CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 17, 2026
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

   Appointment of Mayor Pro-Tempore

3. **Pledge of Allegiance**

4. **Fire Swearing in Ceremony for New Firefighter/Paramedics and Lieutenants**

5. **Approval of Minutes – February 3, 2026 Regular Meeting**

6. **Accounts Payable**

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

8. **Mayor's Report**

9. **City Council Reports**

10. **Consent Agenda**
    a. **Private Activity Bond Volume Cap Reservation**
    b. **Amend the Municipal Grocery Retailer's Occupation Tax and a Municipal Grocery Service Occupation Tax**
    c. **Special Event Request - Dirt Circus Run – May 30, 2026**
    d. **Class 20 Temporary Liquor License Request – Senior Care Volunteer Network – Friday, May 1, 2026**
    e. **Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton – Casino Night, Saturday, April 25, 2026**
    f. **Class 20 Temporary Liquor License Request – The Democratic Party of McHenry County, Illinois – Saturday, March 7, 2026**
    g. **Class 20 Temporary Liquor License Request – Turning Point - Saturday, February 28, 2026**

11. **City Code Amendment to Increase the Number of Class 13 Liquor Licenses – Applicant: Crytal Lake Gas and Food LLC, located at 339 W. Virginia Street**

12. **390 Sands Road - Sign Variation for NVA for 596 square feet of wall signage**

13. **2026 Independence Day Fireworks Show**

14. **Ordinance Amending the Code of the City of Crystal Lake Pertaining to the Amendment of Chapters 158, 241 and 329**

15. Council Inquiries and Requests

16. 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

17. Reconvene to Regular Session

18. Adjourn

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

Agenda Item No: 10a

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Private Activity Bond Volume Cap Reservation

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

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

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

Industrial Revenue Bond (IRB) is a type of tax-exempt private activity bond issued by a local government to help finance certain private development projects that provide a public economic benefit, typically job creation or retention. Some examples of how the IRB could be used would be to build a new facility, expand an existing facility, or purchase equipment.

For 2026, each home rule municipality is authorized a volume cap amount equal to $135 per capita. Using this formula, Crystal Lake's allocation equals $5,604,255, based upon the City's assigned population of 41,513.

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

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

Votes Required to Pass: A simple majority vote.

Ord. No.
File No.

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

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

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended *(the "Code"),* provides that the Municipality has volume cap equal to $135 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

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

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2026 to be applied toward the issuance of private activity bonds *(the "Bonds"),* for unidentified projects, as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

SECTION I: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2026, in the amount of $5,604,255 based upon the State of Illinois assigned population of 41,513, is hereby reserved by the Municipality, which shall issue Bonds using such volume cap, or shall transfer such cap, without further action required on the part of the Municipality; and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds, provided that

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

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

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

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

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

DATED at Crystal Lake, Illinois, this 17th day of February, 2026.

_____
Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____
CITY CLERK

PASSED: February 17, 2026

APPROVED: February 17, 2026

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CITY OF
Crystal Lake
ILLINOIS

ALLOCATION REQUEST LETTER
FROM ALL ISSUERS
February 18, 2026

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

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

RE: Issuer: City of Crystal Lake, McHenry County, Illinois
Type: A home-rule unit of government
Maximum Principal Amount: 2026 Volume Cap Allocation $5,604,255

Dear Governor J B Pritzker:

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

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

Sincerely

Haig Haleblain
Mayor
(815) 356-3605

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STATE OF ILLINOIS

GUIDELINES AND PROCEDURES

FOR THE

ALLOCATION OF PRIVATE ACTIVITY BONDING AUTHORITY

IN ACCORDANCE WITH THE TAX REFORM ACT OF 1986

AND THE ILLINOIS PRIVATE ACTIVITY BOND ALLOCATION ACT

OFFICE OF THE GOVERNOR

Effective January 2, 2026

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

INTRODUCTION

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

The Governor's Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code, the Illinois Allocation Act, and these "2026 Guidelines and Procedures" (the "Guidelines"), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor's Office, and the Governor's Office reserves the right to amend the Guidelines at any time.

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

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

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

HARD COPY SUBMISSIONS TO:

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

ELECTRONIC (PDF) SUBMISSIONS TO:

OMB.VolumeCapRequest2026@Illinois.gov

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

Name
Title
Department/Division
Phone Number
Email address

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

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

Calendar Year 2026 State Ceiling and Allocations

2026 State Ceiling – Background and Calculation

Section 146 of the Code limits the amount of qualified private activity bond debt that may be issued in a state during a calendar year ("the State Ceiling"). Section 146(d) of the Code was amended by H.R. 5662, the "Community Renewal Tax Relief Act of 2000 (the "CRTF Act")," to specify that beginning in calendar year 2002 the limit shall be the greater of (i) $75 multiplied by a state's population or (ii) $225 million. The CRTF Act further specifies that beginning in calendar year 2003 the volume limit may be adjusted annually for inflation. Pursuant to Revenue Procedure 2008-66 published by the Internal Revenue Service, the volume limit on qualified private activity bonds adjusted for inflation for calendar year 2026 is $135 multiplied by the state's population.

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

Illinois 2026 State Ceiling is $1,715,871,330.00 ($135 x 12,710,158).

Allocations

Pursuant to the Illinois Allocation Act, the table below denotes the initial allocation of the 2026 State Ceiling.

Home Rule Units	$1,107,388,260.00
Non-Home Rule Units	$ 304,241,535.00
State Agencies/Authorities	$ 304,241,535.00
Total	$1,715,871,330.00

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HOME RULE UNITS

Allocation

January 1 Benchmark
As described in "2026 State Ceiling – Background and Calculation" above, each Home Rule community is allocated an amount equal to $135 multiplied by its population and Cook County, as a Home Rule County, is allocated an amount equal to $135 multiplied by the population of its unincorporated area. Based on the most recent US Census estimates the total amount for all Home Rule units has been determined to be $ 1,107,388,260.00. Appendix C identifies the list of Home Rule units and the population count used by the Governor's Office for the volume cap allocation. Special census estimates or other estimates for individual municipalities are not recognized by the Governor's Office.

During the period from January 2, 2026, through May 1, 2026, Home Rule units may not apply to the State for an allocation under the Illinois Allocation Act. Rather, Home Rule units must determine and monitor their own private activity bond limits as provided in the Illinois Allocation Act. Please see reporting requirements detailed below in "Home Rule Reporting".

June 1 Benchmark
The amount of Volume Cap available to each Home Rule unit of government with less than 2,000,000 inhabitants that has not been granted, transferred, or reserved by Home Rule units for specific projects or purposes as of May 1, 2026, shall be reserved to the Governor's Office for reallocation on June 1, 2026 (the "home Rule Pool"). During the period of June 1 through July 15, 2026, one-half of the home rule Pool will be available to all Home Rule units with less than 2,000,000 inhabitants (the remaining half is available for allocation to the State or State Agencies as herein after described).

The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule Pool beginning on the first State business day on or after June 1, 2026. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2026. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

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

July 15 Benchmark
On and after July 15, 2026, the amount of the unused allocation from the Home Rule Pool shall be available to both Home Rule units of government (with less than 2,000,000 inhabitants) and to State agencies. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed after July 15 if cap is still requested.

The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule pool beginning on the first State business day on or after July 15, 2026. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2026. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

- **A completed "Allocation Request Letter" (Appendix A) and a copy of an "official action," as defined in the Illinois Allocation Act, must accompany all request submissions (June 1 or July 15). A submission will not be deemed complete unless a copy of an official action is included in the transmittal.**
- **No Home Rule unit may be granted more than 10% of the amount of total allocation initially available for Home Rule units for a single project. Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Requests will be processed only for allocation to be used directly by the requesting Home Rule unit. Joint requests from more than one unit or requests from one unit for allocation that will also be used by other units of government will not be considered. Once an allocation is given to a specific unit, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **The allocation approval letter to Home Rule units of government is valid for a period of 60 calendar days from the date of the letter or through December 27, 2026, whichever date comes first. If an issuer's allocation has expired, it may apply for a new allocation if allocation is still available. Such application will be processed by the Governor's Office in the same manner as any other new application.**
- **The State, a State Agency, or Home Rule unit may reallocate all or a portion of its ORIGINAL allocation to a Home Rule Unit, the State, a State Agency, or a Non-Home Rule Unit of local government. Home Rule units may reallocate by official action of their governing body only as to volume cap reserved prior to May 1, 2026. Home Rule units MAY NOT reallocate any allocation granted by the Governor's Office after June 1. Please see "REALLOCATION PROVISIONS" for further details.**

Home Rule Reporting

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

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

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

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

Mid-Year Reporting
No later than May 10, 2026, each Home Rule unit with less than 2,000,000 inhabitants must report to the Governor's Office in writing on volume cap (i) granted, (ii) transferred, or (iii) reserved by official action of the unit's governing body prior to May 1, 2026. The form described in Appendix A is provided for this purpose – "Report of Allocation Granted by Home Rule".

Once Volume Cap is properly reserved by a Home Rule unit prior to May 1, 2026, the Governor's Office will not object to the subsequent transfer or reallocation of such cap or filing of a carry-forward of such volume cap, and no notice to the Governor's Office of any such subsequent action is required. Please note, however, that Home Rule units must provide notice to the Governor's Office, as provided in Section 6 of the Illinois Allocation Act, within fourteen days of said reallocation.

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

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NON-HOME RULE UNITS

Allocation Requests

January 1 Benchmark
The 2026 allocation of Volume Cap available on or after January 2, 2026, to be issued by Non-Home Rule units of local government is expected to be $304,241,535.00. Non-Home Rule units are defined as municipalities or counties, other than Home-Rule units. All other forms of government, such as local water districts or airport authorities, must apply for Volume Cap as a State Agency.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Local Government Pool beginning on the first State business day on or after January 2, 2026 (January 3, 2026). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 3, 2026. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission received, and processed on a first come, first-granted basis.**

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

July 15 Benchmark
Of the total amount allocated to Non-Home Rule units, the amount of remaining allocation as of July 14, 2026 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2026, to be allocated to the State, State agencies or Non-Home Rule units as described in the Illinois Allocation Act. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed on or after July 15 if volume cap is still requested**.**

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Non-Home Rule Pool beginning on the first State business day on or after July 15, 2026. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2026. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

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

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

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

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Non-Home Rule Reporting

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

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

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

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

Annual Reporting of Housing Projects
The Illinois Allocation Act requires Non-Home Rule units to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in the Section 7.5 of the Illinois Allocation Act. A form to aid reporting has been provided in Appendix B to these Guidelines. Calendar Year 2026 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2026. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

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

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STATE AGENCIES

Allocation Requests

For calendar year 2026 there is expected to be $304,241,535.00 for use by State Agencies, (the "State Agency Pool"), defined as any State agency, commission, board, authority, or body politic and corporate of the State authorized by law to issue Private Activity Bonds, other than a Non-Home Rule or Home-Rule unit.

The Governor's Office may allocate among all State Agencies from the State Allocation Pool available after January 2, 2026. In addition, State Agencies may apply beginning on or after the first State business day after June 1, 2026, for the allocation retained by the Governor's Office from the Home-Rule Pool and beginning on or after July 15, 2026, for the allocation retained, if any, from the Non-Home Rule Pool. Requests submitted prior to June 1 which are not completely fulfilled, and requests submitted prior to July 15 which are not completely fulfilled must be re-filed after July 15 if cap from the Non-Home Rule pool is requested. Please see "HOME RULE" and "NON-HOME RULE" sections for submission procedures.

Please Note-

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

State Agency Reporting

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

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

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

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

Annual Reporting of Housing Projects
Pursuant to the Illinois Allocation Act, State Agencies are required to provide an annual report of all private activity bonds issued for any housing purposes which utilize volume cap allocated by the State. Details on the reporting requirement can be located in Section 7.5 of the Illinois Allocation Act and a form has been provided in Appendix B for submission. Calendar Year 2026 Submissions are to be sent via the instructions set forth on page 3 of these guidelines by February 1, 2026. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

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

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REALLOCATION PROVISIONS

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

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

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

Reallocations by a Non-Home Rule Unit Are Prohibited.

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

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APPENDIX A

STANDARD FORM OF LETTERS

(Letterhead of Signatory)

ALLOCATION REQUEST LETTER
FROM ALL ISSUERS

(Date)

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

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

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

Dear Governor J B Pritzker:

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

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

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

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

Sincerely,

(Name of issuer)

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

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

(Governor's Letterhead)

BOND ALLOCATION APPROVAL LETTER

(Date)

Allocation Number (our assigned number)

(Name of issuer)

Attention: (Name of Official)

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

Ladies and Gentlemen:

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

I hereby allocate $_____ of the State's 2026 maximum limit on private activity bonds to the above-captioned Issuer.

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

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

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

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

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

Sincerely,
J B PRITZKER

Governor

(Letterhead of Signatory)

CONFIRMATION OF BOND ISSUANCE
TO BE PROVIDED BY ISSUER

(Date) [Within 10 calendar days of issuance]

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

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

ATTENTION: Debt Management Unit

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

Dear _____:

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

Sincerely,

(Name of issuer)

_____
(Signature of authorized public official)
(Title)

Attachments

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

(Letterhead of Signatory)

REPORT OF ALLOCATION GRANTED
BY HOME-RULE UNITS

(Date) [Due Thursday, May 10, 2026]

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

ATTENTION: Debt Management Unit

Re: Issuer: (Home-Rule unit)
Total 2026 Volume Cap Allocation: [see list attached to guidelines for population, multiplied by $135.00]

Volume Cap allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2026:

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

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

Total Allocation Granted or Reallocated $_____

Sincerely,

(Name of issuer)

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

APPENDIX B

ANNUAL HOUSING REPORT

SAMPLE FORM

Bond Issuer Annual Reporting Form

Statutory Requirement (30 ILCS 345/7.5)	Explanation/Detail	Insert Required Information
Information Required for All Bond Issues		
Bond Issuer	Entity Issuing Bonds:	
Person Completing Report (Drafter)	Name:	
Drafter Contact Information	Company:	
	Address:	
	Address:	
	City, State, Zip:	
	Phone:	
	E-mail Address:	
Reporting Period	Calendar Year:	
Date of Report	Date (no less than 45 days prior to end of Reporting Period):	
Bond Proceeds Used for Projects and Loans	Percentage of Total Issuance:	
Total Cost of Issuance	Amount:	
Bond Proceeds Used to Refund Prior Bonds	Amount:	
Unused Proceeds at Time of Report	Amount:	
Plan for Use of Any Unused Proceeds	*Attach Narrative and Supporting Documentation ShowingCommitments to Utilize Proceeds, including timetable for use.*	
For Multifamily Rental Units Only		
Total Number of Developments	Total:	
Total Number of Units	Total:	
Income Levels for All Units (using Area Median Income, or "AMI")	No. Units at 30% AMI or less:	
NOTE: The table of current AMI figuresto be used in compiling this informationmaybe found by calling the Illinois Housing Development Authority at 312-836-5200.	No. Units at 40% AMI:	
	No. Units at 50% AMI:	
	No. Units at 60% AMI:	
	No. Units at 80% AMI:	
	No. of Other Restricted Units (% AMI):	
	No. of Other Restricted Units (% AMI):	
	No. of Other Restricted Units (% AMI):	
	Unrestricted (Market Rate):	
Annual Comprehensive Housing PlanPriorities (see below for priority key)	*Attach detail showing the number units serving the prioritypopulations described below, along with documentation showing efforts to serve Priority Populations, when available.*	
For Single Family Units Only		
Loans and Households Achieving Homeownership with Bond Proceeds	Number of Mortgage Loans:	
	Number of Households:	
Loan Amounts, Actual and Effective Interest Rates	*Attach List of Individual Loan Amounts, detailing the actual and effective interest rate for each loan.*	
Annual Comprehensive Housing PlanPriorities (see below for priority key)	*Attach detail showing the number units serving the prioritypopulations described below, along with documentation showing efforts to serve Priority Populations, when available.*	
First-time Homebuyers	Number:	
Homeownership Counseling	No. of assisted homeowners who received any homeownership counseling:	
Key to Priorities		
Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at www.ihda.org; choose "Housing Policy and Planning" in the left margin)		
Extremely Low Income - No. Units Serving Very Low-Income (less than 30% AMI) Households andFamilies		
Homeless - No. Units Serving Homeless People and Families and Those At-Risk of Homelessness		
Live Near Work - No. Units Serving Low and Moderate-Income Families and People Unable to FindAffordable Housing Near Employment or Transportation		
Preservation - No. of Units for Low-Income Families and People Living in Existing Affordable Housingthat is in Danger of Becoming Unaffordable		
Very Low Income - No. Units Serving Very Low-Income (31 to 50% AMI) Households and Families		

QUESTIONS?

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

APPENDIX C

POPULATION ESTIMATES

Home Rule Unit[1]	Population[2]	Home Rule Unit[1]	Population[2]
Addison Village	35,728	East Dundee Village	3,116
Alsip Village	18,486	East Hazel Crest Village	1,254
Alton City	24,967	East St. Louis City	17,808
Arlington Heights Village	75,596	Edwardsville City	26,715
Aurora City	180,710	Elgin City	114,701
Bannockburn Village	1,377	Elk Grove Village Village	31,802
Barrington Hills Village	4,080	Elmhurst City	46,108
Bartlett Village	40,718	Elmwood Park Village	23,698
Bartonville Village	5,836	Elwood Village	2,248
Batavia City	26,555	Evanston City	76,006
Bedford Park Village	585	Evergreen Park Village	19,301
Belleville City	40,560	Fairview Heights City	16,115
Bellwood Village	18,132	Flora City	4,647
Belvidere City	25,325	Forest View Village	765
Benton City	6,578	Freeport City	23,140
Berkeley Village	5,155	Galesburg City	29,289
Berwyn City	55,152	Gilman City	1,674
Bloomingdale Village	22,622	Glencoe Village	8,720
Bloomington City	79,232	Glendale Heights Village	32,866
Bolingbrook Village	74,756	Glen Ellyn Village	28,872
Bridgeview Village	16,559	Glenview Village	47,634
Bryant Village	164	Glenwood Village	8413
Buffalo Grove Village	43,072	Golf Village	504
Burbank City	28,606	Granite City City	26,854
Burnham Village	3,916	Gurnee Village	30,546
Cahokia Village	17,052	Hanover Park Village	36,685
Calumet City City	34,855	Harvey City	19,781
Calumet Park Village	6,777	Harwood Heights Village	8,755
Carbon Cliff Village	1,808	Hazel Crest Village	13,036
Carbondale City	22,223	Herrin City	12,253
Carlock Village	569	Highland Park City	30,794
Carol Stream Village	39,556	Highwood City	5,358
Carpentersville Village	37,144	Hillside Village	8,031
Carterville City	5,821	Hodgkins Village	1,487
Champaign City	91,961	Hoffman Estates Village	50,920
Channahon Village	14,392	Homer Glen Village	24852
Chicago City	2,721,308	Hopkins Park Village	625
Chicago Heights City	26,533	Huntley Village	28,495
Chicago Ridge Village	14,036	Inverness Village	7,428
Christopher City	2,621	Jacksonville City	17,801
Cicero town	82,090	Johnston City City	3,309
Collinsville City	23,766	Joliet City	151,837
Cook County, Unincorporated	101,455	Kankakee City	23,535
Country Club Hills City	16,238	Lake Barrington Village	5,160
Countryside City	6,246	Lake Bluff Village	5,600
Crainville Village	1,493	Lake Forest City	19,642
Crystal Lake City	41,513	Lake in the Hills Village	28,706
Danville City	27,981	Lansing Village	28,107
Darien City	22,015	LaSalle City	9,424
Decatur City	68,763	Lincolnshire Village	8,008
Deerfield Village	19,138	Lincolnwood Village	13,055
DeKalb City	40,491	Lockport City	26915
De Pue Village	1,573	McCook Village	241
Des Plaines City	58,832	McHenry City	28,825
Dolton Village	20,697	Manhattan Village	10,772
Downers Grove Village	50,552	Marion City	17,021
Du Quoin City	5,611	Mascoutah City	9,118

1. Home Rule Communities: Secretary of State – Index Department
2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2020, to July 1, 2024 (NST-EST2024-POP-17) on December 30, 2025

Home Rule Unit[1]	Population[2]		Home Rule Unit[1]	Population[2]
Matteson Village	18,566		Robbins Village	4,567
Maywood Village	23,364		Rockdale Village	1,980
Melrose Park Village	23,999		Rock Island City	36,434
Mettawa Village	562		Rolling Meadows City	23,732
Midlothian Village	13,870		Romeoville Village	41,177
Moline City	42,442		Roselle Village	22,871
Monee Village	5,139		Rosemont Village	3,822
Monmouth City	8,639		Round Lake Beach Village	27,091
Morton Grove Village	24,467		St. Charles City	33,482
Mound City City	481		Sauget Village	134
Mount Prospect Village	55,460		Savoy Village	9,260
Mount Vernon City	14,162		Schaumburg Village	77,099
Muddy Village	57		Schiller Park Village	11,325
Mundelein Village	32,641		Sesser City	1,876
Murphysboro City	7,044		Sherman Village	4,634
Naperville City	153,124		Shorewood Village	18,522
Naples town	97		Skokie Village	65,850
Nauvoo City	910		South Barrington Village	5,061
New Lenox Village	28,480		South Chicago Heights Village	3,887
Niles Village	29,918		South Holland Village	20,775
Normal town	53,304		Springfield City	112,949
Norridge Village	14,817		Standard Village	222
Northbrook Village	34,546		Stickney Village	6,902
North Chicago City	30,639		Stone Park Village	4,473
Northfield Village	5,625		Streamwood Village	38,360
Northlake City	12,433		Summit Village	10,761
North Utica Village	1,343		Sycamore City	18,968
Oakbrook Terrace City	2,729		Thornton Village	2,300
Oak Forest City	26,813		Tilton Village	2,533
Oak Lawn Village	56,531		Tinley Park Village	54,856
Oak Park Village	52,947		Tuscola City	4,658
O'Fallon City	32,169		University Park Village	7,043
Old Mill Creek Village	160		Urbana City	39,831
Onarga Village	1,294		Valier Village	539
Orland Park Village	58,020		Valmeyer Village	1,214
Oswego Village	38,778		Vernon Hills Village	27,002
Palatine Village	65,951		Volo Village	7,361
Park City City	7,940		Warrenville City	15,247
Park Forest Village	21,016		Washington City	15,857
Park Ridge City	38,445		Watseka City	4,495
Pekin City	31,266		Waukegan City	88,570
Peoria City	111,696		West Chicago City	25,469
Peoria Heights Village	5,802		West City Village	640
Peru City	9,793		West Dundee Village	7,906
Phoenix Village	1,650		West Frankfort City	7,131
Plainfield Village	48,881		Wheaton City	53,741
Posen Village	5,413		Wheeling Village	38,329
Prairie Grove Village	1,951		Williamsville Village	1,441
Quincy City	38,786		Willowbrook Village	9,179
Rantoul Village	12,268		Wilmette Village	27,443
Richton Park	12,504		Winnetka Village	12,494
Riverdale Village	10,299		Woodridge Village	34,103
River Grove Village	10,424		Woodstock City	25,892
Riverwoods Village	3,784			

1. Home Rule Communities: Secretary of State – Index Department
2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2020, to July 1, 2024 (NST-EST2024-POP-17) on December 30, 2025

Agenda Item No: 10b

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Amend the Municipal Grocery Retailer's Occupation Tax and a Municipal Grocery Service Occupation Tax

Staff Recommendation: Motion to adopt an ordinance amending the municipal grocery retailer's occupation tax and a municipal grocery service occupation tax, effective January 2026.

Staff Contact: Jodie Hartman, Director of Finance

Background:

The State of Illinois enacted legislation (Public Act 103-781) to eliminate the State's 1% tax on groceries and authorized the same tax to be imposed at the local level. The City enacted a local grocery tax effective January 1, 2026. Since that time, the retailers have been collecting the grocery tax and will be remitting the funds to the State, for disbursement to the City starting in April 2026. The executed ordinance was filed with the Illinois Department of Revenue (IDOR) prior to the October 1, 2025, deadline as required. Upon review of the filed ordinance, IDOR has notified the City of a language change they are requiring to the Ordinance. As this situation has occurred across multiple municipalities in the State, IDOR has agreed to begin collecting the tax effective January 1 as planned but requires an amended ordinance at the City's earliest convenience.

Special legal counsel has prepared a revised ordinance for consideration. The change is to specific language in one section of the ordinance and does not change the rate or any other facts about the grocery tax. No update to retailers will be necessary.

> Per IDOR: Correct the Municipal Grocery Service Occupation tax… by replacing "1% of the gross receipts from such sales" with "1% of the selling price of all groceries transferred by such servicemen as an incident to a sale of service"

Recommendation:

It is staff's recommendation to adopt an Ordinance amending the municipal retailer's occupation tax and a municipal grocery service occupation tax, effective January 1, 2026.

Votes Required to Pass:

Simple majority

Ord. No. ……

File No. ….

The City of Crystal Lake

Draft

AN ORDINANCE AMENDING ORDINANCE NO. 8155 ESTABLISHING AND IMPLEMENTING A MUNICIPAL GROCERY RETAILERS' OCCUPATION TAX AND A MUNICIPAL GROCERY SERVICE OCCUPATION TAX FOR THE CITY OF CRYSTAL LAKE

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 of Crystal Lake, McHenry County, Illinois (the "***City***") is a home rule Illinois municipality pursuant to the Constitution of the State of Illinois of 1970, as amended; and

WHEREAS, Section 8-11-24 of the Illinois Municipal Code, 65 ILCS 5/8-11-24 ("***Section 8-11-24***") established the Municipal Grocery Retailers' Occupation Tax (the "***Municipal Grocery Retailers' Occupation Tax***," 65 ILCS 5/8-11-24) and provides that, beginning on January 1, 2026, all Illinois municipalities may impose a tax "upon all persons engaged in the business of selling groceries at retail in the municipality"; and

WHEREAS, the Municipal Grocery Retailers' Occupation Tax may be imposed "at the rate of 1% of the gross receipts from these sales"; and

WHEREAS, any Municipal Grocery Retailers' Occupation Tax shall be administered, collected, and enforced by the Illinois Department of Revenue; and

WHEREAS, Section 8-11-24 requires any municipality imposing a Municipal Grocery Retailers' Occupation Tax to also impose a service occupation tax at the same rate, "upon all persons engaged, in the municipality, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries" as "an incident to a sale of service" (the "***Municipal Grocery Service Occupation Tax***"); and

WHEREAS, Section 8-11-24 states that the Municipal Grocery Service Occupation Tax shall be imposed "at the same rate" as the Municipal Grocery Retailers' Occupation Tax "imposed under subsection (a)" of Section 8-11-24, to-wit: "at the rate of 1% of the gross receipts from these sales"; and

WHEREAS, any Municipal Grocery Service Occupation Tax shall be administered, collected, and enforced by the Illinois Department of Revenue; and

WHEREAS, the Mayor and City Council of the City of Crystal Lake (the "***City Council***") believe that it is appropriate, necessary and in the best interests of the City and its residents, that the City levy a Municipal Grocery Retailers' Occupation Tax as permitted by Section 8-11-24; and

WHEREAS, the City Council believes that it is appropriate, necessary and in the best interests of the City and its residents, that the City levy a Municipal Grocery Service Occupation Tax as permitted by Section 8-11-24; and

WHEREAS, in light of its determinations, the City Council did adopt City Ordinance No. 8155, being "An Ordinance Establishing and Implementing a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax for the City of Crystal Lake" (the "***Original Grocery Tax Ordinance***"); and

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WHEREAS, the City duly filed the Original Grocery Tax Ordinance with the Illinois Department of Revenue ("***IDOR***"), in accordance with Section 8-11-24; and

WHEREAS, on February 5, 2026, the IDOR sent a letter to the City (the "***IDOR Letter***") stating that Section 3 of the Original Grocery Tax Ordinance relating to the Municipal Grocery Service Occupation Tax required a modification "by replacing '1% of the gross receipts from such sales' with '1% of the selling price of all groceries transferred by such servicemen as an incident to a sale of service,'" notwithstanding the language in Subsections 8-11-24(a and b) and the absence of the requested language changes (including the words "selling price") in the provisions of Section 8-11-24; and

WHEREAS, because the City desires to cooperate with IDOR regarding the Municipal Grocery Retailers' Occupation Tax and the Municipal Grocery Service Occupation Tax, the City Council desires to abide the IDOR Letter and amend the Original Grocery Tax Ordinance as hereinafter set forth; and

WHEREAS, the City Council has determined that the adoption of this Ordinance will be consistent with the IDOR Letter and will enable the City to exercise its statutory authority to impose a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax, which taxes continue the grocery taxes currently imposed by the State; and

WHEREAS, the City Council has further determined that adopting this Ordinance is in the best interests of the City and its residents;

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

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth herein.

SECTION TWO: Re-Adopting Municipal Grocery Retailers' Occupation Tax Imposed. A tax is hereby imposed upon all persons engaged in the business of selling groceries at retail within the City of Crystal Lake at the rate of 1% of the gross receipts from such sales made in the course of such

Draft

business while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24.

SECTION THREE: Re-Adopting and Modifying Municipal Grocery Service Occupation Tax. A tax is hereby imposed upon all persons engaged in the business of making sales of service within the City of Crystal Lake, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service. The rate of this tax shall be 1% of the selling price of all groceries transferred by such servicemen as an incident to sale of service while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24.

SECTION FOUR: Illinois Department of Revenue to Administer Both Taxes. The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Illinois Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance.

SECTION FIVE: Clerk to file Ordinance with Illinois Department of Revenue. As required under Section 8-11-24, the City Clerk is hereby authorized and directed to file a certified copy of this Ordinance with the Illinois Department of Revenue as soon as practicable, which filing is intended to relate back to the filing of the Original Grocery Tax Ordinance.

SECTION SIX: Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

SECTION SEVEN: Conflicting Provisions. All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

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SECTION EIGHT: Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

SECTION NINE: Effective Date. The taxes imposed by this Ordinance shall take effect on January 1, 2026, as provided for in the Original Grocery Tax Ordinance. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this _____ day of _____, 2026.

AYES: (0)
NAYS: (0)
ABSENT: (0)
ABSTAIN: (0)

APPROVED this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

Draft

Agenda Item No: 10c

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Special Event Request of Dirt Circus Run – May 30, 2026

Staff Recommendation: Motion to approve the application for a Special Event for the Dirt Circus Run/Walk to be held on May 30, 2026, pursuant to the recommended staff conditions listed.

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

Background:
This is a request to hold the Dirt Circus Run in Crystal Lake. The event is planned for Saturday, May 30, 2026. The event will begin at 7:00 a.m. and finish at approximately 1:00 p.m. on Williams Street. The Dirt Circus special event is a social run, not a race, and is planned to have about 200 participants. This is the second year this event will be held.

The run will start at the Brink Street Plaza in front of the Running Depot, then onto Brink Street, Grant Street, Railroad Street, North Walkup Avenue, East Terra Cotta Avenue, to Veteran Acres, and back to the Brink Street Plaza. No roads will be closed, as the participants will utilize the sidewalks to run. In addition, no Police assistance was requested. Vendors will be set up at the Brink Street Plaza for the end of the race. Food and alcoholic beverages will be served from Benedict's La Strata in the DORA section of the Brink Street Plaza as well. The event will also include bathrooms and dumpsters in the South corner of the Brink Street Market lot behind the Raue Center.

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

1) The event is approved for Saturday, May 30, 2026, from 7:00 a.m. to 1:00 p.m.
2) Participants must stay on the sidewalks and designated roadsides to prevent the obstruction of vehicular traffic until they enter Veteran Acres trails.
3) Sidewalks must not block off any usual traffic.
4) Streets are not to be marked with paint or any permanent materials.
5) All debris created by the event must be cleaned up during and after the event.
6) Crystal Lake Park District approval to use the Veteran Acres trails must be submitted before May 15, 2026.

7) Any nearby business affected by the event shall be notified prior to May 15, 2026.
8) The consumption of alcohol must stay within the DORA space in the Brink Street Plaza.
9) No alcohol sales or consumption is included except for those establishments that are holders of valid DORA liquor licenses for this event.
10) The volunteers must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
11) A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.
12) Any barricades or lane blocking devices shall be placed so that firefighters are able to move them if emergency vehicles need access.
13) The areas used for the event must maintain a minimum of 20' Fire / EMS access throughout the event area for emergency vehicle access.
14) Fire Hydrants / Fire Department connects must remain clear (no parking).
15) Any building used for the event must remain below the posted occupancy load limit.
16) Egress pathways shall be maintained throughout the event. No egress doors shall be blocked by setup of any special event equipment.
17) Tents having an area exceeding 400 square feet (700 square feet with open sides) shall require a permit in accordance with (2018) IFC Section 3103.2. Please contact the Fire Rescue Department (815-356-3640) if utilizing a tent that shall require a permit. Inspections shall be completed prior to the event.
18) All electrical equipment shall be listed/labeled for outdoor use and shall comply with NFPA 70.
19) All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
20) Food trucks shall be inspected PRIOR to the event (If used for event). Food trucks are required to provide a valid City of Crystal Lake certificate of inspection upon demand. City of Crystal Lake employees shall provide identification. A list of currently inspected food trucks is available by contacting Community Development.
21) Promotional banners and signage were not included with this request. Any temporary signage/banner requires a Limited Duration sign permit through Community Development Department.
22) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the February 17, 2026 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Dirt Circus

EVENT LOCATION The Running Depot - Downtown Crystal Lake Brink Street Market Plaza

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
The event will feature a Fun Run to Veterans Acres and is part of Dirt Circus, a nation series of free community event.
The event is designed to celebrate local races, race directors and the trail running community. It is a social run, not a race.
We anticipate close to 200 runners. The event will include vendor booth for participants to enjoy post run.

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

8. Number of persons scheduled to monitor and work the event: 10+ people

9. Estimated attendance: 200 people

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

ORGANIZATION INFORMATION

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

Address: 30-H North Williams Street

(Please check preferred means of contact)

Daytime phone: [redacted] ☑

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: [redacted] ☐

EVENT OPERATION

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

Set Up: 5/30/26

Event: 5/30/26

Dismantling: 5/30/26

15. Hours of the event:

Set Up: 5-7am

Event: 7am-1pm

Dismantling: 1pm-3pm

CITY MANAGER'S OFFICE

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

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

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

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

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

If yes, what type of alcoholic beverages will be served?
Beer and hard seltzers will be served. One of the vendors Benedicts La Strata will be serving the food and alcohol from their restaurant across the courtyard. They obtain a liquor and food license and will be serving off their property.

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

Temporary community event signs	☐ Yes	☑ No
Temporary neighborhood event signs	☐ Yes	☑ No
Directional signs	☐ Yes	☑ No
Banner	☐ Yes	☑ No

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

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

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

Description of Products N/A

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

Name of Company Service Sanitation
Address 401 Blaine St, Gary IN 46406
Phone 800-909-5646

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

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

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

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

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

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

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

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify N/A

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

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

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

[redacted]
Signature

1/20/2026
Date

Ali Andrews
Print Name

STAFF USE ONLY

Assigned City Department:_____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
[redacted]
Website: www.DowntownCL.org - [redacted]

February 6, 2026

Victoria Wojcik
Community Development Analyst
City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014

Dear Ms. Wojcik,

I am writing on behalf of Downtown Crystal Lake/Main Street, to express our support for the The Dirt Circus Fun Run on May 30th, 2026 from 7 AM - 12 PM, hosted by The Running Depot in the Brink Street Market.

We understand that the event includes an expo with tents and tables in the Brink Street Market. Assuming that the property owners of the Brink Street Market are in support of the use of space, we're very happy to support this event that promotes healthy living and the running community.

Please let me know if you have any questions or need any further information.

Sincerely,

[redacted]

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street

Sunday, February 8, 2026 at 9:58:13 AM Central Standard Time

Subject: Dirt Circus Run event - May 30, 2026
Date: Friday, February 6, 2026 at 5:15:19 PM Central Standard Time
From: Ruttenberg, Wendy
To: [redacted]
CC: Kowalska, Magda
Attachments: image001.png

Good afternoon Ali (The Running Depot),

This email serves as Landlord's permission to hold the Dirt Circus event this year on the Brink Street Market plaza. This event will take place on May 30, 2026, from 6:00AM till 12/noon.
Same as you did last year, we expect and appreciate if the plaza is cleared of debris and tables, starting at 12/noon.

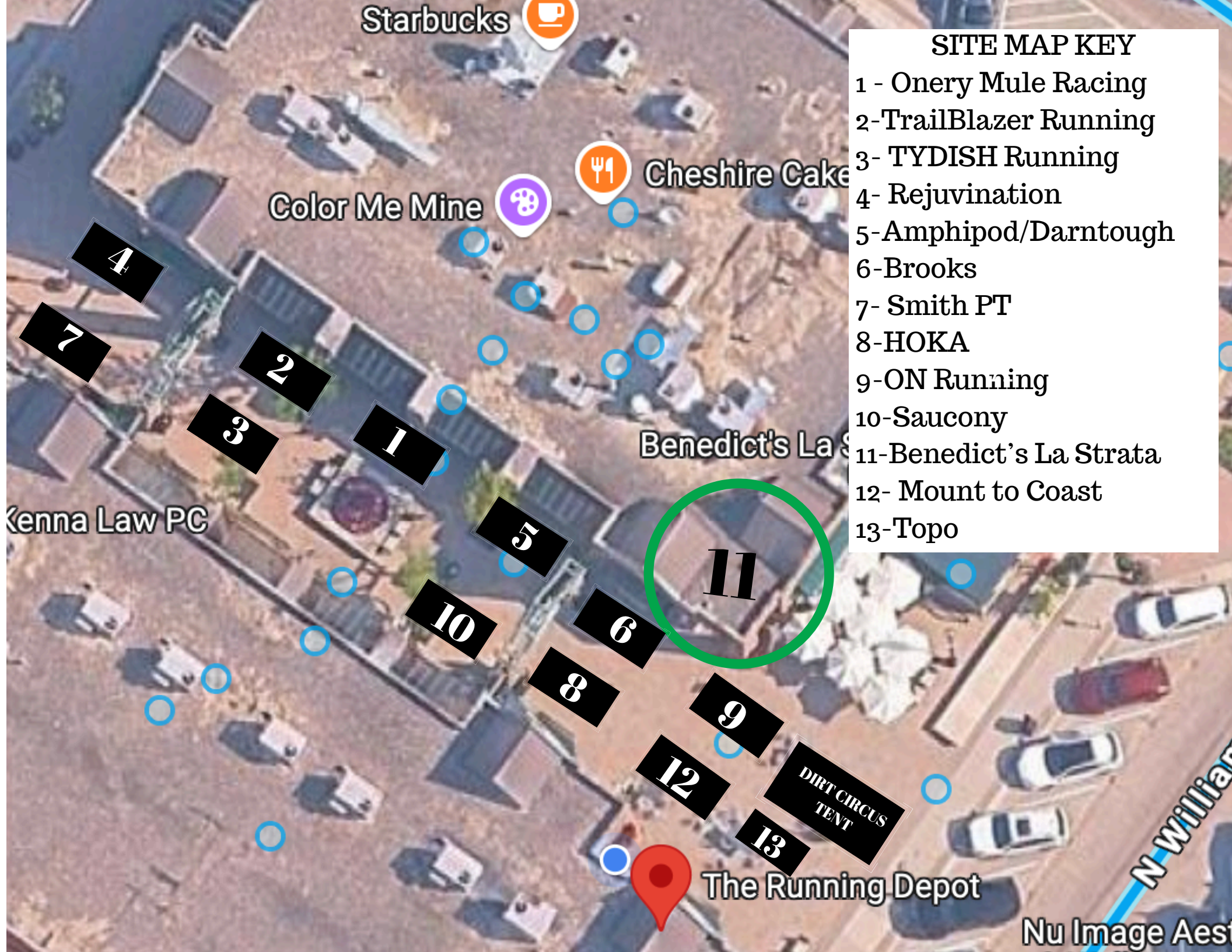
Thank you.
Managing Agent on behalf of Brink Street LLC

Wendy Ruttenberg
Portfolio Manager, Commercial Management Services

FRIEDMAN REAL ESTATE | TOP WORK PLACES Detroit Free Press

34975 West Twelve Mile Road Farmington Hills, MI 48331
[redacted] | www.friedmanrealestate.com


Queen Nails
Color Me Mine
Benedict's La Strata
Brunch
The Running De
PORTA POTTY
DUMPSTERS
RAU CENTER
41



SITE MAP KEY

1 - Onery Mule Racing
2-TrailBlazer Running
3- TYDISH Running
4- Rejuvination
5-Amphipod/Darntough
6-Brooks
7- Smith PT
8-HOKA
9-ON Running
10-Saucony
11-Benedict's La Strata
12- Mount to Coast
13-Topo

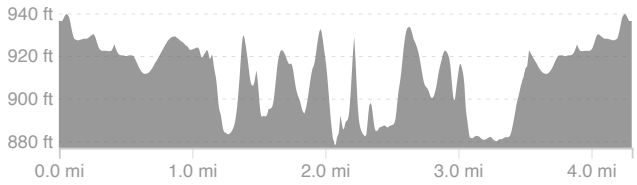
STRAVA

Dirt Circus Chicago 2026 - 4.3 miler

https://www.strava.com/routes/3436425189536574914

4.3 mi	364 ft	54:20
Distance	Elevation Gain	Est. Moving Time





Route recommendations may be incomplete and/or inaccurate and may contain sections of private land and/or sections of terrain that could be challenging or hazardous. Always use your best judgement about the safety of road and trail conditions and follow traffic and property laws.

DIRECTION	DISTANCE
Proceed onto off-road waypoint. No data available	**0.0 mi**
Left onto Brink Street	**0.0 mi**
Right onto Grant Street	**0.0 mi**
Right onto North Walkup Avenue	**0.4 mi**
Right onto East Terra Cotta Avenue	**0.5 mi**
Proceed onto off-road waypoint. No data available	**0.5 mi**
Continue on Kettle View Trail	**1.0 mi**
Proceed onto off-road waypoint. No data available	**1.6 mi**
Right onto Moraine View Trail	**2.1 mi**
Continue on McHenry County Prairie Trail	**2.3 mi**
Continue on Moraine View Trail	**2.4 mi**
Proceed onto off-road waypoint. No data available	**2.6 mi**
Proceed onto off-road waypoint. No data available	**2.6 mi**
Continue on Prairie View Trail	**2.6 mi**
Proceed onto Prairie View Trail	**2.7 mi**
Proceed onto Prairie View Trail	**2.9 mi**
Proceed onto off-road waypoint. No data available	**2.9 mi**
Proceed onto off-road waypoint. No data available	**3.0 mi**
Proceed onto off-road waypoint. No data available	**3.0 mi**
Proceed onto off-road waypoint. No data available	**3.2 mi**
Proceed onto off-road waypoint. No data available	**3.2 mi**
Right onto East Terra Cotta Avenue	**3.7 mi**
Left onto North Walkup Avenue	**3.7 mi**
Left onto Railroad Street	**3.8 mi**
Left onto Brink Street	**4.2 mi**
Proceed onto off-road waypoint. No data available	**4.2 mi**
Arrive at Finish	**4.3 mi**

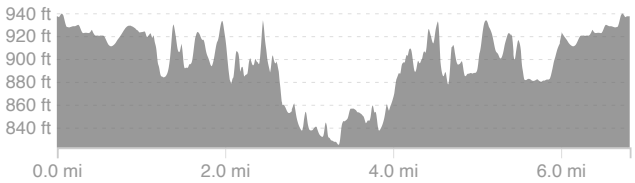
STRAVA

Dirt Circus Chicago 2026 - 7 miler

https://www.strava.com/routes/3436425525822823874

6.8 mi	620 ft	1:11:52
Distance	Elevation Gain	Est. Moving Time





Route recommendations may be incomplete and/or inaccurate and may contain sections of private land and/or sections of terrain that could be challenging or hazardous. Always use your best judgement about the safety of road and trail conditions and follow traffic and property laws.

DIRECTION	DISTANCE
Proceed onto off-road waypoint. No data available	**0.0 mi**
Left onto Brink Street	**0.0 mi**
Right onto Grant Street	**0.0 mi**
Right onto North Walkup Avenue	**0.4 mi**
Right onto East Terra Cotta Avenue	**0.5 mi**
Proceed onto off-road waypoint. No data available	**0.5 mi**
Continue on Kettle View Trail	**1.0 mi**
Left onto Prairie View Trail	**1.5 mi**
Proceed onto off-road waypoint. No data available	**1.6 mi**
Continue on Moraine View Trail	**2.1 mi**
Proceed onto off-road waypoint. No data available	**2.2 mi**
Proceed onto off-road waypoint. No data available	**2.5 mi**
Continue on Easy Incline	**2.6 mi**
Proceed onto off-road waypoint. No data available	**2.6 mi**
Left onto Oak View Trail	**2.8 mi**
Proceed onto off-road waypoint. No data available	**3.3 mi**
Left onto Oak View Trail	**3.5 mi**
Proceed onto off-road waypoint. No data available	**3.9 mi**
Proceed onto off-road waypoint. No data available	**3.9 mi**
Proceed onto off-road waypoint. No data available	**4.0 mi**
Proceed onto off-road waypoint. No data available	**4.1 mi**
Continue on Moraine View Trail	**4.2 mi**
Proceed onto off-road waypoint. No data available	**4.4 mi**
Continue on Moraine View Trail	**4.6 mi**
Right onto McHenry County Prairie Trail	**4.8 mi**
Left onto Moraine View Trail	**4.9 mi**
Proceed onto Moraine View Trail	**5.0 mi**
Proceed onto off-road waypoint. No data available	**5.1 mi**
Proceed onto off-road waypoint. No data available	**5.1 mi**
Continue on Prairie View Trail	**5.1 mi**

Agenda Item No: 10d

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Class 20 Temporary Liquor License Request – Senior Care Volunteer Network – Friday, May 1, 2026

Staff Recommendation: Motion to approve issuance of a Class 20 Temporary Liquor License to Senior Care Volunteer Network – Friday, May 1, 2026

Staff Contact: Nick Hammonds, Deputy City Manager

Background:

The City received a request from Senior Care Volunteer Network for the issuance of a Class 20 Temporary Liquor License to offer alcohol, in the package only, as a raffle prize for their annual dinner on Friday, May 1, 2026.

The organization will need a temporary liquor license as the awarding of alcoholic liquor as a prize is considered the sale of alcohol by the State Liquor Control Act. The alcoholic raffle prizes will be awarded at The Holiday Inn located at 800 S. IL Route 31, on Friday, May 1, 2026, and must be picked up by Sunday, March 3, 2026.

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

Conditions of approval:

- Certificate of Insurance for Event

In addition to the license from the City, a not-for-profit special event liquor license is also needed from the State of Illinois for the event.

Votes Required to Pass:

Simple majority

CITY OF CRYSTAL LAKE

Class 20
Temporary Liquor License

General Information:

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

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

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

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

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "20"
Alcoholic Liquor in Packages Only

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

1. Applicant's full name Senior Care Volunteer Network
(Must be not-for-profit organization)
Address 42 East St, Ste C Phone Number [redacted]

2. Organization Contact Information:
Name: Mia Kramer
Address: [redacted]
Email: [redacted]
Phone Number: [redacted]

3. Location where beer in packages only will be sold:
Holiday Inn NW in Crystal Lake

4. Dates of the event (**not to exceed three (3) days**): May 1st, 2026

5. Hours of operation: 12-930 PM

6. Describe the type of crowd and traffic control licensee will utilize. Crowd & traffic control not necessary - using Holiday Inn parking lot.

7. Describe plan for refuse pickup. whomever Holiday Inn uses

8. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.
Mia Kramer [redacted]
Sarah Schrempf [redacted]
Janet Barron [redacted]

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

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

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

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

Name: Sarah Schrempf
Title: Executive Director
Date: _____

CERTIFICATION

☒ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

Senior Care
Volunteer Network

42 East Street
Crystal Lake, IL 60014
p | [redacted]
w | [redacted]

Mia Kramer
Program Director
Senior Care Volunteer Network
42 East St, Ste C
Crystal Lake, IL 60014
[redacted]

February 9, 2026

Mayor Haleblian and Members of the City Council
City of Crystal Lake
100 W Woodstock St

Dear Mayor Haleblian and City Council Members,

I am writing to respectfully request approval for the issuance of a Class "20" Temporary Liquor License for **Senior Care Volunteer Network**. The applicant is seeking this temporary license in order to auction alcohol and have a wine pull at **Something to Talk About: Midway Magic**, scheduled to take place on **May 1, 2026** at **Holiday Inn NW in Crystal Lake**.

All required documentation and application materials have been submitted in accordance with the City's guidelines. The applicant intends to comply fully with all regulations governing the responsible sale and service of alcohol, including ensuring proper supervision, security, and adherence to all state and local requirements.

On behalf of the applicant, I kindly request that the City Council review and approve the issuance of this temporary license to support the safe and successful execution of their event.

Thank you for your consideration of this request. Please feel free to contact me if any additional information is needed.

Sincerely,
Mia Kramer
Program Director
Senior Care Volunteer Network

February 6, 2026

City Manager's Office
Attn: Raffle License
100 W. Municipal Complex
Crystal Lake, IL 66014

RE: Raffle License Application

Greetings,

On May 1, 2026 Senior Care Volunteer Network Gala will host their Fundraiser at the Holiday Inn, Crystal Lake. We are aware that Senior Care Volunteer Network Gala will conduct different raffles and some packages that may include alcohol. The Holiday Inn will not receive any proceeds from these raffles. All proceeds from the event are in support of Senior Care Volunteer Network Gala.

Sincerely,

Fran Headrick
Director of Sales and Marketing
Holiday Inn Crystal Lake

ALLIANCE OF NONPROFITS FOR INSURANCE

Part of Nonprofits Insurance Alliance (NIA)

NONPROFITS OWN®

COMMERCIAL LIQUOR LIABILITY COVERAGE DECLARATION

MEMBER ID: [redacted]

POLICY NO: [redacted]

NAMED INSURED AND MAILING ADDRESS
Senior Care Volunteer Network
42 East St Ste C
Crystal Lake, IL 60014

PRODUCER AND MAILING ADDRESS 3309
Arthur J. Gallagher Risk Management Services, LLC
220 Emerson Pl., Ste 200
Davenport, IA 52801

POLICY PERIOD: FROM **04/01/2025** TO **04/01/2026** AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

LIMITS OF COVERAGE	
GENERAL AGGREGATE LIMIT	$1,000,000
EACH COMMON CAUSE LIMIT	$1,000,000

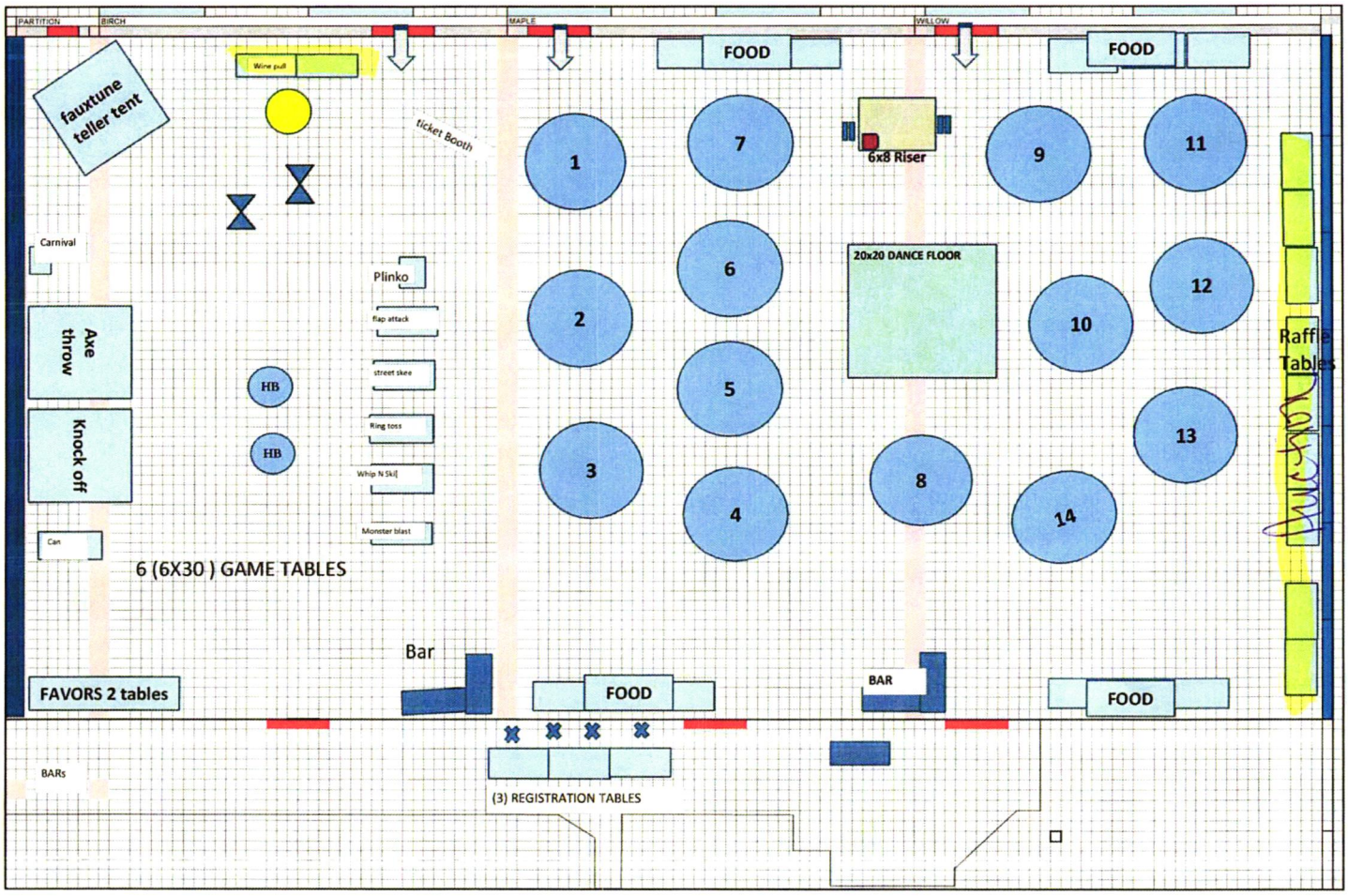
The limits listed on this declaration page may conflict with limits required by a state other than the principle operating state. In the event a Liquor Liability "Change" endorsement is attached to this insurance Policy, the limits listed on the Liquor Liability "Change" endorsement will take precedence and apply.

03/14/2025

BY [redacted]
(AUTHORIZED REPRESENTATIVE)

NOTICE: This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NIA-DEC LL


PARTITION
BIRCH
MAPLE
WILLOW
fauxtune teller tent
Wine pull
ticket Booth
FOOD
FOOD
6x8 Riser
1
7
9
11
Carnival
Plinko
6
20x20 DANCE FLOOR
12
Axe throw
flap attack
2
10
Raffle Tables
HB
street skee
5
Knock off
HB
Ring toss
13
3
8
Whip N Ski
4
14
Can
Monster blast
6 (6X30) GAME TABLES
Bar
FAVORS 2 tables
FOOD
BAR
FOOD
BARs
(3) REGISTRATION TABLES

Agenda Item No: 10e

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton – Casino Night, Saturday, April 25, 2026

Staff Recommendation: Motion to approve issuance of a Class 16 Temporary Liquor License to St. Elizabeth Ann Seton for the Casino Night Event on Saturday, April 25, 2026

Staff Contact: Nick Hammonds, Deputy City Manager

Background:

The City received a request from St. Elizabeth Ann Seton for the issuance of a Class 16 Temporary Liquor License to sell beer and wine at their Casino Night event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, April 25, 2026 from 6:00 p.m. to 10:30 p.m.

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

The City Council has approved this event in the past and other temporary liquor license requests for St. Elizabeth Ann Seton.

Votes Required to Pass:

Simple majority

CITY OF CRYSTAL LAKE

Class 16
Temporary Liquor License

General Information:

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

1. Applicant's full name St. Elizabeth Ann Seton Church
(Must be not-for-profit organization)

Address 1023 S. McHenry Ave. CL Phone Number [redacted]

2. Organization Contact Information:
Name: Denise Ramis, Business Manager
Address: 1023 S. McHenry Ave. CL 60014
Email: [redacted]
Phone Number: [redacted]

3. Location where beer and wine will be sold:
Parish Hall

4. Dates of the event (**not to exceed three (3) days**): 4-25-26

5. Hours of operation: 6-10:30 pm

6. Describe the type of crowd and traffic control licensee will utilize. event tickets pre-sold to parishioners

7. Describe plan for refuse pickup. 6 yard dumpster on Parish property.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Mark & Eleanor Kuczera 974 Saddlecreek Ln. CL 60014
Kevin & Cathy Schroeder 395 Heisler Ct. Lakewood 60014
Dean & Denise Ramis 1615 Birmingham Ln. CL 60014

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

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

here:

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

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

Name: Denise Ramis
Title: Parish Business Manager
Date: 1-28-26

CERTIFICATION

☑ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

ST. ELIZABETH ANN SETON
SEAS
CATHOLIC CHURCH

1023 McHenry Ave.
Crystal Lake, IL 60014

[redacted]
elizabethannseton.org

City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014
Attn: Mayor Haig Haleblian

January 28, 2026

Re: Temporary Liquor License Application for Non-Profit

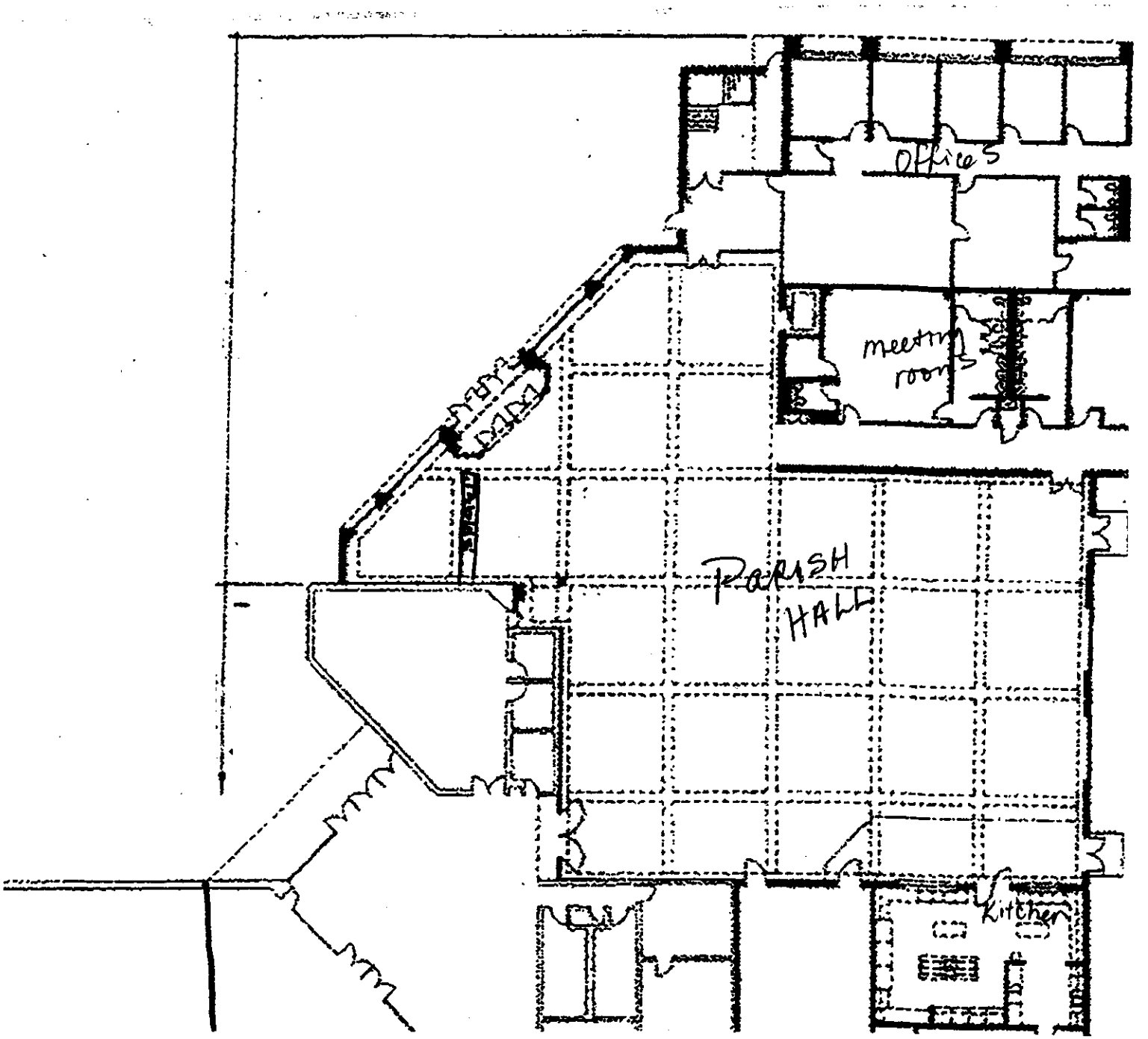
Mayor Haleblian and City Council Members,

St Elizabeth Ann Seton Church plans to hold a Casino Night fundraising event on Saturday, April 25, 2026. We plan to sell beer and wine at the event between the hours of 6:00 and 10:30 pm and are requesting your approval of a Non-Profit Temporary Liquor License. Enclosed please find the $20.00 license fee, liquor liability insurance certificate, license application and site plan. Please let me know if you need any further information.

Sincerely,

[redacted]

Reverend Christopher Kuhn
Pastor


Offices
meeting room
PARISH HALL
kitchen

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/2/2026

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

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

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
2850 Golf Rd
Rolling Meadows IL 60008

CONTACT NAME: Gallagher Bassett Services, Inc.
PHONE (A/C, No, Ext): [redacted] **FAX (A/C, No):** [redacted]
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Catholic RRG , Inc	10083
INSURER B : Midwest Employers Casualty Company	23612
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Diocese of Rockford
Finance & Administration Office
P.O. Box 7044
Rockford IL 61125
DIOCOFR-01

COVERAGES **CERTIFICATE NUMBER:** [redacted] **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			[redacted]	7/1/2025	7/1/2026	EACH OCCURRENCE	$ 1,000,000
A	CLAIMS-MADE [X] OCCUR				7/1/2025	7/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ Included
	X Liquor Liability						MED EXP (Any one person)	$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER						PERSONAL & ADV INJURY	$ Included
	X POLICY [ ] PRO-JECT [ ] LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ Included
								$
A	AUTOMOBILE LIABILITY			[redacted]	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
A	ANY AUTO				7/1/2025	7/1/2026	BODILY INJURY (Per person)	$
	X OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB [X] OCCUR			[redacted]	7/1/2025	7/1/2026	EACH OCCURRENCE	$ 4,000,000
	X EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 4,000,000
	DED [ ] RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			[redacted]	7/1/2024	7/1/2026	PER STATUTE X OTH-ER	Statutory
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A						E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability and Auto Liability limits inclusive of $250,000 Self-Insured Retention.
If Additional Insured status noted herein, coverage afforded by Form #TNC-G118 (ed. 01/01/12).

FOR: St. Elizabeth Ann Seton Catholic Church, 1023 McHenry Avenue, Crystal Lake, IL 60014 [DIOCESE OF ROCKFORD]
REASON: "Casino Night" on Saturday, April 25, 2026 at 1023 McHenry Avenue, Crystal Lake, IL 60014

Additional Insured: City of Crystal Lake

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
[redacted]

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Agenda Item No: 10f

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Class 20 Temporary Liquor License Request – The Democratic Party of McHenry County, Illinois – Saturday, March 7, 2026

Staff Recommendation: Motion to approve issuance of a Class 20 Temporary Liquor License to The Democratic Party of McHenry County, Illinois – Saturday, March 7, 2026

Staff Contact: Nick Hammonds, Deputy City Manager

Background:

The City received a request from The Democratic Party of McHenry County, Illinois for the issuance of a Class 20 Temporary Liquor License to offer alcohol, in the package only, as a raffle prize for their annual dinner on Saturday, March 7, 2026.

The organization will need a temporary liquor license as the awarding of alcoholic liquor as a prize is considered the sale of alcohol by the State Liquor Control Act. The alcoholic raffle prizes will be awarded at The Holiday Inn, located at 800 S. IL Route 31, on Saturday, March 7, 2026, and must be picked up by Monday, March 9, 2026.

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

Conditions of approval:

- Certificate of Insurance for Event

In addition to the license from the City, a not-for-profit special event liquor license is also needed from the State of Illinois for the event.

Votes Required to Pass:

Simple majority

Democratic Party of McHenry County
PO Box 1126, Crystal Lake IL 60014

February 11th, 2026 - Delivered by hand

Mayor Haig Haleblian, and City Council (via Ms. Alaina Skurski)
City of Crystal Lake
100 West Woodstock Street
Crystal Lake IL 60014

Dear Mayor Haleblian and members of the City Council,

The Democratic Party of McHenry County hereby requests approval and issuance of a Class 20 Temporary Liquor License.

This is to cover the silent auction of several gift baskets with contents including wine bottles, during our annual dinner, the Jimmy & Rosalynn Carter Dinner, to be held on the evening of Saturday, March 7th, 2026, at the Crystal Lake Holiday Inn, Elara Balloom, at 800 South Illinois Route 31. The auction will open at 5:30 pm and conclude at 8:30 pm.

We expect about 200 attendees, all members and supporters of our Party.

Auction winners will take their baskets home with them, and none of the wine bottles contained therein will be opened or consumed on the premises.

The auction will be conducted by myself and by Kathie Rose, our silent auction chairperson. It will generate no refuse.

Attached please find (a) the application, signed by me, and (b) the needed letter from the Holiday Inn.

We understand that the City Council's approval of this application, will be conditional upon providing the requisite (a) proof of liquor liability insurance, and (b) the approval from the State of Illinois Liquor Control Commission of the appropriate special event license.

Please provide the license directly to me, by email to [redacted]

Thanks so very much, and I am at your disposal if any further information is needed.

[redacted]

Edward Gogol
Vice Chair, Democratic Party of McHenry County
[redacted] or [redacted]
[redacted]

Cc. Ruth Scifo, chair; Caitlin Aloisio, events chair; Renee Hill, secretary

CITY OF CRYSTAL LAKE

Class 20
Temporary Liquor License

General Information:

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

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

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

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

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "20"
Alcoholic Liquor in Packages Only

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

1. Applicant's full name Democratic Party of McHenry County
(Must be not-for-profit organization)

Address PO Box 1126 Crystal Lake 60014 Phone Number [redacted]

2. Organization Contact Information:
Name: Edward Gogol
Address: [redacted]
Email: [redacted] or [redacted]
Phone Number: [redacted]

3. Location:
Crystal Lake Holiday Inn, Elara Ballroom, 800 S. IL-31, Crystal Lake

4. Dates of the event (**not to exceed three (3) days**): Saturday, March 7th, 2026

5. Hours of operation: 5:30 pm to 8:30 pm

6. Describe the type of crowd and traffic control licensee will utilize.
Approx. 200 attendees at formal dinner will bid on silent auction gift baskets

7. Describe plan for refuse pickup. The auction itself will generate no refuse.
All cleanup after the event will be handled by the hotel.

8. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.
Edward Gogol, vice chair, [redacted]
Kathie Rose, silent auction chair, [redacted]

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

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

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

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

Name: Edward Gogol
Title: Vice Chair
Date: February 11, 2026

CERTIFICATION

☒ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

[redacted], vice chair

2/11/2026

Holiday Inn
IHG
Chicago NW | Crystal Lake

February 11, 2026

City Manager's Office
Attn: Raffle License
100 W. Municipal Complex
Crystal Lake, IL 66014

RE: Raffle License Application

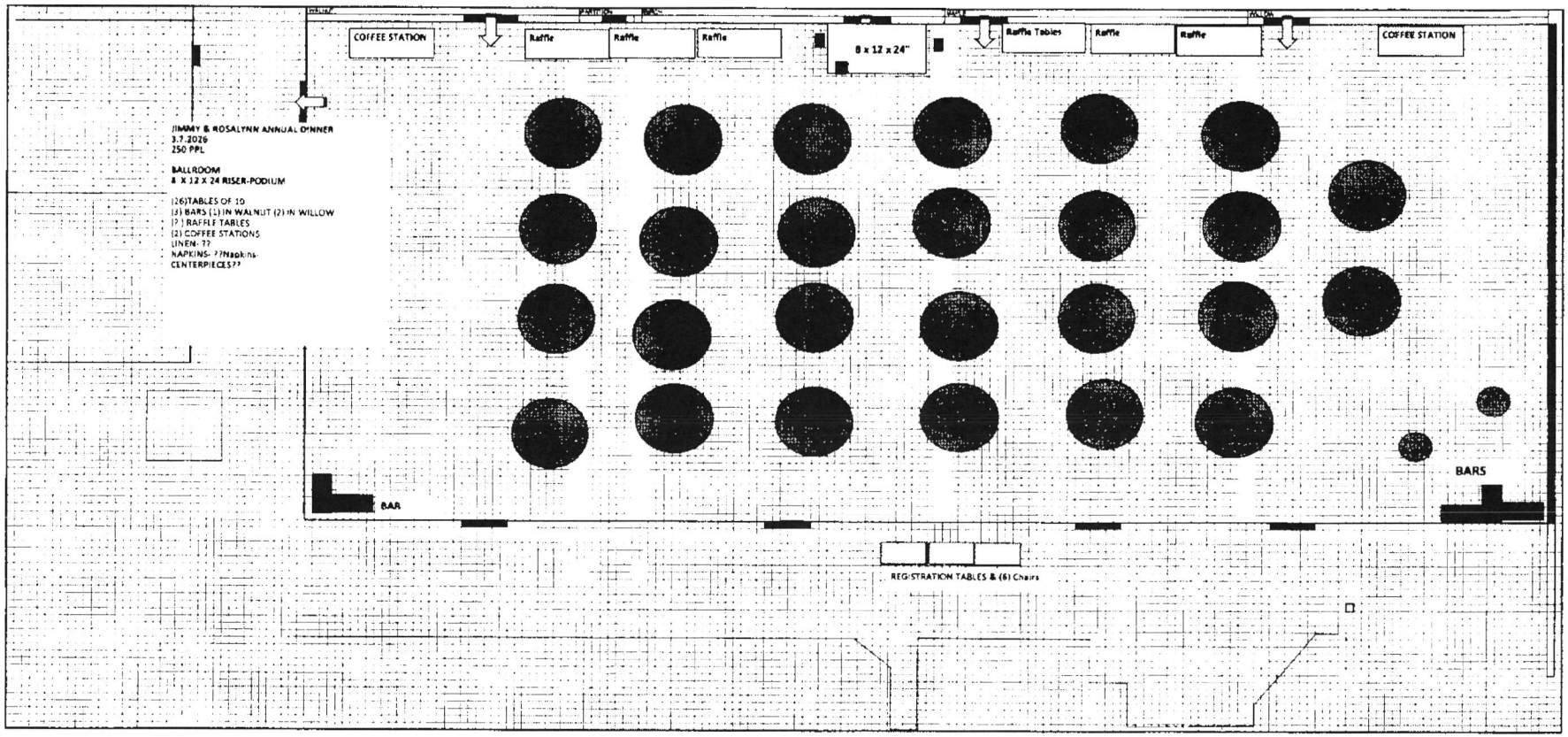
Greetings,

On March 7, 2026 the Jimmy & Rosalynn Gala will host their Fundraiser at the Holiday Inn, Crystal Lake. We are aware that The Jimmy and Rosalynn Gala will conduct different raffles and some packages that may include alcohol. The Holiday Inn will not receive any proceeds from these raffles. All proceeds from the event are in support of The Jimmy & Rosalynn Gala.

Sincerely,

[redacted]

Fran Headrick
Director of Sales & Marketing
Holiday Inn Crystal Lake


COFFEE STATION
Raffle
Raffle
Raffle
8 x 12 x 24"
Raffle Tables
Raffle
Raffle
COFFEE STATION
JIMMY & ROSALYNN ANNUAL DINNER
3.7.2026
250 PPL
BALLROOM
8 X 12 X 24 RISER-PODIUM
(26)TABLES OF 10
(2) BARS (1) IN WALNUT (2) IN WILLOW
(7) RAFFLE TABLES
(2) COFFEE STATIONS
LINEN- ??
NAPKINS- ??Napkins-
CENTERPIECES??
BAR
BARS
REGISTRATION TABLES & (6) Chairs

Agenda Item No: 10g

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Class 20 Temporary Liquor License Request – Turning Point - Saturday, February 28, 2026

Staff Recommendation: Motion to approve issuance of a Class 20 Temporary Liquor License to Turning Point

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City has received a request from Turning Point for the issuance of a Class 20 Temporary Liquor License in order offer alcohol in the package only, as a raffle prize for a fundraiser on Saturday, February 28, 2026. While raffle licenses are approved administratively per the City Code, the issuance of a temporary liquor license requires consideration by the City Council.

The organization will need a temporary liquor license as the awarding of alcoholic liquor as a raffle prize is considered the sale of alcohol by the State Liquor Control Act. The alcoholic raffle prizes will be awarded at the Holiday Inn Elara, located at 800 S. Illinois Route 31 in Crystal Lake, on Saturday, February 28, 2026 and must be picked up by Monday, March 2, 2026.

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

The Council has approved similar events in the past.

Votes Required to Pass:
Simple majority

CITY OF CRYSTAL LAKE

Class 20
Temporary Liquor License

General Information:

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

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

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

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

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "20"
Alcoholic Liquor in Packages Only

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

1. Applicant's full name Turning Point, Inc.
(Must be not-for-profit organization)

Address PO Box 723 Woodstock, IL 60098 Phone Number [redacted]

2. Organization Contact Information:
Name: Mary Margaret Maule
Address: PO Box 723 Woodstock, IL 60098
Email: [redacted]
Phone Number: [redacted]

3. Location where beer in packages only will be sold:
Holiday Inn Elara 800 S IL 31 Crystal Lake, IL 60014

4. Dates of the event (**not to exceed three (3) days**): February 28th, 2026

5. Hours of operation: 3p - 10p

6. Describe the type of crowd and traffic control licensee will utilize. Private event in convention center

7. Describe plan for refuse pickup. Turning Point staff and volunteers will reset room after event

8. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.
Mary Margaret Maule 5901 Saddle Ridge Johnsburg, IL 60051

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

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

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

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

Name: Mary Margaret Maule
Title: Executive Director
Date: 01/12/2026

CERTIFICATION

■ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

Holiday Inn
IHG
Chicago NW | Crystal Lake

January 10, 2026

City Manager's Office
Attn: Raffle License
100 W. Municipal Complex
Crystal Lake, IL 66014

RE: Raffle License Application

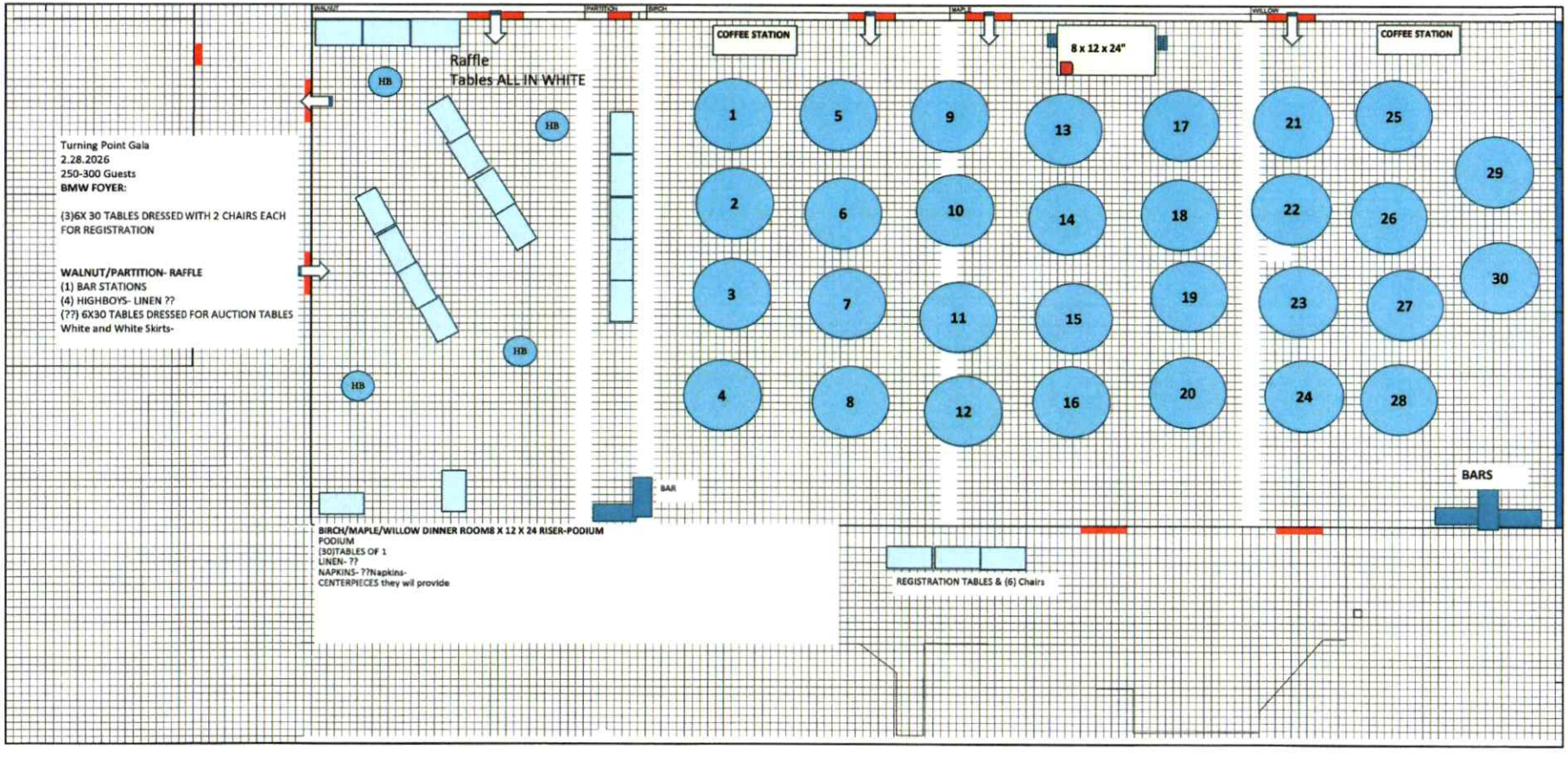
Greetings,

On February 28, 2026 Turning Point Gala will host their Fundraiser at the Holiday Inn, Crystal Lake. We are aware that Turning Point Gala will conduct different raffles and some packages that may include alcohol. The Holiday Inn will not receive any proceeds from these raffles. All proceeds from the event are in support of Turning Point Gala.

Sincerely,

[redacted]

Mohamad Tamir
General Manager
Holiday Inn Crystal Lake


Turning Point Gala
2.28.2026
250-300 Guests
BMW FOYER:
(3)6X 30 TABLES DRESSED WITH 2 CHAIRS EACH FOR REGISTRATION
WALNUT/PARTITION- RAFFLE
(1) BAR STATIONS
(4) HIGHBOYS- LINEN ??
(??) 6X30 TABLES DRESSED FOR AUCTION TABLES White and White Skirts-
WALNUT
PARTITION
BIRCH
MAPLE
WILLOW
Raffle
Tables ALL IN WHITE
HB
HB
HB
HB
COFFEE STATION
8 x 12 x 24"
COFFEE STATION
1
5
9
13
17
21
25
29
2
6
10
14
18
22
26
30
3
7
11
15
19
23
27
4
8
12
16
20
24
28
BAR
BARS
BIRCH/MAPLE/WILLOW DINNER ROOM8 X 12 X 24 RISER-PODIUM
PODIUM
(30)TABLES OF 1
LINEN- ??
NAPKINS- ??Napkins-
CENTERPIECES they wil provide
REGISTRATION TABLES & (6) Chairs

TurningPoint
DOMESTIC VIOLENCE SERVICES

P.O. BOX 723
Woodstock, IL 60098
[redacted]
turnpt.org

BOARD OF DIRECTORS

Executive Director
Mary Margaret Maule

President
Jill Hunt
Senior Director on Insights, Encore

Vice President
Susan Heinking
Senior VP, Pepper Construction Group

Treasurer
Jared Tryon
Wealth Advisor, Exemplar Financial Network

Secretary
Abbey Eisenlauer
President, Research & Insights, Conversate Labs

Members

Lynn Cowlin
Retired Certified Public Accountant

Paulette M. Gray
Attorney – GRAY & GRAY

Angela Linz
Certified Public Accountant, Porte Brown

Katelyn Lorenz
Police Officer, City of McHenry

Jodi Reich
Human Resources Business Partner, Medela

Lori Sullivan
Chief Nursing Executive, Northwestern Medicine Woodstock Hospital

Vanessa Thomfohrda
Broker, Berkshire Hathaway Starck Real Estate

Tiffany Umbarger
President, Princredible

Dear Mayor Haleblian and City Council Members,

Turning Point is requesting an issuance of a Class "20" Temporary Liquor License. Application is attached.

Thank you,

[redacted]

Mary Margaret Maule
Executive Director
Turning Point

[redacted]

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/29/2026

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

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

PRODUCER

Foresite Sports LLC
DBA: Eventsured
3553 West Chester Pike #418
Newtown Square, PA 19073

INSURED

Turniong Point
Mary Maule
11019 US-14
Woodstock, IL 60098

CONTACT NAME: Eventsured Customer Service
PHONE (A/C, No, Ext): [redacted] **FAX (A/C, No):**
E-MAIL ADDRESS: [redacted]

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Houston Casualty Company	42374
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** [redacted] **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
A	X Host Liquor Liability	Y		[redacted]	02/28/2026 12:01AM	03/01/2026 2:01AM	MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 1,000,000
	X POLICY PRO-JECT LOC						DEDUCTIBLE	$ 0
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Gala to be held on 02/28/2026 - 02/28/2026 with 300 attendees at Crystal Lake Holiday Inn 800 S Illinois Rte 31 Crystal Lake , 60014 . Additional Insureds include: Crystal Lake Holiday Inn 800 S Illinois Rte 31 Crystal Lake, IL 60014; City of Crystal Lake.

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE [redacted]

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Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: City Code Amendment to Increase the Number of Class 13 Liquor Licenses – Applicant: Crytal Lake Gas and Food LLC, located at 339 W. Virginia Street

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 13 liquor licenses from the currently permitted 34 licenses to 35 licenses, in order to allow for the issuance of a new Class 13 liquor license to Crytal Lake Gas and Food LLC, located at 339 W. Virginia Street

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

Background:

Crytal Lake Gas and Food LLC, located at 339 W. Virginia Street, is under new ownership, and has requested a Class 13 liquor license to sell packaged alcohol at their location.

A Class 13 license authorizes the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday and 7:00 a.m. Saturday and 2:00 a.m. Sunday and 7:00 a.m. Sunday and 2:00 a.m. Monday. A Class B type restaurant may be located on the premises. The annual fee for such a license shall be $625.

Current Class 13 License Holders:

Name	Address	Zoning
7-Eleven	60 W. Terra Cotta (Northside Center)	"O PUD"
7-Eleven	1024 McHenry Ave.	"B-1 PUD"
Casey's	1095 Pyott Road	"B-2 PUD"
Casey's General Stores	639 E. Terra Cotta Ave.	"B-2"
Casey's #3983	4220 Northwest Highway	"B-2"
Circle K	280 N. Route 31	"B-2 PUD"
Circle K	681 W. Terra Cotta	"B-2"
Convenient Liquor & Wine	201 E. Virginia	"B-2"
Cost Plus World Market	6000 Northwest Highway (Crystal Point)	"B-2 PUD"
Crystal Lake Food & Liquor	540 E. Terra Cotta Avenue	"B-2 PUD"
Crystal Lake Gas (Marathon)	770 S. Virginia Road	"B-2"
Crystal Lake BP	281 W Virginia Street	"B-2"

CVS Pharmacy	1305 Randall Road	"B-2 PUD"
CVS Pharmacy	177 W. Virginia	"B-2"
Fresh Market	6000 Northwest Highway	"B-2 PUD"
Fresh Thyme Farmer's Market	5340 Northwest Highway	"B-2 PUD"
Nick's General Store/Yoga on Lake	1309 North Avenue	"R-2"
LaRosita of Mesos Group, Inc.	230 W Virginia Street, Unit 100	"B-2"
Midwest Petroleum Dev.	7615 U.S. Route 14 (by McDonald's)	"B-2"
Mobil Mart	250 N. Route 31	"B-2"
Murphy's Oil	985 Central Park Drive	"B-2 PUD"
Oak Street Food & Liquor	256 N. Oak Street	"B-1"
Off The Vine	129 N. Main Street	"B-4"
Baard Gas Station/Shell #801	4811 Northwest Highway	"B-2"
Osco Drug	6140 Northwest Highway (The Commons S.C.)	"B-2 PUD"
RJ Pantry & Liquor	19 E. Berkshire Drive	"B-1 PUD"
Sam's Club	5670 Northwest Highway	"B-2 PUD"
Target	5580 Northwest Highway	"B-2 PUD"
Thornton's LLC	911 Tek Drive	
Walgreens	151 W. Northwest Highway	"B-2"
Walgreens	315 N. Route 31	"B-2 PUD"
WalMart	1205 Route 31	"B-2 PUD"
KD Market	29 Crystal Lake Plaza	"B-2 PUD"

There are no zoning issues with the request.

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

- Payment of prorated license fee
- Certificate of Liquor Liability Insurance
- $1,000 Surety Bond Payable to the City of Crystal Lake

The attached Ordinance approves an increase in the number of Class 13 liquor licenses in order to allow the creation the issuance of a new Class 13 liquor license for Crytal Lake Gas and Food LLC, located at 339 W. Virginia Street.

Votes Required to Pass:
Simple majority

Ord. No.
File No. 255 L

The City of Crystal Lake

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

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

1. Class 13 License shall be increased from 34 to 35.

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

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

DATED at Crystal Lake, Illinois, this 17th day of February 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 17, 2026
APPROVED: February 17, 2026

Draft

Outlook

Crystal lake gas & food Hi my name is Rashid khan owner off the property at 339 w Virginia st crystal lake. I have submitted application for liquior license and really appreciate it if you take time to look at it thanks. So far it has been my pl...

From rashid khan [redacted]
Date Fri 2/6/2026 1:02 PM
To Melanie Gray <mgray@crystallake.org>

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

Crystal lake gas & food

Hi my name is Rashid khan owner off the property at 339 w Virginia st crystal lake. I have submitted application for liquior license and really appreciate it if you take time to look at it thanks. So far it has been my pleasure working with you you guys and plan on doing so in the future thank you for giving an opportunity and your support. Any questions please call me at 616-516-4997

Sincerely,
Rashid khan

Sent from Yahoo Mail for iPhone

License to Sell Liquor

Office Use Only
Date Received _____
Fees Paid _____
New Applicant or Renewal

Establishment Information	
☐ Partnership ☐ Corporation ☒ LLC (S-Corp) ☐ Sole Proprietorship	
Legal Name	CRYSTAL LAKE GAS & FOOD LLC
DBA	
Address of Establishment	339 W VIRGINIA ST, CRYSTAL LAKE, IL 60014-7230
Phone Number	[redacted]
Date of Incorporation	[redacted]
Object for which it was organized	GAS STATION & CONVENIENCE STORE

Officers/Members/LLC Managers Information (For owners, only those having 5% or greater ownership interest in the establishment)	
Title/Office Held	PRESIDENT
First, Middle Initial, Last Name	RASHID KHAN
Date and Place of Birth	[redacted], PAKISTAN
Address	9217 MERRIL AVE, MORTON GROVE, IL 60053
Phone Number	[redacted]
Citizenship Yes ☒ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.

Title/Office Held	
First, Middle Initial, Last Name	
Date and Place of Birth	
Address	
Phone Number	
Citizenship Yes ☐ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.

Title/Office Held	
First, Middle Initial, Last Name	
Date and Place of Birth	
Address	
Phone Number	
Citizenship Yes ☐ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.

Manager (Individual having day-to-day operational control of the licensed business. This individual will also accept on behalf of applicant all notices, including, but not limited to notices of violations or notices of hearings.)	
☒ Current Manager ☐ Change Manager	
First, Middle Initial, Last Name	RASHID KHAN
Date and Place of Birth	9217 MERRIL AVE, MORTON GROVE, IL 60053 [redacted], PAKISTAN
Address	[redacted]
Phone Number	[redacted]
Citizenship Yes ☒ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.
Contact Person (individual completing application)	
First, Middle Initial, Last Name	RASHID KHAN
Address	9217 MERRIL AVE, MORTON GROVE, IL 60053
Phone Number	[redacted]
Email Address	
Property Information	
☐ Own ☐ Lease (please complete the below information)	
Name of Lessor	CRYSTAL LAKE Real Estate INC.
Address	
Period Covered by Lease	3 years
State Liquor License Information	
State Liquor License Number (if existing license holder)	n/a
State Liquor License Expiration Date	

APPLICATION MUST BE SIGNED AS FOLLOWS:

☐ Sole Proprietorship - By Owner
☐ Partnership- By both Owners, or
☐ Corporation- by President and Secretary
☒ LLC- by President and Secretary (S-CORP)

VERIFICATION:

- The applicant authorizes the establishment manager to accept all notices, including notices of violations or notices of hearings, on the applicant's behalf.
  YES ☒ NO ☐

- The applicant will comply with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 et. seq.), including but not limited to the provisions of 235 ILCS 5/6-27.1 regarding certification of servers for completion of training, by a licensed Beverage and Alcohol Sellers and Servers Education and Training (BASSET) provider and shall comply with each of the following:

    - Each licensee shall at all times have available for inspection by the City on the licensed premises, a copy of the current certification of completion of BASSET training, issued by a BASSET training provider licensed by the Illinois Liquor Control Commission, to all servers at the licensed premises as well as managers of the licensed establishment.
      YES ☒ NO ☐

    - No licensee, manager or other employee of an establishment covered under the provisions of this chapter shall serve, vend or check identification unless such a licensee, manager or other employee possesses a current certification of BASSET training from a BASSET training provider licensed by the Illinois Liquor Control Commission.
      YES ☒ NO ☐

    - Employees hired by licensed establishments will obtain BASSET certification issued by a BASSET training provider, licensed by the Illinois Liquor Control Commission, within 90 days of their employment. New employees (within the first 90 days of employment) shall be under the supervision of another BASSET certified employee prior to the new employee receiving BASSET certification.
      YES ☒ NO ☐

- Has applicant made application for a similar license for premises other than described in this application? **YES ☐ NO ☒** (If yes, state date, location of premises and disposition of application)

  _____

- Has a previous license by any state or subdivision, or the federal government been revoked? **YES ☐ NO ☒** (If yes, state reasons, jurisdiction & date of revocation.)

  _____

- Has applicant (including any partner, officer, manager, member or director, or any stockholder holding in the aggregate more than a 5% ownership interest in the applicant), ever been convicted of a felony under any Federal or State law.
  YES ☐ NO ☒

If yes, please attach a written explanation to this document for consideration by the Liquor Commissioner.

- An applicant who has been convicted of a felony under any state or federal law cannot be issued a license, unless the Liquor Commissioner determines that such person has been sufficiently rehabilitated to warrant the public trust after considering matters set forth in such the applicant's application and the Liquor Commissioner's investigation. The burden of proof of sufficient rehabilitation is on the applicant.

- Is applicant disqualified to receive a license by reason of any matter or thing contained in Chapter 329 of the City Code, the laws of this state or the ordinances of the City.
  YES ☐ NO ☒

- Does the applicant agree not to allow gambling devices or gambling on the premises? (Except for those license holders that hold a supplemental Class 28 Liquor License)
  YES ☒ NO ☐ Class "28" Holder ☐

- The applicant will not violate any of the laws of the State of Illinois, of the United States, or any ordinance of the City in the conduct of his place of business. **YES ☒ NO ☐**

- TO THE LIQUOR CONTROL COMMISSIONER OF THE CITY OF CRYSTAL LAKE, ILLINOIS: The undersigned hereby makes application for a Class 13 Liquor License under the provisions of the City of Crystal Lake Liquor Licensing Ordinance.

Please sign below:

RASHID KHAN — MEMBER

Printed Full Name — Title

[redacted] — 1/29/26

Applicant Signature — Date

Printed Full Name — Title

Applicant Signature — Date

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

Name: RASHID KHAN
Title: OWNER
Date: 2/4/26

CERTIFICATION

☒ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I(we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement ("Lease") is made and entered into as of **January 1, 2026**, by and between:

Landlord:
Crystal Lake Real Estate Inc.
("Landlord")

and

Tenant:
CRYSTAL LAKE GAS & FOOD LLC
("Tenant")

Landlord and Tenant may be referred to individually as a "Party" and collectively as the "Parties."

---

1. Premises

Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the commercial real property commonly known as:

339 W Virginia St, Crystal Lake, IL 60014
(the "Premises"), including the gas station, convenience store, and all related improvements and fixtures located thereon.

---

2. Term

The term of this Lease shall be for **three (3) years**, commencing on **January 1, 2026**, and expiring on **December 31, 2028**, unless earlier terminated in accordance with this Lease (the "Term").

---

3. Rent (Triple Net Lease)

3.1 Base Rent

Tenant shall pay to Landlord base rent in the amount of **Five Thousand Dollars ($5,000.00) per month** ("Base Rent"). Base Rent shall be due and payable in advance on or before the **first (1st) day of each month** during the Term.

3.2 Triple Net (NNN) Rent

This Lease is intended to be and shall be construed as a **triple net (NNN) lease**. In addition to Base Rent, Tenant shall be solely responsible for and shall pay, as Additional Rent, **all costs, expenses, and obligations relating to the ownership, operation, maintenance, and use of the Premises**, including but not limited to:

(a) **Real estate taxes, assessments, and governmental charges** of every kind levied or assessed against the Premises;

(b) **Insurance premiums** for property, casualty, liability, and any other insurance required for the Premises;

(c) **Repairs, maintenance, and replacements** of all portions of the Premises, whether structural or non-structural; and

(d) Any other expenses customarily considered triple net charges.

All Additional Rent shall be paid directly by Tenant to the applicable authority or provider when due, and upon Landlord's request, Tenant shall provide reasonable proof of payment.

---

4. Use of Premises

The Premises shall be used solely for the operation of a **gas station and convenience store**, and for any other lawful uses incidental thereto, subject to all applicable laws, zoning ordinances, and regulations.

---

5. Maintenance and Repairs

Tenant shall, at its sole cost and expense, be **fully responsible for all maintenance, repairs, and upkeep** of the Premises, including but not limited to:

- The building and structural components;
- Fuel pumps, tanks, and related equipment (subject to applicable environmental laws);
- Parking areas, driveways, and sidewalks;
- Plumbing, electrical, HVAC, and mechanical systems; and

- General cleanliness and safety of the Premises.

Landlord shall have no obligation to make repairs or provide maintenance during the Term.

6. Utilities

Tenant shall be responsible for the payment of all utilities and services supplied to the Premises, including but not limited to water, sewer, gas, electricity, trash removal, and telecommunications.

7. Insurance

Tenant shall maintain, at its expense, commercial general liability insurance covering the Premises with limits reasonably acceptable to Landlord. Tenant shall also maintain property insurance covering Tenant's personal property, inventory, and equipment. Landlord shall be named as an additional insured where applicable.

8. Taxes

Tenant shall pay all real estate taxes, assessments, and governmental charges levied or assessed against the Premises during the Term.

9. Compliance with Laws

Tenant shall comply with all federal, state, and local laws, regulations, and ordinances applicable to the use and operation of the Premises, including without limitation all environmental laws, rules, and regulations relating to hazardous substances, petroleum products, underground storage tanks ("USTs"), fuel dispensing equipment, and fuel operations, including but not limited to those enforced by the U.S. Environmental Protection Agency (EPA) and the Illinois Environmental Protection Agency (IEPA).

10. Environmental Matters and Underground Storage Tanks

10.1 Environmental Responsibility

Tenant acknowledges that the Premises is used as a gas station and may contain underground storage tanks, fuel lines, pumps, and related equipment. Tenant shall be solely responsible, at its sole cost and expense, for:

- Compliance with all environmental laws applicable to the Premises;
- All testing, monitoring, reporting, registration, permitting, repair, replacement, and closure of USTs;
- Any remediation, cleanup, or corrective action required due to the presence, release, or threatened release of petroleum or hazardous substances caused by or occurring during Tenant's occupancy.

10.2 Indemnification – Environmental

Tenant shall indemnify, defend, and hold harmless Landlord from and against any and all claims, demands, damages, penalties, fines, costs, liabilities, and expenses (including reasonable attorneys' fees) arising out of or related to:

(a) The use, storage, handling, or release of petroleum products or hazardous substances at the Premises;

(b) Any violation of environmental laws occurring during the Term; or

(c) The installation, operation, maintenance, removal, or closure of any USTs or related equipment.

This indemnification shall survive the expiration or termination of this Lease.

10.3 No Landlord Responsibility

Landlord shall have no responsibility or liability for environmental conditions at the Premises arising during the Term, except to the extent caused by Landlord's gross negligence or willful misconduct.

11. Assignment and Subletting

Tenant shall not assign this Lease or sublease the Premises, in whole or in part, without the prior written consent of Landlord, which shall not be unreasonably withheld.

---

11. Default

If Tenant fails to pay Rent or otherwise defaults under this Lease and such default continues after written notice from Landlord, Landlord may exercise any rights and remedies available under Illinois law, including termination of this Lease.

---

12. Indemnification

Tenant shall indemnify, defend, and hold harmless Landlord from and against any claims, damages, losses, or liabilities arising out of Tenant's use or occupancy of the Premises, except to the extent caused by Landlord's gross negligence or willful misconduct.

13. Governing Law

This Lease shall be governed by and construed in accordance with the laws of the **State of Illinois**.

14. Entire Agreement

This Lease constitutes the entire agreement between the Parties and supersedes all prior negotiations or agreements. Any amendment must be in writing and signed by both Parties.

15. Signatures

IN WITNESS WHEREOF, the Parties have executed this Lease as of the date first written above.

LANDLORD:
Crystal Lake Real Estate Inc
By: [redacted]
Name: Dharmendra Shah
Title: Manager/Member
Date: 01/01/2026

TENANT:
CRYSTAL LAKE GAS & FOOD LLC
By: [redacted]
Name: RASHID KHAN
Title: owner
Date: 01/-1 /2026

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Sign Variation for NVA for 596 square feet of wall signage

Petitioner: Alex Vaysman, petitioner
390 Sands Road

Recommendation: City Council Discretion:
A. Motion to approve an ordinance with the recommended conditions for the variations as requested.
B. Motion to deny the variation request.

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

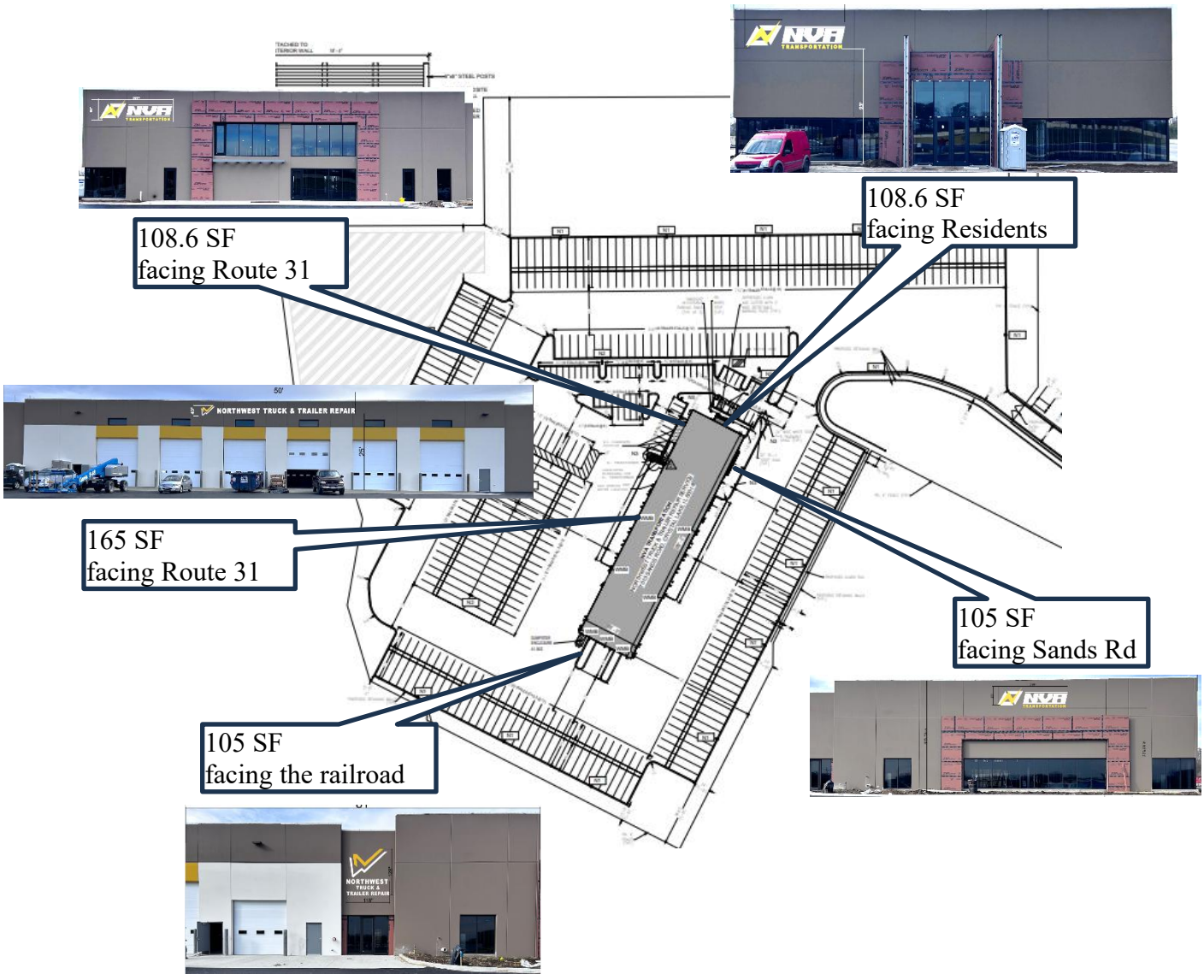
Background:

- NVA Transportation is a Warehousing Distribution use. This is an Industrial use, which grants the building 150 square feet of total wall signage per the Unified Development Ordinance (UDO).

Analysis

- The petitioner is requesting 595.8 square feet of signage with signs on each of the four elevations.
- Buildings are permitted a maximum of 150 square feet of total signage, with no more than 75 square feet per façade.

Wall Sign / Facade	**Size**
NVA / North Elevation	108.6 SF
NVA / West Elevation	108.6 SF
Northwest Truck & Trailer / West Elevation	165 SF
Northwest Truck & Trailer / South Elevation	105 SF
NVA / East Elevation	108.6 SF
Total:	595.8 (596) SF
Variation:	**448.8 SF over**



The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.

B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.

C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

If a recommendation is made, the following conditions are suggested:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Vaysman, received 02/04/26)
   B. Sign Plan (DK Signs & Graphics Inc., undated, received 02/03/26)

2. No signage is permitted on the north façade facing the residential properties.

Votes Required to Pass: Simple majority vote

PIQ MAP
390 Sands Road



City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: NVA TRANSPORTATION

Action Requested

___ Annexation	___ Preliminary PUD
___ Comprehensive Plan Amendment	___ Preliminary Plat of Subdivision
___ Conceptual PUD Review	___ Rezoning
___ Final PUD	___ Special Use Permit
___ Final PUD Amendment	X Variation
___ Final Plat of Subdivision	___ Other

Petitioner Information

Name: ALEKSANDR VAYSMAN

Address: [redacted]

HIGHLAND PARK, IL 60035

[redacted]

Fax:

E-mail: [redacted]

Owner Information (if different)

Name: IVAN NARTSEV

Address: [redacted]

LONG GROVE, IL 60047

Phone: [redacted]

Fax:

E-mail: [redacted]

Property Information

Project Description: NEW SIGNAGE FOR NEW FACILTY
FOR WAREHOUSING, OFFICE AND EQUIPMENT REPAIR.

Project Address/Location: 390 SANDS ROAD

PIN Number(s): 19-03-453-003 / 19-03-401-021

Development Team

Please include address, phone, fax and e-mail

Developer: NEXTERRA DEVELOPMENT INC. - [redacted] LONG GROVE

Architect: ALEKSANDR D. VAYSMAN - [redacted], HIGHLAND PARK

Attorney: Mark W. Daniel - DANIEL LAW OFFICE, P.C.
17W733 Butterfield Road
Unit F
Oakbrook Terrace, Illinois 60181

Engineer: RYAN BLOCKER - JACOB AND HEFNER - [redacted] DOWNERS GROVE

Landscape Architect: N/A

Planner: N/A

Surveyor: N/A

Other: SIGNAGE CONTRACTOR - DK SIGNS & GRAPHICS INC. [redacted] AURORA

Signatures

[redacted]

[redacted] **Print and Sign name** (*if different from owner*) **Date**

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

[redacted] 02.04.26

OWNER: Print and Sign name **Date**

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

Ord. No. 7637
File No. 368

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIGN VARIATION FOR NVA TRANSPORTATION AT 390 SANDS ROAD

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-19) before the City of Crystal Lake, the Petitioner has requested a sign variation for 595.8 square feet of signage on their building, a variation of 445.8 square feet for NVA transportation at 390 Sands Road; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council on February 17, 2026 in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as modified by this ordinance; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as modified,

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

Draft

Section I: That a sign variation be granted to allow a total of 486.6 square feet of signage for NVA Transportation (19-03-401-021, 19-03-453-003), Crystal Lake, Illinois.

Section II: Said sign variation is approved with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Vaysman, received 02/04/26)
   B. Sign Plan (DK Signs & Graphics Inc., undated, received 02/03/26)

2. No signage is permitted on the north façade facing the residential properties.

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 the sign variation in accordance with the provisions of this

Ord. No.
File No.

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 17th day of February, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

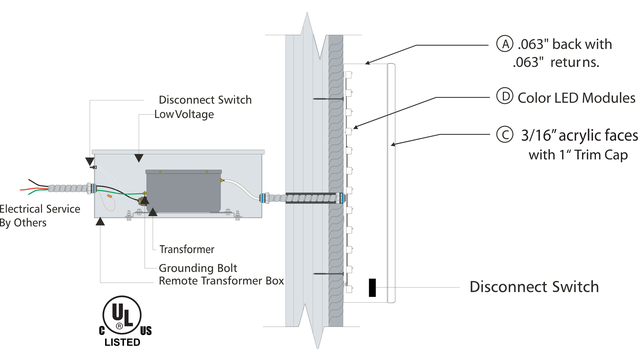
_____
CITY CLERK

Passed: February 17, 2026
Approved: February 17, 2026

Draft



Typical Flush Mount Channel Letters with LED's



390 SANDS RD, CRYSTAL LAKE IL 60014

NORTH ELEVATION

INTERNALLY ILLUMINATED CHANNEL LETTERS SIGN FLUSH MOUNT.

COLORS:

BLACK-RETURN

BLACK-TRIM CAP

WHITE, YELLOW-PLEXIGLAS FACES

ILLUMINATED WITH LED LOW VOLTAGE SYSTEM.

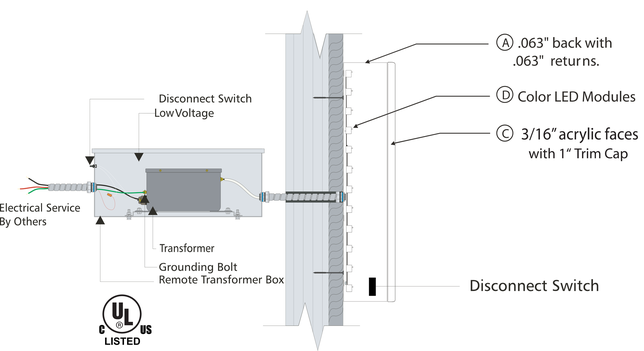
SIGN PROJECTION OFF THE WALL IS 3.5" .

DK SIGNS & GRAPHICS INC.
2722 BORKSHIRE LN
AURORA IL 60502
630-205-3411

81'



Typical Flush Mount Channel Letters with LED's



390 SANDS RD, CRYSTAL LAKE IL 60014

EAST ELEVATION

INTERNALLY ILLUMINATED CHANNEL LETTERS SIGN FLUSH MOUNT.

COLORS:

BLACK-RETURN

BLACK-TRIM CAP

WHITE, YELLOW-PLEXIGLAS FACES

ILLUMINATED WITH LED LOW VOLTAGE SYSTEM.

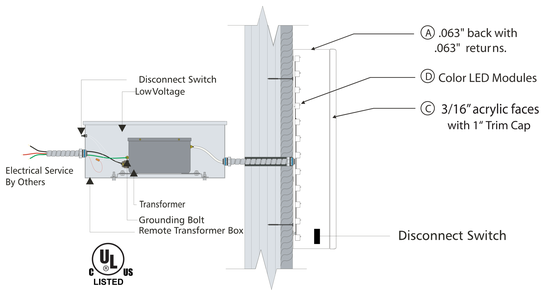
SIGN PROJECTION OFF THE WALL IS 3.5" .

DK SIGNS & GRAPHICS INC.
2722 BORKSHIRE LN
AURORA IL 60502
630-205-3411

173'



Typical Flush Mount Channel Letters with LED's



390 SANDS RD, CRYSTAL LAKE IL 60014

WEST ELEVATION

INTERNALLY ILLUMINATED CHANNEL LETTERS SIGN FLUSH MOUNT.

COLORS:

BLACK-RETURN

BLACK-TRIM CAP

WHITE, YELLOW-PLEXIGLAS FACES

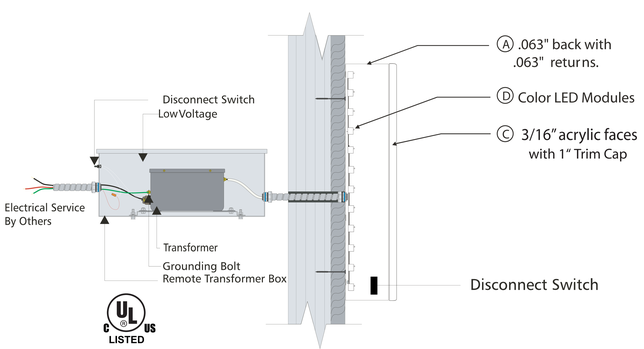
ILLUMINATED WITH LED LOW VOLTAGE SYSTEM.

SIGN PROJECTION OFF THE WALL IS 3.5" .

DK SIGNS & GRAPHICS INC.
2722 BORKSHIRE LN
AURORA IL 60502
630-205-3411



Typical Flush Mount Channel Letters with LED's



390 SANDS RD, CRYSTAL LAKE IL 60014

EAST ELEVATION

INTERNALLY ILLUMINATED CHANNEL LETTERS SIGN FLUSH MOUNT.

COLORS:

BLACK-RETURN

BLACK-TRIM CAP

WHITE, YELLOW-PLEXIGLAS FACES

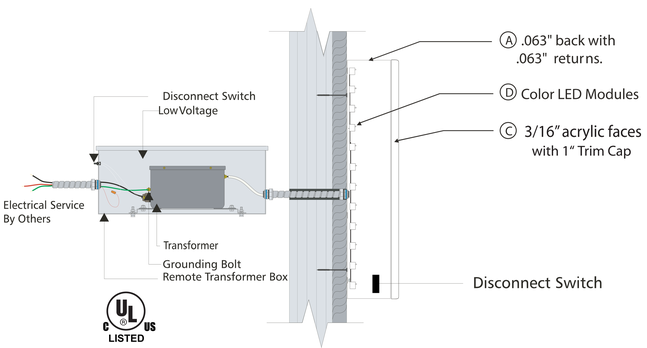
ILLUMINATED WITH LED LOW VOLTAGE SYSTEM.

SIGN PROJECTION OFF THE WALL IS 3.5" .

DK SIGNS & GRAPHICS INC.
2722 BORKSHIRE LN
AURORA IL 60502
630-205-3411



Typical Flush Mount Channel Letters with LED's



390 SANDS RD, CRYSTAL LAKE IL 60014

WEST ELEVATION

INTERNALLY ILLUMINATED CHANNEL LETTERS SIGN FLUSH MOUNT.

COLORS:

BLACK-RETURN

BLACK-TRIM CAP

WHITE, YELLOW-PLEXIGLAS FACES

ILLUMINATED WITH LED LOW VOLTAGE SYSTEM.

SIGN PROJECTION OFF THE WALL IS 3.5" .

DK SIGNS & GRAPHICS INC.
2722 BORKSHIRE LN
AURORA IL 60502
630-205-3411

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: 2026 Independence Day Fireworks Show

Staff Recommendation:

1) A motion adopting a Resolution authorizing the City Manager to accept two donations, one in the amount of $15,000 and one up to $20,000, designated for the expansion of the 2026 Independence Day Fireworks Show, per City Code Chapter 102.

2) A motion adopting a Resolution authorizing the City Manager to execute a contract amendment with J&M Displays for an additional amount of up to $40,000, with a total contract price not to exceed $70,000 for the 2026 Independence Day Fireworks Show and a corresponding Budget Amendment to increase the budgeted amount for the 2026 fireworks display not to exceed $70,000 for fiscal year 2026, and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

Staff Contact: Nick Hammonds, Deputy City Manager
Craig Snyder, Fire Rescue Chief

Background:

2026 Independence Day Fireworks Display and Donations

Two individuals, who wish to remain anonymous, have offered to donate $15,000 and up to $20,000, respectively, to expand the 2026 show beyond the budgeted $30,000 display. One of the donors has indicated an interest in increasing their donation by $5,000 for the 2026 display if the City will match the increase. As the City Council may recall, in 2017, 2018, 2019, 2021, 2022, 2023, and 2024, the City also received donations to expand the show. The donation for the 2024 show was reallocated towards the 2025 show. These donations will allow the City to further increase the size and intensity of the show. Chapter 102 of the City Code establishes a formal process for the acceptance and documentation of donations made to the City; therefore, City staff recommends that these donations be formally accepted by the City and designated toward the expansion of the fireworks show.

Fireworks Show Expansion
The City annually budgets $30,000 for the fireworks show, pending the acceptance of donations. Due to the donations, City staff proposes to expand the 2026 show from the original Fiscal Year 2026 budgeted amount not to exceed $70,000. The City's amount spent on the 2026 fireworks show will increase from what was spent in 2025 to match the donation amount. City staff is working with the fireworks vendor, J&M Displays, to prepare for the expanded display to enhance the 250th Anniversary of America celebration.

	2025 Display	2026 Proposed Display
City Budget	$30,000	$30,000
Donations	$30,000	$30,000
Supplemental Donation / City Match	-	$5,000 / $5,000
Total Display Cost	**$60,000**	**$70,000**

The additional $10,000 will enhance the opening sequence and the grand finale of the fireworks show. J&M Displays proposes to add additional boxes of three-inch red, white, and blue shells, which includes 25 shells per box.

J&M Displays was approved by the City Council at the March 4, 2025 City Council meeting, and the City exercised the first of three allowable extensions to utilize J&M again in 2026. The fireworks display will be located on the lake, as has been done in past years, with the display shells mounted to a floating platform. The Fire Rescue Department will be the lead City agency coordinating the contractor's activities.

The assembly of the show will take place near the center of the lake so that nearby roads can be reopened to traffic. "No wake" restrictions on the lake are in effect during the entire time the fireworks are on site. The City will coordinate the tow of the floating platform. The Fire Rescue Department will assign one of its members to transport the fireworks vendor to and from the shore during the course of the day as needed. The Crystal Lake Park District and the Fire Rescue Department will maintain a safe perimeter between the floating platform and boaters and swimmers during set up and the show.

Votes Required to Pass:
Simple majority.

Res. 26R-___

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized to accept two donations designated for the 2026 Independence Day fireworks show, one in the amount of $15,000, and one in the amount of up to $20,000, and to execute appropriate documents therefor.

DATED this 17th day of February, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 17, 2026
APPROVED: February 17, 2026

Draft

Res. 26R-___

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized and directed to take necessary and appropriate actions to increase the July 5, 2026 Independence Day Fireworks Display to be provided by J&M Displays from $30,000 up to a not to exceed amount of $70,000. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

BE IT FURTHER RESOLVED, that a corresponding budget amendment is also approved to increase the budgeted amount for Fiscal Year 2026 for the 2026 fireworks display not to exceed $70,000.

DATED this 17th day of February, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 17, 2026
APPROVED: February 17, 2026

Draft

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: February 17, 2026

Item: Ordinance Amending the Code of the City of Crystal Lake Pertaining to the Amendment of Chapters 158, 241 and 329

Staff Recommendation: Motion to adopt an Ordinance amending Chapters 158, 241, and 329 of the City Code regarding Liquor Licenses

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

Background:

City Code provisions regarding Liquor Licenses have not been reviewed or updated in many years. Updating the City Code will result in multiple benefits, including:

- Simplified renewal process for existing licensees and for new applicants.
- Reduced staff time to process renewals and new applications.
- No reduction in hours for any establishment. In the effort to reduce the number of classifications, some businesses may have slightly expanded hours.
- Fees comparable to surrounding communities.

The following pages detail the proposed changes for each license class. Fee modifications and code changes will take effect January 1, 2027. Businesses receiving licenses after this date would be impacted by the changes and pay new fees. Existing license holders would be assigned their new class and pay new fees when licenses are renewed in May 2027. City staff will communicate with each licensee in spring 2026 regarding the upcoming code changes and fee modifications. Temporary liquor license fees held by not-for-profits would not change.

Proposed Liquor Code Changes:

Specific changes to the liquor code are depicted below for each article of the City code.

Article 1 – Definitions

Proposed Change	*Explanation*
Definition of Community and Art Center is added.	A Class J License (previously Class 21) is issued to a Community and Art Center. The definition matches the definition included in the Unified Development Ordinance.

Article 2 – License Required

No changes recommended.

Article 3 - Applications

Proposed Change	*Explanation*
Section B (4): Replace Temporary Liquor License Classes 16, 19 or 20, with Temporary Liquor License Classes G-1 or G-2.	It is proposed to eliminate the wording "Class 16, 19 and 20" and replace it with the wording "Class G-1 or G-2". The State of Illinois does not require BASSET Training for Temporary Liquor Licenses issued to non-profits, although many applicants do so on their own. Basset training would not be a code requirement for Class G-1 and G-2 Temporary Licenses. A Class G-3 Temporary Liquor License (formerly Class 30) would require BASSET Training as it is issued to a for-profit entity that already holds an annual liquor license as part of its regular operations.

Article 4 – Restrictions on Issuance of Licenses

Proposed Change	*Explanation*
Section 4C: Remove prohibition against noncitizens.	The state has removed the requirement, as has Chicago, Highland Park, and other communities.

Article 5 - License classification; fees

Proposed Change	*Explanation*
Overall - It is proposed to reduce the number of license classifications from 30 to 27 (19 annual, 5 supplemental, and 3 temporary).	There are currently 30 classifications (including annual, temporary and supplemental) of liquor licenses which vary by establishment type, on premise or off premise consumption, what is sold and served, package sales, and hours. This makes it cumbersome for applicants to determine which license to apply for.

Fees varied by classes as well. The updated fee structure is more comparable to neighboring communities.	The proposed changes would simplify the class structure, with a total of 19 annual license classes, three temporary classes (down from four), and five supplemental licenses which would be added onto annual licenses for video gaming, patios and tent events. These options exist now but are included in annual licenses. This will allow licensees to only choose the options that fit their business. It should be noted that no businesses would lose hours from the change, and several would gain two hours on Sundays (10 am to noon). Fees would decrease for some businesses and increase for others. A breakdown of which current license class(es) is held by each establishment, current fee, proposed new license class(es) and fee is included in the table below.

Article 6 – Limitations on licenses
This section was modified to include the new license types.

Article 8 – Insurance Required through **Article 15 – Sanitary Conditions**
No changes recommended.

Article 16 – Employees

Proposed Change	*Explanation*
Section A: Removal of paragraph designation	This is a housekeeping item. There is only one section, so designation is not needed.

Article 17
No changes recommended.

Article 18 – Reserved

Proposed Change	*Explanation*
Name Change	It is proposed that this section be renamed "Restrictions on Licenses".
Restrictions on Licenses imposed by Ordinances	This serves to clarify if a business has different hours than other businesses in the same class. Businesses sometimes receive approvals that include hourly restrictions through Special Use Permits or other zoning stipulations. Two such businesses with other approvals are Lakeside Legacy and Lake Roots. Specific Hours will be printed on an establishment license in this case. These other restrictions supersede the hours set forth in Section 329-20 of this Code with respect to license class hours. Specific Hours will be printed on an establishment license in this case.

Article 19 – Sales Prohibited
No changes recommended.

Article 20 – Closing Hours

Proposed Change	*Explanation*
Name Change	It is proposed that this section be renamed "Hours".
Consolidation of Hours	In the existing City Code, the hours are scattered throughout the document. The hours of operation of all liquor classifications will be consolidated in this section for ease of reference.

Article 21 – View from the Street, Addition of Delivery and carry out of mixed drinks from Chapter 158-7

Proposed Change	*Explanation*
Elimination of this section Relocation of Delivery and Carry-Out restrictions previously found in Chapter 158-7 will be relocated here and amended to match State of Illinois law.	It is proposed that this section be deleted since the Police Department has established that this requirement is not necessary for public safety. This section was originally incorporated into Chapter 158-7of the City Code during Covid to match State of Illinois laws and requirements, which were set to expire in 2028. The State law was recently amended to make delivery and carry out of mixed drinks and cocktails permanent. This change moves these regulations into the liquor portion of the City Code and mirrors what is included in the new State law.

Amendment to Section 241 (Fees)

Proposed Change	*Explanation*
Section 241-21 renumbered	This is a housekeeping item. Moving Denial of Permit for Nonpayment renumbered to 241-2.
Section 241-41 Fees	Providing a new list of classes and respective fees for each liquor license class. Please see the table below.

License Class	*Fee*
A-1	$1,700
A-1 (a)	$1,700
A-1 (b)	$1,700
A-1 (c)	$1,700
A-2	$1,600
A-3	$1,000
B-1(a)	$1,400
B-1 (b)	$1,000
B-2 (a)	$1,000
B-2 (b)	$750
C	$1,950

D	$1,500
E	$800
F	$750
G-1	$20
G-2	$20
G-3	$100
H	$1,850
I	$1250
J	$500
K	$1,350
L	$900
M	$100
N -1	$125
N -2	$125
N -3	$125
O	$125

Article 22 Revocation of licenses for gambling offenses Article 28 Penalty through **Article 29 Penalty**
No changes recommended.

Votes Required to Pass:

Simple Majority

Ordinance #:
File #:

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE PERTAINING TO THE AMENDMENT OF CHAPTER 158, 329 AND CHAPTER 241.

WHEREAS, the City of Crystal Lake, (the "City") is a home rule municipality as contemplated under Article VII Section 6 of the Constitution of the State of Illinois and the passage of this Ordinance constitutes an exercise of the City's home rule powers; and

WHEREAS, it is in the best interest of the City of Crystal Lake to consolidate the number of liquor license classifications, amend the language of the Code of Ordinances of the City of Crystal Lake ("City Code") to remain consistent with the Illinois Liquor Control Act, and adjust annual fees for liquor licenses; and the expiration of the temporary authorization for the "to go" mixed drinks, cocktails.

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

SECTION I: **Recitals.**

The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II **Amendment to Section 329-1 (Definitions)**

Section 329-1 shall be amended to add the definition for Community and Art Center, as follows:

COMMUNITY AND ART CENTER

A community and art center is a civic use that serves as a focal point and activity center for the community with an emphasis on visual arts, performing arts, art instruction, horticultural arts, and culinary arts, community outreach and support for local non-profit organizations. These uses may include areas for art exhibits and performance space, as well as studio and office spaces. A community and art center may also provide indoor and outdoor space for community gatherings and events, which may include ancillary banquet uses in connection with such events.

SECTION III: **Amendments and Additions to Section 329-3 (Applications)**

Section 329-3(B)(4) of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

(4) The requirements of this section 329-3(B), relating to BASSET training and certification, shall not apply to the holder of a G-1, or G-2 temporary license holder.

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SECTION IV: **Amendment to Section 329-4 (Restrictions on Issuance of Licenses):**

Section 329-(C) is hereby amended as follows [deletion is represented by strikethrough; additions are reflected in bold]

C.. ~~A person who is not a citizen of the United States and who is unable to present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the Unites Staes~~. **Reserved.**

SECTION V: **Amendments to Section 329-5 (License classification; fees.)**

Section 329-5 of the City Code of Ordinances is hereby deleted in its entirety replaced with the following:

§ 329-5. License classification/Fees

A. The following classifications of retail liquor licenses are hereby established.

1. **Class A-1 License - Restaurant/Bar. A Class A-1 license shall authorize the retail sale, on the premises specified, of alcoholic liquor, and only for consumption on such premises, as well as the retail sale of alcoholic liquor in the original package. A Type A restaurant may be located on the premises.**

2. **Class A-1(a) License -- Restaurant/Bar (Off-Site Sales of Wine at Wine Tasting Events). A Class A-1(a) license shall allow sales per the Class A-1 license and shall also authorize the retail sale of wine in the original package by the license holder at wine-tasting events that are held within the City**

3. **Class A-1(b) License – Restaurant/Bar (special hours). A Class A-1(b) license shall allow sales per the Class A-1 license with special hours as noted in section 329-20.**

4. **Class A-1(c) License – Restaurant/Bar (special hours). A Class A-1(c) license shall allow sales per the Class A-1 license with special hours as noted in section 329-20.**

5. **Class A-2 License -- Restaurant/Bar A Class A-2 license shall authorize the retail sale, on the premises specified, of alcoholic liquor and only for consumption on such premises.**

6. **A-3 License – Restaurant/Bar (Beer and Wine Only). A class A-3 license shall authorize the retail sale of beer and wine on the premises specified and only for consumption on such premises.**

7. **Class B-1(a) License—Package Sales Only A Class B-1(a) license shall authorize the retail sale of alcoholic liquors on the premises specified in the original packages only, but not for consumption on the premises where sold. A Type B restaurant may be**

Draft

located on the premises. This license shall be available for specified premises which are at least 10,000 square feet.

8. **<u>Class B-1(b) License—Package Sales Only</u> A Class B-1(b) license shall authorize the retail sale of alcoholic liquors on the premises specified in the original packages only, but not for consumption on the premises where sold. A Type B restaurant may be located on the premises. This license shall be available for specified premises which are under 10,000 square feet.**

9. **<u>Class B-2(a) License—Package Sales Only</u> A Class B-2(a) license shall authorize the retail sale of beer and wine on the premises specified in the original packages only, but not for consumption on the premises where sold. A Type B restaurant may be located on the premises. This license shall be available for specified premises which are at least 10,000 square feet.**

10. **<u>Class B-2(b) License—Package Sales Only</u> A Class B-2(b) license shall authorize the retail sale of beer and wine on the premises specified in the original packages only, but not for consumption on the premises where sold. A Type B restaurant may be located on the premises. This license shall be available for specified premises which are under 10,000 square feet.**

11. **<u>Class C License – Hotel/Motel</u>. A Class C license shall authorize the retail sale, on the premises of a hotel/motel specified, of alcoholic liquor, and only for consumption on such premises, as well as the retail sale of alcoholic liquor in the original package.**

12. **<u>Class D License – City-Owned Outdoor Water Sports Facility</u>. A Class D license shall authorize the retail sale of alcoholic liquor, only on the premises of an outdoor water sports facility on City-owned property as specified in the license, and only for consumption on such premises. A Class A or Class B type of restaurant may be located on the premises. Alcoholic liquor may only be served to patrons or guests of the licensed premises from a bar which is permanently constructed. For purposes of this license, premises shall include an open unroofed area which is surrounded by a fence or other barrier approved by the Liquor Commissioner which encloses the premises, and which contains the required number of fire exits. Such fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.**

    All applications for a Class D license must be accompanied by a plan which depicts the location of the fence or other barrier as well as the location of any permanently installed bars from which alcoholic liquor will be served. Alcoholic liquor may only be served to patrons or guests at the bars depicted in such plans or by wait staff employed at the premises who deliver the alcoholic beverages to such patrons or guests. All exits from the premises shall, at all times when patrons or guests are present on the premises, be under the direct supervision of employees or agents of the licensee who shall be able to monitor patrons or guests of the outdoor water sports facility to ensure that alcoholic beverages are not removed from the premises.

Draft

Any person served or consuming alcoholic beverages on the premises shall have his/her hand stamped with a waterproof stamp bearing the date on which the alcoholic beverage was served. Any person engaging in any water sport at the premises shall be required to wear a wristband which must be cut in order to be removed. Any person with an intact wrist band shall not be served an alcoholic beverage. Any person served or consuming alcoholic beverages upon the premises shall be prohibited from engaging in any water-based activity at the outdoor water sports facility on the date that such person was served or consumed alcoholic beverages upon the premises.

In addition to the above requirements, any unroofed area in which alcoholic beverages are served or consumed pursuant to this license shall conform to the following:

a. **The open unroofed area shall be particularly described and depicted in plans to be submitted and subject to the review and approval of the Liquor Commission. All such open unroofed areas shall further be subject to the licensee having first obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.**
b. **The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner, which shall be separately posted at the entrance to the open unroofed area.**
c. **All electrical wiring shall comply with the codes of the City.**
d. **All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.**
e. **The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.**
f. **The license holder shall be responsible for preventing violations of this chapter.**
g. **No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes.**

13. **<u>Class E License – Regularly Organized Club.</u> A Class E license shall authorize the retail sale of alcoholic liquor on the premises specified and only for consumption on such premises as well as the retail sale of alcoholic liquor in the original package on such premises and shall be issued to a regularly organized club, as hereinbefore defined, which has been established for at least 10 years prior to making application for such license, and said license shall authorize the licensee to sell alcoholic liquor in the club quarters. This license also permits the retail sale of alcoholic liquor from a beverage cart or refreshment stand on the grounds of the golf club or country club or at a patio adjacent to the clubhouse/restaurant. No Class E license shall be issued until the Local Liquor Control Commissioner, and the Mayor and City Council have satisfied themselves that the club applying for the license was actually and in fact organized for some purposes or object other than the sale or consumption of alcoholic liquor.**

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14. <u>Class F License—Special Occasion/Banquet Facility.</u> A Class F license shall authorize the retail sale of alcoholic liquor on the premises specified and only for consumption on such premises. The license shall be issued to a special occasion facility organized for the purposes of providing banquets, wedding and other receptions, meetings, parties or other special events upon a contractual engagement. The special occasion facility may also hold events which are open to the general public.

15. <u>Class G-1 License— Special Events-Not-for Profit Organizations</u> A Class G-1 license shall authorize the retail sale of alcoholic liquor on the premises specified and only for consumption on such premises. The license shall be issued to an educational, fraternal, political, civic, religious organizations or not-for-profit corporations, including municipal corporations, qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license. No Class G-1 license shall be issued until the local Liquor Control Commission and the Mayor and City Council have established a) the location upon the premises where alcoholic liquor is to be sold; b) the hours of operation during which alcoholic liquor may be sold, c) the manner in which the licensee will manage crowd control which shall include, but not be limited to, a requirement that all patrons be required to wear a nontransferable, one use only, disposable wristband identifying them as patrons of the alcoholic liquor consumption area that is subject to the license, and refuse pickup; d) proof of insurance as required by this chapter or the laws of the State of Illinois; e) a list of members of the corporation who will be alcoholic liquor at the location pursuant to the license; f) proof of permission from the owner of the premises authorizing the sale of alcoholic liquor during the time requested in the permit and such other requirements as the Mayor and City Council or Liquor Control Commissioner deem appropriate in the case of each particular permit; g) proof of special event retailer's liquor license by the Illinois Liquor Control Commission for the special events.

16. <u>Class G-2 License— Special Events Not-for Profit Organization.</u> A Class G-2 license shall authorize the retail sale of alcoholic liquor on the premises in packages only but not for consumption on the premises specified in the license where sold. The license shall be issued to educational, fraternal, political, civic, religious organizations or not-for-profit corporations not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license. No Class G-2 license shall be issued until the local Liquor Control Commissioner and the Mayor and City Council have established a) the location upon the premises where alcoholic liquor is to be sold; b) the hours of operation during which alcoholic liquor may be sold; c) proof of insurance as required by this chapter or the laws of the State of Illinois; d) a list of members of the corporation who will be selling alcoholic liquor at the location pursuant to the license; e) proof of permission from the owner of the premises authorizing the sale of alcoholic liquor during the time requested in the permit and such other requirements as the Mayor and City Council or Liquor Control Commissioner deem appropriate in the case

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of each particular permit; f) proof of special event retail liquor license issued by the Illinois Liquor Control Commission for the special events.

17. **<u>G-3 License – Special Events For Profit Entity</u>. A Class G-3 license shall authorize the retail sale of beer, wine and alcoholic liquor for consumption upon the premises and in the original package at an event for which a special event license has been issued by the City pursuant to Chapter 453 of the City Code. No sales pursuant to such license shall be made unless at the time of such sales, the license holder also holds a special use permit License for sales at such special event issued by the Illinois Liquor Control Commission. A Class G-3 temporary liquor license may only be issued to a person or entity that concurrently holds a valid retail liquor license for on-premises sale and consumption of beer, wine and alcoholic liquor and /or sale of beer, wine and alcohol in the original package issued by the Local Liquor Control Commissioner as well as the Illinois Liquor Control Commission. The type of sales allowed by the temporary liquor license shall be limited to the same category of sales as identified in the applicant's retail liquor license. The license shall be for a period not to exceed three days and shall be issued only for special events which are licensed by the City pursuant to Chapter 453. No Class G-3 temporary liquor license shall be issued until the Local Liquor Control Commissioner and the Mayor and City Council have established: a) the location upon the premises where alcoholic liquor is to be sold; b) the hours during which the sale of alcohol may sold during such special event; c) proof of insurance as required by this chapter or the laws of the State of Illinois; d) proof of permission from the owner of the premises authorizing the sale of alcoholic liquor during the time requested in the permit; e) the manner in which the licensee will manage crowd control which shall include, but not be limited to, a requirement that all patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold be required to wear a nontransferable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license, and refuse pickup; and f) such other requirements as the Mayor and City Council or Liquor Control Commissioner deem appropriate in the case of each particular permit.**

18. **<u>Class H License—Congregate Care Facility</u> A Class H license which shall authorize the retail sale of alcoholic liquor on the premises specified, and only for consumption on such premises, and shall be issued to a congregate care facility within an independent congregate living complex within a private retirement community. A separate license shall be issued for each phase of the congregate living complex, provided that once a license is issued for a particular phase of a congregate living complex, the license may be expanded on a phase-by-phase basis upon the filing of a separate application defining the area to be added to the license issued to the prior phases of the complex. The determination of the number of licenses required for each complex shall be determined by the individual plans submitted to and approved by the City for the development.**

19. **<u>Class, I License—Sports Facility.</u> A Class I license shall authorize the retail sale of alcoholic liquor for sale, and consumption on those portions of the premises of a sports**

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facility approved by the Mayor and City Council, as well as the retail sale of alcoholic liquor in the original package.

20. <u>Class J License—Community and Arts Center.</u> A Class J license shall authorize the retail sale of alcoholic liquor on the premises specified and only for consumption on such premises where the major and primary business is that of a community and arts center. In addition to the above requirements a Class J license shall be subject to the following requirements:

a. Sale of alcohol shall be limited to regularly scheduled art shows, exhibits, theatrical, musical or live performances, contracted rentals that are not open to the general public and during such other events which may be authorized to take place pursuant to a special use permit granted by the Mayor and City Council or special event permit issued in accordance with Chapter 453 of the City Code.

b. The facility may not be promoted as a drinking establishment. Sale of alcohol shall not be allowed except as permitted pursuant to the terms of this classification.

c. To the extent that events or activities at which the sale and consumption of alcohol are authorized pursuant to this classification are to take place upon any open and unroofed areas of the property on which the licensed premises are located, the licensed premises shall include not only the interior of any building but also such open and unroofed areas upon which alcoholic beverages are sold or consumed, provided that such open and unroofed areas conform to the following:

c. The open unroofed areas shall be particularly described by the license holder and approved by the Liquor Commissioner and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.

d. Any part of the open unroofed areas not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.

e. All electrical wiring shall comply with the codes of the City.

f. All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.

g. The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.[2]
Editor's Note: See Ch. 358, Noise.

h. The license holder shall be responsible for preventing violations of this chapter.

21. <u>Class K License—Beer Manufacturer.</u> A Class K license shall authorize any person holding a class 1, 2, or 3 brewer license by the Illinois Liquor Control Commission to receive one license for the premises in which such manufacturing is conducted, but only for the retail sale of beer, cider or mead for consumption on the premises. In the event that the licensee holds a Class 3 Brewer license issued by the Illinois Liquor Control

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Commission, the license holder is also authorized to engage in the retail sale of hard seltzer, manufactured by others, for consumption on the premises. For purposes of this license, hard seltzer is defined as pre-packaged, single-serving, flavored spirits-based beverages that are 16 ounces or less and are commonly known as "Hard Seltzer." A Class K license holder may also sell, at retail, in the original package, beer manufactured on the premises, for consumption off of the premises.

Notwithstanding the privileges granted by the holder's State of Illinois Class 3 Brewer License, the sale of general-purpose distilled spirits manufactured by others, including but not limited to unmixed, neat, on-the-rocks, or shot-form servings of Vodka, Gin, Whiskey, Rum, or any unflavored spirit, is expressly prohibited on the licensed premises.

22. **<u>Class L License—Off-Site Catering.</u> A Class L license shall authorize the retail sale of alcoholic liquors in connection with the operation of an off-site catering business as defined herein, that provides and serves alcoholic liquor in connection with the catering of foods for catered events and for consumption only on the premises with the food of the catered event. The sale of alcoholic liquor shall be incidental to the food service; and if the catered event does not qualify as a private function, a special event license issued pursuant to Section 453 shall also be required for the location of the catered event. The service of alcoholic liquor shall be by employees of the licensed catering business. Except in connection with a special event license issued pursuant to Chapter 453, the catered event shall not be open to the general public and shall be limited to the contracting party and his/her/their invited guests. On no occasion shall the event extend beyond the hours established for a Class A1, A1(a), A2, A3, C, E and K license holder.**

23. **<u>Class M - Video Gaming Supplemental Liquor License.</u> A Class M video gaming supplemental liquor license shall authorize the retail sale of alcoholic liquors, for consumption on the premises, at a bar or restaurant, as defined by § 268-3 of this Code, to an applicant which possesses a valid video gaming location license issued by the Illinois Gaming Board and, except as provided in subsection 3(b) of this license class, also holds, for a period of not less than one year, a current and valid liquor license to sell alcoholic liquor at such bar or restaurant. The issuance of a Class M supplemental liquor license shall be strictly subject to the following conditions:**

    a. **The holder of a current and valid liquor license shall have submitted and have approved by the Liquor Commissioner an application for a Class M supplemental liquor license, upon such forms as may be approved by the Liquor Commissioner; and**
    b. **The corporate authorities shall have approved sufficient Class M supplemental liquor licenses to allow the applicant to be qualified for a Class M supplemental liquor license; and**

    c. **The license holder shall be in good standing under Chapter 329 of this Code and other ordinances of the City of Crystal Lake. To be in "good standing" the license holder shall:**

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(1) Owe no sums of money to the City at the time of its application; and

(2) Hold a current liquor license for the sale of alcoholic liquors on the premises at a bar or restaurant, as defined by § 268-3 of this Code and has been in continuous operation for a period of not less than one year prior to application for the Class M supplemental liquor license. The one-year requirement set forth in this subsection shall not apply to an owner when each of the following conditions are met: 1) for a period of not less than six months prior to filing of an application for a video gaming license, the owner has operated a full-service restaurant within the premises for which a video gaming license is to be issued, and has held, during that period, a valid and current liquor license for such premises, issued pursuant to Chapter 329 of this Code; and 2) the most recent occupant of the premises prior to the owner was a video gaming licensed establishment operated as a full-service restaurant.

(3) The applicant for a Class M supplemental liquor license shall not have allowed any video gaming terminal to be operated upon the licensed premises unless the applicant possesses a current and valid video gaming license issued in accordance with §268-3 of this Code; and

(4) The applicant for the Class M supplemental liquor license is in compliance with the requirements of § 268-3 of this Code; and

(5) The suspension or revocation of a video gaming license issued pursuant to §268-3 of this Code shall constitute a basis for the suspension or revocation of a Class 28 supplemental liquor license issued pursuant to Chapter 329 of this Code.

24. <u>Class -N-1 Supplemental Outdoor License</u> In addition to the retail sales of alcoholic liquor pursuant to licenses issued pursuant to this Chapter, and subject to all requirements and set forth in such license classifications, this license shall allow the holders of such licenses to engage in the retail sale of alcoholic liquor upon an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed. This supplemental license shall only be available to persons holding licenses which permit consumption on the premises.

Any open unroofed area in which alcoholic beverages are served or consumed pursuant to this license shall conform to the following:

- **a. The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.**
- **b. The open unroofed area shall be no greater than 100% the other floor space of the licensed premises**
- **c. The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner which shall be separately posted at the entrance to the open unroofed area**
- **d. Any part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner which shall contain the required number of fire exits. All fences or other**

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barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners

e. All electrical wiring shall comply with the codes of the City.

f. All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition

g. The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

h. The license holder shall be responsible for preventing violations of this chapter.

i. No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes, except as may be approved by the Liquor Commissioner, subject to such conditions as the Liquor Commissioner may deem necessary to ensure that sales and consumption can be conducted in a safe manner and to minimize any impact upon such residentially zoned properties.

j. A Class N-1 license may not be issued to the holder of the following classes of licenses: B-1, B-2, G-1, G-2, G-3, H, and L.

25. <u>Class N-2 Supplemental Outdoor License</u> In addition to the retail sales of alcoholic liquor pursuant to licenses issued pursuant to this Chapter, and subject to all requirements and set forth in such license classifications, this license shall allow the holders of such licenses to engage in the retail sale of alcoholic liquor upon an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed. This supplemental license shall only be available to persons holding licenses which permit consumption on the premises.

Any open unroofed area in which alcoholic beverages are served or consumed pursuant to this license shall conform to the following:

a. The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other government authority.

b. The open unroofed area shall be no greater than 1/2 the other floor space of the licensed premises

c. The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner which shall be separately posted at the entrance to the open unroofed area

d. Any part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners

e. All electrical wiring shall comply with the codes of the City.

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f. All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition

g. The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

h. The license holder shall be responsible for preventing violations of this chapter.

i. No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes.

j. A Class N-2 license may not be issued to the holder of the following classes of licenses: B-1, B-2, G-1, G-2, G-3, H, and L.

26. Class N-3 Supplemental Outdoor License - In addition to the retail sales of alcoholic liquor pursuant to licenses issued pursuant to this Chapter, and subject to all requirements and set forth in such license classifications, this license shall allow the holders of such licenses to engage in the retail sale of alcoholic liquor upon an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed. This supplemental license shall only be available to persons holding licenses which permit consumption on the premises.

Any open unroofed area in which alcoholic beverages are served or consumed pursuant to this license shall conform to the following:

a. The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.

b. The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner, which shall be separately posted at the entrance to the open unroofed area.

c. When the open unroofed area is located on private property, any part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner, which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.

d. All electrical wiring shall comply with the codes of the City.

e. All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.

f. The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

g. The license holder shall be responsible for preventing violations of this chapter.

h. No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes, except as may be approved by the Liquor Commissioner, subject to such conditions as the

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Liquor Commissioner may deem necessary to ensure that sales and consumption can be conducted in a safe manner and to minimize any impact upon such residentially zoned properties.

i. A Class N-3 license may not be issued to the holder of the following classes of licenses: B-1, B-2, G-1, G-2, G-3, H, and L.

27. <u>Class O Supplemental Tent Sale License:</u>

In addition to the retail sales of alcoholic liquor pursuant to licenses issued pursuant to this Chapter, and subject to all requirements set forth in such license classifications, this license shall allow the holders of such licenses to engage in the retail sale of alcoholic liquor within a tent located on the property on which the licensed premises is situated. This supplemental license shall only be available to those license holders holding a license that allows consumption on the premises.

a. Such sale and consumption within a tent shall only be permitted two times during a calendar year over not more than two consecutive days per event and only during the hours specified for retail sale of alcoholic liquor pursuant to this license.

b. Such sale and consumption shall only be allowed pursuant to application made to and approved by the Liquor Commissioner.

c. Any application made pursuant to this subsection shall be made to the Liquor Commissioner not less than 90 days prior to the date requested for the tent sale.

d. All of the conditions applicable to the retail sale and consumption of alcoholic liquor pursuant to Subsections (a) through (c) and (e) through (i) of Class N-2 licenses shall be applicable to the retail sale and consumption of alcoholic liquor pursuant to this license class.

e. The Liquor Commissioner may impose such reasonable conditions and restrictions upon retail sales and consumption of alcoholic liquor within a tent as may be deemed necessary by the Liquor Commissioner to assure that such sale and consumption can be conducted in a safe manner without posing any material risk to patrons of the licensed premises or others. Such conditions may include mandating a minimum number of BASSETT-trained personnel to secure the perimeter of the tent and assure that no patron of the premises attempts to leave the premises while holding open alcoholic liquor.

f. The applicant must provide proof of ownership of the property on which the tent will be located or provide documentation confirming the ability to utilize the property for the tent event

(B) Fees for the initial issuance of each liquor license issued pursuant to this Chapter and any renewal of such licenses shall be in such amounts as are set forth in Chapter 241 of this Code.

SECTION VI: **<u>Amendment to Section 329-6</u>**

Section 329-6 (A) of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

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§ 329-6. Limitations on licenses.

There shall be no more than the following licenses in the corporate limits of the City of Crystal Lake at any one time:

Type of License	Number of Licenses
Class A-1	14
Class A-1 (a)	14
Class A-1 (b)	14
Class A-1 (c)	2
Class A-2	12
Class A-3	5
Class B-1(a)	13
Class B-1(b)	21
Class B-2 (a)	1
Class B-2 (b)	1
Class C	1
Class D	1
Class E	1
Class F	4
Class H	1
Class I	2
Class J	2
Class K	1
Class L	1
Class M	21
Class N-1	17
Class N-2	19
Class N-3	2
Class O	3

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SECTION VII: **Amendment of Section 329-16 (Employees)**

Section 329-16 (B) of the City Code of Ordinances is hereby amended by removal of the paragraph designation "A" from the text of said section.

SECTION VIII. **Addition of Section 329-18 (currently designated as "Reserved")**

Section 329-18 of the City Code of Ordinances is hereby adopted and shall hereinafter provide as follows:

§329-18 Restrictions on Licenses Imposed by Ordinances.

Whenever any ordinance adopted pursuant to Chapter 650 of this Code, including but not limited to ordinances approving special use permits or variations, imposes restrictions upon the hours during which the sale of alcoholic liquor may take place upon property on which a licensed premises is located, such restrictions shall take precedence over the hours set forth in Section 329-20 of this Code with respect to such licensed premises.

SECTION IX : **Amendment of Section 329-20 "Closing Hours"**

Chapter 329-20 is hereby amended by renaming said section "Hours" and is further amended as follows:

A. Except as provided by Section 329-18 of this Code, the retail sale of alcoholic liquor for consumption on any licensed premises shall be limited to the following hours:

Hours of Sale
Class A-1, A-1(a), A-2, A-3, C, E and K

Monday, Tuesday, Wednesday and Thursday	From 11:00 a.m. until 1:00 a.m. on the following day
Friday and Saturday	From 11:00 a.m. until 2:00 a.m. on the following day
Sunday	From 10:00 a.m. until 1:00 a.m. on the following day
January 1	All license holders holding a license for consumption of alcoholic liquor on the premises may remain open until 4:00 a.m. on January 1, provided that they notify the Police Department in writing on or before December 26 of the preceding year.

Hours of Sale
Class A-1 (b)

Monday, Tuesday, Wednesday and Thursday	From 7:00 a.m. and 1:00 a.m. on the following day
Friday and Saturday	From 7:00 a.m. until 2:00 a.m. on the following day
Sunday	From 7:00 a.m. until 1:00 a.m. on the following day
January 1	All license holders holding a license for consumption of alcoholic liquor on the premises may remain open until 4:00 a.m. on January 1, provided that they notify the Police Department in writing on or before December 26 of the preceding year.

Hours of Sale
Class A-1(c)

Monday, Tuesday, Wednesday and Thursday	From 6:00 a.m. until 1:00 a.m. on the following day
Friday and Saturday	From 6:00 a.m. until 2:00 a.m. on the following day
Sunday	From 6:00 a.m. until 1:00 a.m. on the following day
January 1	All license holders holding a license for consumption of alcoholic liquor on the premises may remain open until 4:00 a.m. on January

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	1, provided that they notify the Police Department in writing on or before December 26 of the preceding year.

Hours of Sale
Class B-1 and B-2

Monday, Tuesday, Wednesday, Thursday and Friday	From 7:00 a.m. until 1:00 a.m. the following day.
Saturday and Sunday	From 7:00 a.m. until 2:00 a.m. the following day.

Hours of Sale
Class D

Sunday, Monday, Tuesday, Wednesday, and Thursday	From 11:00 a.m. until 10:00 p.m. the following day
Friday and Saturday	From 11:00 a.m. until 11:00 p.m. the following day.
January 1	All license holders holding a license for consumption of alcoholic liquor on the premises may remain open until 4:00 a.m. on January 1, provided that they notify the Police Department in writing on or before December 26 of the preceding year.

Hours of Sale
Class F, H and I

As established by the Mayor and City Council	
January 1	All license holders holding a license for consumption of alcoholic liquor on the premises may remain open until 4:00 a.m. on January 1, provided that they notify the Police Department in writing on or before December 26 of the preceding year.

Hours of Sale
Class G-1, G-2, G-3

As established by the Mayor and City Council and set forth in the temporary liquor license.

Hours of Sale
Class J

Sale of alcohol shall be limited to regularly scheduled art shows, exhibits, theatrical, musical or live performances or during contracted rentals that are not open to the general public and at such other times as the Mayor and City Council shall approve. May be impacted by §329-18- Restrictions on Licenses Imposed by Ordinances.

Hours of Sale
Class L

On no occasion shall the event extend beyond the hours established for a Class A1, A1(a), A2, A3, C, E and K license holder.

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Hours of Sale
Class M

On no occasion shall the event extend beyond the hours established for a Class A1, A1(a), A2, A3, C, E and K license holder.

Hours of Sale
Class N-1, N-2, N-3

Correspond with Annual License unless impacted by §329-18- Restrictions on Licenses Imposed by Ordinances.

Hours of Sale
Class O

Correspond with Annual License unless impacted by §329-18- Restrictions on Licenses Imposed by Ordinances

(B)The Mayor and City Council may upon request in their discretion extend the opening or closing hours for any class license holder for special events or occasions, provided that such requests are submitted to and approved by the Mayor and City Council at a regular or special meeting of the City Council prior to the special event or occasion.

(C) It shall be unlawful to keep open for business or to admit the public at any premises in or on which alcoholic liquor is sold at retail during **any hours other than the hours for which such sale is permitted pursuant to this Chapter** ~~the hours within which the sale of such liquor is prohibited~~, provided that, in the case of restaurants, clubs, drugstores, hotels and other license holders whose main business is other than the sale of alcoholic liquor, such establishments may be kept open, but no alcoholic liquor may be sold to or consumed by the public during the hours prohibited.

SECTION X: Amendment to Section 329-21 **(Deleting "View from Street" and Replacing with "Delivery and Carry Out of Mixed Drinks")**

Section 329-21 of the City Code of Ordinances" (View from Street") is hereby deleted, in its entirety, and replaced with the following:

§329-21. Delivery and carry out of mixed drinks.

A. Holders of retail liquor licenses issued by the City of Crystal Lake, which licenses authorize the sale of mixed drinks/cocktails for consumption on the licensed premises, are temporarily authorized to make carry-out curbside delivery and/or home residential deliveries of mixed drinks/cocktails. Such sales and deliveries shall only be made in compliance with Illinois law and only to persons who are at least 21 years of age. Such sales and deliveries shall further comply with the guidelines and/or restrictions set forth in the Illinois Liquor Control Act, including but not limited to 235 ILCS 5/6-28.8 and any guidance or restriction issued by the Illinois Liquor Control Commission.

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B. This authorization shall apply to the categories of licenses described in Subsection A, herein, notwithstanding any limitation of such licenses restricting sales to on-premises consumption.

SECTION XI**: Deletion of Section 158- 7 (To-Go Mixed Drinks/Cocktails- Now moved to §329-21).**

Section 158-7, entitled "Delivery and carry out of mixed drinks, permitted expiration" is hereby repealed, it its entirety.

SECTION XII: **Amendment to Section 241 (Fees)**

Section 241-21 (Denial of Permit for Nonpayment) is hereby renumbered to 241-22

Section 241-21 is hereby adopted and shall hereinafter provide as follows:

§ 241-21. Liquor License Fees.

The fee for the initial issuance and each renewal of liquor licenses issued pursuant to Chapter 329 of this Code shall be as follows:

Type of License	Fee
Class A-1	$1,700
Class A-1 (a)	$1,700
Class A-1 (b)	$1,700
Class A-1 (c)	$1,700
Class A-2	$1,600
Class A-3	$1,000
Class B-1(a)	$1,400
Class B-1(b)	$1,000
Class B-2(a)	$1,000
Class B-2(b)	$750
Class C	$1,950
Class D	$1,500
Class E	$800
Class F	$750
Class G-1	$20
Class G-2	$20
Class G-3	$100
Class H	$1850

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Class I	**$1250**
Class J	**$500**
Class K	**$1,375**
Class L	**$900**
Class M	**$100**
Class N(1)	**$125**
Class N(2)	**$125**
Class N(3)	**$125**
Class O	**$125**

SECTION XIII: **Effective Date and Changes to Classification of Licenses and Fees for Existing Licenses.**

(a) This Ordinance shall be in full force on January 1, 2027, following its passage and publication in pamphlet form as provided by law.

(b) The Liquor Commissioner is authorized to reassign the class designation of any liquor license which is in effect immediately prior to the effective date of this ordinance, to the corresponding new class designation established by this ordinance.

(c) The fees due from holders of licenses which are in effect on December 31, 2026 for the license period expiring on May 31, 2027, shall remain unchanged during such period notwithstanding the change of designation of the license classification for such licenses.

DATED at Crystal Lake, Illinois, this 17th day of February, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____
CITY CLERK

Passed: February 17, 2026
Approved: February 17, 2026

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