flashing Beacons (RRFBs) for pedestrian crossings. It also oversees the maintenance and repair of City streetlights located downtown, along sections of US Route 14, in the Metra commuter lots, downtown parking lots, roundabouts, the parking lots at Three Oaks Recreation Area, and the lighting in the US Route 14 underpass. To ensure reliable service and safety, the City contracts with qualified maintenance providers for the repair and upkeep of these facilities. Street lights located in subdivisions and on other streets are maintained by ComEd.

This maintenance contract was bid in a manner that establishes base annual costs for preventative maintenance at the locations specified in the bid document. Additionally, it provides hourly rates for services performed beyond the scheduled preventative maintenance, as well as unit pricing for parts used in repairs and emergency services. The rate will remain the same (flat) for all five years.

On November 6, 2025, staff publicly opened and read aloud the bids received for Electrical Maintenance Services for Traffic Signals, Street Lights, and Rectangular Rapidly Flashing Beacons. The results of the bid are as follows:

Contractor	Bid Amount	
	Annual Pricing	Five-Year Contract Total
Meade, Inc. √ Willowbrook, IL	$326,015.28	**$1,630,076.40**
H&H Electric Company Franklin Park, IL	$635,480.74	**$3,177,403.70**

√ Indicates the lowest responsible and responsive bidder

A key requirement of this contract is that the contractor must be prequalified by the Illinois Department of Transportation (IDOT) for electrical maintenance work and be able to respond quickly to signal malfunctions 24 hours a day, seven days a week, all year. There are only a few contractors that have a presence in McHenry County and offer these "around the clock" services. Staff followed the City's procurement policies and advertised the Electrical Maintenance Services for Traffic Signals, Street Lights, and RRFB bid in the newspaper and on QuestCDN, a web-based bid solicitation service that attracts local and national vendors and contractors.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding the Electrical Maintenance Services for Traffic Signals, Street Lights, and RRFB contract to the lowest responsive and responsible bidder, Meade, Inc., in the bid amounts. The City anticipates expending approximately $191,000 for traffic signal, street light and RRFB maintenance in 2026.

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.

Meade, Inc. has served as a contractor to the City since 2008, providing maintenance for traffic signals, streetlights, and RRFBs. Over the years, Meade has developed a strong understanding of the City's systems and maintenance needs. The company is well-acquainted with the condition of the City's equipment and has consistently delivered high-quality service. The City remains satisfied with Meade Inc.'s performance.

Traffic signal, street light, and RRFB maintenance is a necessary part of Public Works operations, and funds for it are budgeted in each fiscal year.

Votes Required to Pass:

Simple majority

R E S O L U T I O N

WHEREAS the City is responsible for maintaining traffic signals, street lights, and rectangular rapid flashing beacons at various locations throughout its jurisdiction; and

WHEREAS, the CITY OF CRYSTAL LAKE routinely contracts for traffic signal, street light, and rectangular rapid flashing beacon maintenance and repair services to ensure reliable service; and

WHEREAS, the CITY OF CRYSTAL LAKE received and publicly opened bids for Electrical Maintenance Services for Traffic Signals, Street Lights, and Rectangular Rapidly Flashing Beacons on November 6, 2025; and

WHEREAS, the lowest responsive and responsible bidder for Electrical Maintenance Services for Traffic Signals, Street Lights, and Rectangular Rapidly Flashing Beacons was Meade, Inc., of Willowbrook, 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 five-year contract between the CITY OF CRYSTAL LAKE and Meade, Inc. for Electrical Maintenance Services for Traffic Signals, Street Lights, and Rectangular Rapidly Flashing Beacons in the bid amounts; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve repairs to traffic signals, street lights, and rectangular rapid flashing beacons and associated equipment throughout the contract period using the bid hourly rates for labor.

DATED this 18th day of November, 2025.

Draft

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: November 18, 2025

APPROVED: November 18, 2025

Draft

Electrical Maintenance Services for Traffic & Street Lights
Bid Opening: 11/6/25, 10:30am

				Meade Inc. Willowbrook, IL		H&H Electric Franklin Park, IL	
Item No.	Item Description	Qty.	Unit	Unit Price	Extension	Unit Price	Extension
A-1 a	IL Rt. 176 & Oak St.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 b	IL Rt. 176 & Walkup Ave.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 c	IL Rt. 176 & Terra Cotta Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 d	Main St. & Walkup Ave.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 e	Main St. & Congress Pkwy.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 f	Main St. & Berkshire Dr.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 g	McHenry Ave. & Barlina Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 h	McHenry Ave. & Berkshire Dr.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 i	McHenry Ave. & Dartmoor Dr.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 j	McHenry Ave. & Crystal Lake Ave.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 k	US Rt. 14 & Waters Edge/Sam's Club	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 l	US Rt. 14 & Crystal Point Dr.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 m	US Rt. 14 & Crystal Lake Ave.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 n	US Rt. 14 & Dole Ave.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 o	US Rt. 14 & IL Rt. 176	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 p	US Rt. 14 & Keith Ave./Devonshire Ln.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 q	US Rt. 14 & Main St.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 r	US Rt. 14 & McHenry Ave.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 s	US Rt. 14 & Lucas Rd. / Tartan Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 t	US Rt. 14 & Pingree Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 u	US Rt. 14 & Teckler Blvd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 v	US Rt. 14 & Virginia Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 w	US Rt. 14 & Woodstock St.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 x	US Rt. 14 & Cog Circle /Manor Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 y	US Rt. 14 & Sands Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 z	US Rt. 14 & Rt. 31 Ramp (east)	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 aa	US Rt. 14 & Rt. 31 Ramp (west)	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 bb	US Rt. 14 & Exchange Dr.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 cc	Pingree Rd. & Congress Pkwy.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 dd	Crystal Lake Ave. & Pingree Rd./Terra Cotta Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 ee	Dole Ave. & Lake Shore Dr. (Main Beach)	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 ff	IL Rt. 176 & Briarwood Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 gg	Main St. & Crystal Lake Ave.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 hh	Central Park Blvd. & Lutter Rd.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-1 ii	IL Rt. 176 & N. Main St.	12	Month	$213.37	$2,560.44	$330.10	$3,961.20
A-3 a	Pingree Rd. & Three Oaks Rec Area (RRFB)	12	Month	$67.34	$808.08	$172.60	$2,071.20
A-3 b	Pingree Rd. & Grandview Dr. (RRFB)	12	Month	$67.34	$808.08	$172.60	$2,071.20
A-3 c	Main St. & Three Oaks Rec Area (RRFB)	12	Month	$67.34	$808.08	$172.60	$2,071.20
A-3 d	McHenry Ave. & Franklin Ave. (RRFB)	12	Month	$67.34	$808.08	$172.60	$2,071.20
A-3 e	Crystal Lake Ave. & Oak Hollow Rd. (RRFB)	12	Month	$67.34	$808.08	$172.60	$2,071.20
A-3 f	Huntley Rd. & Waterford Cut (RRFB)	12	Month	$67.34	$808.08	$172.60	$2,071.20
A-3 g	Pleasant Hill Rd. & Dvorak Dr. (RRFB)	12	Month	$67.34	$808.08	$172.60	$2,071.20
B-1 a	State Routes	12	Month	$1,100.00	$13,200.00	$1,649.10	$19,789.20
B-1 b	Commuter Lots	12	Month	$887.11	$10,645.32	$1,649.10	$19,789.20
B-1 c	Downtown	12	Month	$887.11	$10,645.32	$1,649.10	$19,789.20
B-1 d	Municipal Lots	12	Month	$365.50	$4,386.00	$790.60	$9,487.20
B-1 e	Depot Park	12	Month	$365.50	$4,386.00	$1,771.70	$21,260.40
B-1 f	Roundabouts	12	Month	$365.50	$4,386.00	$1,771.70	$21,260.40
B-1 g	Three Oaks Recreation Area	12	Month	$1,100.00	$13,200.00	$1,771.70	$21,260.40
B-1 h	US Rt. 14 Underpass (Prairie Trail)	12	Month	$221.00	$2,652.00	$1,771.70	$21,260.40
C-1	Inductive Loop Detector Amplifier with Calling Detector Relay, Digital Design	1	Each	$200.00	$200.00	$0.01	$0.01
C-2	Detector Loop, Type 1	250	Foot	$14.00	$3,500.00	$21.00	$5,250.00
C-3	Transceiver - Fiber Optic	1	Each	$400.00	$400.00	$0.01	$0.01
C-4	Traffic Signal Backplates	12	Each	$50.00	$600.00	$0.01	$0.12
C-5	Replace Traffic Signal LED	50	Each	$120.00	$6,000.00	$130.50	$6,525.00
C-6	Replace Pedestrian Signal LED	25	Each	$160.00	$4,000.00	$281.30	$7,032.50
C-7	Replace Luminaire Lamp (in kind)	60	Each	$73.00	$4,380.00	$63.30	$3,798.00
C-8	Replace Luminaire Ballast (in kind)	60	Each	$140.00	$8,400.00	$305.70	$18,342.00
C-9	Replace Luminaire Fuse (in kind)	100	Each	$25.00	$2,500.00	$31.30	$3,130.00
C-10	Replace Street Light Pole and Assembly, Complete, US Route 14 Highway Lighting	6	Each	$3,000.00	$18,000.00	$8,207.40	$49,244.40
C-11	Replace Street Light Pole and Assembly, Complete, US Route 14 Virginia St. TIF District Ornamental (34 ft. pole)	3	Each	$3,500.00	$10,500.00	$15,189.50	$45,568.50
C-12	Replace Street Light Pole and Assembly, Complete, US Route 14 Virginia St. TIF District Ornamental (19 Ft. pole)	2	Each	$2,500.00	$5,000.00	$9,388.50	$18,777.00
C-13	Replace Street Light Pole and Assembly, Complete, Downtown Crystal Lake Ornamental	2	Each	$3,500.00	$7,000.00	$7,086.00	$14,172.00
C-14	Replace Street Light Pole and Assembly, Complete, Three Oaks Recreation Area Ornamental	4	Each	$3,750.00	$15,000.00	$10,303.80	$41,215.20
C-15	Replace Street Light Pole and Assembly, Complete, Water's Edge Development Ornamental	1	Each	$3,500.00	$3,500.00	$7,802.80	$7,802.80
C-16	Replace UPS Battery (in kind)	36	Each	$432.63	$15,574.68	$837.70	$30,157.20
C-17	Replace Accessible Pedestrian Signals (ASP) (BDE)	1	Each	$1,765.00	$1,765.00	$2,641.20	$2,641.20
C-18	Replace Pedestrian Push Button (in kind)	4	Each	$250.00	$1,000.00	$170.70	$682.80
C-19	Replace RRFB Battery (in kind)	4	Each	$250.00	$1,000.00	$533.80	$2,135.20
D-1	Journeyman (All)	300	Hour	$143.30	$42,990.00	$179.90	$53,970.00
D-2	Service/Boom Truck with Bucket & Tools	300	Hour	$53.11	$15,933.00	$60.00	$18,000.00
	ALL C AND D ITEMS ARE ESTIMATED QUANTITIES			TOTAL:	$326,015.28	TOTAL:	$635,480.74
	TOTAL CONTRACT VALUE (ANNUAL TOTAL X FIVE(5) YEARS) =				$1,630,076.40		$3,177,403.70

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: Allocation of State Motor Fuel Tax (MFT) Funds for Fiscal Year 2026

Staff Recommendation: Motion to adopt a Resolution appropriating $1,400,000 in MFT funds

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

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Background:
The City uses Motor Fuel Tax (MFT) funds to fund a portion of general roadway maintenance activities such as resurfacing and the purchase of road salt for snow and ice control. The State of Illinois collects a tax on motor fuels and then distributes a portion of that tax to municipalities based on population. The use of MFT funds is regulated by the State of Illinois through the Illinois Department of Transportation (IDOT). IDOT requires the City to formally appropriate MFT funds through a City Council resolution for these purposes annually. These appropriations are then reflected in the annual budget.

Road Salt for Snow and Ice Control (Total $600,000)
The Public Works Department estimates that it will spend $600,000 on road salt in the next fiscal year.

Annual Resurfacing Program (Total $800,000)
A portion of the City's annual resurfacing program will be paid utilizing MFT funds. The total MFT amount for the 2026 resurfacing program is proposed at $800,000.

Total estimated expenditures are $1,400,000. Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

Votes Required to Pass:
Simple majority

Illinois Department of Transportation

Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
1	McHenry		Original	26-00000-00-GM

BE IT RESOLVED, by the Council (Governing Body Type) of the City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) Illinois that there is hereby appropriated the sum of

one million four hundred thousand dollars Dollars ($1,400,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

01/01/26 (Beginning Date) to 12/31/26 (Ending Date).

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I _____ (Name of Clerk) City (Local Public Agency Type) Clerk in and for said City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Council (Governing Body Type) of Crystal Lake (Name of Local Public Agency) at a meeting held on 11/18/25 (Date).

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ (Day) day of _____ (Month, Year).

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Draft

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: Bid Award – Wastewater Treatment Plant Liquid Aluminum Sulfate (Alum) Pricing & Delivery

Staff Recommendation: Motion to award the bid for the pricing and delivery of Wastewater Treatment Plant Liquid Aluminum Sulfate (alum) to the lowest responsive and responsible bidder, USALCO, LLC, and to adopt a resolution authorizing the City Manager to execute a one-year contract with USALCO, LLC for the pricing and delivery of Wastewater Treatment Plant Liquid Aluminum Sulfate (alum) at a rate of $214.77 per wet ton, with options for up to two (2) additional one-year extensions at the bid unit pricing

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

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Background:
Liquid aluminum sulfate (alum) is used at the City's two wastewater treatment plants for phosphorus and barium removal, as required by each facility's National Pollutant Discharge Elimination System (NPDES) permit. In 2024, the City of Crystal Lake's wastewater treatment plants used approximately 855 wet tons of Liquid Aluminum Sulfate.

On October 31, 2025 the City of Crystal Lake publicly opened and read aloud the bids received for the purchase of Wastewater Treatment Plant Liquid Aluminum Sulfate (alum). The bid results are summarized as follows:

Company	2026 Unit Price per Ton (wet)	Optional -2027 Unit Price per Ton (wet)	Optional - 2028 Unit Price per Ton (wet)
USALCO, LLC √	$214.77	$224.52	$234.27
Alexander Chemical Corporation	$220.50	No Bid	No Bid
Univar Solutions USA, LLC	$256.22	No Bid	No Bid
Chemtrade Chemicals US, LLC	$337.08	No Bid	No Bid

√ Indicates Recommended Lowest Responsive and Responsible Bidder

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document. Staff recommends awarding a one-year contract for the pricing and delivery of Wastewater Treatment Plant Liquid Aluminum Sulfate (alum) to the lowest responsive and responsible bidder, USALCO, LLC, at a bid rate of $214.77 per wet ton, with options for up to two (2) additional one-year extensions at the bid unit pricing. The City anticipates expending approximately $245,000 for Alum in 2026.

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.

Liquid Aluminum Sulfate is a necessary chemical in the wastewater treatment process and funds for this purchase are budgeted each fiscal year.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS Liquid Aluminum Sulfate is required for the treatment of wastewater at the City of Crystal Lake's Wastewater Treatment Plants; and

WHEREAS the CITY OF CRYSTAL LAKE advertised, received, and publicly opened the bids for the purchase of Wastewater Treatment Liquid Aluminum Sulfate on October 31, 2025; and

WHEREAS the lowest responsive and responsible bidder is USALCO, LLC, of Baltimore, Maryland.

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 one-year contract between the CITY OF CRYSTAL LAKE and USALCO, LLC for the pricing and delivery of Liquid Aluminum Sulfate (alum) for the Wastewater Treatment Plant, at a rate of $214.77 per wet ton, with options for up to two (2) additional one-year extensions at the bid unit pricing.

DATED this 18th day of November, 2025.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST

_____
CITY CLERK

PASSED: November 18, 2025
APPROVED: November 18, 2025

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE PURCHASE AND DELIVERY OF

WASTEWATER TREATMENT PLANT LIQUID ALUMINUM SULFATE (ALUM)

BIDDER'S PROPOSAL

Full Name of Bidder USALCO, LLC ("Bidder")

Principal Office Address 2601 Cannery Avenue, Baltimore, MD 21226

Local Office Address 1750 East US Highway 12, Michigan City, IN 46360

Contact Person Brett McCoy, Bid Team Suprvisor Telephone 800-453-2586

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

Attention: ***Michael Wisinski – Public Works Manager***
SEALED BID: WWTP Liquid Aluminum Sulfate

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 **Wastewater Treatment Plant Liquid Aluminum Sulfate (Alum)**; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates

SCHEDULE OF PRICES

CONTRACTOR NAME: USALCO, LLC

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:

Bid award criteria will consider the Base Bid Total. Optional years may be exercised at the City's discretion.

ALL BID PRICES SHALL INCLUDE THE COST OF DELIVERY

Bid Price for Base Contract Term: January 1, 2026 – December 31, 2026

Item	Unit	Estimated Quantity	Unit Price	Base Bid Total
Liquid Aluminum Sulfate	Ton (wet)	845	$214.77	$ 181,480.65

Base Bid Total in writing: One hundred eighty one thousand four hundred eighty dollars and sixty-five cents

Optional Contract Extensions

Bid Price for Optional Year 2 Contract Extension: January 1, 2027 – December 31, 2027

Item	Unit	Estimated Quantity	Unit Price	Total
Liquid Aluminum Sulfate	Ton (wet)	845	$224.52	$ 189,719.40

SCHEDULE OF PRICES (CONT'D.)

CONTRACTOR NAME: USALCO, LLC

Bid Price for Optional Year 3 Contract Extension: January 1, 2028 – December 31, 2028

Item	Unit	Estimated Quantity	Unit Price	Total
Liquid Aluminum Sulfate	Ton (wet)	845	$234.27	$ 197,958.15

B. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. The approximate quantities set forth in this Schedule of Prices for each Unit Price Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, and that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item installed complete in place, measured on the basis defined in the Contract;

2. Owner is not subject to state or local sales, use and excise taxes and no such taxes are included in this Schedule of Prices;

3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits are included in this Schedule of Prices; and

4. All costs, royalties, and fees arising from the use on, or the incorporation into, the Work of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions are included in this Schedule of Prices.

All claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, or to claim any additional compensation by reason of the payment of any such tax, contribution, or premium or any such cost, royalty or fee is hereby waived and released.

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: November 18, 2025

Item: Truth in Taxation Compliance Procedural Requirement

Staff Recommendation: Motion to adopt a resolution determining the 2025 tax levy in compliance with the Truth in Taxation Law

Staff Contact: Eric Helm, City Manager
Jodie Hartman, Director of Finance

Background:

Adoption of this resolution is procedural requirement, as the actual levy ordinance will be considered after the public hearing at the December 2, 2025 City Council meeting. The monies collected from the 2025 tax levy will be received in fiscal year 2026.

The amounts for line items included in the levy, such as public safety pensions and a portion of Fire Rescue operations, have already been calculated and determined necessary. The proposed levy includes an overall increase of 2.9% to the total dollars levied, inclusive of the Crystal Lake Public Library. The actual tax levy ordinance will be placed on the December 2, 2025 City Council agenda for consideration, along with the City's proposed annual budget for 2026.

The proposed levy would:

- Maintain a ZERO levy for general operations, which includes City Administration, Police, Community Development and Public Works activities.
- Provide necessary funding for Police and Firefighters' Pension Funds, Fire Rescue operations, crossing guards, IMRF and Social Security funding, and support of the Crystal Lake Public Library.
- DECREASE the City's property tax rate by an estimated 5%.
- Be spread over a wider tax base than the previous year, as the City's Equalized Assessed Valuation (EAV) is expected to grow by 9%.
- Minimize the impact to property holders, due to the rate decrease. Property owners with an increase in their property's market value of less than 4.9% would not see an increase to the City's portion of the property tax bill. Property tax owners with an increase of 8.4% on a property formerly valued at $300,000 would pay an additional $30.07 to the City for the year.

- Include an overall increase of 2.9% to the total dollar amount levied, inclusive of the Crystal Lake Public Library.

The proposed tax levy is not more than 5% than the taxes extended for the prior tax levy therefore, a "Black Box" publication is not required but will be voluntarily printed in the local newspaper as an act of transparency. Similarly, a voluntary public hearing has been scheduled for December 2, 2025, prior to the adoption of the tax levy ordinance.

Recommendation:

It is staff's recommendation to approve a resolution determining the maximum 2025 tax levy.

Votes Required to Pass:

Simple majority

Res. 24R-

RESOLUTION

WHEREAS, the City Council of the City of Crystal Lake, McHenry County, Illinois, a home rule corporation, herein referred to as the "City", wishes to comply with the Truth in Taxation Act, ILCS Chapter 35:200/18-et seq.; and

WHEREAS, this determination is in compliance with the Truth in Taxation Act; and

WHEREAS, in compliance with the Truth in Taxation Act, since the proposed tax levy is not more than 5% than the taxes extended for the prior tax levy, a notice is not required to be published in a general circulation newspaper published in the taxing district and therefore may not be published; and

WHEREAS, a public hearing will be held prior to the adoption of the tax levy ordinance.

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

The Corporate Authorities determine the amount of money estimated to be necessary to be raised by taxation for the 2025 tax levy is approximately $21,266,779 which is no more than 105% of the aggregate extensions for the 2024 tax levy, which was $$20,667,251.

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

CITY OF CRYSTAL LAKE,
an Illinois municipal corporation,

By:_____
Haig Haleblian, Mayor

SEAL

ATTEST

_____
City Clerk

PASSED: November 18, 2025
APPROVED: November 18, 2025

Draft