# CITY OF CRYSTAL LAKE
## AGENDA
## CITY COUNCIL
## REGULAR MEETING

**City of Crystal Lake**
**100 West Woodstock Street, Crystal Lake**
**City Council Chambers**
**April 21, 2026**
**7:00 p.m.**

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – April 7, 2026, Regular Meeting**

5. **Accounts Payable**

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

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **Special Event Request – Downtown Crystal Lake /Main Street's Midsummer Wine Walk and Class 16 Temporary Liquor License Request– June 20, 2026**
   b. **Special Event Request for the Downtown Crystal Lake Spring Into Downtown – Thursday, April 30, 2026**
   c. **Special Event Request and Street Closure – Crystal Lake Police Department's National Night Out – Thursday, August 6, 2026**
   d. **Special Event Request and Fee Waiver – Prairie Ridge High School Fishing Tournaments at Three Oaks Recreation Area**
   e. **Crystal Lake Rural Fire Protection District Contract**
   f. **McHenry County Department of Health Memorandum of Understanding**

10. **84 N. Walkup Avenue- Rezoning from O Office to R-O Residential Office to allow for the continued use of the home**

11. **570 Water's Edge Boulevard, Menchie's Frozen Yogurt - Sign Variation Request**

12. **1165 S. Route 31- Special Use Permit to allow exterior changes for new vacuum equipment at the Club Carwash**

13. **Intergovernmental Agreement with the Crystal Lake Park District for the Lift Station System at 300 Lake Shore Drive**

14. **Bid Award – 2026 Crack Sealing, McHenry County Municipal Partnership Initiative (McMPI)**

**15. Bid Award – 2026 Sidewalk Cutting Program, McHenry County Municipal Partnership Initiative (McMPI)**

**16. Proposal Award – Engineering Services for Emergency Generator and Automatic Transfer Switch Replacements at Sanitary Pump Stations 24 and 26**

**17. Purchase of one (1) new 2026 Ford F450 4x4 Truck with Service Body using Suburban Purchasing Cooperative Contract #226 and one (1) new 2026 Ford F350 4x4 Truck with Dump Body using Suburban Purchasing Cooperative Contract #222**

**18. Proposal Award – City Website Upgrade Services and Annual Maintenance**

**19. Purchase of Real Property**

**20. Council Inquiries and Requests**

**21. 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**

**22. Reconvene to Regular Session**

**23. 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. 5**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Accounts Payable List

**Staff Recommendation:** Approve

**Staff Contact:** Jodie Hartman, Director of Finance

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## Background:

Attached is the Accounts Payable list for the April 21, 2026 City Council meeting. This list includes bills received since the last Council approval on April 3, 2026 to date. Should the Council have questions regarding any of the items listed, please contact me.

## Votes Required to Pass:

Simple majority.

CITY OF CRYSTAL LAKE

VOUCHER LIST PRESENTED TO THE CITY COUNCIL

AT THEIR MEETING ON APRIL 21, 2026

# INVOICE APPROVAL (BY INVOICE) FOR CITY OF CRYSTAL LAKE

EXP CHECK RUN DATES 04/21/2026 - 04/21/2026
POSTED AND UNPOSTED
OPEN AND PAID

| Description | | Amount |
|---|---|---|
| **360 HAZARDOUS CLEANUP, LLC** | | |
| CLEAN SQUAD 1032 | | 175.00 |
| | TOTAL: | 175.00 |
| **A&J POWDER COAT FINISHERS, INC** | | |
| TELSPAR PAINTING FOR THREE OAKS LAKE LOOP TRAIL | | 500.00 |
| | TOTAL: | 500.00 |
| **A5 GROUP INC** | | |
| ECONOMIC DEVELOPMENT MARKETING | | 4,200.00 |
| | TOTAL: | 4,200.00 |
| **ADAMS STEEL SERVICE & SUPPLY, INC.** | | |
| STEEL PLATES, WW UNIT #704 BUCKET REPAIR | | 180.00 |
| | TOTAL: | 180.00 |
| **AIR ONE EQUIPMENT INC** | | |
| GLOBE BOOTS | | 549.00 |
| DECON READY PPE LAUNDRY DETERGENT | | 727.50 |
| | TOTAL: | 1,276.50 |
| **AL WARREN OIL CO INC** | | |
| FUEL - GENERATORS, DIESEL/UNLEADED FOR FLEET STOCK | | 10,213.06 |
| FUEL - GENERATORS, DIESEL/UNLEADED FOR FLEET STOCK | | 4,390.55 |
| | TOTAL: | 14,603.61 |
| **ALEXANDER CHEMICAL CORP.** | | |
| 2026 CHLORINE CYLINDERS FOR WATER TREATMENT | | 2,359.50 |
| 2026 CHLORINE CYLINDERS FOR WATER TREATMENT | | 1,633.50 |
| 2026 CHLORINE CYLINDERS FOR WATER TREATMENT | | 1,633.50 |
| | TOTAL: | 5,626.50 |
| **ALFRED BENESCH & COMPANY** | | |
| RT14 AT MAIN ST: PRAIRIE TRAIL UNDERPASS | | 11,250.00 |
| | TOTAL: | 11,250.00 |
| **ALLEN, MATTHEW** | | |
| CDL PERMIT REIMBURSEMENT | | 51.13 |
| | TOTAL: | 51.13 |

| Description | | Amount |
|---|---|---|
| **AMAZON CAPITAL SERVICES, INC.** | | |
| WEBCAM | | 16.89 |
| GEAR KEEPER RETRACTABLE INSTRUMENT TETHERS | | 119.98 |
| BATHROOM/CLEANING SUPPLIES & BANDAGES | | 75.17 |
| OFFICE SUPPLIES | | 100.91 |
| LIFT STATION WEED CONTROL SUPPLIES | | 390.77 |
| TEA - CITY HALL | | 14.67 |
| IMPACT DRILL, DIG TRAILER - UNDERGROUND | | 225.00 |
| OFFICE SUPPLIES | | 191.98 |
| IPAD CHARGERS - PRODUCTION & UNDERGROUND | | 115.11 |
| OFFICE SUPPLIES - W&S DIVISION | | 21.21 |
| SELF-SEAL ENVELOPES | | 90.20 |
| WATER PLANT 5 P2P NETWORK MIDSPAN INJECTOR | | 19.94 |
| SHREDDER OIL | | 199.49 |
| OFFICE SUPPLIES | | 55.46 |
| CALCULATORS | | 23.74 |
| OFFICE SUPPLIES | | 64.17 |
| SHARPIE HIGHLIGHTERS | | 13.78 |
| LABELS | | 29.54 |
| TONER FOR LAB PRINTER | | 542.48 |
| TAPE, PENS, & BILL DETECTOR PENS | | 24.99 |
| CRATES, HYDRANT FLUSHING KIT STORAGE - UNDERGROUND | | 116.95 |
| ROCK-N-RESCUE NYLON TUBULAR WEBBING | | 139.64 |
| RECHARGEABLE SURGICAL CLIPPERS | | 153.98 |
| HAMMER DRILL, WTP - PRODUCTION | | 949.00 |
| SUGAR AND CREAMER | | 70.38 |
| SHARPIE MARKERS | | 13.98 |
| ORIGINAL ISSUE - PEREZ & AMUNDSON | | 56.97 |
| SCREEN CLEANER | | 33.95 |
| WALL CLOCKS - MUNICIPAL COMPLEX | | 57.98 |
| | TOTAL: | 3,928.31 |
| **ANDERSON PEST SOLUTIONS** | | |
| PEST SERVICE, INTERIOR MAINTENANCE - TRAIN STATION | | 75.00 |
| PEST SERVICE - FIRE STATION #1 | | 96.58 |
| | TOTAL: | 171.58 |
| **ANDY FRAIN SERVICES, INC.** | | |
| 3 OAKS SECURITY SERVICES - MARCH 2026 | | 5,724.00 |
| | TOTAL: | 5,724.00 |
| **ASSOCIATED TECHNICAL SERVICES, LTD** | | |
| WATER SERVICE LOCATING - 574 DARLINGTON LN | | 840.00 |
| | TOTAL: | 840.00 |
| **AT&T** | | |
| PHONE RECORDS - SUBPOENA CL-26-003007 | | 120.00 |
| | TOTAL: | 120.00 |
| **ATA NATIONAL TITLE GROUP, LLC** | | |
| TITLE SEARCH | | 100.00 |
| | TOTAL: | 100.00 |
| **B & F CONSTRUCTION CODE SERVICES, I** | | |
| 2026 BUILDING PLAN REVIEW AND INSPECTION SERVICES | | 362.90 |
| | TOTAL: | 362.90 |

| Description | | Amount |
|---|---|---|
| **BEST QUALITY CLEANING INC** | | |
| CLEANING - MUNICIPAL COMPLEX - MARCH | | 11,316.00 |
| | TOTAL: | 11,316.00 |
| **BLUE PARK CAPITAL PARTNERS, LLC** | | |
| ORIGINAL ISSUE - ORELLANA | | 994.00 |
| UNIFORM ALLOWANCE - SCHOCK | | 152.00 |
| ORIGINAL ISSUE - PEREZ | | 402.14 |
| ORIGINAL ISSUE - AMUNDSON | | 402.14 |
| | TOTAL: | 1,950.28 |
| **BRAMCO CONSTRUCTION** | | |
| REFUND - RETURNED HYDRANT METER | | 1,942.47 |
| | TOTAL: | 1,942.47 |
| **BUREAU OF FISCAL OPERATIONS-GEMT** | | |
| GEMT REIMBURSEMENT TO STATE OCT-DEC 25 | | 135,198.18 |
| | TOTAL: | 135,198.18 |
| **BYRNE SOFTWARE TECHNOLOGIES INC** | | |
| ACCELA MAINTENANCE AND SUPPORT | | 135.00 |
| | TOTAL: | 135.00 |
| **CALEA** | | |
| NAMEPLATE - YOUNG | | 26.75 |
| | TOTAL: | 26.75 |
| **CARUS CORPORATION** | | |
| 2026 ORTHO POLYPHOSPHATE - WATER TREATMENT | | 5,514.04 |
| | TOTAL: | 5,514.04 |
| **CHICAGO COMMUNICATIONS LLC** | | |
| RADIO, ANTENNA, CABLE & PROGRAMMING - W&S UNIT #612 | | 979.03 |
| RADIO, ANTENNA, CABLE & PROGRAMMING - W&S UNIT #611 | | 964.03 |
| RADIO, ANTENNA, CABLE & PROGRAMMING - W&S UNIT #618 | | 964.03 |
| RADIO, ANTENNA, CABLE & PROGRAMMING - W&S UNIT #543 | | 964.03 |
| RADIO, ANTENNA, CABLE & PROGRAMMING - W&S UNIT #550 | | 964.03 |
| REPEATER/RECEIVER MONTHLY MAINTENANCE | | 217.25 |
| | TOTAL: | 5,052.40 |
| **CHRISTOPHER B BURKE ENGINEERING LTD** | | |
| RE-ESTABLISH CRYSTAL CREEK CONSTRUCTION ENGINEERING | | 9,185.08 |
| | TOTAL: | 9,185.08 |
| **CINTAS** | | |
| FIRST AID CABINET REPLENISH | | 171.93 |
| | TOTAL: | 171.93 |

| Description | | Amount |
|---|---|---|
| **CIVIC PLUS, LLC** | | |
| ARCHIVESOCIAL SUBCRIPTION - 6/1/26-5/31/27 | | 4,848.13 |
| | TOTAL: | 4,848.13 |
| **CLARK BAIRD SMITH LLP** | | |
| PROFESSIONAL SERVICES | | 8,452.50 |
| | TOTAL: | 8,452.50 |
| **CLARK HILL PLC** | | |
| PROFESSIONAL SERVICES | | 5,090.50 |
| | TOTAL: | 5,090.50 |
| **CONSERV FS INC** | | |
| RESTORATION SUPPLIES | | 337.50 |
| | TOTAL: | 337.50 |
| **COPENHAVER CONSTRUCTION** | | |
| DEPOT PARK SITE IMPROVEMENTS | | 247,372.47 |
| | TOTAL: | 247,372.47 |
| **CORE & MAIN LP** | | |
| SEWER PIPE - DOLA ROSA STORM SEWER IMPROVEMENTS | | 2,492.28 |
| MANHOLE REPAIR MATERIALS - UNDERGROUND | | 950.00 |
| MANHOLE REPAIR MATERIALS - UNDERGROUND | | 700.00 |
| RETURN BBOX - UNDERGROUND | | (742.00) |
| | TOTAL: | 3,400.28 |
| **CRYSTAL LAKE EXPRESS WASH** | | |
| CAR WASH (M. FARMER) | | 7.00 |
| | TOTAL: | 7.00 |
| **CUDA & HANZEL LLC** | | |
| ADJUDICATION LEGAL SERVICES | | 592.50 |
| | TOTAL: | 592.50 |
| **CURRIE MOTORS** | | |
| 2026 VEHICLE PURCHASE/DELIVERY | | 51,880.00 |
| | TOTAL: | 51,880.00 |
| **D'ANGELO FAMILY INC** | | |
| DEPARTMENT AWARDS | | 280.00 |
| | TOTAL: | 280.00 |
| **DAWN GILMAN** | | |
| NAMEPLATES | | 131.50 |
| | TOTAL: | 131.50 |

| Description | | Amount |
|---|---|---|
| **DOMINIK & MAYA KRUZOLEK** | | |
| UB refund for account: 070220-013 | | 38.16 |
| | TOTAL: | 38.16 |
| **DYNEGY ENERGY SERVICES** | | |
| ELECTRIC SERVICE - WTP4 & WWTP3 | | 11,082.77 |
| ELECTRIC SERVICE | | 20.78 |
| | TOTAL: | 11,103.55 |
| **ELEVATED SAFETY LLC** | | |
| ROPE OPS TRAINING - NICOLAY | | 1,300.00 |
| | TOTAL: | 1,300.00 |
| **EMILY HENDERSON** | | |
| REIMBURSE CALEA CONFERENCE MEALS | | 97.42 |
| | TOTAL: | 97.42 |
| **ENDEAVOR HEALTH MEDICAL GROUP** | | |
| HORTON - NIPAS PHYSICAL | | 740.00 |
| | TOTAL: | 740.00 |
| **FAST SIGNS** | | |
| BLUE STAR BANNER PROGRAM | | 154.00 |
| | TOTAL: | 154.00 |
| **FBI-LEEDA** | | |
| LEADERSHIP CLASS | | 795.00 |
| | TOTAL: | 795.00 |
| **FEDEX** | | |
| POSTAGE | | 127.35 |
| POSTAGE | | 39.88 |
| | TOTAL: | 167.23 |
| **FEHR GRAHAM & ASSOCIATES, LLC** | | |
| PROJECT 1 - LEAD SERVICE LINE REPLACEMENT ENGINEERING | | 2,549.50 |
| | TOTAL: | 2,549.50 |
| **FILIPPINI LAW FIRM LLP** | | |
| LEGAL SERVICES | | 25,366.50 |
| | TOTAL: | 25,366.50 |
| **FOX RIVER STUDY GROUP** | | |
| ANNUAL MEMBERSHIP | | 8,048.60 |
| | TOTAL: | 8,048.60 |

| Description | | Amount |
|---|---|---|
| **FOX VALLEY FIRE & SAFETY CO.** | | |
| FIRE SPRINKLER SYSTEM REPAIR | | 923.00 |
| RADIO INSTALLATION - PIONEER CENTER | | 275.00 |
| | TOTAL: | 1,198.00 |
| **FOXCROFT MEADOWS** | | |
| RESTORATION SUPPLIES - TOPSOIL | | 102.00 |
| RESTORATION SUPPLIES - TOPSOIL | | 102.00 |
| RESTORATION SUPPLIES - TOPSOIL | | 102.00 |
| RESTORATION SUPPLIES - TOPSOIL | | 70.00 |
| RESTORATION SUPPLIES - TOPSOIL | | 105.00 |
| | TOTAL: | 481.00 |
| **GALLS PARENT HOLDINGS LLC** | | |
| LITHIUM BATTERIES | | 31.15 |
| BOOTS - SZATKOWSKI | | 241.83 |
| | TOTAL: | 272.98 |
| **GESLER, LEAH** | | |
| CLOTHING REIMBURSEMENT | | 195.30 |
| | TOTAL: | 195.30 |
| **GMIS INTERNATIONAL** | | |
| ANNUAL DUES - GMIS INTERNATIONAL | | 350.00 |
| | TOTAL: | 350.00 |
| **HAGG PRESS INC** | | |
| APRIL 2026 NEWSLETTER | | 4,952.82 |
| | TOTAL: | 4,952.82 |
| **HD SUPPLY, INC** | | |
| SKIMMING NET SHALLOW BAG - LAB | | 64.76 |
| WTP LAB SUPPLIES - PRODUCTION | | 283.55 |
| LAB SUPPLIES | | 419.88 |
| PIPE REPAIR KITS - PRODUCTION | | 172.80 |
| WTP LAB SUPPLIES - PRODUCTION | | 244.03 |
| WTP #2 MECHANICAL ARM FLOAT SWITCHES - PRODUCTION | | 286.24 |
| PLANT 2 GBT HOPPER TRANSDUCER | | 776.50 |
| PLANT 3 PAA PUMP REPAIR SUPPLIES | | 170.92 |
| | TOTAL: | 2,418.68 |
| **HENRY SCHEIN INC** | | |
| CREDIT MEMO DCI-DC-3 ADULT SENSOR | | (818.18) |
| REPLACEMENT ADULT SENSOR DCI-DC-3 | | 818.18 |
| DEFIB PADS | | 257.31 |
| | TOTAL: | 257.31 |
| **HERITAGE-CRYSTAL CLEAN LLC** | | |
| PARTS WASHER SERVICE - 2ND QUARTER | | 481.83 |
| | TOTAL: | 481.83 |
| **HERRICK AUTO REBUILDERS, INC** | | |
| VEHICLE IMPOUND - CL-26-004912 | | 216.25 |
| | TOTAL: | 216.25 |

| Description | | Amount |
|---|---|---|
| **HI-LINE UTILITY SUPPLY CO LLC** | | |
| ELECTRIC GLOVE RETESTS - F&FS, W&S, & WW | | 274.72 |
| | TOTAL: | 274.72 |
| **HISTORIC DOWNTOWN DISTRICT OF CRYSTAL LAKE** | | |
| HOTEL TAX REIMB CHRISTMAS TREE LANE | | 1,577.75 |
| HOTEL/MOTEL TAX DISTRIBUTION 25-26 | | 8,139.15 |
| HOTEL/MOTEL TAX DISTRIBUTION 25-26 | | 1,177.00 |
| | TOTAL: | 10,893.90 |
| **HOME DEPOT CREDIT SERVICES** | | |
| HOME DEPOT PURCHASES - MARCH 2026 | | 977.58 |
| | TOTAL: | 977.58 |
| **HOTSY OF CHICAGO** | | |
| PORTABLE POWER WASHER CLEANER | | 351.00 |
| | TOTAL: | 351.00 |
| **HUBEXO US, INC** | | |
| MARCH ONLINE BIDDING SERVICES | | 902.00 |
| | TOTAL: | 902.00 |
| **IDENTATRONICS, INC.** | | |
| THREE OAKS TIME SOFTWARE 6/1/26-5/31/27 | | 1,284.00 |
| | TOTAL: | 1,284.00 |
| **IL ASSOC OF WASTEWATER AGENCIES** | | |
| ANNUAL 2025-2026 MEMBERSHIP | | 2,296.00 |
| | TOTAL: | 2,296.00 |
| **IL SECRETARY OF STATE** | | |
| TITLE & NEW PASSENGER PLATES - CLPD 1011 | | 316.00 |
| TITLE & PLATES - CLPD UNIT 1021 | | 173.00 |
| TITLE & PLATES - COMMUNITY DEVELOPMENT UNIT 20 | | 173.00 |
| TITLE - CLFR UNIT 303 | | 165.00 |
| TITLE & PLATES - CLFR UNIT 304 | | 168.00 |
| TITLE & PLATES - CLFR UNIT 334 | | 168.00 |
| TITLE & PLATES - STREETS UNIT 405 | | 168.00 |
| TITLE & PLATES - W&S UNIT 542 | | 168.00 |
| | TOTAL: | 1,499.00 |
| **ILLINOIS STATE POLICE** | | |
| ASSET FORFEITURE - MUNOZ, JOHNATHAN | | 8,046.00 |
| | TOTAL: | 8,046.00 |
| **ILLINOIS STATE POLICE** | | |
| FINGERPRINTS | | 615.00 |
| | TOTAL: | 615.00 |

| Description | | Amount |
|---|---|---|
| **ILLINOIS TOLLWAY** | | |
| IL TOLLS - PUBLIC WORKS & ENGINEERING | | 16.05 |
| | TOTAL: | 16.05 |
| **IRMA** | | |
| DEDUCTIBLE FEB 26 | | 28,563.56 |
| | TOTAL: | 28,563.56 |
| **JCB PLUMBING** | | |
| EMERGENCY LEAD SERVICE LINE REPLACEMENT - 188 GLEN ST | | 6,880.00 |
| | TOTAL: | 6,880.00 |
| **JEFFREY C DAVIES** | | |
| PHOTO LINEUP SOFTWARE ANNUAL SUBSCRIPTION | | 750.00 |
| | TOTAL: | 750.00 |
| **KARAGIANIS, GABRIEL** | | |
| WATER'S EDGE MURAL PANEL DISPLAY PROJECT | | 800.00 |
| | TOTAL: | 800.00 |
| **KEYTH SECURITY SYSTEMS INC** | | |
| REPAIR TO HOUSE SECURITY ALARM | | 175.00 |
| REPAIR TO KEYPAD SECURITY - CONTROL BUILDING | | 183.00 |
| | TOTAL: | 358.00 |
| **LEADSONLINE** | | |
| PAWN SHOP DATABASE | | 7,251.00 |
| | TOTAL: | 7,251.00 |
| **M & A PRECISION AUTO INC** | | |
| SAFETY INSPECTIONS - STREETS DIVISION UNITS (QTY 8) | | 391.00 |
| SAFETY INSPECTION - STREETS DIVISION UNIT #417 | | 46.00 |
| | TOTAL: | 437.00 |
| **MCHENRY CO JUVENILE OFFICERS ASSOC** | | |
| 2026 DUES | | 200.00 |
| | TOTAL: | 200.00 |
| **MCHENRY CO RECORDER** | | |
| RECORDING OF LIENS | | 220.00 |
| | TOTAL: | 220.00 |
| **MCMASTER CARR SUPPLY CO.** | | |
| WTP #1 LATERALS - PRODUCTION | | 642.05 |
| | TOTAL: | 642.05 |

| Description | | Amount |
|---|---|---|
| **MEADE ELECTRIC CO INC** | | |
| STREET/TRAFFIC LIGHT MAINTENANCE & REPAIR | | 12,652.18 |
| STREET/TRAFFIC LIGHT MAINTENANCE & REPAIR | | 1,597.81 |
| | TOTAL: | 14,249.99 |
| **MENARD INC** | | |
| MISC SUPPLIES | | 23.39 |
| MISC SUPPLIES | | 104.48 |
| MARKING PAINT | | 7.99 |
| US FLAGS | | 95.98 |
| MISC SUPPLIES | | 121.12 |
| CABLE TIES | | 13.98 |
| MISC SUPPLIES | | 553.61 |
| MISC SUPPLIES | | 18.90 |
| MISC SUPPLIES | | 99.65 |
| | TOTAL: | 1,039.10 |
| **MES I ACQUISITION INC** | | |
| ISC VENTIS PRO5 MULTI-GAS DETECTOR | | 2,934.47 |
| | TOTAL: | 2,934.47 |
| **MIDWEST SALT** | | |
| 2026 WATER TREATMENT SALT - PRODUCTION | | 2,776.94 |
| 2026 WATER TREATMENT SALT - PRODUCTION | | 2,831.23 |
| 2026 WATER TREATMENT SALT - PRODUCTION | | 2,815.72 |
| 2026 WATER TREATMENT SALT - PRODUCTION | | 2,760.12 |
| 2026 WATER TREATMENT SALT - PRODUCTION | | 2,831.23 |
| 2026 WATER TREATMENT SALT - PRODUCTION | | 2,792.45 |
| | TOTAL: | 16,807.69 |
| **MIP V ONION PARENT LLC** | | |
| PORTABLE RESTROOM RENTAL - APRIL 2026 | | 481.00 |
| | TOTAL: | 481.00 |
| **MOBILE HEALTH SOLUTIONS CORPORATION** | | |
| FIRE - REQUIRED TEST | | 250.00 |
| STREETS - REQUIRED TESTS | | 375.00 |
| | TOTAL: | 625.00 |
| **MOTOROLA SOLUTIONS** | | |
| STARCOM AIRTIME - APRIL 2026 | | 8,229.00 |
| | TOTAL: | 8,229.00 |
| **NAPERVILLE EXCAVATING** | | |
| REFUND - RETURNED HYDRANT METER | | 1,385.84 |
| | TOTAL: | 1,385.84 |
| **NATIONAL VETERINARY ASSOCIATES INC** | | |
| CRUISE - MEDICINE | | 20.77 |
| | TOTAL: | 20.77 |

| Description | | Amount |
|---|---|---|
| **NICOR / BILL PAYMENT CENTER** | | |
| GAS SERVICE | | 184.17 |
| GAS SERVICE | | 356.22 |
| GAS SERVICE | | 250.06 |
| GAS SERVICE | | 1,460.31 |
| GAS SERVICE | | 636.59 |
| GAS SERVICE | | 186.89 |
| GAS SERVICE | | 173.08 |
| GAS SERVICE | | 72.28 |
| GAS SERVICE | | 1,173.88 |
| | TOTAL: | 4,493.48 |
| **NORTHWESTERN MEMORIAL HEALTHCARE** | | |
| CPR ECARDS - PW | | 450.00 |
| | TOTAL: | 450.00 |
| **OLSEN SAFETY EQUIPMENT CORP** | | |
| PPE - GLOVES | | 213.34 |
| | TOTAL: | 213.34 |
| **PACE ANALYTICAL SERVICES, LLC** | | |
| LAB SERVICES STP 2 PFAS Q1 | | 1,298.00 |
| LAB SERVICES STP3 PFAS Q1 | | 1,298.00 |
| LAB SERVICES MARCH MONTHLY MONITOR | | 71.76 |
| LAB SERVICES STP 2 BIO RADS S1Q1 | | 198.85 |
| LAB SERVICES STP 3 BIO RADS S1Q1 | | 198.85 |
| LAB SERVICES MARCH STREAM MONITORING | | 73.80 |
| LAB SERVICES STP3 DICHROMO 031926 | | 64.57 |
| DRINKING WATER LAB SERVICES, BACTI (QTY 1) | | 10.25 |
| DRINKING WATER LAB SERVICES, BACTI (QTY 1) | | 10.25 |
| | TOTAL: | 3,224.33 |
| **PACIFIC HOME AND GARDEN, INC** | | |
| VIRGINIA STREET CORRIDOR PLANTERS | | 12,319.82 |
| | TOTAL: | 12,319.82 |
| **PARAMEDIC SERVICES OF ILLINOIS, INC** | | |
| AMBULANCE BILLING/COLLECTION FEES JAN 26 | | 2,002.07 |
| AMBULANCE BILLING/COLLECTION FEES FEB 26 | | 5,984.24 |
| | TOTAL: | 7,986.31 |
| **PARIC HOLDINGS, INC** | | |
| OFFICE CHAIRS | | 2,519.50 |
| | TOTAL: | 2,519.50 |
| **PARKMOBILE, LLC** | | |
| MOBILE PARKING FEES MAR 26 | | 796.25 |
| | TOTAL: | 796.25 |
| **PHIL MORRISON** | | |
| UB refund for account: 074103-000 | | 15.59 |
| | TOTAL: | 15.59 |

| Description | | Amount |
|---|---|---|
| **POLYDYNE INC** | | |
| POLYMER PLANT 3 | | 1,660.50 |
| | TOTAL: | 1,660.50 |
| **POMP'S TIRE SERVICE, INC.** | | |
| SCRAP TIRES - FLEET STOCK | | 88.00 |
| | TOTAL: | 88.00 |
| **PROMOS 911, INC** | | |
| NATIONAL NIGHT OUT SUPPLIES | | 440.51 |
| | TOTAL: | 440.51 |
| **PRO-TUFF DECALS** | | |
| THREE OAKS UNIFORMS | | 3,439.18 |
| | TOTAL: | 3,439.18 |
| **RAY O'HERRON CO INC** | | |
| RIFLE SHIELDS 21X30 | | 6,285.00 |
| | TOTAL: | 6,285.00 |
| **RINGERS SERVICES, INC** | | |
| WINTER SIDEWALK CLEARING AGREEMENT | | 13,833.33 |
| | TOTAL: | 13,833.33 |
| **RUSSO POWER EQUIPMENT INC** | | |
| LANDSCAPE TOOLS | | 86.97 |
| | TOTAL: | 86.97 |
| **SCHWAAB, INC.** | | |
| NOTARY STAMP | | 38.45 |
| | TOTAL: | 38.45 |
| **SEBIS DIRECT INC (SERVICE)** | | |
| UTILITY BILL PRINTING | | 1,187.92 |
| | TOTAL: | 1,187.92 |
| **SHAW SUBURBAN MEDIA GROUP** | | |
| BID & MEETING ADS | | 467.80 |
| | TOTAL: | 467.80 |
| **SHERMAN MECHANICAL INC** | | |
| BLOWER ASSEMBLY REPLACEMENT, MUA 1 | | 5,447.50 |
| | TOTAL: | 5,447.50 |

| Description | | Amount |
|---|---|---|
| **STRYKER SALES CORPORATION** | | |
| 353 POWER PRO COT REPAIR | | 250.05 |
| POWER LOAD REPAIR 353 | | 875.00 |
| POWER PRO CHEST RESTRAINT | | 244.00 |
| | TOTAL: | 1,369.05 |
| **SWIFT WASH CRYSTAL LAKE, LLC** | | |
| MARCH CAR WASHES | | 108.00 |
| CAR WASHES - ENGINEERING & STREETS | | 108.00 |
| | TOTAL: | 216.00 |
| **T.O.P.S. IN DOG TRAINING** | | |
| MAINTENANCE TRAINING - APRIL 2026/CRUISE & SAKE | | 850.00 |
| | TOTAL: | 850.00 |
| **TERMINAL SUPPLY INC** | | |
| CABLES TIES & SHRINK TUBING - FLEET STOCK | | 128.40 |
| | TOTAL: | 128.40 |
| **THE CARROLL - KELLER GROUP LTD** | | |
| COACHING & COUNSELING SKILLS WORKSHOP - C ZAPATA | | 335.00 |
| | TOTAL: | 335.00 |
| **THOMPSON ELEVATOR INSP SERVICE INC** | | |
| 2026 ELEVATOR INSPECTIONS (PASS THRU COSTS) | | 200.00 |
| 2026 ELEVATOR INSPECTIONS (PASS THRU COSTS) | | 100.00 |
| 2026 ELEVATOR INSPECTIONS (PASS THRU COSTS) | | 200.00 |
| 2026 ELEVATOR INSPECTIONS (PASS THRU COSTS) | | 200.00 |
| | TOTAL: | 700.00 |
| **THOMPSON, JOSEPH** | | |
| AMMUNITION FOR CLASS - REIMBURSEMENT | | 75.06 |
| | TOTAL: | 75.06 |
| **THOMSON REUTERS - WEST** | | |
| CLEAR SUBSCRIPTION - APRIL 2026 | | 1,825.00 |
| | TOTAL: | 1,825.00 |
| **TODAY'S UNIFORMS** | | |
| ORIGINAL ISSUE - GAVINA | | 160.80 |
| | TOTAL: | 160.80 |
| **TOPCON SOLUTIONS INC** | | |
| MAGNET FIELD MANTENANCE | | 395.00 |
| | TOTAL: | 395.00 |
| **TROTSKY INVESTIGATIVE POLYGRAPH** | | |
| POLICE/FIRE POLYGRAPH EXAMINATIONS | | 630.00 |
| | TOTAL: | 630.00 |

| Description | | Amount |
|---|---|---|
| **TROTTER AND ASSOC** | | |
| PHOSPHORUS REMOVAL WWTP 2 & 3 DESIGN | | 13,378.25 |
| | TOTAL: | 13,378.25 |
| **TYNIS NEBAEH** | | |
| AMBULANCE REFUND | | 155.00 |
| | TOTAL: | 155.00 |
| **ULINE** | | |
| EVIDENCE SUPPLIES | | 177.73 |
| | TOTAL: | 177.73 |
| **UPS** | | |
| POSTAGE - SUBPOENA DOCS | | 15.35 |
| POSTAGE - STREAMLIGHT REPAIR & CEDAR RAPIDS PD | | 36.33 |
| POSTAGE - COURT DOCUMENTS | | 15.53 |
| | TOTAL: | 67.21 |
| **USALCO, LLC** | | |
| ALUM PLANT 2 | | 4,523.06 |
| ALUM PLANT 3 | | 4,828.03 |
| | TOTAL: | 9,351.09 |
| **VC3 INC** | | |
| BACKUP AND DISASTER RECOVERY SERVICE - JAN26 - DEC26 | | 4,058.00 |
| | TOTAL: | 4,058.00 |
| **VCP, INC** | | |
| BANNERS FOR ROUTE 14/VIRGINIA STREET | | 1,526.81 |
| | TOTAL: | 1,526.81 |
| **VEREGY CENTRAL, LLC** | | |
| WATER METER REPLACEMENT PROGRAM SERVICES | | 455,006.75 |
| | TOTAL: | 455,006.75 |
| **VESTIS GROUP, INC ARAMARK UNIFORM & CAREER APPAREL GROUP, INC** | | |
| FLEET MATS, SHOP TOWELS - MAR 2026 | | 63.24 |
| W&S SHOP TOWELS/MATS - MAR 2026 | | 63.66 |
| FLEET MATS, SHOP TOWELS - APR 2026 | | 49.43 |
| W&S SHOP TOWELS/MATS - APR 2026 | | 38.15 |
| MAT & SHOP TOWEL RENTAL | | 80.05 |
| FLEET MATS, SHOP TOWELS - APR 2026 | | 49.43 |
| W&S SHOP TOWELS/MATS - APR 2026 | | 63.66 |
| | TOTAL: | 407.62 |
| **W.W. GRAINGER, INC** | | |
| DYE TRACER & AIR GAP - PLANT 2 | | 411.84 |
| WTP #4 FITTING FOR AIR LINES - PRODUCTION | | 191.34 |
| | TOTAL: | 603.18 |

| Description | | Amount |
|---|---|---|
| **WELDERS SUPPLY COMPANY** | | |
| DIG TRAILER SUPPLIES - UNDERGROUND | | 43.25 |
| OXYGEN RENTAL - FEB 26 | | 266.00 |
| OXYGEN RENTAL - MARCH | | 319.53 |
| | TOTAL: | 628.78 |
| **WHEN TO WORK, LLC** | | |
| WHEN TO WORK ONLINE SCHEDULING | | 1,070.00 |
| | TOTAL: | 1,070.00 |
| **WHITEY'S CRANE RENTAL INC.** | | |
| CRANE RENTAL - MIXER GEARBOX REMOVAL - DIG 1 | | 765.00 |
| CRANE RENTAL - MIXER GEARBOX REINSTALL - DIG 1 | | 765.00 |
| | TOTAL: | 1,530.00 |
| **WILD GOOSE CHASE INC** | | |
| 2026 GOOSE MANAGEMENT THREE OAKS | | 2,735.00 |
| 2026 GOOSE MANAGEMENT THREE OAKS | | 1,344.00 |
| | TOTAL: | 4,079.00 |
| **WOLD ARCHITECTS & ENGINEERS** | | |
| 2026 A&E SERVICES, PD REMODEL/IT RELOCATION PROJECT | | 5,732.32 |
| 2026 PUBLIC WORKS GARAGE SLAB REPLACEMENT - PART 4 | | 3,735.83 |
| 2026 FIRE STATION #1 APPARATUS BAY RADIANT HEAT - A&E | | 2,697.61 |
| | TOTAL: | 12,165.76 |
| **WORKING WORLD STAFFING** | | |
| TEMPORARY STAFF IN FINANCE DEPT | | 489.60 |
| TEMPORARY STAFF IN FINANCE DEPT | | 351.90 |
| TEMPORARY STAFF IN FINANCE DEPT | | 367.20 |
| | TOTAL: | 1,208.70 |
| **ZIEGLER'S ACE HARDWARE** | | |
| ZIEGLER'S ACE PURCHASES - MARCH 2026 | | 142.78 |
| | TOTAL: | 142.78 |
| Report Total: | | 1,299,442.64 |

FUND TOTALS:

| | |
|---|---|
| 101 GENERAL FUND | 203,270.88 |
| 110 CAPITAL REPLACEMENT FUND | 280,182.85 |
| 115 VEHICLE REPLACEMENT FUND | 51,880.00 |
| 201 RESTRICTED POLICE FUNDS | 9,357.28 |
| 230 FIRE RESCUE FUND | 173,461.91 |
| 260 PARKING FUND | 1,778.64 |
| 620 WATER & SEWER FUND | 94,484.40 |
| 630 W&S CAPITAL & EQUIP REPL FUND | 485,026.68 |

PAYMENT TYPE TOTALS:

| | |
|---|---|
| ACH Transaction | 1,148,239.81 |
| Paper Check | 151,202.83 |

# INVOICE APPROVAL (BY INVOICE) FOR CITY OF CRYSTAL LAKE

EXP CHECK RUN DATES 04/15/2026 - 04/15/2026
POSTED AND UNPOSTED
OPEN AND PAID

| | Invoice Number | Bank Account | Description | Amount |
|---|---|---|---|---|
| **102700 COMCAST CABLE** | | | | |
| | 0248195-04092026 | GFCKG | 3 OAKS COAX INTERNET SERVICE | 155.35 |
| | 0292334-04112026 | GFCKG | EOC TV SERVICE | 4.18 |
| | 0432484-04102026 | GFCKG | 3 OAKS INTERNET SERVICE | 166.85 |
| | 0591545-04102026 | GFCKG | INTERNET SERVICE - WWTP3 | 224.77 |
| | 0604819-04122026 | GFCKG | CABLE INTERNET SERVICE - FIRE STATION 3 | 207.85 |
| | 0808048-04082026 | GFCKG | COAX INTERNET BREATHALYZER TDF POLICE LOCKUP | 191.90 |
| | 8771 10 004 0014530 | GFCKG | CABLE SERVICES - APRIL 26 | 15.97 |
| Total For: COMCAST CABLE | | | | 966.87 |
| **136132 ENTERPRISE FM TRUST** | | | | |
| | 510562-040326 | GFCKG | LEASED VEHICLE CHARGES | 20,735.28 |
| Total For: ENTERPRISE FM TRUST | | | | 20,735.28 |
| **137927 GARY & DEBORAH BAKER** | | | | |
| | 04032026 | GFCKG | PERMIT REFUND | 67.92 |
| Total For: GARY & DEBORAH BAKER | | | | 67.92 |
| **102663 WEX BANK** | | | | |
| | 111792424 | GFCKG | GASOLINE PURCHASES | 237.36 |
| Total For: WEX BANK | | | | 237.36 |
| Report Total: | | | | 22,007.43 |

FUND TOTALS:

| | |
|---|---|
| 101 GENERAL FUND | 1,084.93 |
| 115 VEHICLE REPLACEMENT FUND | 16,980.83 |
| 230 FIRE RESCUE FUND | 187.22 |
| 630 W&S CAPITAL & EQUIP REPL FUND | 3,754.45 |

PAYMENT TYPE TOTALS:

| | |
|---|---|
| ACH Transaction | 20,735.28 |
| Paper Check | 1,272.15 |

**LIST OF BILLS PRESENTED FOR APPROVAL**
**April 21, 2026**

APPROVED BY:

Mayor

City Manager

Council Member

Finance Director

| Fund | Description | Amount |
|---|---|---|
| 101 | General Fund | $204,355.81 |
| 110 | Capital Replacement Fund | $280,182.85 |
| 115 | Vehicle Replacement Fund | $68,860.83 |
| 201 | Restricted Police Funds | $9,357.28 |
| 230 | Fire/Rescue Fund | $173,649.13 |
| 260 | Parking Fund | $1,778.64 |
| 620 | Water and Sewer Fund | $94,484.40 |
| 630 | W&S Capital & Equip Repl Fund | $488,781.13 |
| | **Subtotal - Checks** | **$1,321,450.07** |
| | **Wire Transfers** | |
| | Biweekly Payroll 04/10/26 | $1,222,999.68 |
| | IPBC Health Insurance April 2026 | $580,178.02 |
| | **Subtotal - Wire Transfers** | **$1,803,177.70** |
| | **GRAND TOTAL** | **$3,124,627.77** |

**Agenda Item No: 9a**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Special Event Request – Downtown Crystal Lake/Main Street's Midsummer Wine Walk and Class 16 Temporary Liquor License Request– June 20, 2026

**Recommendation:**
1. Motion to approve the Downtown Crystal Lake/Main Street's Special Event on June 20, 2026, pursuant to the staff recommended conditions.
2. Motion to approve the issuance of a Class 16 Temporary Liquor License Request for the Midsummer Wine Walk event.

**Staff Contact:** Elizabeth Maxwell, City Planner
Victoria Wojcik, Community Development Analyst
Melanie Gray, Assistant to the City Manager

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**Background:** Downtown Crystal Lake/Main Street has applied for a Special Event Permit to hold the second Midsummer Wine Walk in downtown Crystal Lake on June 20, 2026, between 2:00 p.m. and 7:00 p.m. The event is to be held inside various businesses in Downtown Crystal Lake. All alcohol will be required to be consumed within the participating businesses. Open alcohol will not be permitted on the sidewalks. Participants will check in at the newly renovated Depot Park. The event will include live music located in Depot Park and the Brink Street Plaza to provide ambiance for the participants as they walk to each business. The submitted site plan for this year's event reflects the newly renovated Depot Park layout that will be complete before the time of the requested event.

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

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

1. This approval is valid for the Special Event Permit on June 20, 2026 from 2:00 p.m. to 7:00 p.m.
2. Conditions of the Temporary Liquor License, including providing a Certificate of Insurance for Liquor Liability and receiving a license from the State, must be met.

3. All alcohol will be required to be consumed within the participating businesses. Open alcohol will not be permitted on the sidewalks.
4. The event shall be in accordance with the submitted site plan.
5. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
6. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
7. Generators, if used, must be a minimum of 20 feet from any tents and/or canopies, and protected from the public by fencing, enclosure, or other approved means. Generators shall be properly grounded as outlined by the manufacturer.
8. Electrical systems must comply with the 2017 National Electric Code.
9. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
10. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
11. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans must be provided for waste.)
12. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures.
13. Any building used for the event must remain below the posted occupancy load limit.
14. Fire hydrants shall be accessible or unobstructed.
15. Tents and canopies used for an event must comply with City requirements. See attached document for more information.
16. If food trucks are included in the event, all food trucks must be inspected by the City of Crystal Lake Fire Rescue Department prior to the start of the event.
17. Certificate of Insurance must be updated to show the current address and liquor liability and be submitted before Friday, June 12, 2026.
18. Submit the list of businesses that are participating by Friday, May 22, 2026.

The applicant has been made aware of these recommended conditions and advised to attend the April 21, 2026, City Council meeting to answer any questions.

**Votes Required to Pass:** A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

# SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

**EVENT NAME** 2026 Midsummer Wine Walk

**EVENT LOCATION** Downtown Crystal Lake

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

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

## GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Downtown Crystal Lake is hosting its second annual Wine Walk. This will be a ticke
We are planning to have up to, but no more than, 25 downtown businesses particip
We will have live music in Depot Park as well as one other location.

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

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

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

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

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

8. Number of persons scheduled to monitor and work the event: up to 50 volunteers spread th

9. Estimated attendance: Our ticket cap is 450

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

## ORGANIZATION INFORMATION

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

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

(Please check preferred means of contact)

Daytime phone: [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: 6/20/2026
Event: 6/20/2026
Dismantling: 6/20/2026

15. Hours of the event:

Set Up: 1PM
Event: 3-7PM
Dismantling: 7PM

## 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?
Samples of red and white wine. Volunteers will serve a .5oz serving to each particip

**Please complete the attached Temporary Liquor License Application*

## COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

    If yes, please specify the power requirements and plan for provision
    We will need to plug into the lamps for musicians to have power

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
We will have a first aid kit available and the police and fire department is less tha

## PUBLIC WORKS

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

***If yes, please complete the attached Barricade Borrowing Application***

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

Specify _____

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

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

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

K Galto

Signature

2/17/2026

Date

Katie Galto

Print Name

---

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

# 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 Downtown Crystal Lake/Main Street
**(Must be not-for-profit organization)**

Address 25 W. Crystal Lake Ave Crystal Lake, IL 60014 Phone Number [redacted]

2. Organization Contact Information:
Name: Katie Galto
Address:
Email: [redacted]
Phone Number: [redacted]

3. Location where beer and wine will be sold:
We will be serving .5 samples of red and white wine inside 25 different participating businesses

4. Dates of the event (**not to exceed three (3) days**): 06/20/2025

5. Hours of operation: 2-7pm

6. Describe the type of crowd and traffic control licensee will utilize. This is a ticketed event with a max of 450 tickets. We will have volunteers to help control any crowding within the businesses.

7. Describe plan for refuse pickup. Participating businesses will be responsible for making sure that the empty bottles will be disposed of correctly.

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.
We don't have a full list of participants yet but there will be no more than 25 downtown crystal lake businesses participating.

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:

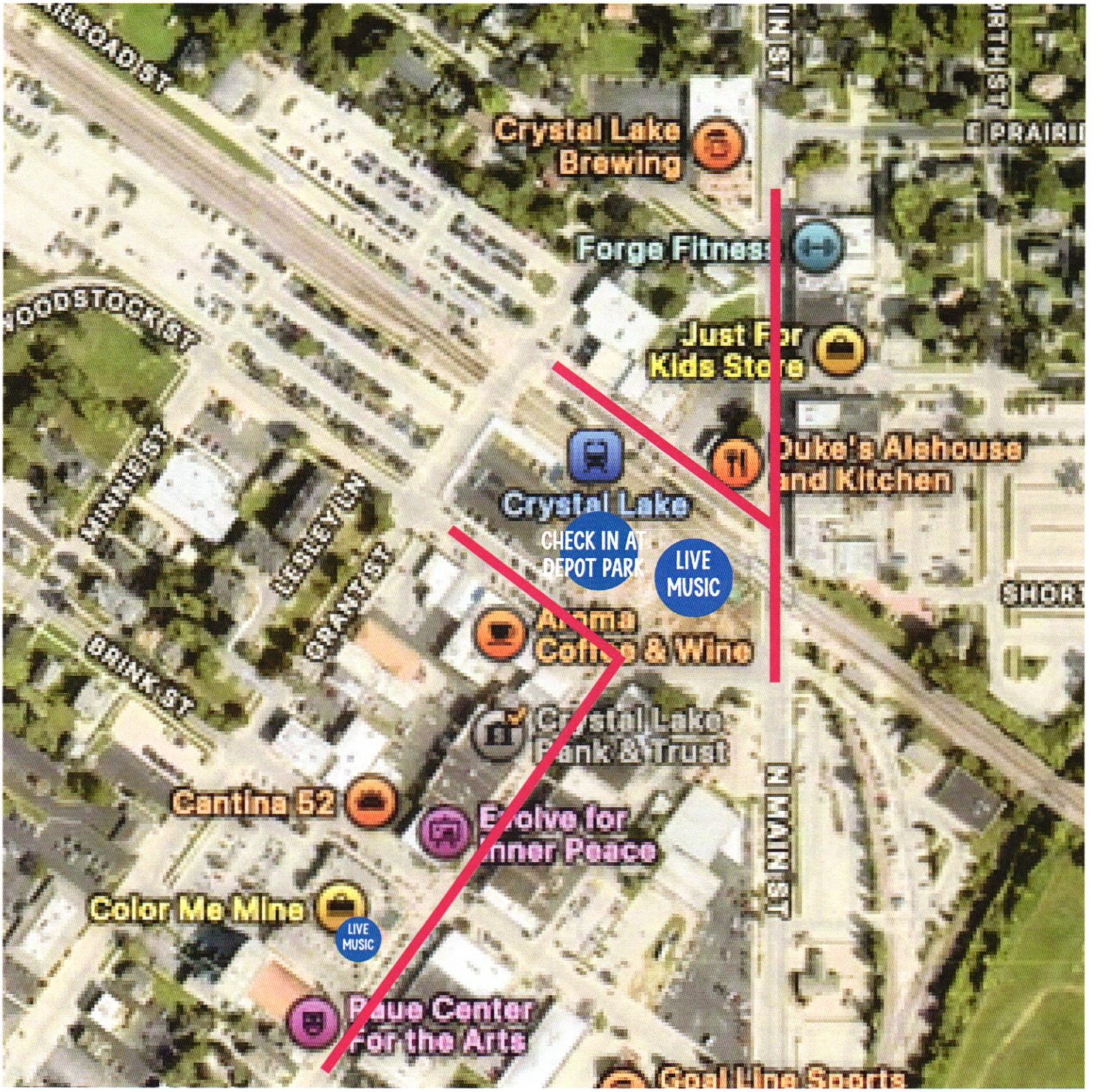
***https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf***

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

Name: Katie Galto
Title: Events Coordinator
Date: 2/17/2026

## CERTIFICATION

[X] 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.


RAILROAD ST
Crystal Lake Brewing
IN ST
E PRAIRIE
Forge Fitness
WOODSTOCK ST
Just For Kids Store
MINK ST
DESOTO ST
ORANT ST
Duke's Alehouse and Kitchen
Crystal Lake
CHECK IN AT DEPOT PARK
LIVE MUSIC
SHORE
Aroma Coffee & Wine
BRINK ST
Crystal Lake Bank & Trust
N MAIN ST
Cantina 52
Evolve for Inner Peace
Color Me Mine
LIVE MUSIC
Raue Center For the Arts
Goal Line Sports

**Agenda Item No: 9b**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Special Event Request for the Downtown Crystal Lake Spring Into Downtown – Thursday, April 30, 2026

**Recommendation:** Motion to approve the Downtown Crystal Lake Spring Into Downtown Special Event on April 30, 2026 pursuant to the staff recommended conditions.

**Staff Contact:** Elizabeth Maxwell, City Planner
Victoria Wojcik, Community Development Analyst

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**Background:** The Downtown Crystal Lake/Main Street Association is requesting the Spring Into Downtown Event on Thursday, April 30, 2026, from 4:00 p.m. to 8:00 p.m. The event will encourage participants to dine and shop by walking along the sidewalks of Williams Street between the Raue Center and Woodstock Street, Brink Street from Grant Street to Main Street, Woodstock Street from Grant Street to Main Street, and Main Street from Railroad Street to the train tracks. No streets or sidewalks will be closed, and this event has been approved in previous years.

This year, participants will check in at the Raue Center indoors. The Downtown Crystal Lake/Main Street Association is planning on including live music located on Williams Street by Crystal Lake Bank and Trust and at the corner of Railroad Street and Main Street by Crystal Lake Brewing. Live music has been approved in similar events held by Downtown Crystal Lake/Main Street in the past. No alcohol will be served by Downtown Crystal Lake during this event.

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

1. The approval is valid on Thursday, April 30 2026 between 4:00 PM and 8:00 PM.
2. All buildings must be below occupancy limit.
3. Signs cannot obstruct the view of traffic or be attached to utility poles.
4. Pedestrian ways or fire lanes must not be obstructed.
5. Any other permits or requests for signs should be made through the Building Division.
6. Participants are responsible for obtaining all necessary permits from the McHenry County Health Department.
7. All food trucks are required to be inspected and obtain a certificate of inspection from the City of Crystal Lake prior to the event for that calendar year.
8. Tents/Canopies must meet the requirements, as provided in the enclosed handout. Inspections shall be completed prior to the event (if used for event).
9. Inspections from the Fire Rescue Department may be required.

10. Fire Lanes in and around the buildings must be kept clear with a minimum of 20 foot width throughout the event.
11. Generators, if used, must be a minimum of 20 feet from any tents and/or canopies, and protected from the public by fencing, enclosure, or other approved means. Generators shall be properly grounded as outlined by the manufacturer.
12. All electrical connections and cords shall meet the requirements of the 2017 National Electric Code. Contact the Building Department at (815) 356-3605 if you have any questions.

The applicant has been made aware of these recommended conditions and advised to attend the April 21, 2026 City Council meeting to answer any questions.

**Votes Required to Pass:** A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

# SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

**EVENT NAME** Spring into Downtown

**EVENT LOCATION** Inside participating stores on Williams, Brink, Woodstock and Main

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

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

## GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
This year's Spring Into Downtown will be a classic stroll & shop event, with each par
extended hours until 8 pm and something special to create an open-house feel: a di
We are requesting use of Williams Street and Main Street to host live music during

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: 3-4 volunteers

9. Estimated attendance: 200-400

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

## ORGANIZATION INFORMATION

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

12. Name of Event Manager: Katie Galto

13. Contact Information for Event Manager:

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

(Please check preferred means of contact)

Daytime phone: [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: April 30
Event: April 30
Dismantling: April 30

15. Hours of the event:

Set Up: 3PM
Event: 4-8PM
Dismantling: 8PM

## CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

***Please complete the attached Temporary Liquor License Application***

## COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☐ Yes ☑ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☑ Yes ☐ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

    If yes, please specify the power requirements and plan for provision
    We will need electricity on Williams street for live music
    _____

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
We will have a first aid kit available and the police and fire department is less tha

## PUBLIC WORKS

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

***If yes, please complete the attached Barricade Borrowing Application***

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

Specify _____

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

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

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

Signature

03/16/2026
Date

Katie Galto
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No


0 50 100 150ft
Forge Fitness
Dark Heart Tattoo
That's Amore Pizza
N MAIN ST
LIVE MUSIC
N MAIN ST
Duke's Alehouse and Kitchen
Crystal Lake Brewing
Depot Park
E WOODSTOCK ST
Ormsby Motors
Mobil
Moontime Smokin' Que
RAILROAD ST
Grounds Coffee Bar & Cafe
Goal Line Sports Bar & Grill
JC Licht
BRINK ST
Crystal Lake
Cafe Olympic
Reclaimed
Rookies All American Pub & Grill
Metro Bowl
LIVE MUSIC
Georgio's Chicago Pizzeria & Pub
Crystal Lake Bank & Trust
Dalzell Jewelers
Evolve for Inner Peace
Angelo's Shoe Repair
The Facial Bar
Pots And Pies
On The Brink Salon
Clip Joynt Salon
Jude's
Cantina 52
GRANT ST
CHECK IN AT RAUE
Cut 'N Cuddle
Color Me Mine
LESLEY LN
Raue Center For the Arts
Zanck Coen Wright & Saladin
La Bellissima
Internation Hairways
BRYANT CT
The Community Foundation for McHenry County
Oakwood Worldwide
MINNIE ST
BRINK ST
New Hope Counseling Center
E WOODSTOCK ST
Williams Street Rep
Home State Bank

**Agenda Item No: 9c**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Special Event Request and Street Closure – Crystal Lake Police Department's National Night Out – Thursday, August 6, 2026

**Recommendation:** Motion to approve the Crystal Lake Police Department's Special Event for National Night Out and street closure of Williams Street between Brink Street and Crystal Lake Avenue on August 6, 2026, pursuant to the staff recommended conditions.

**Staff Contact:** Elizabeth Maxwell, City Planner
Victoria Wojcik, Community Development Analyst

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**Background:** The City of Crystal Lake Police Department has applied for a Special Event Permit to hold National Night Out in downtown Crystal Lake. The event is to be held on Williams Street between Brink Street and Crystal Lake Avenue on August 6, 2026 between 3:00 p.m. and 8:00 p.m. The event will include a mobile DJ, food vendors, and games. Williams Street between Crystal Lake Avenue and Brink Street will be blocked off for this event.

The proposed event will be held in the same location as the previous year's National Night Out events that were approved by the City Council.

The Police Department worked with Downtown Crystal Lake to ensure there were no conflicts with the proposed event. Downtown Crystal Lake did not have any concerns regarding the proposed event. The City has received a letter of support from the Downtown Crystal Lake Association.

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

1. This approval is valid for the Special Event Permit and closure of Williams Street between Brink Street and Crystal Lake Avenue on August 6, 2026, from 3:00 p.m. to 8:00 p.m.
2. The event shall be in accordance with the submitted site plan.
3. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
4. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.

5. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
6. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans must be provided for waste.)
7. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This must include a minimum 20-foot access in the roadway, the parking areas serving the alley to the rear of Williams Street, and the Brink Street lot near the Raue Center. Any barricades used must be easily moveable for emergency access.
8. Fire hydrants shall be accessible or unobstructed.
9. Tents and canopies used for an event must comply with City requirements.
10. Signs indicating road closures are to be posted a minimum of 24 hours prior to the event.
11. All directly affected businesses should be notified of road closure as far in advance as possible.

The applicant has been made aware of these recommended conditions and advised to attend the April 21, 2026, City Council meeting to answer any questions.

**Votes Required to Pass:** A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

# SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

**EVENT NAME** National Night Out

**EVENT LOCATION** Downtown Crystal Lake

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

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

## GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
A national community-building campaign that promotes police-community partnerships.

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

9. Estimated attendance: 1,000

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

## ORGANIZATION INFORMATION

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

12. Name of Event Manager: Kelci McGrath

13. Contact Information for Event Manager:

Address: 100 W. Woodstock St
Crystal Lake, IL 60014

(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: 8/6/2026- 3pm
Event: 8/6/2026- 5pm
Dismantling: 8/6/2026-9pm

15. Hours of the event:

Set Up: 3pm
Event: 5pm
Dismantling: 8pm

## CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

**Please complete the attached Temporary Liquor License Application*

## COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

    If yes, please specify the power requirements and plan for provision
    Food vendors will utilize generator. Permission to use business power if needed.

## 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:
Crystal Lake Fire and Police on scene.

## PUBLIC WORKS

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

***If yes, please complete the attached Barricade Borrowing Application***

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

Specify Water for dunk tanks

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

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

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

Signature

03/25/2026
Date

Kelci McGrath
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No

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

March 25, 2026

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

Dear Mr. Helm,

I am writing on behalf of the Historic District of Downtown Crystal Lake (Downtown Crystal Lake/Main Street) to express our support for National Night Out on August 6, 2026, from 5 pm - 8 pm on Williams Street between Brink Street and Crystal Lake Avenue. We understand set-up and take-down extends from 3 pm to 9 pm.

We've made the downtown business owners aware of this event in an email earlier in this year, so that they could plan around it. We appreciate the Crystal Lake Police Department's support in all of our events and are happy to partner with them in communciation and marketing support for National Night Out.

Sincerely,

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street

## City of Crystal Lake

# Barricade & Cone Borrowing/ Block Party Application

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

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

**Name & Location of Event:** National Night Out

Kelci _____ mcgrath
First Name Last Name

100 W. Woodstock St Crystal Lake IL 60014
Residential Address City State Zip

[redacted] [redacted] [redacted]
Home Phone Cell Phone Email

Date of Event: 08 / 06 / 2026 Time of Event: 3pm to 9pm

Number of Barricades Needed *(maximum 12) at least two per intersection:* 4 long Horses

Number of Cones Needed *(maximum 20)*: _____

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

Williams St between Brink St. and Crystal Lake Ave
Street Name Street Name Street Name

**Applicant agrees to:**

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

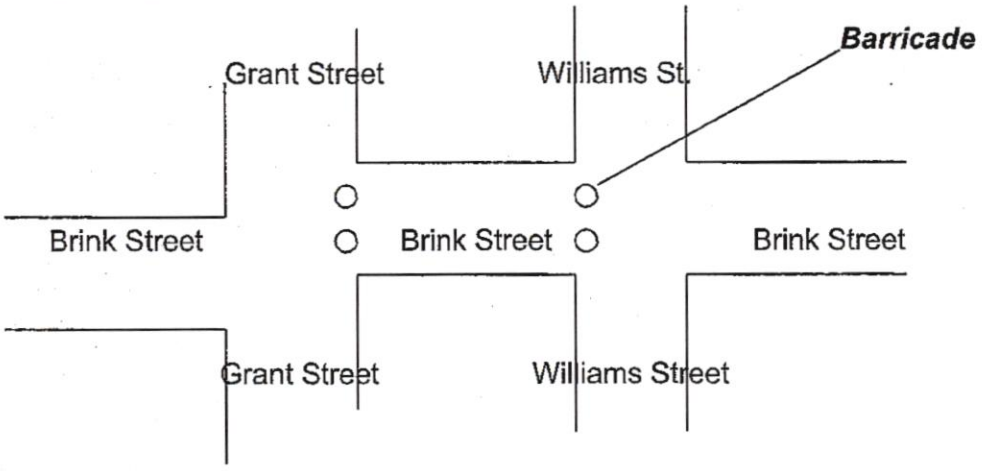
Kmcgrath
Borrower Signature

3 / 25 / 2026
Date

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

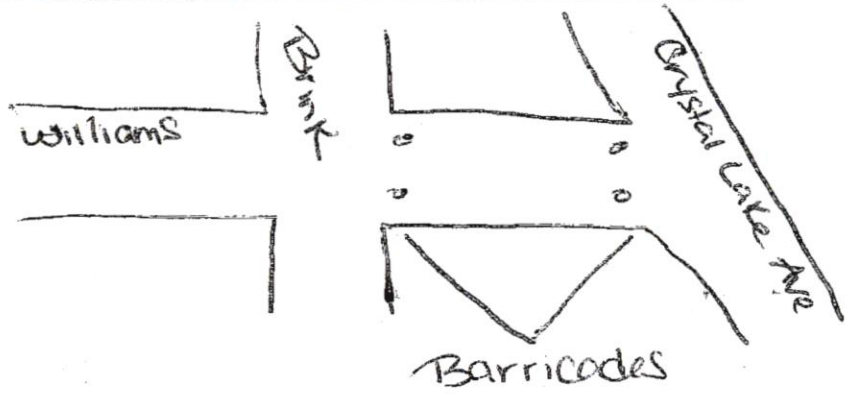
**Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the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

**Example:**



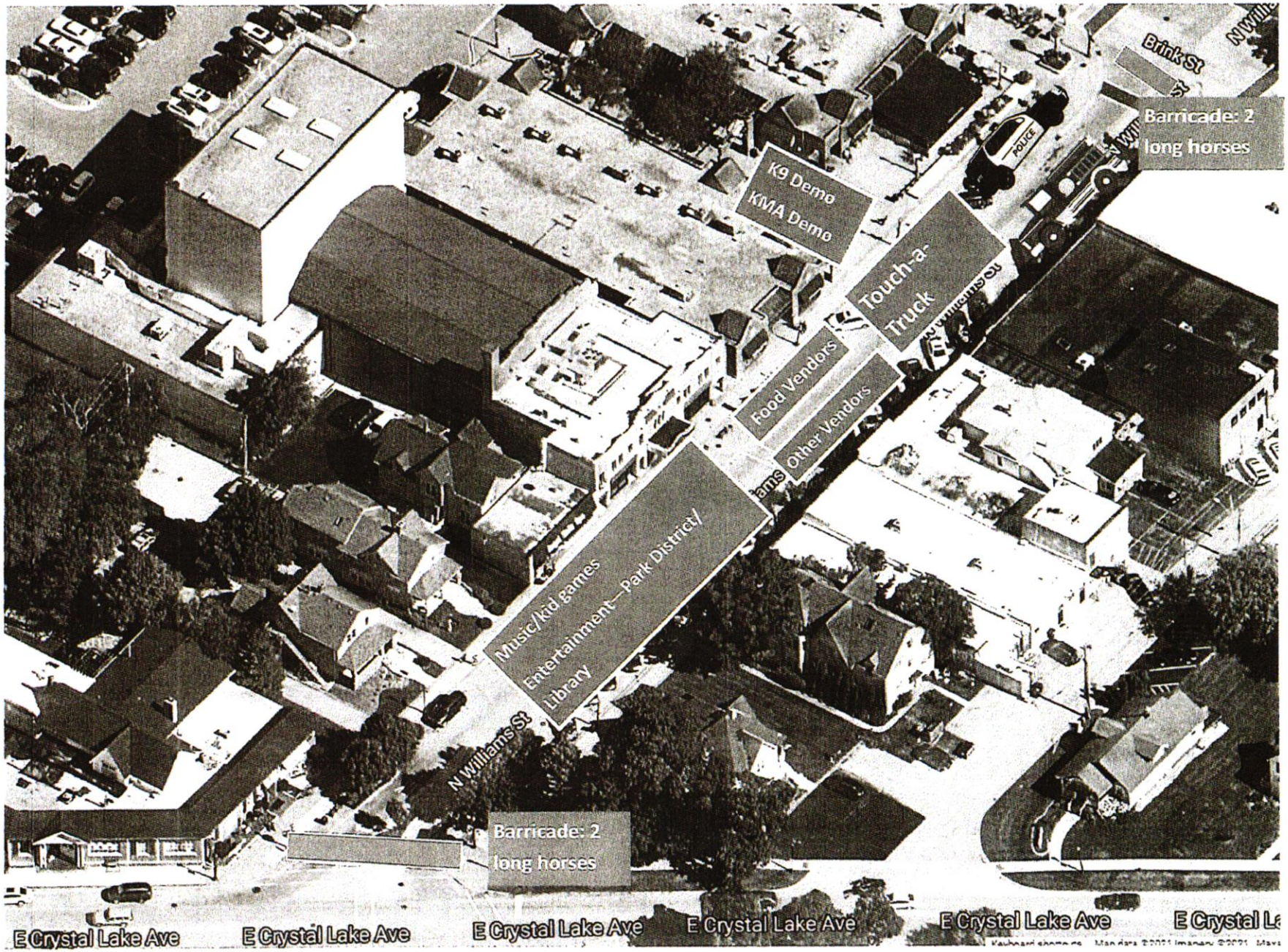

***Example Description:***
***Access to Brink Street between Grant Street and Williams Street will be closed to non-emergency traffic.***

**Map showing the Location of the Barricades and Cones:**




**Description:**

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


Brink St
Barricade: 2 long horses
K9 Demo
KMA Demo
Touch-a-Truck
Food Vendors
Other Vendors
Music/kid games
Entertainment—Park District/ Library
N Williams St
Barricade: 2 long horses
E Crystal Lake Ave
E Crystal Lake Ave
E Crystal Lake Ave
E Crystal Lake Ave
E Crystal Lake Ave

**Agenda Item No: 9d**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Special Event Request and Fee Waiver – Prairie Ridge High School Fishing Tournaments at Three Oaks Recreation Area

**Council Discretion:** Motion to approve a waiver of fees for District 155 students associated with the Prairie Ridge High School Fishing Tournament, to be held on Sunday, May 17, 2026, from 8:00 a.m. to 11:00 a.m. at the Three Oaks Recreation Area, subject to the recommended conditions, for a total fee waiver request of $144.

**Staff Contact:** Ryan Oates, Assistant to the City Manager

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## Background:

The Prairie Ridge High School bass fishing team is requesting approval for a fishing tournament to be held at the Three Oaks Recreation Area on Sunday, May 17, 2026, from 8:00 a.m. to 11:00 a.m. The tournament will be hosted by Prairie Ridge High School. The petitioner requests the exclusive reserved use of 10 of the City's 26 row boats, and a waiver of fees for four boats for District 155 students.

**The event was held in previous years. The event and the fee waiver requests from the previous events were approved by the City Council.**

## City Staff Review:

City Staff has reviewed the event and identified financial and park user impacts.

Financial Impact:

The following table provides a breakdown of the costs for the fishing tournaments. It is proposed that all four boats used by District 155 students will have no fee.

| ***Event*** | *Amount* |
|---|---|
| May 17, 2026 (4 boats requested) for 3 Hours | |
| Fee for 4 boats for District 155 Schools | $144 |
| | |
| **Total Fees Waived for Both Events:** | **$144** |

Park User Impact

The operations at the park will be open as normal throughout the day and the beach will not be open at this time in the season. The petitioner is requesting exclusive use of 10 boats from 8:00 a.m. to 11:00 a.m. on the day of the event. This leaves 16 available row boats for guests to rent at the Marina. Since there is typically high demand for fishing boats on a Sunday morning early in the season, the availability of boats for the general public will be limited. Staff will create social media posts to notify the public of the event and limited boat rentals.

## Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations and Special Event requirements, including all insurance requirements. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
2. Comply with all fishing and safety guidelines.
3. Maintain access to all fire lanes and the South Lake Marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
4. The majority of participating students will be under 18 years of age. Participants aged 14 to 15 must have an accompanying adult on the boat, and students aged 16 and 17 must have prior guardian consent to fish without an adult on board. Participants shall follow all fishing and safety requirements during the tournament.
5. All debris created by the event shall be cleaned up during and after the event.
6. In the case of inclement weather, an alternate date can be approved by the City Manager.
7. Prairie Ridge High School must provide insurance, severe weather and evacuation plan, hold harmless and liability waivers by May 15, 2026, or the event may be cancelled.

The petitioner is aware of the recommended conditions and plans to be present at the meeting.

## Votes Required to Pass:

Simple majority vote of the City Council

**Agenda Item No: 9e**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Crystal Lake Rural Fire Protection District Agreement

**Staff Recommendation:** Motion to adopt a Resolution approving the agreement for fire protection and emergency lifesaving and rescue services with the Crystal Lake Rural Fire Protection District, and authorizing the City Manager to execute the agreement for an initial ten-year term, with four automatic five-year extension terms.

**Staff Contact:** Craig Snyder, Fire Rescue Chief
Jodie Hartman, Finance Director

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## Background:

The City's agreement with the Crystal Lake Rural Fire Protection District (CLRFPD) to provide fire rescue services is set to expire on April 30, 2026. CLRFPD has communicated their satisfaction with the current agreement and looks forward to continuing services with the Crystal Lake Fire Rescue Department. The City has met with the CLRFPD to negotiate a new contract effective on May 1, 2026. The current rate paid, revenue collected, and contract terms are summarized below.

## CLRFPD New Contract:

CLRFPD has agreed to the City's agreement drafted by City Special Legal Counsel. Below is a summary of the contract terms and fees.

- The EAV based Annual Fee remains. The District fee due to the City will increase from 90.5% to 93% of the prior year property tax extension.

- Provided that if the CPI in any year drops to 1.5% or below, the Annual Fee shall drop by 1% to 92% for that year's payment.

- If property is annexed into the District, the Annual Fee attributable to such Under Contract Annexed Territory shall equal one hundred percent (100%) of all property taxes extended and collected by McHenry County and received by the District for such Under Contract Annexed Territory during the applicable calendar year.

- Keeps the resident and non-resident ambulance fee distinction in place. District residents will be billed as non-residents of the City.

- **Increased Capital Fee:** Changed the capital fee to $450,000 during the first five years of the initial ten-year term, and $450,000 for the second five-year period of the ten-year term; and $500,000 during the first Renewal Term. During each renewal term thereafter, the capital fee will be 10% greater than the fee for the preceding renewal term. The current contract requires the District to contribute $415,000 per five-year term.

- Changes the initial term to 10 years with four successive 5-year renewals. The current contract only has terms in five-year increments.

- The City is currently under contract to purchase a new fire engine. In addition to the Capital Payments and the Annual Fee, the District agrees to pay the sum of $1,000,000 to the City to be applied to the City's purchase of the New Fire Engine (delivery anticipated in 2028).

**Recommendation:**

The CLRFPD has signed the attached agreement, effective May 1, 2026, with the new contract terms being effective as of January 1st of this year (to coincide with the City's calendar Fiscal Year). The fee for services provided to the District in 2026 will be reduced by the amount already paid by the District under the current contract for the period of January 1, 2026 through April 30, 2026. The initial term of the agreement is ten years, with four additional five-year automatic extensions.

**Votes Required to Pass:**

Simple majority

Res. 26R-___

# RESOLUTION

**WHEREAS**, the City of Crystal Lake and the Crystal Lake Rural Fire Protection District (CLRFPD) have had a mutual agreement for fire protection and emergency lifesaving and rescue services since the 1970s; and,

**WHEREAS**, the current agreement is set to expire on April 30, 2026; and,

**WHEREAS**, the CLRFPD encompasses an area immediately outside the corporate boundaries of the City of Crystal Lake; and,

**WHEREAS**, the CLRFPD is a separate governmental body that is presided over by a Board of Fire Trustees; and,

**WHEREAS**, the CLRFPD Trustees also expressed their commitment for continuing their strong relationship with the City; and,

**WHEREAS,** the Mayor and City Council have found and determined that it would be in the best interests of the City and its residents to enter into an agreement with CLRFPD for fire protection and emergency lifesaving and rescue services, substantially the form attached hereto as Exhibit A.

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager is hereby authorized to execute the agreement with the Crystal Lake Rural Fire Protection District for fire protection service and emergency lifesaving and rescue services for an initial term of ten years, with up to four additional five-year extensions, in substantially the form attached hereto as Exhibit A.

Dated this 21st day of April, 2026.

DRAFT

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Haig Haleblian, Mayor

SEAL
ATTEST:

_____
City Clerk

PASSED: April 21, 2026
APPROVED: April 21, 2026

**EXHIBIT A**
**FIRE PROTECTION SERVICE AND EMERGENCY LIFESAVING AND RESCUE SERVICES AGREEMENT**

# RESOLUTION NO. 2026-01

## A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR FIRE PROTECTION SERVICES AND EMERGENCY LIFESAVING AND RESCUE SERVICES WITH THE CITY OF CRYSTAL LAKE

**WHEREAS,** the Crystal Lake Rural Fire Protection District (the "District") is a duly organized fire protection district under the laws of the State of Illinois; and

**WHEREAS**, the District has historically contracted with the City of Crystal Lake (the "City") for the provision of fire protection services and emergency lifesaving and rescue services; and

**WHEREAS**, the current agreement between the parties is set to expire, and the parties have negotiated a new agreement for the continuation of such services; and

**WHEREAS**, the proposed Agreement for Fire Protection Services and Emergency Lifesaving and Rescue Services (the "Agreement"), attached hereto as **Exhibit A**, sets forth the terms and conditions under which the City will continue to provide such services to the District ; and

**WHEREAS**, the Board of Trustees of the District has reviewed and determined that it is in the best interests of the District and its residents to enter into the Agreement;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Crystal Lake Rural Fire Protection District, McHenry County, Illinois, as follows:

**SECTION 1: INCORPORATION.** The foregoing recitals are hereby incorporated into and made a part of this Resolution as if fully set forth herein.

**SECTION 2: APPROVAL OF AGREEMENT.** The Agreement for Fire Protection Services and Emergency Lifesaving and Rescue Services between the District and the City, attached hereto as **Exhibit A**, is hereby approved in substantially the form presented.

**SECTION 3: AUTHORIZATION TO EXECUTE.** The President of the Board of Trustees is hereby authorized and directed to execute the Agreement on behalf of the District, and the Secretary is authorized to attest to the execution thereof.

**SECTION 4: FURTHER AUTHORITY.** The officers and officials of the District are hereby authorized to take such further actions as may be necessary or appropriate to carry out the intent of this Resolution and to perform the District's obligations under the Agreement.

**SECTION 5: EFFECTIVE DATE.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 7th day of April, 2026.

AYES: 3
NAYS: ø
ABSENT: ø

**CRYSTAL LAKE RURAL FIRE PROTECTION DISTRICT**

By: Kevin Sarnwick
Kevin Sarnwick, President

**ATTEST:**

By: Rachel Jesky
Rachel Jesky, Secretary

# CERTIFICATION

I, Rachel Jesky, do hereby certify that I am the duly appointed and acting Secretary of the Board of Trustees of the **Crystal Lake Rural Fire Protection District**, McHenry County, Illinois (the "District"), and that I am the keeper of the records and seal of the District.

I further certify that the foregoing is a true, correct, and complete copy of a Resolution entitled:

**"Resolution 2026-01 - A Resolution Authorizing the Execution of an Agreement for Fire Protection Services and Emergency Lifesaving and Rescue Services with the City of Crystal Lake"**

which Resolution was duly adopted by the Board of Trustees of the District at a properly noticed meeting held on the 7th day of April, 2026, at which a quorum was present and acting throughout, and that said Resolution has not been amended, modified, or rescinded and remains in full force and effect as of the date hereof.

I further certify that the Agreement attached hereto as **Exhibit A** is a true and correct copy of the Agreement approved by the Board of Trustees and authorized for execution pursuant to said Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the District this 7 day of April, 2026.

**CRYSTAL LAKE RURAL FIRE PROTECTION DISTRICT**

By: Rachel Jesky
Rachel Jesky, Secretary

(SEAL)

**AGREEMENT FOR FIRE PROTECTION SERVICES AND EMERGENCY LIFESAVING AND RESCUE SERVICES BETWEEN THE CITY OF CRYSTAL LAKE AND THE CRYSTAL LAKE RURAL FIRE PROTECTION DISTRICT**

This Agreement is made and entered into this _____ day of _____ 2026, between the CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation, (hereinafter referred to as the "City"), and the CRYSTAL LAKE RURAL FIRE PROTECTION DISTRICT, a duly organized fire protection district under the laws of the state of Illinois, (hereinafter referred to as the "District").

WHEREAS, the City is a Home Rule Unit of Government pursuant to Article VII, Section 6 of the Illinois Constitution and is empowered to provide fire protection services and emergency lifesaving and rescue services; and

WHEREAS, the City has provided fire rescue services and emergency lifesaving and rescue services (the "Services") to the District through contractual arrangements for a number of decades and the City currently provides the Services to the District, pursuant to an Agreement between the City and the District entered into in 2016 ( the "2016 Agreement")

WHEREAS, the City is a member of Southeast Emergency Communication (hereinafter referred to as "SEECOM"); and

WHEREAS, all 911 calls for emergency services for residents of the District are routed to SEECOM; and

WHEREAS, the 2016 Agreement is scheduled to expire on April 30, 2026; and

WHEREAS, the City and the District desire to enter into a contract for the continuation of Services by the City to the District.

NOW, THEREFORE, in consideration of the premises and the covenants and conditions of this Agreement, the parties hereto agree as follows:

1. The foregoing recitals are repeated and incorporated as though fully set forth herein.

2. The City agrees, at City's expense, to provide firefighting equipment and to maintain and care for said equipment, and to provide firefighters who shall, under the sole direction of the City, respond to all fire calls and operate said equipment within the District whenever such fires shall be reported to the City Fire Rescue Department in accordance with this Agreement.

3. City agrees to respond to fire calls within the District when dispatched by SEECOM or otherwise when the City receives a call or alarm from a person or automated alarm relating to a fire within the District, provided that the City receives accurate information concerning the location of the fire and the location of the caller and his or her name. If the fire is in a location not adjacent to the highway, the person reporting the fire shall furnish, if possible, someone to lead the firefighters to the location of the fire.

4. The City agrees to use equipment, as is required, to cover all fires in the District, as the District now or hereafter exists during the life of this Agreement. The District shall provide the City with reasonable notice of the boundaries of the District and any material changes thereto. If the City is unable to respond to fire calls within the District, it shall promptly request mutual aid in answering said calls.

5. Firefighters performing services pursuant to this Agreement shall retain all authority granted by applicable law, including the authority to require the assistance of available persons when necessary to extinguish or control a fire.

6. The City shall, at its own expense (unless otherwise provided in this Agreement), provide, maintain, and operate all necessary lifesaving and rescue equipment and facilities. The City shall also provide trained and properly qualified personnel who, under the direction and control of the City, shall respond to emergency lifesaving, rescue, and ambulance calls and operate such

equipment within the District when such calls are reported to the City in accordance with this Agreement.

7. The City agrees to respond to emergency lifesaving and rescue calls within the District, and otherwise when a person turns in a call for service and provides to the City accurate information concerning the location of the call, his or her name, and from where the call is made. The City currently contracts with SEECOM to dispatch personnel, equipment or both, as appropriate, to calls for Services. All calls for Services whether in the City, the District or any other governmental units which the City contracts to provide services shall be dispatched by SEECOM or such other agency contracted by the City in the order received on a priority basis. Dispatching may be limited from time to time by the capacity of the dispatch center's alarm system or by extreme conditions imposed by general disaster or other acts of God.

8. The City shall utilize such lifesaving, rescue, and ambulance equipment as is reasonably necessary to respond to emergency lifesaving and rescue calls within the District, as the District now exists or may hereafter be modified during the term of this Agreement. The City shall be responsible for determining the boundaries of the District and the territory located within the District for purposes of responding to calls under this Agreement. If the City is unable to respond to a call within the District, the City shall promptly request mutual aid to respond to the emergency.

9. The services provided by the City under this Agreement are limited to emergency lifesaving and rescue services and shall not include non-emergency ambulance transport or transfer services.

10. It is understood and agreed that all personnel utilized in the performance of services under this Agreement shall be employees of the City and shall remain under the direction, supervision, and control of the City and its designated officials at all times. The City shall retain exclusive

control over its personnel and equipment while responding to, operating at, and returning from emergency lifesaving, rescue, ambulance, and fire calls within the District, and shall deploy such personnel and equipment in its discretion as circumstances require. Neither the City nor the District shall be liable for any loss or damage arising from the failure to respond to, or any delay in responding to, emergency calls within the District.

11. The City is a participating member of the Mutual Aid Box Alarm System (MABAS). The City may enter into agreements with other units of local government for the exchange of mutual aid and automatic aid in the provision of services and the use of equipment, apparatus, and personnel. The District acknowledges that the City has previously entered into, and may in the future enter into, automatic aid and mutual aid agreements with other governmental units. Under the terms of such agreements, the City may be requested or obligated to provide services outside the City's corporate limits and outside the territory of the District, and other governmental units may similarly provide services within the City and within the District territory. The District agrees that the provision of services within the District territory by such other governmental units pursuant to automatic aid or mutual aid agreements, whether in lieu of or in addition to services provided by the City's Fire Rescue Department, shall be permitted under this Agreement and shall not require further consent of the District. The Parties further acknowledge that equipment, apparatus, or personnel of the City may at times be engaged in providing mutual aid or automatic aid services to other communities at the time a request for services is received within the City or the District. In such circumstances, the City shall respond to requests for service within the District with available equipment and personnel in the same manner and priority as calls for service within the City. The temporary unavailability of equipment or personnel due to an active mutual aid or automatic aid response shall not constitute a violation of this Agreement.

12. The District agrees to adopt, by ordinance, Chapter 251 ("Fire Code") of the Code of Ordinances of the City and those provisions of Chapters 154 ("Alarms"), 187 ("Building Code"), 192 ("Buildings, Numbering Of"), 230 ("Electrical Code"), 264 ("Fuel Gas Code"), 302 ("Housing Code"), 336 ("Mechanical Code") and 392 "Plumbing Code" that are relevant and supplementary to Chapter 251 and fire safety (hereinafter, collectively referred to as the "Adopted Code Provisions"), and all amendments to such Adopted Code Provisions either now in effect or as may be adopted in the future by the Mayor and City Council of the City. The City agrees to review all building plans submitted for construction within the District, and inspect all construction in the District to determine compliance with the District's fire codes and/or the Adopted Codes, including the Adopted Code Provisions. During the term of this Agreement, the City may conduct an inspection program for existing buildings within the District using available resources of the City Fire Rescue Department as may be determined the Chief of the City Fire Rescue Department.

13. The City shall have sole discretion in proceeding with any prosecution of violations of District Fire Codes and the Adopted Code Provisions within the District at the Administrative Law Court of the City of Crystal Lake or if determined appropriate by the City at the Circuit Court of McHenry County. Nothing within this section shall limit the District's ability to enforce code violations. The District hereby authorizes the City and its attorneys to engage in such prosecution in the name of and on behalf of the District. All fines assessed and collected as a result of the prosecution of violations by the City on behalf of the District shall be promptly tendered to the City. In addition to any other means available to the District in law or in equity, the District authorizes the City to enforce the provisions of this section by instituting an action under Chapter 3 of the Code of Ordinances of the City, entitled Administrative Adjudication. The Board of Trustees of the District may be advised of all violations of said codes in the District that the Fire Rescue Department is made aware of. The District further agrees to adopt, by

ordinance, Chapter 248 "Fines" of the Code of Ordinances as the schedule of fines to be assessed by the Administrative Law Court of the City or the Circuit Court for any violation of the Adopted Code Provisions, whether now in force or as may be adopted in the future by the Mayor and City Council of the City. The District agrees to adopt an ordinance establishing a fee schedule for inspections so that they shall be at all times the same fees as established by the City. The fees charged in the District shall equal the fees charged by the City, and the fees collected in the District by the City will be remitted to and/or retained by the City. These fees, fines and penalties collected pursuant to this Section of this Agreement shall not be considered to be payment in lieu of any portion of the Annual Fee (as hereinafter defined) due from the District to the City pursuant to section 14 of this Agreement.

14. Annual Fee.

a. The City operates and establishes its budget based upon a calendar year commencing on January 1st and terminating on December 31st (hereinafter an "Agreement Year"). The District agrees to pay the City an annual fee (hereinafter, "the Annual Fee") for the Services provided to the District by the City during each Agreement Year that this Agreement is in effect. It is the intention of the District and the City that the Annual Fee for Services provided during any Agreement Year in which this Agreement is in effect shall be due by not later than December 31st of the same Agreement Year.

b. By November 1st of 2026, and by November 1st of each Agreement Year thereafter during the term of this Agreement, the Finance Director for the City shall forward an invoice to the District setting forth the Annual Fee for Services provided by the City to the District during the then current Agreement Year. The Finance Director shall calculate such Annual Fee by taking the most recent rate extended by the McHenry County Clerk for Fire Protection upon the equalized assessed valuation ("EAV") of all property within the City (the "City EAV") and applying that same rate to the EAV of all property within the District ("District EAV") for the previous calendar year, except for the

Under Contract Annexed Territory, as defined below (the "Annual Fee Calculation"). For purposes of the Annual Fee Calculation, if new territory (hereinafter "New Territory"), other than the Under Contract Annexed Territory (defined below) is added to the District during the then current Agreement Year, the EAV for the previous calendar year of such New Territory shall be prorated based upon that portion of the then current Agreement Year that the New Territory was included in the District and the prorated EAV representing such New Territory shall be included in such Annual Fee Calculation The Annual Fee so calculated shall be paid by the District to the City by not later than December 31st of the then current Agreement Year.

c. In the event that during the calendar year immediately preceding any then current Agreement Year the District properly approves and files with McHenry County a levy ordinance which, when extended will provide the District with the maximum amount of property taxes permitted by law for the applicable levy year (including but not limited to the Illinois Property Extension Limitation Law (35 ILCS 200/18-185 *et. seq.)* the Annual Fee for the then current Agreement Year shall be reduced to an amount equal to ninety-three (93%) of all property taxes extended and collected by McHenry County and received by the District during such then current Agreement Year (the "Reduced Annual Fee"), excluding any property taxes attributable to Under Contract Annexed Territory (as defined below). In such event, the City agrees that the difference between the Annual Fee otherwise calculated under this Agreement and the Reduced Annual Fee shall be deemed satisfied and waived, and the District shall have no further obligation with respect to such difference.

d. Notwithstanding subparagraph (c), if the annual percentage increase in the Consumer Price Index for All Urban Consumers for all items published by United States Department of Labor during the calendar year immediately preceding the then current Agreement

Year, is 1.5% or less, the Reduced Annual Fee shall equal ninety-two percent (92%) of all property taxes extended and collected by McHenry County and received by the District during then current Agreement Year, excluding any property taxes attributable to Under Contract Annexed Territory. (as defined below).

e. For the avoidance of doubt, the District's 2025 Tax Levy Ordinance, and the tax revenue extended and received by the District in 2026 pursuant to that Ordinance, shall be used for purposes of calculating the Reduced Annual Fee applicable to the 2026 Agreement Year. The 2026 Reduced Annual Fee shall include a credit to the District for the prorated portion of the 2025-2026 fiscal year fee previously paid by the District for the period of January 1, 2026, through April 30, 2026 under the terms of the 2016 Agreement.

f. For purposes of this Section, prior to November 1st of any Agreement Year the District may provide the City's Finance Director with a levy extension projection worksheet or similar supporting documentation reflecting the total amount that the District proposes to levy in its levy ordinance to be adopted during such Agreement Year. If the District and the Finance Director agree, in writing, that the proposed levy amount, when extended will provide the District with the maximum amount of property taxes permitted by law for the applicable levy year (including but not limited to the Illinois Property Extension Limitation Law (35 ILCS 200/18-185 *et. seq* ) (the "Agreed Levy Amount"), such Agreed Levy Amount shall be deemed sufficient to satisfy the requirements of 14(c) for purposes of applying the Reduced Fee for the following Agreement Year.

g. Notwithstanding any other provision of this Section, the parties agree that if, during the Term of this Agreement or a Renewal Term, the District annexes territory that is located within the boundaries of a unit of local government with which the City has a then-current agreement to

provide fire rescue services ("Under Contract Annexed Territory"), then the Annual Fee attributable to such Under Contract Annexed Territory shall equal one hundred percent (100%) of all property taxes extended and collected by McHenry County and received by the District for such Under Contract Annexed Territory during the applicable calendar year, unless otherwise agreed in writing by the parties.

h. Any portion of the Annual Fee, the Reduced Annual Fee or any other amounts due under the terms of this Agreement which are not paid by December 31 of the applicable calendar year shall be deemed past due and shall accrue interest at the rate of one percent (1%) per month beginning January 1 of the following year until paid in full, provided however, that no interest shall accrue on any portion of the Annual Fee that is subject to a good faith dispute between the parties during such period of time that the parties are engaged in ongoing good faith negotiations to resolve such dispute.

15. Each party to this Agreement acknowledges the fiduciary responsibility each has to their respective constituencies. As such, the City and the District mutually recognize the need for the continuation of equitable distribution of the financial responsibilities for the fire, rescue and ambulance services provided according to the terms of this Agreement as well as the cost of capital equipment purchases, including but not limited to ambulances, fire engines, etc. (hereinafter the "Capital Equipment"). During the Initial Term of this Agreement and each Renewal Term thereafter (as defined in Section 22, below) the District will pay to the City a lump sum amount, as designated herein, which shall be applied by the City to pay for or assist in the payment of such Capital Equipment as may be deemed necessary and appropriate by the Chief of the Fire Rescue Department of the City, after consultation with the District and in consideration of the service needs of the District (hereinafter, the "Capital Payment(s)"). The Capital Payments required pursuant to this section shall each be made in a

single lump sum amount, during the Initial Term of this Agreement and each Renewal Term, within ninety (90) days of request by the City and shall be in addition to the Annual Fee required pursuant to section 14 of this Agreement. The Capital Payments due for the first five years of the Initial Term shall be $450,000. The Capital Payment for the second five-year period of the Initial Term shall be $450,000. During the first Renewal Term the Capital Contribution shall be $500.000. For each Renewal Term thereafter, the Capital Payment shall be an amount which is ten percent (10%) greater than the amount due for the immediately preceding Renewal Term. To the extent that the City has not expended all or any portion of the Capital Payments made by the District during the Initial Term or any Renewal Term, the unapplied amount will be retained by the City and carried over into the following Renewal Term(s) to be applied by the City to the purchase of Capital Equipment (the "Carryover Balance"). The fact that a Carryover Balance exists during any Renewal Term shall not reduce the obligation of the District to remit to the City the full Capital Payment due for such Renewal Term as described herein.

16. The City is currently under contract to purchase a new fire engine (the "New Fire Engine"). In addition to the Capital Payments and the Annual Fee, the District agrees to pay the sum of $1,000,000 to the City to be applied to the City's purchase of the New Fire Engine (the "Fire Engine Contribution"). The City anticipates that the New Fire Engine will be ready for delivery to the City in February of 2028 (the "Anticipated Fire Engine Delivery Date"). It is understood that that the Delivery Date may be modified by the manufacturer The District shall remit the Fire Engine Contribution to the City within fourteen (14) day of request by the City but not earlier than ninety (90) days prior to the Anticipated Fire Engine Delivery Date, unless earlier payment is required to be made by the City pursuant to the terms of the contract between the City and the entity selling the New Fire Engine to the City. In the event that the current contract for the New

Fire Engine is terminated, the Fire Engine Contribution shall be applied to any replacement fire engine that the City may contract to purchase upon the same terms as set forth in this Section.

17. The District receives Foreign Fire Insurance Fees ("FFIF") funds equal to 2% less third-party costs to collect said funds of the fire insurance premiums received by fire insurance companies that are not organized under the laws of the State of Illinois. The District agrees that in addition to the Annual Fee, (or the Reduced Annual Fee, as may be applicable) the Capital Payments and the Fire Engine Contribution the District will remit to the City all FFIF funds received by the District during the Initial Term and any Renewal Terms (the "FFIF" Payments"). The District shall remit the FFIF Payments to the City within sixty (60) days following receipt by the District of such FFIF Payments.

18. The City has an established non-resident ambulance service fee. Residents of the District will be charged City's non-resident rate which is in place at the time of transport. The City shall be responsible for billing and collection of said service fee. As further consideration for the City providing ambulance service to residents within the District, the parties agree that the City shall retain all income from providing ambulance service to residents within the District, whether the call originated in the City or in the District

19. The City has adopted an ordinance establishing a fire impact fee within its 1 - $^1/_2$ mile planning jurisdiction. The District agrees to remit all funds collected by means of said ordinance to the City. These funds shall not be considered as payment of the District's Annual fee pursuant to section 14 of this Agreement. If legislation is passed allowing the District to impose such an impact fee, the District agrees to adopt such an ordinance. Any impact fees collected by means of the District's ordinance will be remitted to the City. These fees, likewise, will not be considered as payment of the District's Annual Fee pursuant to section 14 of the Agreement. Any fire impact fee collected by another local government

entity within the jurisdiction of the District shall be remitted to the City. The District will use its best efforts to require any municipal authority seeking to annex District property to include impact fees or contributions to the District in any pre-annexation or annexation Agreement which will be remitted to the City. The District will use its best efforts to require any developer/owner seeking to develop within the District property the inclusion of impact fees or contributions to the District which will be remitted to the City.

20. Time is of the essence of this Agreement and any failure to make payments as herein provided within the provisions off the Illinois Local Government Prompt Payment Act, or breach of any other condition of covenant of this Agreement by the District or City shall constitute sufficient cause, at the District's or City's option, to terminate the Agreement.

21. The City shall be solely responsible for the compensation, benefits, and obligations owed to its employees under the Illinois Workers' Compensation Act and shall indemnify, defend, and hold harmless the District, its officers, employees, and agents from any claims, demands, liabilities, damages, or expenses arising out of injury to or death of any employee of the City under the Illinois Worker's Compensation Act in connection with the performance of services under this Agreement. The City further agrees to indemnify, defend, and hold harmless the District, its officers, employees, and agents from and against any claims, liabilities, damages, losses, or expenses arising out of or resulting from the negligent acts or omissions of the City, its employees, agents, or representatives in the performance of services pursuant to this Agreement. The City shall maintain during the term of this Agreement the following insurance coverage with insurers authorized to do business in the State of Illinois: (a) Workers' Compensation insurance as required by Illinois law; (b) Commercial General Liability insurance with limits of not less than $1,000,000 per occurrence and $3,000,000 aggregate; (c) Automobile Liability insurance covering all owned,

non-owned, and hired vehicles with limits of not less than $1,000,000 combined single limit; and (d) Umbrella or Excess Liability insurance sufficient to provide total liability limits of not less than $3,000,000 per occurrence. The District shall be named as an additional insured on the City's liability policies on a primary and non-contributory basis with respect to the services provided under this Agreement. The City shall provide the District with certificates of insurance evidencing such coverage and shall provide at least thirty (30) days' prior written notice of cancellation or material modification of such coverage.

22. This term of this Agreement shall begin on January 1, 2026 and shall end on December 31, 2036 (the "Initial Term"), and shall automatically be extended under the same terms and conditions, for four (4) successive five (5) year renewal terms ("Renewal Terms") unless at least six (6) months prior to the end of the then applicable term, either party delivers written notice of nonrenewal, in which case this Agreement shall not be so extended and shall expire at the end of said otherwise applicable term. This Agreement supersedes all prior Agreements between parties.

23. Upon cancellation or expiration of this Agreement, the City shall notify the Illinois Division of Insurance, 320 W. Washington Street, Springfield, Illinois, of said cancellation or expiration.

24. In any action or proceeding between the Parties to enforce or interpret this Agreement, or arising from an alleged breach of this Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party its reasonable attorneys' fees and costs incurred in such action or proceeding.

IN WITNESS WHEREOF, the District has caused this Agreement to be executed by the President and attested to by the Secretary of the Board of Trustees pursuant to an ordinance duly adopted by the board of Trustees of the District, and meeting held on the 17th day of March 2026

and the City has caused this Agreement to be executed on its behalf by the Mayor and attested to by the City Clerk pursuant to the provisions of an ordinance authorizing execution of the Agreement for fire protection between the City and the District, passed and approved on the_____ day of _____, 2026.

CRYSTAL LAKE RURAL
FIRE PROTECTION DISTRICT

By: Kevin Sarnowski
PRESIDENT

ATTEST:

By: Rachel Sedky
SECRETARY

CITY OF CRYSTAL LAKE

By: _____
CITY MANAGER

ATTEST:

By: _____
CITY CLERK

**Agenda Item No: 9f**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** McHenry County Department of Health Memorandum of Understanding

**Staff Recommendation:** Motion to adopt a Resolution authorizing the City Manager to execute a Memorandum of Understanding (MOU) with the McHenry County Department of Health for receiving and distributing medical countermeasures in a safe manner during an emergency incident

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

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**Background:**
The McHenry County Department of Health is the responsible strategic medication stockpile dispensing agency for the County. The Crystal Lake Fire Rescue Department and the McHenry County Department of Health have coordinated for numerous years to maintain a list of City employees for the strategic medication stockpile in the event of an emergency. The State of Illinois is now requiring each County to enter into a Memorandum of Understanding (MOU) to memorialize the strategic stockpile administration procedure. The Fire Rescue Department is requesting approval to enter into the MOU with the McHenry County Department of Health.

Under the MOU, the Fire Rescue Department serves as the "Closed Point of Distribution" dispensing agency to provide emergency medications for City employees only. The McHenry County Department of Health remains the designated agency for distributing medications to the general public in the County in the event of an emergency. The MOU is valid for one year from the date of execution and will automatically renew for successive one (1) year periods.

Legal counsel has reviewed and approved the MOU. There is no cost to the City to enter into the MOU.

**Votes Required to Pass:**
Simple majority

Res. 26R-___

**RESOLUTION**

**WHEREAS**, according to the Cities Readiness Initiative ("CRI") outlined by the Center for Disease Control and Prevention ("CDC") and the Department of Homeland Security ("DHS"), the McHenry County Department of Health ("Department") will be responsible for prophylaxis of residents and visitors in McHenry County using the Strategic National Stockpile ("SNS") as a result of a terrorist attack or large scale public health disaster and the Department must be capable of achieving this within 48 hours of activation; and,

**WHEREAS**, to assist with this mission and help dispense countermeasures rapidly, the City of Crystal Lake ("Closed POD Partner") agrees to provide emergency medical countermeasures from the SNS to their designated dispensing population and Closed POD Partner is capable of receiving and distributing medical countermeasures in a safe manner during an emergency incident; and,

**WHEREAS**, the Memorandum of Understanding ("MOU") outlines the framework for how the Department and Closed POD Partner will operate in partnership should the Mass Prophylaxis Plan be necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager is hereby authorized and directed to execute a Memorandum of Understanding with the McHenry County Department of Health for receiving and distributing medical countermeasures in a safe manner during an emergency incident.

DATED this 21st day of April, 2026.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
Haig Haleblian, MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: April 21, 2026
APPROVED: April 21, 2026

Draft

**MEMORANDUM OF UNDERSTANDING FOR**
**CLOSED POINT DISPENSING IN MCHENRY COUNTY**

WHEREAS, according to the Cities Readiness Initiative ("CRI") outlined by the Center for Disease Control and Prevention ("CDC") and the Department of Homeland Security ("DHS"), the McHenry County Department of Health ("Department") will be responsible for prophylaxis of residents and visitors in McHenry County using the Strategic National Stockpile ("SNS") as a result of a terrorist attack or large scale public health disaster and the Department must be capable of achieving this within 48 hours of activation;

WHEREAS, to assist with this mission and help dispense countermeasures rapidly, the City of Crystal Lake Fire Rescue Department ("Closed POD Partner") agrees to provide emergency medical countermeasures from the SNS to their designated dispensing population and Closed POD Partner is capable of receiving and distributing medical countermeasures in a safe manner during an emergency incident and

WHEREAS, this Memorandum of Understanding ("MOU") outlines the framework for how the Department and Closed POD Partner will operate in partnership should the Mass Prophylaxis Plan be necessary;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Department and Closed POD Partner do hereby enter into this MOU and agree as follows:

**Incorporation of Recitals/Headings**

The foregoing preambles are incorporated herein as if fully set forth herein. The "headings" contained in this MOU are for reference only, and the actual written provisions, paragraphs, and words of this MOU shall control.

**Partnership Deliverables**

**Closed Pod Partner:**

A. It is recommended that Closed POD Partner develop a Dispensing Plan ("Site Plan") in accordance with the requirements listed in the Department's Closed POD Plan Template, which will be made available to Closed Pod Partner. The Site Plan may be submitted to the Department for review and approval. Thereafter, any updates to Closed POD Partner's Site Plan may be submitted to the Department for approval.

B. Provide and update primary, secondary, and tertiary emergency points-of-contact to the Department.

C. Provide and update an estimated number of identified employees, household family members, clients, and other recipients to whom Closed POD Partner will dispense (the Designated Dispensing Population")

DRAFT

D. Assume responsibility for dispensing to the Designated Dispensing Population at a closed point of dispensing site chosen by Closed POD Partner and with no liability assumed by the Department.

E. Train and educate all Closed POD Partner staff and volunteers to be utilized during mass prophylaxis operations on the specifics of Closed POD Partner's Site Plan.

F. Participate in Department sponsored mass prophylaxis education, training or exercise opportunities.

G. Provide Closed POD Partner personnel and vehicle(s) to receive emergency supplies at a distribution location designated by the Department.

H. Arrange for sufficient security and traffic control at the closed point of dispensing.

I. Utilize medical countermeasures in accordance with the policies and procedures outlined in Department's Public Health Emergency Plan and Closed POD Partner's own Site Plan.

J. Dispense vaccines per established protocols utilizing licensed medical personnel (provided by the Closed POD Partner). For medication dispensing, licensed medical personnel are not required; dispensing may be conducted by trained Closed POD Partner staff in accordance with protocols. Dispensing protocols may be modified by the Illinois Department of Public Health and will be provided to Closed POD Partner by the Department at the time of an incident.

K. Not charge for medical countermeasures or the administration of medications provided through this MOU, except as permitted by the State of Illinois or the CDC.

L. Purchase and maintain all ancillary materials, excluding the SNS assets required for dispensing operations as required by the Site Plan.

M. Store medical countermeasures securely and in a climate controlled environment, according to storage and handling specifications for the product. Unused medical countermeasures will be returned to the Department upon request.

N. Maintain an accurate inventory of medical countermeasures and provide updates to the Department upon request.

O. Confidentially maintain accurate medical records and provide records to the Department upon request.

P. Complete and send to the Department a Final Incident Summary Report.

**The Department:**

A. Provide POD specific training and education opportunities to Closed POD Partner staff and volunteers.

B. Provide pre-incident planning and technical assistance.

C. Request from the CDC and distribute medical countermeasures to Closed POD Partner.

D. Provide Closed POD Partner with sample dispensing protocols prior to an incident and disseminate updated guidance at the time of a response.

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E. Provide Closed POD Partner with relevant situational awareness throughout the public health emergency.

F. Assist Closed POD Partner with demobilization such as collection of unused supplies and all documentation.

**Closed POD Partner and the Department mutually agree as follows:**

A. Confidentiality of patient information will be maintained as written and enforced by the Health Insurance Portability and Accountability Act ("HIPAA"). Certain HIPAA requirements may be lifted during a declared public health emergency. This will be communicated to Closed POD Partner by the Department.

B. This MOU shall not supersede any laws, rules or policies of the Department or Closed POD Partner.

C. Closed POD Partner's closed point of dispensing site will be activated only upon the request and direction of the Department.

D. Closed POD Partner's participation is voluntary during a declared public health emergency. If Closed POD Partner does not operate a closed point of dispensing site, the dispensing population will have the option to attend an open point of dispensing site operated by the Department.

## Term

The term of this MOU shall be a period of one (1) year from the date that the last Party signs this MOU and shall renew automatically for successive one (1) year periods unless terminated in accordance with the provisions herein. This MOU may be modified by mutual consent of authorized officials from the Department and Closed POD Partner. This MOU shall become effective upon signature by the authorized officials. The Department may terminate this MOU upon thirty (30) days prior written notice to Closed POD Partner. The Department's exercise of its right to terminate shall not limit Department's right to any other remedies allowed by law. The Department and Closed POD Partner are referred to in this MOU as a "Party" or collectively as "Parties". The Parties' confidentiality and indemnification obligations set forth in this MOU shall survive the termination of this MOU.

## Indemnification

Closed POD Partner hereby agrees to defend, indemnify and hold harmless the Department, all Department elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from performance under this MOU by Closed POD Partner or otherwise arising out of Closed POD Partner breach of the obligations contained in this MOU. The Department hereby agrees to defend, indemnify and hold harmless Closed POD Partner, all Closed POD Partner elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from performance under this MOU by the Department or otherwise arising out of Department's breach of the obligations contained in this MOU.

DRAFT

**Confidential Information**

Each Party to this MOU may from time to time disclose (in that capacity "Discloser") to the other Party (in that capacity "Recipient") information which Discloser regards as confidential. For the purposes of this MOU, "Confidential Information" means any information that a Party designates as confidential, is required by law to remain confidential, or which the receiving Party knows or has reason to know is confidential. Except as otherwise required by law, each Party agrees to maintain in confidence and not disclose to any other person or entity or utilize, directly or indirectly, any Confidential Information disclosed by the other Party in connection with this MOU or the discussions and negotiations leading thereto except information which is (i) already known and not received from the other Party in the course of negotiating or fulfilling this MOU, (ii) information which becomes generally available to the public through no fault of the Party who wishes to utilize the information, (iii) information received from a non-Party who has the right to disclose such information without breaching any obligations to the other Party, or (iv) information which a Party is legally obligated to disclose. Disclosure of Confidential Information shall be permitted if such disclosure is in response to a valid order of a court or other governmental body of the United States, any State, or any political subdivision thereof or is otherwise required to be disclosed by law (including the Freedom of Information Act). Closed POD Partner agrees to waive any and all potential claims or causes of action against Department and its employees arising out of Department's disclosure of Closed POD Partner's Confidential Information when such disclosure is made pursuant to the Freedom of Information Act. The Recipient agrees that it will (a) use such Confidential Information of the Discloser only to carry out the services contemplated by this MOU, (b) disclose such Confidential Information only to employees who have a reasonable need for such information, (c) instruct all employees who have access to Discloser's Confidential Information of the necessity to maintain the confidentiality of such information, (d) use at least as great a standard of care in protecting the Discloser's Confidential Information as it uses to protect its own information of like character, but in no event less than a reasonable degree of care, and (e) return or destroy all such Confidential Information upon request of the Discloser.

**Governing Law and Venue**

This MOU has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this MOU shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The Department and Closed POD Partner agree that the exclusive venue for all such disputes arising out of or related to this MOU shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the Department and Closed POD Partner hereby consent to the personal jurisdiction thereof.

**Relationship of Parties**

In performing under this MOU, Closed POD Partner shall at all times act as an independent contractor and not as an agent or employee of the Department.

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**Non-Appropriation**

This MOU is made subject to available budgetary appropriations and shall not create any obligation on behalf of the Department in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this MOU shall terminate without penalty or expense to the Department thirty (30) days after written notification of termination from the Department.

**Entire Agreement**

This MOU supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof, and contains all of the agreements between the Parties hereto with respect to the said matter. Each Party to this MOU acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by either Party which is not embodied herein and that no other agreements, statements, or promises not contained within this MOU shall be valid or binding. No modification concerning this MOU shall be of any force or effect, excepting a subsequent modification in writing, signed by both Parties.

**Severability**

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this MOU shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This MOU shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect. It is the intention of the Department and Closed POD Partner that if any particular provision of this MOU is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

**Compliance with Laws**

Closed POD Partner hereby covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations.

**Waiver**

The failure of the Department or Closed POD Partner to insist upon strict compliance with any provision of this MOU or its failure to enforce any right or remedy in any instance shall not constitute or be deemed to be a waiver of any provision, right, or remedy.

**Notice**

Any notice or communication concerning this MOU shall be effective if in writing and personally delivered or sent by certified mail, return receipt requested postage prepaid, to the following addresses:

DRAFT

If to the City of Crystal Lake Fire Rescue Department:

Eric Helm, City Manager
100 W. Woodstock Street
Crystal Lake, IL 60014

If to McHenry Department of Health ("Department"):

Melissa Adamson, Public Health Administrator
667 Ware Road
Woodstock, IL 60098

**Authority to Sign**

Each person signing below hereto agrees, represents and warrants that he or she has been duly and validly authorized to sign this MOU on behalf of their Party.

| | |
|---|---|
| McHenry County Department of Health | City of Crystal Lake |
| By: _____ | By: _____ |
| Melissa Adamson | Eric Helm |
| Public Health Administrator | Title : City Manager |
| Date: _____ | Date: _____ |

DRAFT

**Agenda Item No: 10**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

**Request:** Rezoning from O Office to R-O Residential Office to allow for the continued use of the home

John Kerpan, homeowner
84 N. Walkup Avenue

**PZC Recommendation:** To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the Rezoning to R-O Residential Office at 84 N. Walkup Avenue

**Staff Contact:** Elizabeth Maxwell, City Planner

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**Background:**

- Requests: Rezoning to R-O Residential Office.
- Zoning: The site is currently zoned O Office, but has been used as a single-family residence since its construction in 1905.
- Land Use: The land use map is Mixed Use. The residential use fits within the mixed-use land use.
- This is a historically landmarked home and the first private residence to be landmarked in Crystal Lake.
- The surrounding properties are zoned R-O and this request fits the character of the area.

**PZC Highlights:**

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

- The Planning and Zoning noted the request made sense to protect and preserve the use as a home.
- The PZC found that the petition met the Findings of Facts for the rezoning.

The Planning and Zoning Commission recommended **approval (4-0)** of the petitioner's request. Conditions are not placed on rezoning requests.

**Votes Required to Pass:** A simple majority vote

PIQ Map
84 N. Walkup Avenue



Ord. No. 8206
File No. 440

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A REZONING TO RESIDNETIAL OFFICE (R-O) AT 84 N. WALKUP AVENUE**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-33) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested Rezoning from O Office to R-O Residential Office to allow the continued use of the home at 84 N. Walkup Avenue; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on March 14, 2026, in the Northwest Herald, held a public hearing at 7:00 p.m., on April 1, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed rezoning; and

WHEREAS, on April 1, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Rezoning be approved, as documented in the minutes, and

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

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

Section I: That Rezoning from O Office to R-O Residential Office at 84 N. Walkup Avenue (14-32-454-020), Crystal Lake, Illinois is hereby approved.

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

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

Draft

Ord. No. 8206
File No. 440

DATED at Crystal Lake, Illinois, this 21st day of April, 2026.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, MAYOR

SEAL

ATTEST:

CITY CLERK

Passed: April 21, 2026
Approved: April 21, 2026

Draft

# #2026-33
# 84 N. Walkup Avenue – Rezoning
# Project Review for Planning and Zoning Commission

| | |
|---|---|
| **Meeting Date:** | April 1, 2026 |
| **Request:** | Rezoning from O Office to R-O Residential Office. |
| **Location:** | 84 N. Walkup Ave |
| **Acreage:** | Approximately 18,479 square feet |
| **Zoning:** | O Office |
| **Proposed Zoning:** | R-O Residential Office |
| **Surrounding Properties:** | North: R-O Residential Office<br>South: R-O Residential Office<br>East: Across Walkup O Office and B-4 Mixed Use Commercial<br>West: R-3B Multi-Family Residential |
| **Staff Contact**: | Elizabeth Maxwell (815.356.3615) |

**Background:**

- The site is an existing single-family residence and has been since 1905.
- The residential use is considered a non-conforming use due to the zoning district. The rezoning would make the use conforming and align with other properties in the area.
- The property is the historically landmarked Hale House. The house has been preserved and is an example of Queen Ann style architecture.

**Development Analysis:**

General

- Request: Rezoning to R-O Residential Office.
- Zoning: The site is currently zoned O Office.
- Land Use: The land use map is Mixed Use. The residential use fits within the mixed-use land use.
- Adjacent Properties:
    - In 2018, the City undertook a Comprehensive Rezoning to rezone many of the properties from Office to Residential Office. As there were a mix of homes, homes that were converted to offices, and office properties, the Residential Office better

encompassed the uses of the area. Some property owners did not sign the application to allow the rezoning and so their properties remained zoned Office.




Residential Office District.

General: The purpose of this district is to establish a shared residential and office area without creating unduly heavy vehicle traffic or noxious uses while continuing to promote stability of residential development and strengthen the economic base of the City. Contemplated areas for this zoning district are the City's Downtown District and areas surrounding the Virginia Street Corridor.

Character: The district is characterized by single-family residential structures with interior and exterior conversions for a business use.

Uses: This district is intended for a single-family use with full-time residential inhabitants with a first floor office use, which could include real estate, mortgage lender, lawyer, medical office, or other office use.

The use can solely be a residence.

**Findings of Fact:**
**REZONING**
The petitioner is requesting the rezoning from O Office to R-O Residential Office.
Criteria for Rezoning

a) The existing uses and zoning of nearby property.
☒ *Meets* ☐ *Does not meet*

b) The extent to which property values are diminished by a particular zoning classification or restriction.
☒ *Meets* ☐ *Does not meet*

c) The extent to which the destruction of property value of a petitioner property owner promotes the health, safety, morals or general welfare of the public.
☒ *Meets* ☐ *Does not meet*

d) The relative gain to the public as opposed to the hardship imposed on a petitioning property owner.
☒ *Meets* ☐ *Does not meet*

e) The suitability of the subject property for its zoned purposes.
☒ *Meets* ☐ *Does not meet*

f) The length of time the property has been vacant as zoned, considered in the context of land development in the area.
☒ *Meets* ☐ *Does not meet*

g) The Comprehensive Plan designation and the current applicability of that designation.
☒ *Meets* ☐ *Does not meet*

h) The evidence or lack of evidence, of community need for the use proposed.
☒ *Meets* ☐ *Does not meet*

**Recommendation:**
A motion to recommend approval of the petitioner's request to rezone the property to R-O Residential Office.

# City of Crystal Lake
# Development Application

Office Use Only
File # _____

**Project Title:** 84 N Walkup Ave - Re-zoning

**Action Requested**

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

**Petitioner Information**

[redacted]

**Owner Information (if different)**

**Name:** _____

**Address:** _____

_____

**Phone:** _____

**Fax:** _____

**E-mail:** _____

**Property Information**

**Project Description:** _____

We are the new owners of 84 N Walkup Avenue in Crystal Lake. We are interested in pursuing a re-zoning from O (Office) to RO (Residential - Office). It is currently legal non-confirming for single family residential, and we would like to be legal/conforming by moving to RO.

**Project Address/Location:** 84 N Walkup Ave, Crystal Lake, IL 60014

**PIN Number(s):** 14-32-454-020

## Development Team

Please include address, phone, fax and e-mail

**Developer:** _____

**Architect:** _____

**Attorney:** _____

**Engineer:** _____

**Landscape Architect:** _____

**Planner:** _____

**Surveyor:** _____

**Other:** _____

## Signatures

_____

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

[redacted]**ion.**

_____

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.

**CRYSTAL LAKE PLANNING AND ZONING COMMISSION**
**WEDNESDAY, APRIL 1, 2026**
**HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS**

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

## CALL TO ORDER

On roll call, commissioners, Laura Dzielski, Jeff Greenman, Bill Gronow, and Scott Smith were present. Stacy Mason, Kathy Repholz, and Al Skluzacek, were absent. Mr. Greenman confirmed that a quorum was present.

City Planner Elizabeth Maxwell was present from staff.

Mr. Greenman informed those in attendance that the meeting was being recorded for broadcast and future playback on the City's website. He led the group in the Pledge of Allegiance.

## 2026-33 – 84 N. WALKUP AVENUE – REZONING

Rezoning from O Office to R-O Residential Office.

Petitioners, John Kerpan and Charlie Kerpan, presented their request to rezone the property located at 84 N. Walkup Avenue from Office (O) to Residential Office (RO). Mr. Kerpan explained they recently purchased the historic residence and learned during the closing process that the property was classified as legal nonconforming residential use within the Office zoning district. Mr. Kerpan requested rezoning to ensure continued residential use of the property and to allow options of reconstruction as a residence in the event of substantial damage exceeding 50 percent of the structure. They were just married last September and are excited to put down roots in Crystal Lake.

Mr. Greenman opened the public comment portion of the meeting. With no one wishing to speak, Mr. Greenman closed the public comment portion and turned to staff to present the staff report.

Ms. Maxwell stated that several years ago, the City initiated a rezoning of homes and properties along the corridor to Residential Office due to the mix of homes, offices, and offices with residential units above. Ms. Maxwell explained that some properties did not take advantage of that rezoning at the time. Ms. Maxwell further stated that because the subject property has been a home since its inception, rezoning it to Residential Office makes sense and would protect the ability to rebuild the residence in the event of a catastrophe.

Mr. Smith stated the proposal made sense and welcomed Mr. and Mrs. Kerpan to Crystal Lake.

The Commissioners had no questions.

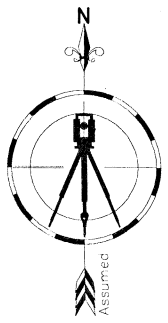
Mr. Smith made a motion to recommend approval of the petitioner's request to rezone the property to R-O Residential Office.

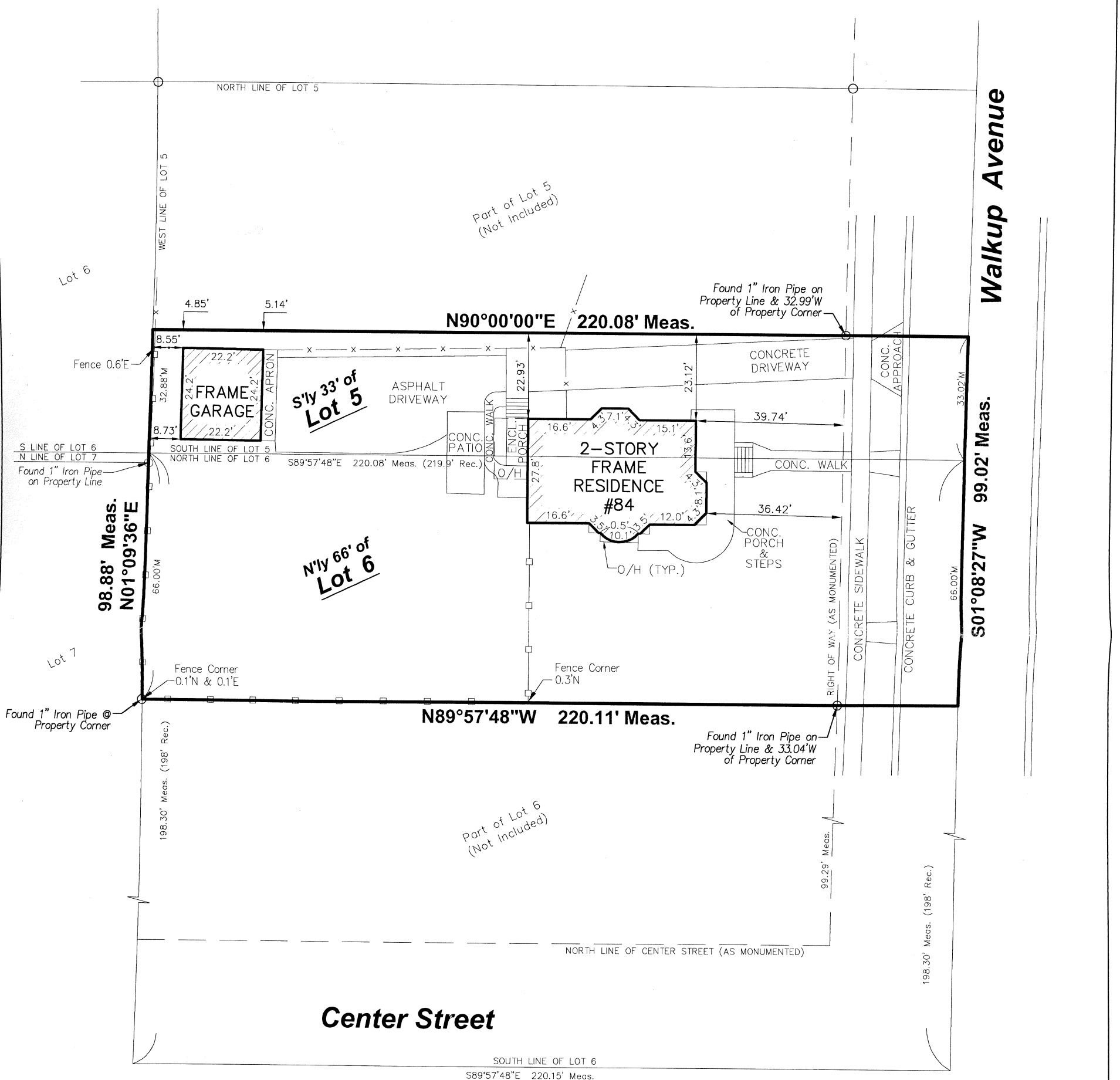
Mr. Gronow seconded the motion. On roll call, Members Dzielski, Gronow, Smith, and Greenman voted yes. The motion passed unanimously (4-0).

# Plat of Survey

LEGAL DESCRIPTION: THE NORTHERLY 66 FEET OF LOT 6 AND THE SOUTHERLY 33 FEET OF LOT 5, ALL IN BLOCK 1, TAKEN AS A TRACT IN WALKUP'S ADDITION TO NUNDA, BEING A SUBDIVISION OF PART OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 9, 1874 IN BOOK 55 OF DEEDS, PAGE 516, IN MCHENRY COUNTY, ILLINOIS.

PARCEL AREA: 21,775 Sq. Feet




JOAQUIN P. CAMACHO
35-4088
PROFESSIONAL
LAND SURVEYOR
STATE OF
ILLINOIS
CRYSTAL LAKE, IL

THIS DOCUMENT IS NOT VALID WITHOUT THE SURVEYOR'S SEAL

STATE OF ILLINOIS }
COUNTY OF MCHENRY }SS

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

_____, DATED JANUARY 20, 2026
JOAQUIN P. CAMACHO, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 4088
LICENSE TO BE RENEWED NOVEMBER 30, 2026

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

SNOW NOTE: DUE TO SNOW COVERAGE, NOT ALL IMPROVEMENTS MAY BE SHOWN.

0' 30' 60' 90'

**LEGEND**

- ○ FOUND IRON PIPE/BAR
- ● SET IRON BAR
- ⊗ PK NAIL
- × "X" SCRIBED INTO SURFACE
- WOOD FENCE
- CL/METAL/WIRE FENCE
- PLASTIC/VINYL FENCE

ABBREVIATIONS

| | |
|---|---|
| PUE | PUBLIC UTILITY EASEMENT |
| MUE | MUNICIPAL UTILITY EASEMENT |
| VUE | VILLAGE UTILITY EASEMENT |
| LE | LANDSCAPE EASEMENT |
| DE | DRAINAGE EASEMENT |
| BSL | BUILDING SETBACK LINE |
| PC | POINT OF CURVATURE |
| P.O.B. | POINT OF BEGINNING |
| R.O.W. | RIGHT OF WAY |


**LUCO SURVEYING**
*A Division of Polaris Surveying, Inc.*
54 Lou Street, Crystal Lake, IL 60014
PROFESSIONAL DESIGN FIRM NO. 184-007972
Telephone: (815) 526-3974
E-mail: admin@lucosurveying.com


Common Address: 84 N Walkup Avenue, Crystal Lake, IL
PIN: 14-32-454-020
Job Number: 26-76648 Drafted By: JJp
Client: Struck Law Group, LLC
Reference: N/A
Field Work Completion: 1-16-2026
Revision:

# THE HALE HOUSE

DIANA KENNEY

The Hale House at 84 N. Walkup Avenue is arguably one of the prettiest homes in Crystal Lake. With most of its original features still intact, this Queen Anne style home is as beautiful today as it was when it was built in 1905.

Characteristics of Queen Anne architecture include an asymmetrical look accomplished by an irregular roofline and variety of peaks and projections. The avoidance of flat walls is another characteristic and is accomplished by a variety of siding materials and designs. The Hale House features clapboard siding on the first floor, shingles on others, and a fan design in the gable peaks. Arched, oculus and tripartite windows embellished with lead and stained glass provide additional interest to the façade. The use of multiple paint colors also adds to the charm of the home.

The beauty of the Hale House carries through to the interior. Through the years, we have been able to peek inside the home, which features original oak trim and a fireplace built with locally produced terra cotta.



*Photo credit: Scott Carter, Hearth & Home: Real Estate Media Professionals*

The home was built by Alva and May Hale in 1905. Both Alva and May Hale trace their roots to some of McHenry County's earliest settlers. Alva Hale was born in 1869 on his family's 800-acre farm near Burton's Bridge. When he was 17 years old, he moved into town with his parents. Later, Alva operated a grocery store with Ben Throop. On June 6, 1894 he married May Hamilton. The newlywed's first home was in a house on Williams Street, just north of the Methodist-Episcopal Church.

May Hamilton Hale's mother's family came and settled in McHenry County in 1835. Her father's family settled here in 1840. Both May and Alva were proud of their family heritage.

In 1905, Alva sold his grocery business and became a farm implement dealer. That same year, the Hale's beautiful home on Walkup Avenue was built. The couple had two children: Hamilton and Marion.

Alva H. Hale was an active community member. For 32 years, he served as president of the Union Cemetery Association. He also served 26 years as Nunda Township Supervisor. Other notable positions include grade school and high school board member, director of Citizen State Bank and later director of United State Bank. He was a member of the Nunda Lodge No. 169.

According to McHenry County property records, the Hale family owned the house until 1967. In 1973 it was purchased by Hugh and Virginia Engelman, who spent over three decades restoring the home to its former grandeur. The Engelmans removed aluminum siding to expose the original wood clapboards and decorative wood shingle work. In 1998 Hale House became the first privately owned home to be landmarked by the newly formed Historic Preservation Commission. This landmark status protects the home from inappropriate changes to the exterior and ensures that future residents and visitors will be able to view and appreciate this beautiful Queen Anne style home located in the heart of Crystal Lake.

**About the Author:** Diana Kenney is President of the Crystal Lake Historical Society. To contact Diana, email info@cl-hs.org.

**Agenda Item No: 11**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Sign Variations to allow:
1) two wall signs to extend beyond the tenant suite lease area
2) a wall sign to be 80% of the width of the tenant suite, instead of the maximum of 70%

**Location:** Menchie's Frozen Yogurt at 570 Water's Edge Boulevard

**Petitioner:** Sieglinde & Daniel Savas, tenant
2809 Federal Court, Crystal Lake

**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:** Elizabeth Maxwell, City Planner
Darrell Moore, Assistant City Planner

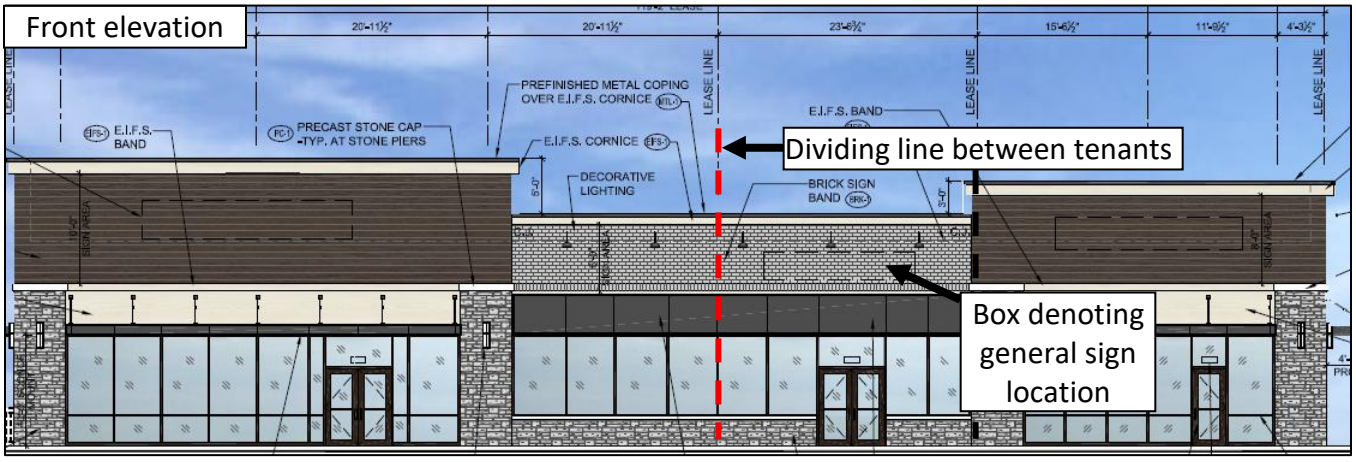
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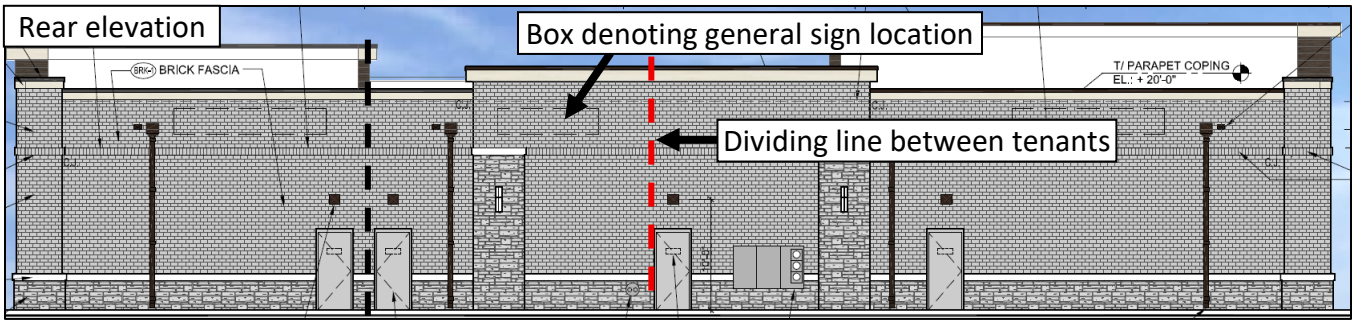
**Background:**

- The petitioner will soon be opening a Menchie's Frozen Yogurt in the new Water's Edge development. They are seeking sign variations that will allow their front and rear wall signs to be centered on the building, despite these locations extending over their tenant suite lease line, and to allow the width of one wall sign to exceed the UDO maximum of 70% of their tenant suite width.
- The strip center at 570 Water's Edge Boulevard is in the late stages of construction with tenant build-outs underway. The petitioner has signed a 10-year lease. The petitioner's unit is significantly narrower than the other two adjacent units within the building between which it is positioned, and it is off-center based on the building massing.
- The petitioner was unaware until applying for sign permits that their wall signs could only be placed directly above their tenant suite.
- The petitioner's first attempt to obtain sign permits began in December, but two different versions of that application were ultimately unsuccessful due to Menchie's requirements for franchise signs. The most recent permit application made to comply with Menchie's requirements was submitted March 31.

**Analysis:**

- The sign code section of the UDO requires that:
  - Signs must be placed on the site of the business to which they refer. In a commercial strip center such as this, that means within the limits of the tenant suite lease boundaries.
  - Wall signs for interior units are limited to a total of 75 square feet in area with no sign (or façade) being more than 50 square feet in area and not more than 70% of the width of the tenant suite width.
- The architectural design of the strip center is comprised of three massings: a taller segment, a lower middle segment, and a taller end segment. The petitioner's unit is in the middle segment but only comprises south half of it. In limiting the sign to the tenant suite lease area, the sign placement will be asymmetrical on the larger wall. The petitioner is seeking a variation to address this.
- The wall sign size requirements are mostly met by the petitioner's proposal: the total sign area of the two signs is 65 square feet, and the larger sign is 48.6 square feet. However, the width of the larger sign is 18.8 feet, or 80% of the tenant suite width, instead of the maximum allowed 70% (or 16.5 feet). If the variation is approved to allow the signs to be centered on the building, restricting the width of this sign to the unit width becomes less relevant, as it is intended to make sure signs are proportional to their allowed sign placement areas. If the signs are allowed to be centered, they will be appropriately proportional to the width of the walls on which they are installed.
- The petitioners assert that the building layout and tenant spacing, which is not under their control, constitutes a hardship because placing the signs off center on the wall would reduce visibility and diminish the signs' effectiveness. They maintain that granting of the variations will improve the appearance of the building and that centering the sign on the façade is necessary to maintain proper visibility, proportionality, and alignment with the building's architectural features.
- Having signed the application, the property owner has given his approval. Additionally, the neighboring tenant whose lease area will be encroached upon has submitted a letter in favor of the request.






**Allowed Signage**

Front max: 50 sq ft and 70% of unit width

Rear max: 25 sq ft and 70% of unit width




**Requested Signage**

Front: 48.6 sq ft and 80% of unit width

Rear: 16.4 sq ft and 46% of unit width

Both: Crosses tenant suite boundary




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 of approval is made, the following conditions are suggested:

1. The sign shall be consistent with the following provided documents:
   A. Application (Savas, 4/10/26)
   B. Sign Plan (Stratus, 3/10/26)

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

**Votes Required to Pass:** Simple majority vote

**Parcel in Question**

570 Water's Edge Boulevard



Ord. No.
File No.

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING SIGN VARIATIONS FOR MENCHIE'S FROZEN YOGURT AT 570 WATER'S EDGE BOULEVARD**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-065) before the City of Crystal Lake, the Petitioner has requested sign variations to allow: 1) two walls signs to extend beyond the tenant suite lease area; and 2) a wall sign to be 80% of the width of the tenant suite, instead of the maximum of 70%, for Menchie's Frozen Yogurt at 570 Water's Edge Boulevard, Crystal Lake, Illinois; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council on April 21, 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 requested; and

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

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 sign variations be granted to allow: 1) two wall signs to extend beyond the tenant suite lease area; and 2) a wall sign to be 80% of the width of the tenant suite, instead of the maximum of 70%, for Menchie's Frozen Yogurt at 570 Water's Edge Boulevard (PIN 19-09-127-016, Crystal Lake, Illinois.

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

1. The sign shall be consistent with the following provided documents:
   A. Application (Savas, 4/10/26)
   B. Sign Plan (Stratus, 3/10/26)

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

Draft

Ord. No.
File No.

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

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

DATED at Crystal Lake, Illinois, this 21st day of April, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____

Haig Haleblian, MAYOR

SEAL

ATTEST:

_____

City Clerk

Passed: April 21, 2026
Approved: April 21, 2026

Draft

# *City of Crystal Lake*
# *Sign Variation Application*

*IMPORTANT:* Please submit a completed application along with sign details and a $100 application fee to the Planning and Economic Development Department. The application must be submitted by Friday, two weeks prior to the intended Council meeting. City Council meetings are held the first and third Tuesdays of each month.

**Property Address:** 570 Water's Edge Blvd. Crystal Lake , IL 60014

| ***Petitioner Information*** | ***Sign Owner Information (if different)*** |
|---|---|
| Name: Dan and Sieglinde Savas | Name: |
| Address: 2809 Federal Ct. | Address: |
| Crystal Lake, IL 60012 | |
| Telephone: [redacted] | Telephone: |
| Email: [redacted].com | Email: |

***Sign Details***

Type of Sign: ☑ Wall ☐ Free Standing ☐ Other: _____

Illumination Type: ☐ Non-illuminated ☐ Internally Illuminated ☑ Externally Illuminated

***Prior to requesting a variation, please make all reasonable efforts such as utilizing color, lettering legibility, contrast, illumination or graphic composition to increase the reading effectiveness of the proposed sign within the requirements of the Ordinance.***

Variation Requested: Please see attached.

***Variations can only be approved 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. Please indicate how the following standards are met:***

1. Unique Hardship: Explain how the proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship Please see attached.

2. Not harm public welfare: 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 be itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of property Please see attached.

3. Consistent with Intent: The proposed variation is in harmony with the intent, purpose, and objectives of the Ordinance Please see attached.

***Signatures***

[redacted] 4/13/26

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

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

[redacted]

**Property 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.

**Variation Requested:**

The proposed variation requests approval to install the Menchie's Frozen Yogurt exterior sign in a centered position on the building façade, rather than strictly within the tenant's lease line. This placement results in a minor encroachment beyond the lease boundary but aligns with the architectural design of the building and the established sign placement pattern within the shopping center.

Significant efforts have been made to comply with the Ordinance through appropriate use of color, lettering, contrast, and brand-consistent design. However, due to the building layout and tenant spacing, strict adherence to the lease line would result in a sign placement that is visually off-center and less effective for visibility and readability.

We have 2 signed documents from the tenant whose lease line is being encroaches, as well as a signed document from the landlord who supports this request.

1. **Unique Hardship: Explain how the proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.**

The requested variation is not based on convenience, but rather on a practical limitation created by the building's façade design and tenant configuration.

The Menchie's storefront is positioned within a multi-tenant building where strict adherence to the lease line would force the sign into an off-centered and visually inconsistent position. This would reduce visibility to passing traffic and diminish the effectiveness of the signage, which is contrary to the intent of the Ordinance.

Centering the sign on the façade is necessary to maintain proper visibility, proportionality, and alignment with the building's architectural features. This condition is unique to the specific layout of this tenant space and creates a demonstrable hardship in achieving effective signage within the strict lease line boundary.

2. **Not harm public welfare: 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 be itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of property**

The proposed sign placement will not be detrimental to public welfare or injurious to surrounding properties.

The sign is consistent in size, scale, and design with other tenant signage within the shopping center and will not introduce any unusual lighting, motion, or visual distraction. It will not obstruct sightlines, interfere with traffic visibility, or create any safety concerns.

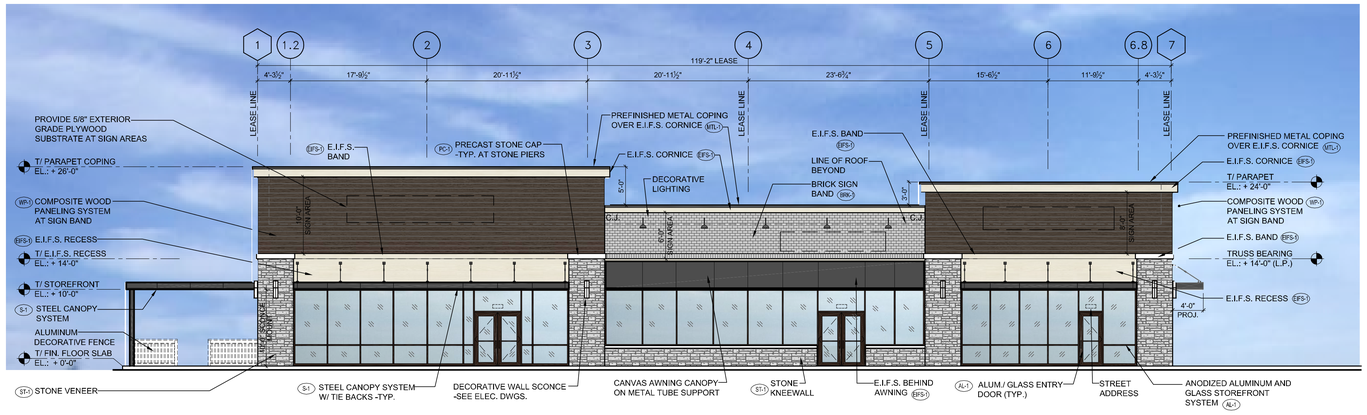
Additionally, the centered placement will enhance the overall visual appearance of the building by maintaining a clean, balanced, and professional look that is consistent with neighboring tenants. This contributes positively to the character of the commercial area and does not negatively impact property values.

3. **Consistent with Intent: The proposed variation is in harmony with the intent, purpose, and objectives of the Ordinance.**

The requested variation is fully in harmony with the intent and purpose of the Ordinance, which is to ensure signage is safe, effective, and aesthetically appropriate.

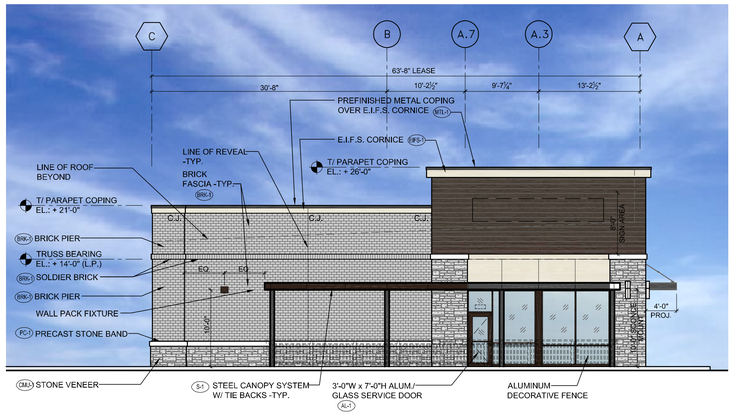
The centered placement improves readability and visibility while maintaining a high standard of design and consistency with the overall shopping center. The sign adheres to all other applicable requirements, including appropriate scale, materials, and illumination.

Approving this variation allows the sign to function as intended—clearly identifying the business to the public—while preserving the visual integrity of the building and surrounding area.



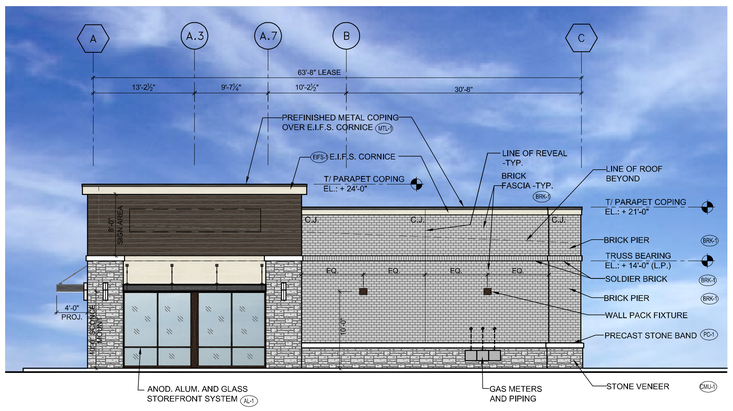

1 EL-1 **FRONT ELEVATION (WEST)**

SCALE: 1/8" = 1'-0"



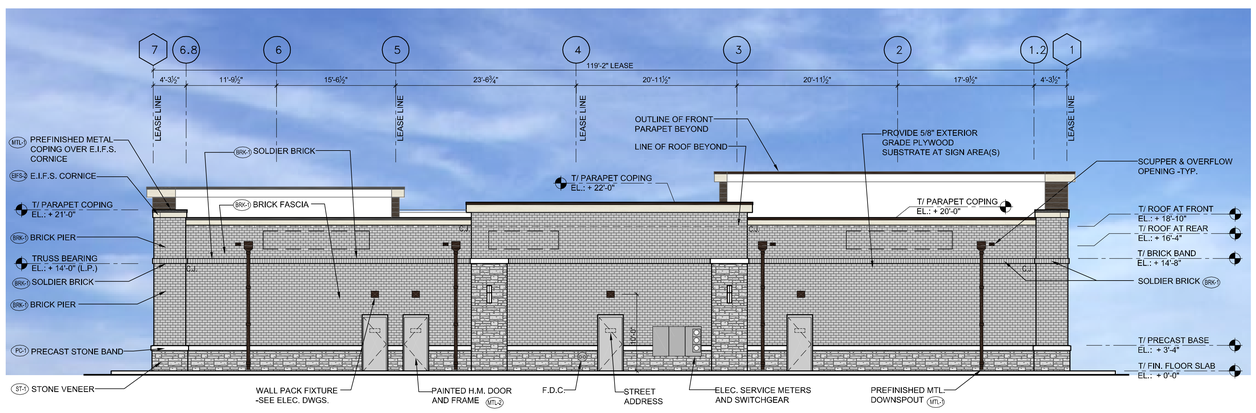

2 EL-1 **SIDE ELEVATION (NORTH)**

SCALE: 1/8" = 1'-0"




3 EL-1 **SIDE ELEVATION (SOUTH)**

SCALE: 1/8" = 1'-0"




4 EL-1 **REAR ELEVATION (EAST)**

SCALE: 1/8" = 1'-0"

**SIGNAGE NOTE:**

SIGN CONTRACTOR TO PROVIDE & INSTALL SIGN (SUBMIT NECESSARY DETAILS FOR APPROVAL BY CITY)

5/8" EXTERIOR GRADE F.R. PLYWOOD SHEATHING TO BE SUBSTITUTED IN PLACE OF DENS GLASS AT PROPOSED SIGNAGE AREA & ADDITIONAL BLOCKING AS NECESSARY FOR FOR ANCHORING REQUIREMENTS.
(G.C. TO VERIFY SIZE/LOCATION OF SIGN)

PROVIDE J-BOX & CONDUIT TO NEW ELEC. PNL(S) FOR EACH TENANT'S SIGN (CONFIRM WITH EACH TENANT ON REQUIREMENTS & FINAL SIGN LOCATIONS)

**CANVAS AWNING NOTE:**

SUNBRELLA CANVAS AWNING

1"x1" ALUM. SQ. TUBING FRAME (PROVIDE NECESSARY BLOCKING FOR ANCHORING REQUIREMENTS)
-PAINTED TO MATCH CANVAS
(ENDS OF AWNING ARE NOT CLOSED)

COLOR: TO BE DETERMINED BY TENANT(S) - T.B.D.

NOTE: SUBMIT CUT-SHEET FOR FINAL APPROVAL

**DECORATIVE WALL SCONCE:**

REFER TO ELECTRICAL DRAWINGS FOR MAKE / MODEL INFORMATION

COLOR: TO MATCH STOREFRONT GLASS: CLEAR FROSTED ACRYLIC

NOTE: SUBMIT CUT-SHEET FOR FINAL APPROVAL

**ENTRY / SERVICE DOOR NOTE:**

ALL DOOR LOCATIONS TO BE COORDINATED WITH TENANT TI PLANS TO CONFIRM EXACT LOCATION

## MATERIAL LEGEND

| DESIGNATION | MATERIAL/COLOR/TEXTURE | MANUFACTURER |
|---|---|---|
| EIFS-1 | EXTERIOR INSULATION AND FINISH SYSTEM<br>COLOR : CREAM<br>NOTE : FIELD COLOR | DRYVIT<br>OR APPROVED EQUAL |
| BRK-1 | UTILITY SIZE FACE BRICK<br>NOTE: THIN BRICK TO BE USED ABOVE ALL STOREFRONT LOCATIONS<br>COLOR : LIGHT GRAY (SMOOTH FINISH)<br>- PROVIDE INTEGRAL WATER REPELLENT | ENDICOTT CLAY PRODUCTS<br>OR APPROVED EQUAL |
| PC-1 | PRECAST CONCRETE BAND/PIER CAP<br>COLOR : WHITE #100<br>- SMOOTH FINISH | CONTINENTAL CAST STONE<br>OR APPROVED EQUAL |
| ST-1 | THIN STONE VENEER (LIGHT GRAY VARIATION)<br>COLOR: LIGHT GREY VARIATION<br>- PROVIDE INTEGRAL WATER REPELLENT IN BLOCK AND MORTAR ("DRY-BLOCK") | DUTCH QUALITY<br>OR APPROVED EQUAL |
| MTL-1 | PREFINISHED METAL COPING<br>COLOR DARK GRAY | BERRIDGE ALUM CORP<br>655 FRATT RD<br>SAN ANTONIO, TX<br>(800) 669-0009 |
| MTL-2 | INSULATED HOLLOW METAL DOOR AND FRAME - COLOR : PRIMED AND PAINTED TO MATCH ADJACENT MATERIAL COLOR | BENJAMIN MOORE<br>OR APPROVED EQUAL |
| S-1 | STEEL CANOPY SYSTEM<br>COLOR: 'DARK GRAY'<br>TEXTURE: POWDERCOAT | BENJAMIN MOORE<br>OR APPROVED EQUAL |
| WP-1 | COMPOSITE WOOD PANELING SYSTEM<br>COLOR: DARK BROWN<br>TEXTURE: WOOD GRAIN (HORIZONTAL) | NICHIA<br>OR APPROVED EQUAL |
| AL-1 | 'DARK BRONZE' ANODIZED ALUMINUM STOREFRONT SYSTEM WITH LOW E DOUBLE INSULATED CLEAR GLASS (NON-TINTED)<br>- WIDE STILE. TEMPERED AS REQUIRED<br>NOTE: NO TEMPORARY HARDWARE | KAWNEER COMPANY, INC.<br>1377 EAST INDUSTRIAL DRIVE<br>ITASCA, IL 60143<br>(630) 773-3700<br>OR APPROVED EQUAL |
| | | |

GENERAL NOTE:

GENERAL CONTRACTOR TO VERIFY W/ OWNER FOR ALL FINISHES. COLORS & MANUFACTURERS TO BE SUBMITTED FOR FINAL APPROVAL PRIOR TO WORK.


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


PROJECT:

CORE ACQUISITIONS

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

PROJECT:

**PROPOSED**
BUILDING SHELL
**FOR**
COMMERCIAL DEVELOPMENT
(LOT 3)

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

SHEET TITLE:
EXTERIOR ELEVATIONS

| NO. | DATE | DESCRIPTION |
|---|---|---|
| | 03.28.25 | FOR REVIEW |


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DRAWN BY: | CHECKED BY:

SHEET:

# EL-1

JOB NO. XXXXX

Stratus

onestratus.com
888.503.1569

**LOCATION NUMBER:**

574057

**SITE ADDRESS:**

570 WATERS EDGE BLVD. UNIT D.
CRYSTAL LAKE, IL. 60014

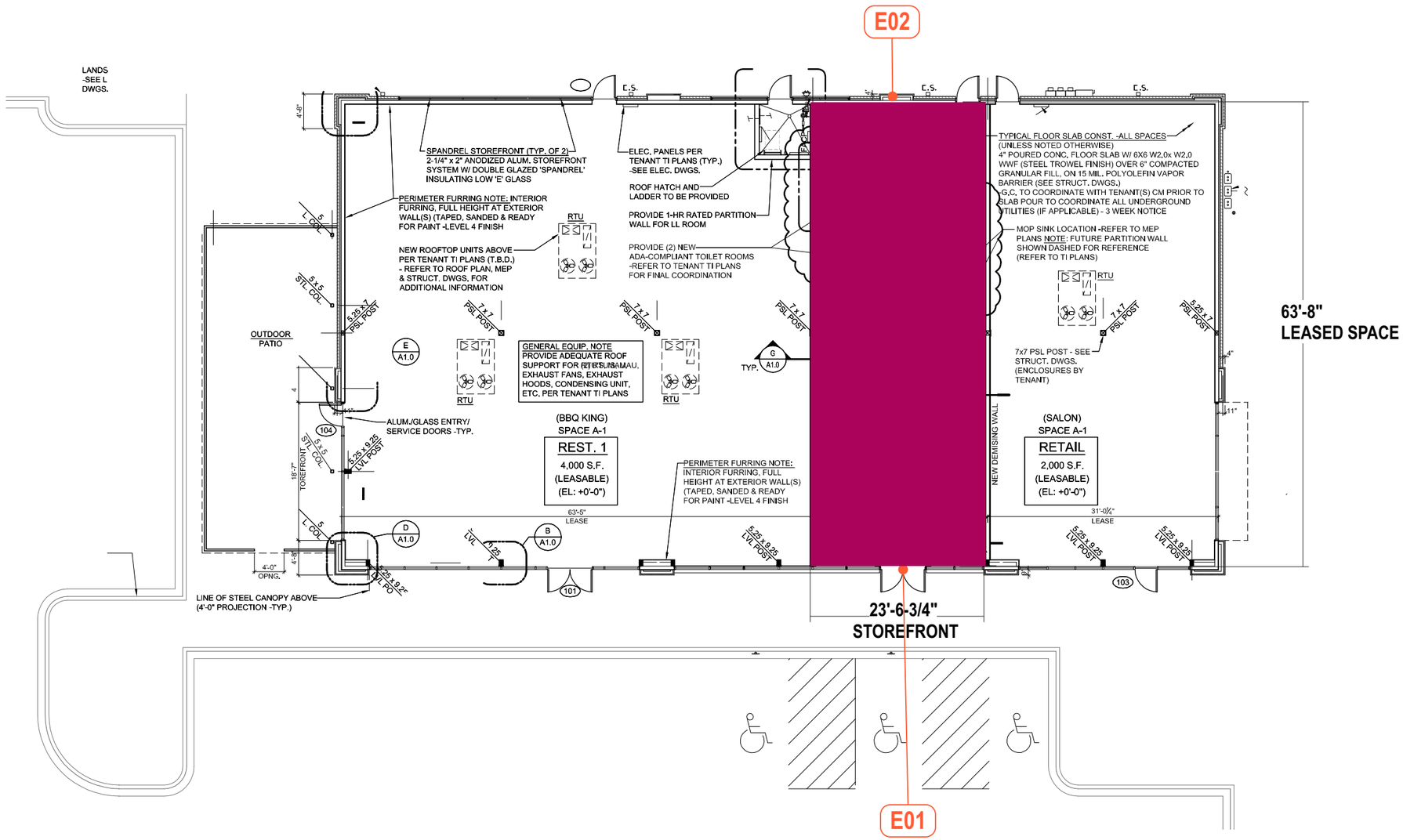
*View in Google Maps*

menchie's frozen yogurt

# SITE PLAN

Scale: 1/16" = 1'-0"

E03 LOCATION TO BE VERIFIED





Stratus
onestratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569


CLIENT: menchie's frozen yogurt

ADDRESS: 570 WATERS EDGE BLVD UNIT D. CRYSTAL LAKE, IL. 60014

PAGE NO.: 2

ORDER NUMBER: 1253399

PROJECT NUMBER: 89512

SITE NUMBER: 228823

PROJECT MANAGER: ASHLEY KAPLAN

ELECTRONIC FILE NAME: G:\ACCOUNTS\M\Menchies\2026\IL\228823_Crystal Lake\228823_Crystal Lake_R6

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|---|---|---|---|---|---|---|---|
| Original | 574057 | 01/21/26 PB | | | | | |
| Rev 1 | 575357 | 01/27/26 PB | | | | | |
| Rev 2 | 576535 | 02/03/26 PB | | | | | |
| Rev 3 | 577448 | 02/06/26 PB | Revised E02 position from centered | | | | |
| Rev 4 | 578396 | 02/11/26 PB | Revised leased space size | | | | |
| Rev 5 | 583452 | 03/06/26 PB | | | | | |
| Rev 6 | 584141 | 03/10/26 Z-MH | | | | | |


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## E01 FRONT ELEVATION - WEST

Scale: 1/8"=1'-0"






**PROPOSED SIGNAGE**

Stratus

onestratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT: menchie's frozen yogurt

ADDRESS:
570 WATERS EDGE BLVD UNIT D.
CRYSTAL LAKE, IL. 60014

PAGE NO.: 3

ORDER NUMBER: 1253399

PROJECT NUMBER: 89512

SITE NUMBER: 228823

PROJECT MANAGER: ASHLEY KAPLAN

ELECTRONIC FILE NAME:
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|---|---|---|---|---|---|---|---|
| Original | 574057 | 01/21/26 PB | | | | | |
| Rev 1 | 575357 | 01/27/26 PB | Revised from 24" letterset | | | | |
| Rev 2 | 576535 | 02/03/26 PB | | | | | |
| Rev 3 | 577448 | 02/06/26 PB | | | | | |
| Rev 4 | 578396 | 02/11/26 PB | Revised leased space size | | | | |
| Rev 5 | 583452 | 03/06/26 PB | Survey info and photo added | | | | |
| Rev 6 | 584141 | 03/10/26 Z-MH | | | | | |

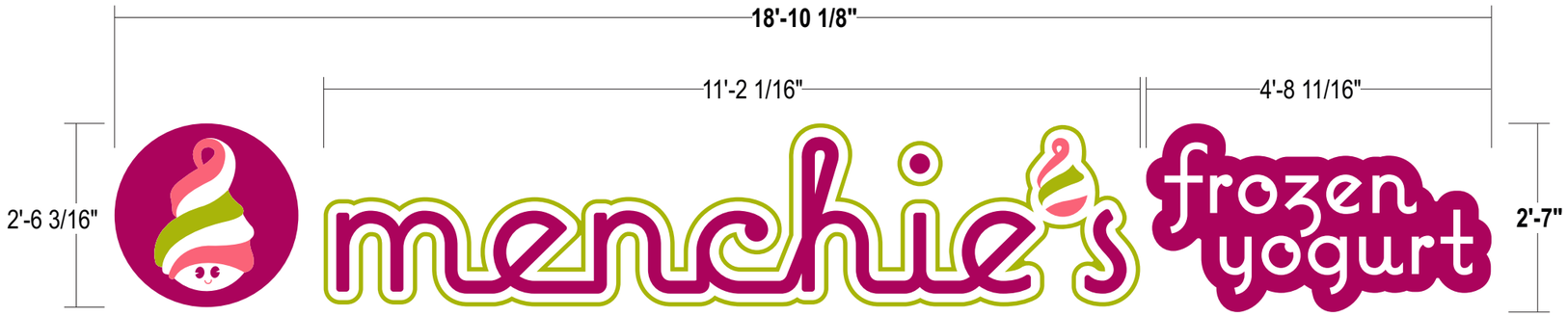
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# E01 FACE LIT / HALO LIT CHANNELS

Scale: 1/2"=1'-0"

**MFY-FLBL-RMT-IN-31**

48.6 square feet




**COLOR PALETTE**

- Exposed white substrate
- 3M 3630-68 Rose Mauve
- Pantone 583C Green
- Pantone 220C Raspberry 3M 3630-133
- Jewelite Silver Metallic
- 3M 3635-70 White Diffuser
- SPACER COLOR TBD

Paint finish to be satin unless otherwise specified

**FACES:** .177" #7328 white acrylic w/ surface applied translucent vinyl to match colors shown

**TRIMCAP:** 1" Silver Metallic jewelite trimcap

**RETURNS:** 3" Deep .040 alum. returns pre-finished white interior / exterior painted Raspberry

**BACKS:** .177" Clear polycarbonate w/ applied White diffuser film to diffuse LED's

**ILLUM.:** Principal Sloan White LED's as required by manufacturer;
**Remote Power Supplies**

**INSTALL:** Thru bolted to wall surface with 1-1/2" stand offs into approved blocking
12" standard length of min 3/8" threaded rod will be supplied unless otherwise noted;
Spacers to be provided and painted to match sign band

**QUANTITY:** **(1) ONE SET REQUIRED**

**ALL SIGNS TO COMPLY WITH UL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.**

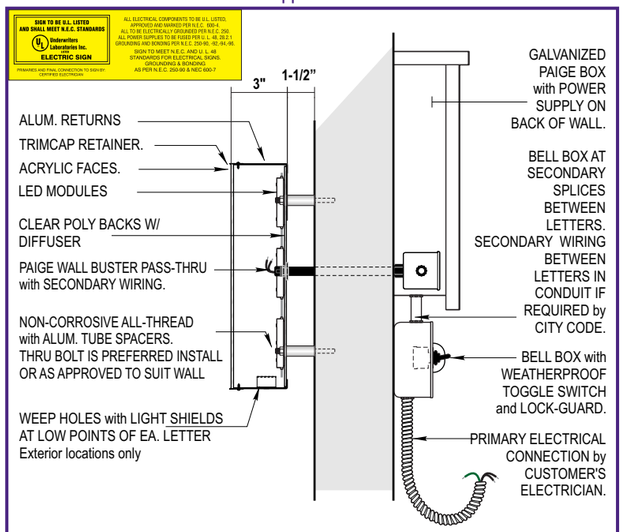
THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

## SIMULATED NIGHT VIEW




Contact PRODUCTION CONTROL for approval on deviation from Stratus standards.




**FACE & HALO LIT CHANNELS: Stand Off**

CHL-03 NOT TO SCALE


Stratus
onestratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569


CLIENT: menchie's frozen yogurt

ADDRESS: 570 WATERS EDGE BLVD UNIT D. CRYSTAL LAKE, IL. 60014

PAGE NO.: 4

ORDER NUMBER: 1253399

PROJECT NUMBER: 89512

SITE NUMBER: 228823

PROJECT MANAGER: ASHLEY KAPLAN

ELECTRONIC FILE NAME: G:\ACCOUNTS\M\Menchies\2026\IL\228823_Crystal Lake\228823_Crystal Lake_R6

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| Rev 6 | 584141 | 03/10/26 Z-MH | | | | | |


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# E02 REAR ELEVATION - EAST

Scale: 3/16"=1'-0"






**PROPOSED SIGNAGE**


Stratus
onestratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569


CLIENT: menchie's frozen yogurt

ADDRESS: 570 WATERS EDGE BLVD UNIT D. CRYSTAL LAKE, IL. 60014

PAGE NO.: 5

ORDER NUMBER: 1253399

PROJECT NUMBER: 89512

SITE NUMBER: 228823

PROJECT MANAGER: ASHLEY KAPLAN

ELECTRONIC FILE NAME: G:\ACCOUNTS\M\Menchies\2026\IL\228823_Crystal Lake\228823_Crystal Lake_R6

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| Rev 4 | 578396 | 02/11/26 PB | Revised leased space size | | | | |
| Rev 5 | 583452 | 03/06/26 PB | Survey info and photo added | | | | |
| Rev 6 | 584141 | 03/10/26 Z-MH | | | | | |

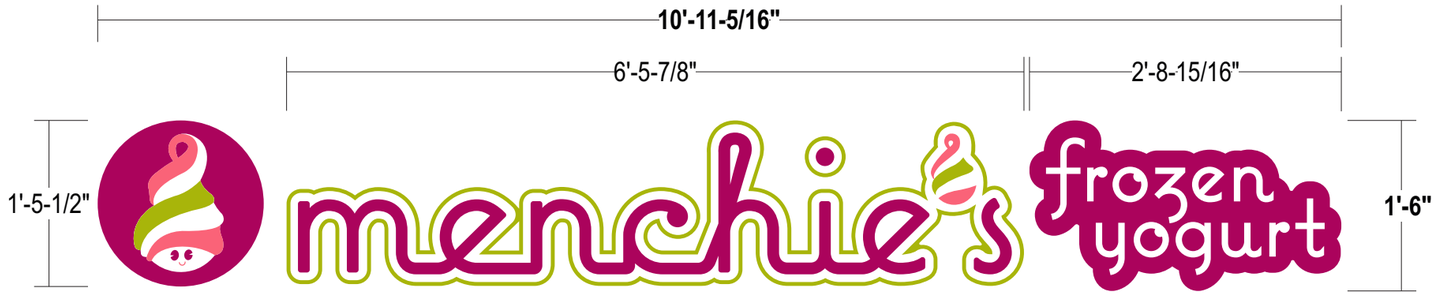
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# E02 FACE LIT / HALO LIT CHANNELS

**MFY-FLBL-RMT-IN-18**

Scale: 3/4"=1'-0"

16.4 square feet




**COLOR PALETTE**

- Exposed white substrate
- 3M 3630-68 Rose Mauve
- Pantone 583C Green
- Pantone 220C Raspberry 3M 3630-133
- Jewelite Silver Metallic
- 3M 3635-70 White Diffuser
- SPACER COLOR TBD

Paint finish to be satin unless otherwise specified

Contact PRODUCTION CONTROL for approval on deviation from Stratus standards.

**FACES:** .177" #7328 white acrylic w/ surface applied translucent vinyl to match colors shown

**TRIMCAP:** 1" Silver Metallic jewelite trimcap

**RETURNS:** 3" Deep .040 alum. returns pre-finished white interior / exterior painted Raspberry

**BACKS:** .177" Clear polycarbonate w/ applied White diffuser film to diffuse LED's

**ILLUM.:** Principal Sloan White LED's as required by manufacturer;
**Remote Power Supplies**

**INSTALL:** Thru bolted to wall surface with 1-1/2" stand offs into approved blocking
12" standard length of min 3/8" threaded rod will be supplied unless otherwise noted;
Spacers to be provided and painted to match sign band

**QUANTITY:** **(1) ONE SET REQUIRED**

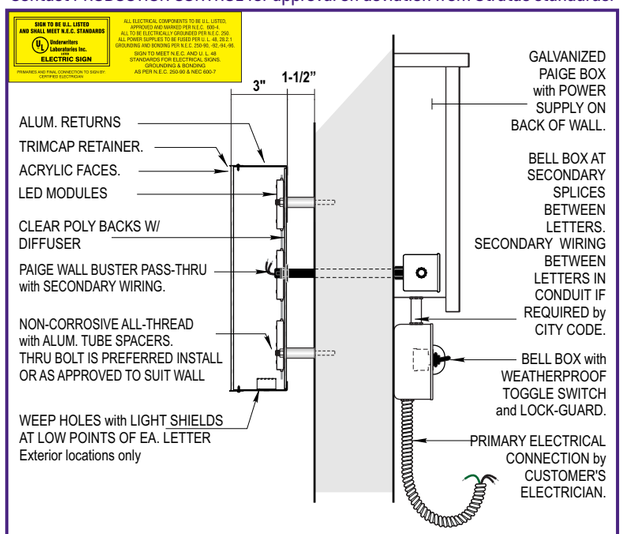
**ALL SIGNS TO COMPLY WITH UL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.**

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

## SIMULATED NIGHT VIEW




**FACE & HALO LIT CHANNELS: Stand Off**

CHL-03 NOT TO SCALE


Stratus
onestratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569


CLIENT: menchie's frozen yogurt

ADDRESS: 570 WATERS EDGE BLVD UNIT D. CRYSTAL LAKE, IL. 60014

PAGE NO.: 6

ORDER NUMBER: 1253399

PROJECT NUMBER: 89512

SITE NUMBER: 228823

PROJECT MANAGER: ASHLEY KAPLAN

ELECTRONIC FILE NAME: G:\ACCOUNTS\M\Menchies\2026\IL\228823_Crystal Lake\228823_Crystal Lake_R6

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|---|---|---|---|---|---|---|---|
| Original | 574057 | 01/21/26 PB | | | | | |
| Rev 1 | 575357 | 01/27/26 PB | Revised from 24" letterset | | | | |
| Rev 2 | 576535 | 02/03/26 PB | | | | | |
| Rev 3 | 577448 | 02/06/26 PB | | | | | |
| Rev 4 | 578396 | 02/11/26 PB | | | | | |
| Rev 5 | 583452 | 03/06/26 PB | | | | | |
| Rev 6 | 584141 | 03/10/26 Z-MH | | | | | |

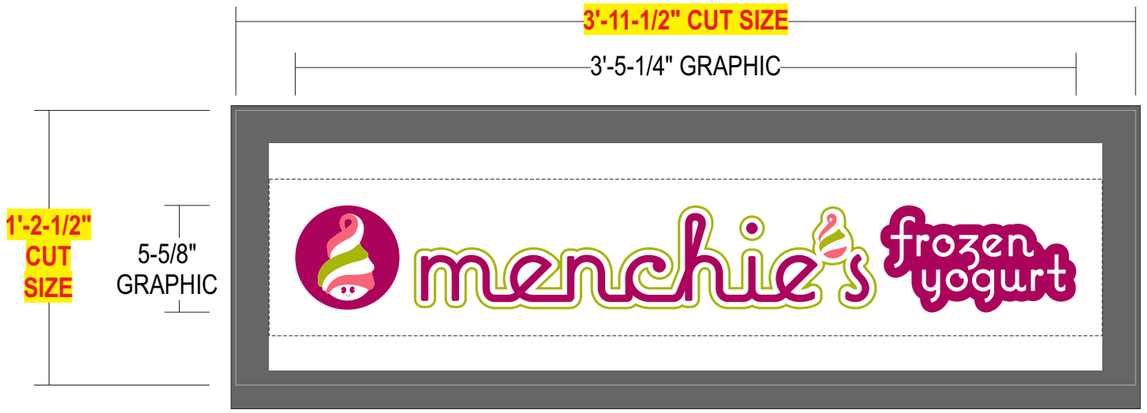
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## E03 TENANT PANELS

Scale: 1-1/2"=1'-0"

**RF14.fpl**

4 square feet




VISIBLE OPENING: 1'-5/8" x 3'-8-1/2"

SAME LAYOUT FOR SIDE A & SIDE B




**CABINET:** Existing 1'-0" TBV deep cabinet with 2" TBV retainers

**FACES:** .177" Flat white polycarbonate faces w/ surface applied translucent vinyl to match colors shown

**GRAPHICS:** Surface applied vinyls to match colors shown

**QUANTITY:** **(2) TWO FACES REQUIRED**

**COLOR PALETTE**

- **VINYL:** 3M #3630-133 Raspberry (translucent)
- **VINYL:** 3M #3630-68 Rose Mauve (translucent)
- **VINYL (digitally printed:** To match PMS 583c Green (translucent)


Stratus
onestratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569


CLIENT: menchie's frozen yogurt

ADDRESS: 570 WATERS EDGE BLVD UNIT D. CRYSTAL LAKE, IL. 60014

PAGE NO.: 7

ORDER NUMBER: 1253399

PROJECT NUMBER: 89512

SITE NUMBER: 228823

PROJECT MANAGER: ASHLEY KAPLAN

ELECTRONIC FILE NAME: G:\ACCOUNTS\M\Menchies\2026\IL\228823_Crystal Lake\228823_Crystal Lake_R6

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|---|---|---|---|---|---|---|---|
| Original | 574057 | 01/21/26 PB | | | | | |
| Rev 1 | 575357 | 01/27/26 PB | | | | | |
| Rev 2 | 576535 | 02/03/26 PB | Revised layout | | | | |
| Rev 3 | 577448 | 02/06/26 PB | | | | | |
| Rev 4 | 578396 | 02/11/26 PB | | | | | |
| Rev 5 | 583452 | 03/06/26 PB | Survey info and photo added | | | | |
| Rev 6 | 584141 | 03/10/26 Z-MH | Revised placement | | | | |


PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

April 10, 2026

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

**Re: Approval of Exterior Sign Placement – Menchie's Frozen Yogurt**

Dear Members of the City Council,

I am writing to formally confirm that I have reviewed and approved the proposed exterior signage for the Menchie's Frozen Yogurt location at 570 Water's Edge Blvd. Unit D, Crystal Lake, IL 60014.

Specifically, I understand that the Menchie's sign is proposed to be installed in a centered position on the building façade. This placement results in a minor encroachment beyond my designated lease line. After careful consideration, I have no objection to this placement and fully approve of the sign being installed as proposed.

This approval is granted with the understanding that the sign location is appropriate for the building's overall aesthetic, maintains consistency with neighboring tenants such as myself, and does not negatively impact the property or surrounding businesses.

Please feel free to contact me if any additional information or documentation is required.

Sincerely,

[redacted] 4/13/26

Jason Szmurlo
Owner of BBQ King Smokehouse and Tavern

**Agenda Item No: 12**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

**Request:** Special Use Permit to allow exterior changes for new vacuum equipment at the Club Carwash

Colton Snyder, petitioner
1165 S. Route 31

**PZC Recommendation:** To approve the petitioner's request and adopt an Ordinance approving the Special Use Permit Amendment for Club Carwash at 1165 S. Route 31.

**Staff Contact:** Elizabeth Maxwell, City Planner

---

## Background:

- Request: The request is for a Special Use Permit Amendment to install new vacuum equipment that will create a top trellis structure and two side fence screen structures in the parking area.
- Land Use: The current land use is Commerce. This would allow for a variety of retail uses. The carwash is compatible with this land use district.
- Zoning: The site is currently zoned B-2 PUD General Commercial. A carwash is allowed in this zoning district with a Special Use Permit.
- Existing Use: The site was approved for Matt's Carwash. It has been purchased and rebranded for Club Carwash.

## PZC Highlights:

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

- The Planning and Zoning Commission members noted the proposed changes and that it would match the existing color of the vacuum equipment and complement the roof and metal trim on the building.
- The PZC noted the project met the Findings of Facts.

The Planning and Zoning Commission recommended **approval (4-0)** of the petitioner's request for a Special Use Permit Amendment with the following recommended conditions of approval:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Snyder, received 03/03/26)
   B. Elevation (Finkle + Williams Architecture, dated 02/12/26, received 03/03/26)

2. Elevations
   A. The vacuum equipment, screen fence and roof covering shall match or be a compatible color with the existing top cap and metal roof of the exiting building.

3. Landscape:
   A. Work with staff to replace any dead, dying or missing landscape on the site.
   B. Add landscape where appropriate, mulch areas shall not be more than 10% non-living mulch only, add ground cover.

4. The petitioner shall address the review comments and requirements of the Community Development Department.

**Votes Required to Pass:** A simple majority vote

# Acknowledgement Form

Regarding the Special Use Permit Amendment at 1165 S. Route 31 for Club Car Wash, please check one of the choices and sign below.

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

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

_____

_____

Petitioner's Name: Colton Snyder Date: 4/6/2026
Signature

**Recommended Conditions:**

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Snyder, received 03/03/26)
   B. Elevation (Finkle + Williams Architecture, dated 02/12/26, received 03/03/26)

2. Elevations
   A. The vacuum equipment, screen fence and roof covering shall match or be a compatible color with the existing top cap and metal roof of the exiting building.

3. Landscape:
   A. Work with staff to replace any dead, dying or missing landscape on the site.
   B. Add landscape where appropriate, mulch areas shall not be more than 10% non-living mulch only, add ground cover.

4. The petitioner shall address the review comments and requirements of the Community Development Department.

PIQ Map
1165 S. Route 31



Ord. No.
File No.

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT AT 1165 S. ROUTE 31 FOR CLUB CAR WASH**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-39) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit Amendment to allow for exterior changes for the Club Car Wash at 1165 S. Route 31; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on March 17, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on April 1, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed request; and

WHEREAS, on April 1, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit Amendment be approved, as documented in the minutes, and

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

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

Section I: That a Special Use Permit Amendment for exterior changes at 1165 S. Route 31 for the Club Car Wash (19-15-203-004), Crystal Lake,

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Snyder, received 03/03/26)
   B. Elevation (Finkle + Williams Architecture, dated 02/12/26, received 03/03/26)

2. Elevations
   A. The vacuum equipment, screen fence and roof covering shall match or be a compatible color with the existing top cap and metal roof of the exiting building.

3. Landscape:
   A. Work with staff to replace any dead, dying or missing landscape on the site.
   B. Add landscape where appropriate, mulch areas shall not be more than 10% non-living mulch only, add ground cover.

Draft

4. The petitioner shall address the review comments and requirements of the Community Development Department.

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

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

DATED at Crystal Lake, Illinois, this 21st day of April, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: April 21, 2026
Approved: April 21, 2026

Draft

# #2026-39
# Club Car Wash – Special Use Permit Amendment
# Project Review for Planning and Zoning Commission

---

**Meeting Date:** April 1, 2026

**Request:** Special Use Permit Amendment to allow exterior changes to an existing carwash facility.

**Location:** 1165 S. Route 31

**Acreage:** Approximately 1 acre

**Zoning:** B-2 PUD General Commercial

**Surrounding Properties:**

| | |
|---|---|
| North: | B-2 PUD General Commercial |
| South: | B-2 PUD General Commercial |
| East: | B-2 PUD General Commercial |
| West: | B-2 PUD General Commercial |

**Staff Contact**: Elizabeth Maxwell (815.356.3615)

---

**Background:**

- The site is a 1-acre outlot in front of the Wal-Mart super center on S. Route 31 and was originally developed as Matt's Car Wash.
- Club Car Wash has purchased this location and is rebranding. As part of their rebranding new vacuum equipment, screen walls and a roof covering are proposed exterior changes.

**Development Analysis:**

Land Use/Zoning

- The site is currently zoned B-2 PUD General Commercial. A carwash is allowed in this zoning district with a Special Use Permit.
- The current land use is Commerce. This would allow for a variety of retail uses. The carwash is compatible with this land use district.

Site Layout

- The parking is remaining as it is and the vacuum hose parking area will receive new equipment, screening fence walls and a roof covering.

Building Elevations

- The building is constructed of brick with a stone block base.
- The new vacuum equipment and roof structure will cover a portion of the building but not detract from the overall look of the elevations. A condition has been added so the proposed equipment will match the current top cap and roof color.

**Findings of fact:**

SPECIAL USE PERMIT AMENDMENT

The petitioner is requesting approval of a Special Use Permit to allow Carwash. A Special Use requires separate review because of its potential to impact surrounding properties and the orderly development of the City.

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

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

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

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

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

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

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

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

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

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

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

**Recommended Conditions:**

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Snyder, received 03/03/26)
   B. Elevation (Finkle + Williams Architecture, dated 02/12/26, received 03/03/26)

2. Elevations
   A. The vacuum equipment, screen fence and roof covering shall match or be a compatible color with the existing top cap and metal roof of the exiting building.

3. Landscape:
   A. Work with staff to replace any dead, dying or missing landscape on the site.
   B. Add landscape where appropriate, mulch areas shall not be more than 10% non-living mulch only, add ground cover.

4. The petitioner shall address the review comments and requirements of the Community Development Department.

# City of Crystal Lake
# Development Application

Office Use Only
File # _____

**Project Title:** Club Car Wash - Crystal Lake

**Action Requested**

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

**Petitioner Information**

**Owner Information (if different)**

[redacted]

**Property Information**

**Project Description:** Remove and replace Centural vacuum Post with new post that have dust collectors mounted higher on the post. Relocate the turbine outside.

**Project Address/Location:** 1165 S IL RTE-31, Crystal Lake, IL 60014

**PIN Number(s):** 19-15-203-004

**Development Team**

Please include address, phone, fax and e-mail

**Developer:** Club Car Wash

**Architect:** FinKLE + WILLIAMS Architecture

**Attorney:** _____

**Engineer:** _____

**Landscape Architect:** _____

**Planner:** _____

**Surveyor:** _____

**Other:** _____

**Signatures**

[redacted] 2/23/26

er) **Date**

As [redacted] **ne seeking of the above requested action.**

2/23/26

**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.

**CRYSTAL LAKE PLANNING AND ZONING COMMISSION**
**WEDNESDAY, APRIL 1, 2026**
**HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS**

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

## CALL TO ORDER

On roll call, commissioners, Laura Dzielski, Jeff Greenman, Bill Gronow, and Scott Smith were present. Stacy Mason, Kathy Repholz, and Al Skluzacek, were absent. Mr. Greenman confirmed that a quorum was present.

City Planner Elizabeth Maxwell was present from staff.

Mr. Greenman informed those in attendance that the meeting was being recorded for broadcast and future playback on the City's website. He led the group in the Pledge of Allegiance.

## 2026-39 – 1165 S. ROUTE 31 – SPECIAL USE PERMIT AMENDMENT

Special Use Permit Amendment to allow exterior changes to an existing car wash facility.

Colton Snyder presented on behalf of Club Car Wash located at 1165 S. Route 31. Mr. Snyder explained the request is for a special use permit amendment for the property originally developed as Matt's Car Wash. He stated the amendment proposes replacing the existing vacuum structures. Mr. Snyder explained that the current system has suction generated on the ground and the proposed system would move suction overhead, creating more pressure and improved working ability. He stated the proposed structures are black, consistent with what is currently installed, and that the only aesthetic difference would be a trellis system connecting each stanchion, which is purely aesthetic. He stated the request meets the Findings of Fact and that he agreed with the recommended conditions of approval.

Mr. Greenman opened the public comment portion of the meeting. With no one looking to speak, he closed the public comment portion and turned to staff.

Ms. Maxwell stated the proposed change is minor and would not significantly affect the exterior appearance. Ms. Maxwell noted the structure is very low profile and that additional screening is proposed on either side, which would help screen the site internally and along Route 31.

Mr. Greenman confirmed the recommended conditions and asked whether the petitioner was comfortable supporting them. Mr. Snyder confirmed that he was.

Mr. Smith asked for clarification regarding the color of the proposed structures. Mr. Snyder stated the color is referred to as "midnight black" and is very similar to the black standing seam roof and metal

coping currently on the building, and that it matches the existing vacuum equipment on site. Mr. Smith stated he had no issues with the improvement.

Mr. Gronow questioned a statement he had read in the staff report regarding a canopy. Mr. Snyder clarified that the trellis structure does not function as a roof, does not shield anything, and does not have weight-bearing capability, but is purely aesthetic.

Ms. Dzielski had no questions or comments.

Mr. Greenman stated support for the petition and noted appreciation that the petitioner agreed with the recommended conditions.

Mr. Smith made a motion to approve the request as presented, with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
    A. Application (Synder, received 03/03/26)
    B. Elevation (Finkle + Williams Architecture, dated 02/12/26, received 03/03/26)

2. Elevations
    A. The vacuum equipment, screen fence and roof covering shall match or be a compatible color with the existing top cap and metal roof of the exiting building.

3. Landscape:
    A. Work with staff to replace any dead, dying or missing landscape on the site.
    B. Add landscape where appropriate, mulch areas shall not be more than 10% non-living mulch only, add ground cover.

4. The petitioner shall address the review comments and requirements of the Community Development Department.

Ms. Dzielski seconded the motion. On roll call vote, all present members voted in favor. The motion passed unanimously (4-0).

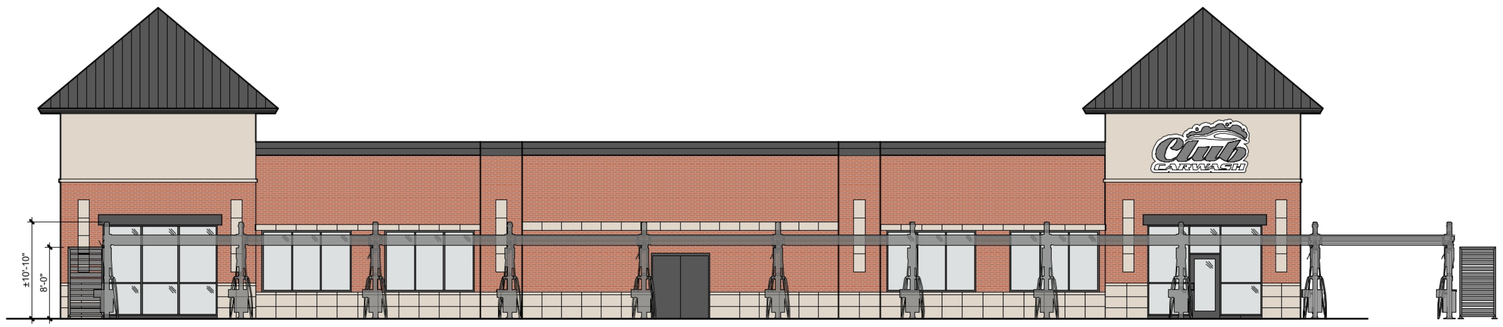

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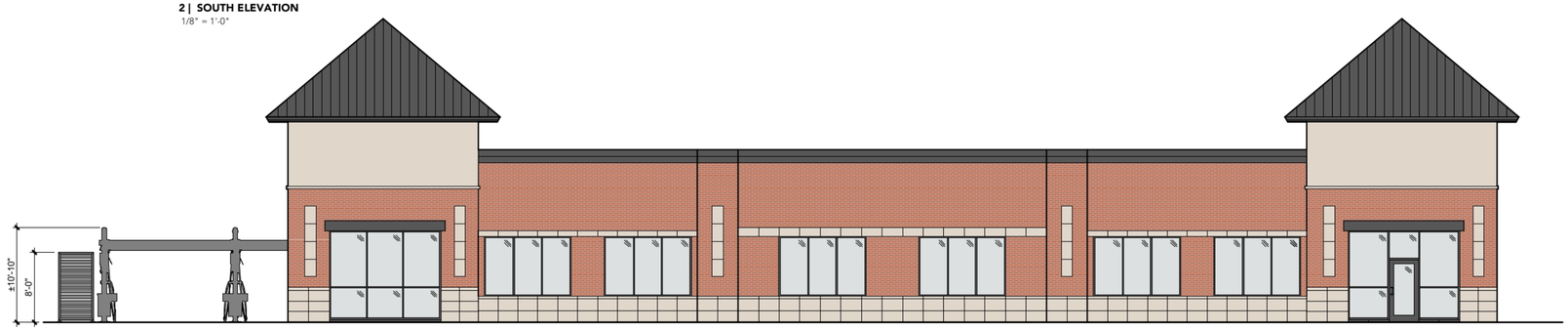

**3 | WEST ELEVATION**
1/8" = 1'-0"




**1 | EAST ELEVATION**
1/8" = 1'-0"




**2 | SOUTH ELEVATION**
1/8" = 1'-0"




**4 | NORTH ELEVATION**
1/8" = 1'-0"

**Agenda Item No: 13**

# City Council
# Agenda Supplement

---

**Meeting Date:** April 21, 2026

**Item:** Intergovernmental Agreement with the Crystal Lake Park District for the Lift Station System at 300 Lake Shore Drive

**Staff Recommendation:** Motion to adopt a Resolution authorizing the City Manager to execute an intergovernmental agreement with the Crystal Lake Park District for the Sanitary Sewer System at 300 Lake Shore Drive

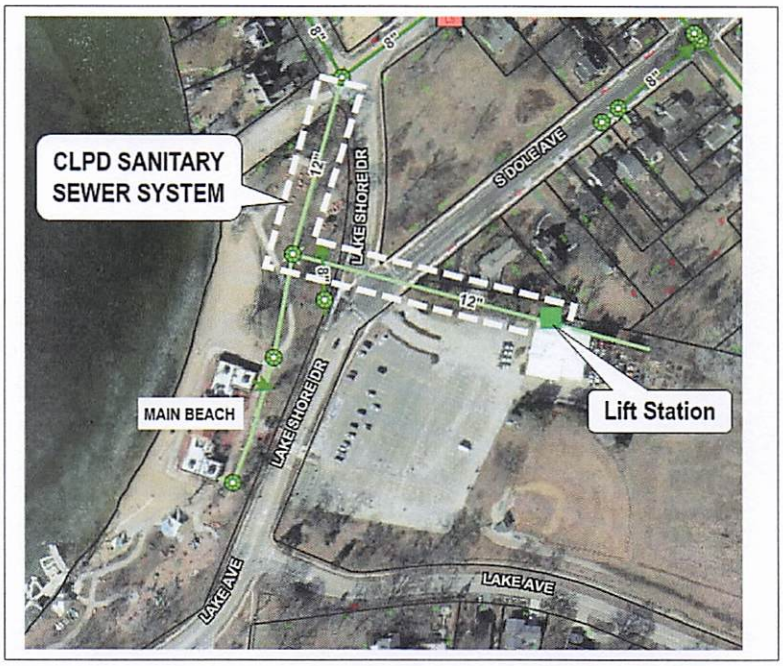
**Staff Contact:** Michael P. Magnuson, P.E., Director of Public Works and Engineering

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## Background:

A sanitary sewer lift station is currently located near the maintenance building at Main Beach (300 Lake Shore Drive), which is owned and operated by the Crystal Lake Park District (CLPD). This lift station collects wastewater from the Park District building and a private residence at 267 S. Dole Avenue. The station pumps into an existing 12-inch sanitary force main that runs west and north before discharging into the City's gravity sanitary sewer system.

Two homes on Dole Avenue near Lake Shore Drive are on septic systems and both properties are in the floodplain. Homes with septic systems in dense urban areas (small lots), in the floodplain, and close to the lake (beach) are undesirable.




During the Dole Avenue reconstruction project, both residents inquired about sanitary sewer service. City staff evaluated options for extending the City's sanitary sewer further south. Due to elevation constraints between the sewer and the homes, a gravity connection is not feasible (too shallow) and a lift station would be required. A new lift station would cost $600,000 - $1,000,000.

The most cost-effective and practical solution is to take over the Park District's lift station, that already serves one residential property and modify it to allow these additional properties to connect in the future. If these property owners connect, they would be required to pay building permit fees and the standard infrastructure availability charge (connection fee of approximately $4,733). The City would not mandate that they connect. However, if their septic fields fail, state and county septic regulations would require them to connect at that time.

Public Works staff inspected the lift station and has in-house resources to upgrade the station to allow additional homes to connect to the station. Upgrading the station to accommodate these homes would be less than $75,000. Therefore, taking over the Park District's lift station represents a substantial saving when compared to constructing a new station.

The attached agreement between the City and the CLPD includes the following provisions:

- The CLPD grants the City a non-exclusive, perpetual easement for the maintenance, operation, repair, removal, use, alteration, and replacement of the sanitary sewer system.
- The City receives access rights to 300 Lake Shore Drive for these purposes.
- The CLPD building and 267 S. Dole Avenue may continue discharging to the sanitary sewer system.
- Additional properties along S. Dole Avenue may connect to the system in the future (connections fees would apply and be paid for by property owners at time of connection.)
- City would be responsible for upgrade costs.
- If any future, more intensive use of the CLPD property requires modifications or upgrades to the sanitary sewer system, the then-current CLPD property owner will be responsible for those improvement costs.

The City's legal counsel has reviewed the intergovernmental agreement and has deemed it acceptable.

**Votes Required to Pass:**
Simple majority

# RESOLUTION

**WHEREAS,** the Crystal Lake Park District (CLPD) owns that certain real property located at 300 Lake Shore Drive, Crystal Lake, Illinois; and

**WHEREAS,** CLPD owns and operates upon the CLPD Property, an existing Sanitary Sewer Lift Station and a twelve-inch sanitary sewer force main (CLPD Sanitary Sewer System); and

**WHEREAS,** the CITY desires to take over the responsibility of the CLPD Sanitary Sewer System to facilitate future connections of properties along Dole Avenue; and

**WHEREAS,** the CLPD Sanitary Sewer System connects to and discharges into the City-operated public sanitary sewer system; and

**WHEREAS,** CLPD and the CITY desire to enter into an Intergovernmental Agreement in order to grant to the CITY a perpetual easement to the extent reasonably necessary for the maintenance, operation, repair, removal, use, alteration of, and replacement of the Sanitary Sewer System.

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

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute an agreement between the City of Crystal Lake and Crystal Lake Park District for the Sanitary Sewer System at 300 Lake Shore Drive.

DATED this 21st day of April, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: April 21, 2026
APPROVED: April 21, 2026

Draft

***PREPARED BY AND***
***AFTER RECORDING***
***RETURN TO:***

*City of Crystal Lake*
*100 W. Woodstock Street*
*Crystal Lake, IL 60014*
*Attn: City Engineer*

# INTERGOVERNMENTAL AGREEMENT AND EASEMENT BETWEEN THE CRYSTAL LAKE PARK DISTRICT AND THE CITY OF CRYSTAL LAKE FOR THE LIFT STATION SYSTEM AT 300 LAKE SHORE DRIVE

THIS INTERGOVERNMENTAL AGREEMENT entered into this ____ day of _____, 2026 (the "AGREEMENT") between Crystal Lake Park District ("CLPD") and the City of Crystal Lake ("CITY").

WHEREAS, the CLPD owns that certain real property located at 300 Lake Shore Drive, Crystal Lake, Illinois and identified by PIN 19-06-401-054 and legally described in Exhibit A (the "CLPD Property"); and

WHEREAS CLPD owns and operates upon the CLPD Property, an existing sanitary Sewer Lift Station and a twelve-inch sanitary sewer force main and all appurtenance thereto (the "CLPD Sanitary Sewer System") as shown in Exhibit B; and

WHEREAS the CITY desires to take over the responsibility of the CLPD Sanitary Sewer System; and

WHEREAS, the CLPD Sanitary Sewer System connects to and discharges into the City operated public sanitary sewer system ("City Sanitary Sewer System"); and

WHEREAS the CLPD building located on the CLPD Property and the residential dwelling located upon 267 S. Dole Avenue (the "267 S. Dole Property") discharges sanitary sewage into the CLPD Sanitary Sewer System; and

WHEREAS, CLPD and the CITY desire to enter into an Intergovernmental Agreement (the "Agreement") in order to grant to the CITY a perpetual easement to the extent reasonably necessary for the maintenance, operation, repair, removal, use, alteration of, and replacement of the Sanitary Sewer System and to allow and continue to allow the 267 S. Dole Property and such other residential properties located upon South Dole Street as may be determined by the CITY to discharge sanitary sewage into the CLPD Sanitary Sewer System; and

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NOW THEREFORE, in consideration of ten dollars ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the CITY AND CLPD agree as follows:

1. CLPD does hereby grant, convey and warrant to the CITY and its contractors, forever, a non-exclusive perpetual easement on the CLPD Property for the purposes of maintenance, operation, repair, removal, use, alteration of, and replacement of the CLPD Sanitary Sewer System (hereinafter collectively referred to as the "City Activities") together with the right of access at all reasonable times to the CLPD Property for those purposes.

2. CLPD, its successors and assigns, shall have and retain all rights to the use and occupation of the CLPD Property for its use and the use of the public, except as herein expressly granted and provided; and such use and occupation by CLPD shall not be unnecessarily interfered with by any installation of the CITY permitted by this Intergovernmental Agreement.

3. The costs of maintenance, operation, repair, removal, use, alteration of, and replacement of the CLPD Sanitary Sewer System, shall be paid by the CITY. In the event any construction liens are filed against CLPD's Property, or any part thereof, or liens upon the public funds of CLPD are filed in connection with the City Activities performed by or on behalf of the CITY pursuant to this Agreement, the CITY shall have said liens immediately discharged of record.

4. The City shall be permitted at all reasonable times to enter upon the CLPD Property to ensure that the terms of this Intergovernmental Agreement are being fulfilled and to perform maintenance and necessary landscaping work as provided herein. In and during whatever operation, maintenance, inspection, repair, reconstruction or replacement that is or becomes necessary with respect to said CLPD Sanitary Sewer System, so much of the surface or subsurface of CLPD's Property as may be disturbed will, at the expense of the CITY, be repaired so that it is in substantially the same condition as it was prior to such disturbance, including lawns and landscaping, paths and the like which were disturbed in the course of doing work.

5. The CITY may not relocate the CLPD Sanitary Sewer System without prior written approval of CLPD.

6. The CITY will cause the least possible interference with the activities of CLPD and the public on CLPD's Property in connection with this Intergovernmental Agreement.

7. The CITY agrees that the existing CLPD building located on the property may continue discharging into the CLPD Sanitary Sewer System. Should any future, more intensive use

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of the CLPD Property require modifications, expansions, or upgrades to the CLPD Sanitary Sewer System, all costs associated with such upgrades shall be the sole responsibility of the CLPD, or the then current owner of the CLPD Property, and any other users of the CLPD Sanitary Sewer System on the CLPD Property.

8. The CLPD hereby agrees to permit the 267 S. Dole Property to continue to connect to discharge into the CLPD Sanitary Sewer System and to allow such other properties located on South Dole Avenue, as may be determined by the City, to connect to and discharge into the CLPD Sanitary Sewer System, subject to and in accordance with all requirements and approvals issued by the CITY.

9. The CITY hereby covenants and agrees to save, defend, indemnify and hold harmless CLPD, its elected and appointed officials, officers, employees, agents and the like, from and against any and all claims, demands, suits, cause of actions (at law or in equity), judgments, liabilities, or expenses, including, but not limited to, reasonable attorneys' fees and court costs (at trial or on appeal), arising out of or in any manner pertaining to the City Activities undertaken as part of this Intergovernmental Agreement, irrespective of whether required, optional or voluntary, as may be performed by the CITY or any agent of the CITY, including but not limited to any personal injuries, death, property damages and contract or lien claims in respect to the CLPD Property arising out of the City Activities pursuant to this Intergovernmental Agreement.

10. Notices required or permitted to be given hereunder shall be given by certified mail, return receipt requested, by hand delivery or by a national overnight carrier, and shall be addressed as follows:

    CRYSTAL LAKE PARK DISTRICT
    One E. Crystal Lake Avenue
    Crystal Lake, Illinois 60014
    Attention: Executive Director

    CITY OF CRYSTAL LAKE
    100 W. Woodstock Street
    Crystal Lake, Illinois 60014
    Attention: Eric Helm
    City Manager

11. Any contract entered into by the CITY for work on the CLPD Sanitary Sewer System shall be in accordance with this Intergovernmental Agreement shall contain and extend indemnification, insurance requirements, and warranties to the CITY and to the CLPD. Certificates of insurance and insurance policy endorsements shall be required by the CITY

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of such contractors and shall name the CLPD as an additional insured. Any contract entered into by the CITY for the CLPD Sanitary Sewer System shall specify that the contractor and any subcontractors shall follow the Prevailing Wage Act or the Davis Bacon Act.

12. Nothing herein shall be construed to create any rights or duties to third parties, it being the parties' mutual intent that there be no third-party beneficiaries to this Intergovernmental Agreement.

13. This Intergovernmental Agreement shall be construed in accordance with the laws of the State of Illinois. Jurisdiction for any dispute shall be in the 22nd Judicial Circuit, McHenry County, Illinois.

14. If any term or provision contained in this Intergovernmental Agreement shall, to an extent, be deemed invalid or unenforceable, the remainder of the Intergovernmental Agreement shall not be affected thereby and each term, provision and condition of this Intergovernmental Agreement shall be valid and unenforceable to the fullest extent permitted by law.

15. The perpetual easement and all covenants and conditions herein shall run with the land and shall inure to the benefit of and be binding upon the parties, their successors and assigns.

16. The recitals to this Intergovernmental Agreement are incorporated by this reference.

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IN WITNESS WHEREOF, the parties have executed this Intergovernmental Agreement as of the day and year first written above.

| | |
|---|---|
| Crystal Lake Park District | City of Crystal Lake |
| By: _____ | By: _____ |
| President, Frederick Tiesenga | Eric Helm, City Manager |
| Attest: | Attest: |
| _____ | _____ |
| Secretary, Jason Herbster | Nick Hammonds, City Clerk |

# EXHIBIT A

PARCEL #1 That part of Lot "B" of Block 6 of Country Club Additions, being part of the South Half of Section 6, Township 43 North, Range 8 East of the Third Principal Meridian according to the plat thereof recorded November 8, 1923, in Book 4 of Plats, page 109 and as Document No. 61104 in McHenry County, Illinois, described as follows: Beginning at the Northeasterly corner of said Lot "B"; thence South 0° 23' 13" West along the Easterly line of said Lot "B", 62.36 feet; thence Southwesterly along said Easterly line of Lot "B", being along a non-tangential curve having a radius of 1509.77 feet, as said curve is convexed to the East, for an arc distance of 23.51 feet (said curve having a chord bearing of South 10° 42' 27" West and a chord distance of 23.51 feet); thence North 33° 12' 00" West, 68.89 feet to a point on the Northwesterly line of said Lot "B" (said line being the Southerly right-of-way line of Lake Avenue); thence North 56° 48' 00" East along said Northwesterly line of Lot "B", 50.80 feet to the point of beginning. Parcel containing 0.0432 acres, more or less, in the City of Crystal Lake, McHenry County, Illinois.

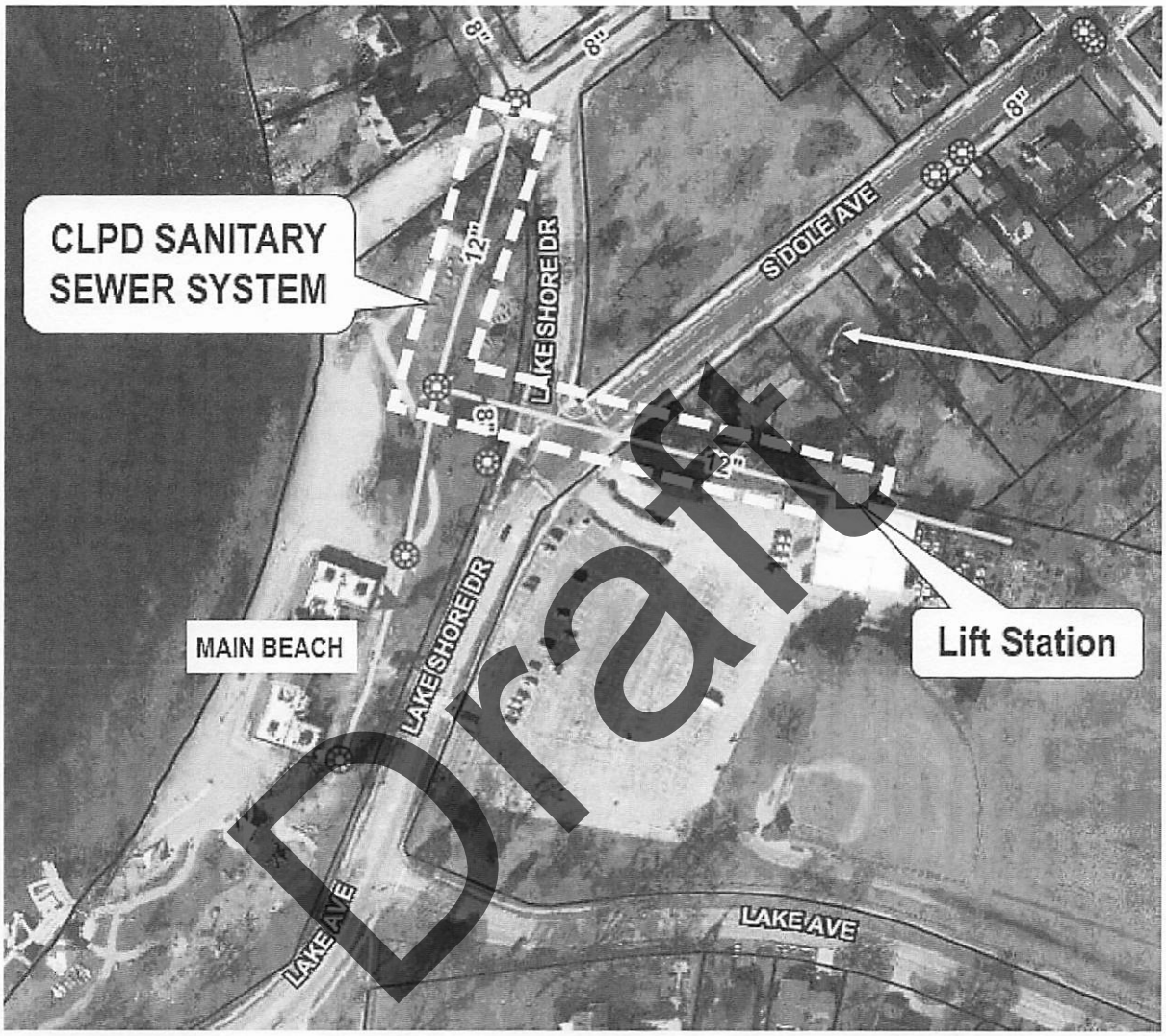
PARCEL #2: That part of the Southeast Quarter of Section 6, Township 43 North, Range 8 East of the Third Principal Meridian, described as follows: Commencing at the Northwest corner of Lot 12, in Block 5 of Country Club Additions, being part of the South Half of Section 6, Township 43 North, Range 8 East of the Third Principal Meridian according to the plat thereof recorded November 8, 1923 in Book 4 of Plats, page 109 and as Document No. 61104 in McHenry County, Illinois; thence North 6° 28' 03" East, 67.77 feet for a point of beginning; thence North 22° 19' 22" East along the Easterly right-of-way line of Lake Shore Drive, 97.50 feet; thence South 8° 15' 24" East, 10.22 feet; thence South 67° 48' 53" East, 144.39 feet; thence South 85° 00' 45" East, 26.68 feet to a point on the Northerly right-of-way line of Lake Avenue; thence South 83° 19' 56" West along said Northerly right-of-way line, 200.13 feet to the point of beginning. Parcel containing 0.1652 acres, more or less, in the City of Crystal Lake, McHenry County, Illinois.

Also those portions of the following rights of way of Lake Shore Drive, Dole Avenue and Lake Avenue in the City of Crystal Lake, McHenry County, Illinois.

PIN: 19-06-401-054

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**EXHIBIT B**


CLPD SANITARY SEWER SYSTEM
MAIN BEACH
Lift Station
LAKE SHORE DR
S DOLE AVE
LAKE AVE
LAKE AVE
8"
8"
8"
12"
8"
12"
Draft

**Agenda Item No: 14**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Bid Award – 2026 Crack Sealing, McHenry County Municipal Partnership Initiative (McMPI)

**Staff Recommendation:** Motion to award the bid for crack sealing to the lowest responsive and responsible bidder, Patriot Pavement Maintenance Inc. and adopt a Resolution authorizing the City Manager to execute a one-year contract with Patriot Pavement Maintenance Inc. in the base bid and alternate bid unit prices and authorize an optional one-year extension in the bid unit prices for year 2 and authorize warranted completion date change orders

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

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**Background:**
The City employs a variety of pavement preservation practices to extend the service life of its roadways before resurfacing or reconstruction is required. One of these practices is crack sealing. The crack sealing program involves cleaning and filling larger asphalt pavement cracks on streets that are not yet candidates for resurfacing. Crack sealing work will occur during the summer months through early September.

The City of Crystal Lake participates in the McHenry County Municipal Partnership Initiative (McMPI), where regional communities collaborate on preparing and soliciting bids for various projects. McMPI allows members to combine purchasing power to leverage cost savings.

For this year's crack sealing services, the City of Crystal Lake collaborated with the McHenry County Conservation District, McHenry Township Road District, City of McHenry, Village of Lake in the Hills, Dorr Township Road District, Village of Prairie Grove, and the Nunda Township Road District to solicit bids. The City of Crystal Lake administered this bid on behalf of the McMPI.

Sealed bids were publicly opened on March 25, 2026. The bid award criteria considered the per-pound price for crack sealing in Year 1. The bid also includes pricing for crack sealing in

Optional Year 2, as well as alternate pricing for sweeping with disposal services for crack sealing areas, applicable to both Year 1 and Optional Year 2.

The bid unit pricing is as follows:

| Bidder | Price per Lb. (Year 1) | Price per Lb. (Optional Year 2) | Bid Alternates | |
|---|---|---|---|---|
| | | | Sweeper with Disposal at Municipal Facility Hourly Rate | Sweeper with Disposal Performed by the Contractor Hourly Rate |
| √ Patriot Pavement Maintenance Inc. | $1.70 | $1.76 | $175.00 | $195.00 |
| SKC Construction, Inc. | $1.94 | $1.99 | $195.00 | $230.00 |
| Denler, Inc. | $2.40 | $2.57 | $125.00 | $230.00 |

√ Indicates recommended lowest responsive and responsible bidder

This work will be measured and paid for according to the bid unit prices.

The Fiscal Year 2026 budget allocates $50,000 for this work. Funds for Fiscal Year 2027 will be proposed as part of the FY 2027 budget process.

**Recommendation**

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

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, it is the recommendation of City staff to award the contract to the lowest responsive and responsible bidder, Patriot Pavement Maintenance Inc., for crack sealing services for a one-year contract with an optional second year.

The City has previously worked with Patriot Pavement Maintenance, Inc., and has been satisfied with their services. Crack sealing is a part of the City's annual pavement maintenance program and funds for this work are budgeted for each fiscal year.

**Votes Required to Pass:**

Simple majority

# RESOLUTION

**WHEREAS,** the CITY OF CRYSTAL LAKE has identified the need to contract for pavement crack sealing to extend the service life of the CITY'S pavements; and

**WHEREAS,** the CITY participates in the McHenry County Municipal Purchasing Initiative (McMPI) with other public agencies to leverage purchasing power; and

**WHEREAS,** the McMPI conducted a joint public bid for crack sealing services and opened bids publicly on March 25, 2026; and

**WHEREAS,** the lowest responsible and responsive bidder is Patriot Pavement Maintenance, Inc.

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

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute a one-year contract between the CITY OF CRYSTAL LAKE and Patriot Pavement Maintenance Inc. for crack sealing services in the bid unit prices with an option for a one-year extension of this contract, in the bid unit prices for the optional second year ; and

**BE IT FURTHER RESOLVED** that the City Manager is authorized to approve warranted completion date change orders relating to the contract.

**DATED** this 21st day of April, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: April 21, 2026
APPROVED: April 21, 2026

Draft

# MCHENRY COUNTY PARTNERING INITIATIVE
# 2026 CRACK SEALING PROGRAM JOINT BID

## SCHEDULE OF PRICES

**Company Name:** Patriot Pavement Maintenance

**Address:** 165 W. Hintz Rd Wheeling, IL 60090

**Contact Person:** Matt Sollars

For providing, performing, and completing all Work, the sum of the products resulting from multiplying the number of acceptable units of Unit Price Items listed below incorporated in the Work by the Unit Price set forth below for such Unit Price Item:

### BASE BID:

| ITEM NO. | PAY ITEM | UNIT | TOTAL EST. QUANTITY | UNIT PRICE | ANNUAL COST |
|---|---|---|---|---|---|
| 1 | Base Bid Year 1 (2026): Crack Sealant for Asphalt Pavement Applied | Pounds | 141,000 | $ 1.70 | $ 239,700 |
| 2 | Base Bid Year 2 (2027): Crack Sealant for Asphalt Pavement Applied | Pounds | 141,000 | $ 1.76 | $ 248,160 |

### BID ALTERNATE:

| ITEM NO. | PAY ITEM | UNIT | UNIT PRICE |
|---|---|---|---|
| 3 | Sweeper with Disposal at Municipal Facility | Per Hour | $ 175.00 |
| 4 | Sweeper with Disposal Performed by the Contractor | Per Hour | $ 195.00 |

**TOTAL CONTRACT PRICE (BASE BID ONLY, ITEM # 1, ANNUAL COST):**

two hundred thirty nine thousand seven hundred Dollars and zero Cents

(in writing) (in writing)

***Individual quantities for each agency in the joint bid are included in the special provisions at the end of this bid document.***

**Agenda Item No: 15**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Bid Award – 2026 Sidewalk Cutting Program, McHenry County Municipal Partnership Initiative (MPI)

**Staff Recommendation:** Motion to award the 2025 Sidewalk Cutting Program to the lowest responsive and responsible bidder, Hard Rock Concrete Cutters, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Hard Rock Concrete Cutters, Inc., for a not-to-exceed amount of $50,000 and to authorize the City Manager to review and approve necessary completion date change orders relating to the contract

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

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**Background:**
The City uses sidewalk saw cutting to eliminate trip hazards caused by minor sidewalk displacements over time due to heaving or settling. This process horizontally cuts off trip hazards, creating a tapered edge that brings the site into compliance with American Disabilities Act (ADA) standards. The City has used this method for many years. Staff has been satisfied with the process and its outcomes, incorporating it into the City's annual maintenance program.

The cost of cutting sidewalks is lower than the cost of replacement. Sidewalk cutting is relatively quick, allowing sidewalks to reopen for pedestrian use soon after. In contrast, full replacement requires closing the sidewalk while the concrete cures and often involves landscape restoration. Large sidewalk displacements that cannot be addressed with cutting are handled through the City's annual concrete program, which replaces entire sidewalk sections.

The City of Crystal Lake participates in the McHenry County Municipal Partnership Initiative (McMPI) where regional communities collaborate by preparing and soliciting bids for various projects. McMPI allows members to combine purchasing power to leverage cost savings. The City of Crystal Lake partnered with the Village of Cary to solicit bids for sidewalk cutting services.

On April 2, 2026, the bids were publicly opened at the City of Crystal Lake. The bid results are tabulated below:

| Bidder | Price Per Square Foot |
|---|---|
| √ Hard Rock Concrete Cutters, Inc. | $41.12 |
| Murphy Construction Services, LLC | $41.93 |

√ Indicates recommended lowest responsive and responsible bidder

The machinery used to create the taper is a specialized piece of equipment, and there are only a few contractors in the region that perform this work. Over the past several years, the City has received only one or two bids for this work.

**Recommendation:**

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

The Public Works Department has reviewed the bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment and after reviewing references for Hard Rock Concrete Cutters, Inc., City staff recommends awarding the 2026 Sidewalk Cutting Program contract to the lowest responsive and responsible bidder, Hard Rock Concrete Cutters, Inc.

This is an annual maintenance program and funds for this work are included in the 2026 budget. Staff recommends the award of a contract in a not-to-exceed amount of $50,000.00.

**Votes Required to Pass:**

Simple majority

# RESOLUTION

**WHEREAS** the CITY OF CRYSTAL LAKE has identified the need to eliminate sidewalk trip hazards that are created by displacement of sidewalks over time; and

**WHEREAS** the CITY received and publicly opened bids for the 2026 Sidewalk Cutting Program on April 2, 2026; and

**WHEREAS** the lowest responsive and responsible bidder is Hard Rock Concrete Cutters, Inc. of Wheeling, Illinois.

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

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Hard Rock Concrete Cutters, Inc. for the 2026 Sidewalk Cutting Program in the bid amount $41.12 per square foot, for a total not-to-exceed amount of $50,000; and

**BE IT FURTHER RESOLVED** that the City Manager is authorized to approve warranted completion date change orders relating to the contract.

**DATED** this 21st day of April, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: April 21, 2026
APPROVED: April 21, 2026

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE CONSTRUCTION OF

2026 MPI SIDEWALK CUTTING PROGRAM

# BIDDER'S PROPOSAL

Full Name of Bidder Hard Rock Concrete Cutters, Inc. ("Bidder")

Principal Office Address 601 Chaddick Dr Wheeling IL 60090

Local Office Address 601 Chaddick Dr Wheeling IL 60090

Contact Person Mrs. Corrie B. Krula Telephone 224-688-1342

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

Attention: *Michael Wisinski – Public Works Manager*
*SEALED BID: 2026 MPI SIDEWALK CUTTING PROGRAM*

**Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. NONE, which are securely stapled to the end of this Bidder's Proposal [if none, write "NONE"] ("Bid Package").**

**Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.**

1. Work Proposal

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package ("Work Site") and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the *2026 MPI SIDEWALK CUTTING PROGRAM*; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance

## SCHEDULE OF PRICES

| Item # | Item | Unit | Quantity | Unit Price | Total Cost |
|---|---|---|---|---|---|
| 1 | Sidewalk Saw Cutting | Each | 1310 | $41.12 | $53,867.20 |
| | | | | TOTAL | $53,867.20 |

TOTAL CONTRACT PRICE:

Fifty Three Thousand, Eight Hundred and Sixty Seven (in writing) Dollars and Twenty (in writing) Cents

53,867 (in figures) Dollars and 20 (in figures) Cents

A. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

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

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

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

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

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

**Agenda Item No: 16**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Proposal Award – Engineering Services for Emergency Generator and Automatic Transfer Switch Replacements at Sanitary Pump Stations 24 and 26

**Staff Recommendation:** Motion to award the proposal for Engineering Services for Emergency Generator and Automatic Transfer Switch Replacements at Sanitary Pump Stations 24 and 26 to the most qualified, responsible and responsive proposer, Ruekert Mielke, Inc., and adopt a Resolution authorizing the City Manager to execute an agreement with Ruekert Mielke, Inc. in the amount of $36,985.00 with a 10% contingency for changes in scope and approve warranted completion date extensions

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

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**Background:**
The Public Works Department is responsible for operating and maintaining a system of sanitary pump stations (lift stations) located throughout the City. These sanitary pump stations are necessary for conveying sanitary wastewater through the sewer system to the City's wastewater treatment plants.

Most of these pump stations, including Sanitary Pump Stations 24 and 26, are equipped with permanent emergency generators, allowing uninterrupted operation during power outages to prevent sewer overflows and residential sewage backups. Sanitary Pump Stations 24 and 26 are located at 31 Crystal Ridge Dr. and 4451 US Route 14, respectively.

The generator at Sanitary Pump Station 24 is 37 years old, while the generator at Sanitary Pump Station 26 is 30 years old. These generators are at the end of their service life and are original to the construction of the pump stations. The existing generators run on diesel fuel, supplied by a 50-gallon "day tank" at each station.

The generators will be replaced with natural gas fired units. Public Works has been transitioning wastewater pump station generators to natural gas where possible, ensuring continuous operation during prolonged electricity outages.

The project scope includes complete design engineering for new emergency generators and automatic transfer switches at the two stations as well as construction engineering assistance.

## Consultant Selection Process:

The Wastewater Division followed the City's Purchasing Policy to solicit proposals from consulting engineering firms for design engineering services for this project. The City received proposals from five firms: Fehr Graham, GEO Bancroft Architects & Engineers, Ruekert Mielke, Valdes Architecture & Engineering, and Wold Architects & Engineers. Based on the proposals received and consultant qualifications, a staff-working group reviewed all submittals. Engineering services require a high degree of specialized and technical expertise. Qualifications of the proposer need to be taken into consideration, as the decisions made in the design process have very large implications on both the construction cost and overall success of the project. The cost of design services needs to be considered as well, but to a lesser extent. The five proposals were ranked based on three qualification factors (using a scale of 1 to 5, with 5 being the highest) and then the relative cost between the consultants was taken into account to determine which consultant provided the best overall value (combination of qualifications/expertise and relative cost) for the City. The results of the ranking process are depicted below:

**Engineering Services for Emergency Generators at Lift Stations 24 and 26**

| Proposal Ranking<br>Excellent = 5<br>Very Good = 4<br>Good = 3<br>Acceptable = 2<br>Poor = 1<br>Unacceptable = 0 | Committee's Relative Weight of Importance | Fehr Graham | | GEO Bancroft | | Ruekert Mielke | | Valdes | | Wold | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Criteria | (1-10) | Rating (0-5) | Weighted Rating | Rating (0-5) | Weighted Rating | Rating (0-5) | Weighted Rating | Rating (0-5) | Weighted Rating | Rating (0-5) | Weighted Rating |
| The consultant presented an approach that demonstrated the ability to perform the scope tasks. | 10 | 3.7 | 36.67 | 3.0 | 30.00 | 4.0 | 40.00 | 3.5 | 35.00 | 3.5 | 35.00 |
| The Project Manager had experience with similar projects and showed the ability to overcome unique design issues. | 8 | 3.7 | 29.33 | 2.3 | 18.67 | 4.3 | 34.67 | 3.7 | 29.33 | 3.2 | 25.33 |
| Project Manager's team members have demonstrated experience, relevant experience in project examples, and good performance. | 8 | 4.0 | 32.00 | 2.7 | 21.33 | 4.2 | 33.33 | 3.7 | 29.33 | 2.5 | 20.00 |
| Total Weighted Rating | 26 | | 98.00 | | 70.00 | | 108.00 | | 93.67 | | 80.33 |
| PROPOSAL RANKING | | 3.77 | | 2.69 | | 4.15 | | 3.60 | | 3.09 | |
| Total Cost | | $50,400.00 | | $90,916.80 | | $36,985.00 | | $51,000.00 | | $26,637.00 | |
| Relative Cost Ranking (Formula)<br>(2.5 = avg. cost, points awarded/deducted for fee compared to avg) Avg. cost = | | 2.54 | | 0.56 | | 3.19 | | 2.51 | | 3.70 | |
| TOTAL VALUE RANKING = | | 3.15 | | 1.63 | | 3.67 | | 3.06 | | 3.39 | |

## Recommendation:

This contract is being presented pursuant to the request for proposal process. Under this process, the contract is to be awarded to the vendor whose proposal will be the most advantageous to the City. City staff has reviewed the proposals received and determined that the recommended consultant best meets the requirements for the project.

Based on the proposals received, experience, and qualifications noted, it is the recommendation of engineering staff to select Ruekert Mielke, Inc., to provide engineering services for the emergency generator and automatic transfer switch replacements at sanitary pump stations 24 and 26. The City has worked with Ruekert Mielke, Inc., previously on wastewater electrical projects and has been very satisfied with their expertise and overall work.

Funding for these engineering services has been included in the 2026 budget.

## Votes Required to Pass:

Simple Majority

# RESOLUTION

**WHEREAS,** the generators at Sanitary Pump Stations 24 and 26 have reached the end of their service life and require replacement; and

**WHEREAS,** City staff does not have the expertise or resources to prepare the necessary design documents and therefore requires the support of an engineering consultant for design engineering services for the project; and

**WHEREAS,** proposals were publicly solicited and then reviewed by City staff, resulting in a determination that Ruekert Mielke, Inc. offered the most advantageous proposal for the City.

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

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Ruekert Mielke, Inc. for Engineering Services for Emergency Generator and Automatic Transfer Switch Replacements at Sanitary Pump Stations 24 and 26 in the amount of $36,985.00; and

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

**DATED** this 21st day of April, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: April 21, 2026
APPROVED: April 21, 2026

Draft

| | |
|---|---|
| Municipality: | Village of Mukwonago |
| City, State, Zip Code; | Mukwonago, WI 53149 |
| Contact Name and Information: | Wayne Castle, cell: 262-441-1366 |
| Project Names and Dates of Service: | Wells 3 and 4 Upgrades, January 2024 – present. |

**41. PRICING SHEET:** Pricing should be all-inclusive and presented as a not-to-exceed amount.

Company Name: Ruekert & Mielke, Inc.

Company Address: W233 N2080 Ridgeview Parkway

City, State, Zip Code: Waukesha, WI 53188

Contact Person: Dave Arnott

Contract Person Phone / E-Mail: 262.953.3080 darnott@ruekert-mielke.com

Proposals for: Engineering services for Design & Specifications of a new automatic transfer switch and emergency generator at Lift Station #24 and Lift Station #26 per the specifications identified herein.

| SCOPE OF SERVICES | $233 E7 DWA | $211 E6 EAW | $226 SCADA Tech DCB | $211 E5 DJH | $153 CAD WCB | $97 ADMIN ASSIST | TOTAL HRS | TOTAL LABOR COST |
|---|---|---|---|---|---|---|---|---|
| **Tasks -** | | | | | | | | |
| **Design and Construction Services** | | | | | | | | |
| 1. Cost estimate. | 4 | 4 | | | | | 8 | $1,776 |
| 2. Design engineering. Includes three in-person meetings. | 13 | 65 | 2 | 6 | 33 | 10 | 129 | $24,481 |
| 3. Design engineering bidding assistance. 5 hours. | | 5 | | | | | 5 | $1,055 |
| 4. Construction engineering - 3 site visits. Includes record drawing work. | | 25 | | | 7 | | 32 | $6,346 |
| 5. Submittal review.8 hours. | | 8 | | | | | 8 | $1,688 |
| 6. Construction Q&A. 5 hours | | 5 | | | | | 5 | $1,055 |
| **TOTAL HOURS** | **17** | **112** | **2** | | **40** | **10** | **181** | **$36,401** |
| **REIMBURSABLE** | | | | | | | | **$584** |
| Printing/Copying | | | | | PER SHEET | | | $40.00 |
| Mileage | 750 | Miles | | | PER MILE /mile | | 0.73 | $543.75 |
| ***Fees*** | | | | | | | | **$36,985** |

**Agenda Item No: 17**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Purchase of one (1) new 2026 Ford F450 4x4 Truck with Service Body using Suburban Purchasing Cooperative Contract #226 and one (1) new 2026 Ford F350 4x4 Truck with Dump Body using Suburban Purchasing Cooperative Contract #222

**Staff Recommendation:** Motion to adopt a Resolution authorizing the City Manager to execute an agreements with Sutton Ford, Inc. for the pricing and delivery of one (1) new 2026 Ford F450 4x4 Truck with Service Body using Suburban Purchasing Cooperative Contract #226 in the total amount of $78,681.00 and one (1) new 2026 Ford F350 4x4 Tuck with Dump Body using Suburban Purchasing Cooperative Contract #222 in the total amount of $81,100.00, execute change orders for up to 10% of the contract amount for each vehicle; and approve warranted completion date change orders relating to the contracts

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

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**Background:**

The Public Works Department budget for 2026 includes funds for the replacement of its 2017 Ford F350 4X4 Truck with Service Body (9 years old), used in the Water & Sewer Division, and for the replacement of its 2019 Ford F350 2-Wheel Drive Truck with Dump Body (7 years old), which is used in the Street Division. These vehicles are essential equipment for Public Works Department maintenance operations and require replacement to maintain an efficient and effective fleet. This determination was based on Vehicle Replacement Evaluations conducted by the Public Works Department Fleets & Facilities Division. These vehicles have a typical service life of 7 years.

Upon reviewing the needs of the divisions and the intended function of the equipment to be replaced, the Public Works Department has determined that replacing the 2017 Ford F350 4X4 Truck with Service Body with a new 2026 Ford F450 4x4 Truck with Service Body and replacing the 2019 Ford F350 2-Wheel Drive Truck with Dump Body (mini-dump truck) with a new 2026

Ford F350 4x4 Truck with Dump Body (mini-dump truck), offers the best value to the City and meets the operational needs of the divisions.

Staff researched alternative equipment and market pricing and recommends the contract pricing provided by Sutton Ford, Inc., through the Suburban Purchasing Cooperative contract #226 and Suburban Purchasing Cooperative contract #222 as the most advantageous to the City. Together, these contracts provide the City with an overall discount of $14,048.00 off the MSRP of the proposed vehicles. The discounted pricing available through the cooperative contract is illustrated in the table below.

| Equipment for Purchase | Purchase Price Including Upfit | Suburban Purchasing Cooperative Discount | Total Price After Cooperative Discount (Including Upfit) |
|---|---|---|---|
| 2026 Ford F450 4x4 with Service Body | $86,222.00 | $7,541.00 | $78,681.00 |
| 2026 Ford F350 4x4 with Dump Body | $87,607.00 | $6,507.00 | $81,100.00 |

The pricing provided through Suburban Purchasing Cooperative contract #226 and Suburban Purchasing Cooperative contract #222 was negotiated as part of an RFP that was advertised and reviewed by the Suburban Purchasing Cooperative. As members of the Suburban Purchasing Cooperative, the City can take advantage of the contracts leveraged by the combined purchasing power of cooperative members, which helps reduce costs. Participation in this cooperative was authorized by Resolution 17R-98.

**Recommendation:**

The Public Works Department recommends authorizing the City Manager to enter into agreements with Sutton Ford, Inc., for the pricing and delivery one (1) new 2026 Ford F450 4x4 Truck with Service Body using Suburban Purchasing Cooperative contract #226 in the total amount of $78,681.00 and one (1) new 2026 Ford F350 4x4 Truck with Dump Body using Suburban Purchasing Cooperative contract #222 in the total amount of $81,100.00.

**Votes Required to Pass:**

Simple Majority

# RESOLUTION

**WHEREAS** Public Works Department's 2017 Ford F350 4X4 Truck with Service Body and 2019 Ford F350 2-Wheel Drive Truck with Dump Body have been evaluated by City staff and have been determined to be in need of replacement in order to maintain efficient and operable equipment for use by the Public Works Department in conducting maintenance operations; and

**WHEREAS** the City has budgeted for the replacement of vehicles and equipment during the 2026 fiscal year, including vehicles and equipment within the Public Works Department; and

**WHEREAS** City staff have determined that these vehicles be replaced with a 2026 Ford F450 4x4 Truck with Service Body and a 2026 Ford F350 4x4 Truck with Dump Body; and

**WHEREAS** the City utilizes purchasing cooperatives and joint bids to combine purchasing power with other government agencies to reduce costs; and

**WHEREAS** the City Council has authorized participation in the Suburban Purchasing Cooperative; and

**WHEREAS** contracts 226 and 222, provided through the Suburban Purchasing Cooperative, offers pricing for the purchase and delivery of these vehicles; and

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

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Sutton Ford, Inc., using Suburban Purchasing Cooperative contract #226 for the pricing and delivery of one (1) new 2026 Ford F450 4x4 Truck with Service Body in the total amount of $78,681.00; and

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Sutton Ford, Inc., using Suburban Purchasing Cooperative contract #222 for the pricing and delivery of one (1) new 2026 Ford F350 4x4 Truck with Dump Body in the total amount of $81,100.00; and

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

**DATED** this 21st day of April 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL
ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: April 21, 2026
APPROVED: April 21, 2026

Draft

Sutton Ford COMMERCIAL & FLEET

**SUTTON FORD INC.**
21315 CENTRAL AVE.
MATTESON IL 60443

# QUOTE

Monday, April 6, 2026
*DATE*

PURCHASER'S NAME

CITY OF CRYSTAL LAKE

STREET ADDRESS

100 W. WOODSTOCK ST

| CITY | STATE | ZIP | BUS PHONE |
|---|---|---|---|
| CRYSTAL LAKE | IL | 60014 | 815-356-3605 X 4192 |

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

| YEAR | MAKE | MODEL | BODY TYPE | COLOR | TRIM | STOCK NO. |
|---|---|---|---|---|---|---|
| 2026 | FORD | F450 | 4X4 REG CHASSIS CAB | RED | XL | ORDER |
| VIN NO. | | MILES | | SALES REP | Scott Ourednik | |

| | | | | | |
|---|---|---|---|---|---|
| 2026 FORD F450 4X4 REG CHASSIS CAB | | MSRP | $66,030.00 | *TRADE-IN INFORMATION* | |
| 84" CA, 169" WB, 7.3L GAS | | DISCOUNT | $7,541.00 | MAKE OF USED VEHICLE | |
| DELIVERED | | | | YEAR | |
| | | SPC PRICE | $58,489.00 | MODEL | |
| TRUCK PAID FOR WHEN DELIVERED TO UPFIT | | | | VEHICLE IDENT. NO. | |
| | | | | MILEAGE | |
| KNAPHEIDE UPFIT | | | $20,019.00 | TRADE VALUE | |
| | | | | | |
| ***SUBTOTAL*** | | | $78,508.00 | *FLEET SALES INFORMATION* | |
| ELECTRONIC FILING FEE | | | $0.00 | ORDERING FIN | QC665 |
| DOCUMENTATION FEE | | | $0.00 | END USER FIN | QC665 |
| ILLINIOS SALES TAX | 7.25% | | $0.00 | SALES TYPE | 3 |
| COUNTY TAX- COOK | 1.00% | | $0.00 | GPC DISCOUNT | |
| CITY OF CHICAGO TAX | 1.25% | | $0.00 | GPC REF # | |
| COOK COUNTY WHEEL TAX | | | $0.00 | 56A/CPA DISCOUNT | |
| LICENSE, TRANSFER, TITLE | | | $173.00 | 56M DISCOUNT | |
| EXTENDED SERVICE CONTRACT | | | $0.00 | RETAIL REBATE # | |
| TOTAL PRICE | | | $78,681.00 | | |
| CASH DOWN PAYMENT | | | $0.00 | | |
| REBATE | | | $0.00 | | |
| TOTAL DOWN PAYMENT | | | $0.00 | | |
| UNPAID CASH BALANCE DUE ON DELIVERY | | | **$78,681.00** | | |

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

ACCEPTED BY: _____
PURCHASER'S SIGNATURE
DATE 4/6/2026

ACCEPTED BY: Scott Ourednik
DEALER OR HIS AUTHORIZED REPRESENTATIVE
DATE 4/6/2026

Sutton Ford COMMERCIAL & FLEET

**SUTTON FORD INC.**
21315 CENTRAL AVE.
MATTESON IL 60443

# QUOTE

Monday, April 6, 2026
*DATE*

PURCHASER'S NAME

CITY OF CRYSTAL LAKE

STREET ADDRESS

100 W. WOODSTOCK ST

| CITY | STATE | ZIP | BUS PHONE |
|---|---|---|---|
| CRYSTAL LAKE | IL | 60014 | 815-356-3605 X 4192 |

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

| YEAR | MAKE | MODEL | BODY TYPE | COLOR | TRIM | STOCK NO. |
|---|---|---|---|---|---|---|
| 2026 | FORD | F350 | 4X4 REG CHASSIS CAB | RED | XL | ORDER |
| VIN NO. | | MILES | | SALES REP | Scott Ourednik | |

| | | | | |
|---|---|---|---|---|
| 2026 FORD F350 4X4 REG CHASSIS CAB, | MSRP | $61,225.00 | *TRADE-IN INFORMATION* | |
| 60" CA, 145" WB | DISCOUNT | $6,507.00 | MAKE OF USED VEHICLE | |
| DELIVERED | | | YEAR | |
| | SPC PRICE | $54,718.00 | MODEL | |
| TRUCK PAID FOR WHEN DELIVERED TO UPFIT | | | VEHICLE IDENT. NO. | |
| | | | MILEAGE | |
| KNAPHEIDE UPFIT | | $26,209.00 | TRADE VALUE | |
| | | | | |
| ***SUBTOTAL*** | | $80,927.00 | *FLEET SALES INFORMATION* | |
| ELECTRONIC FILING FEE | | $0.00 | ORDERING FIN | QC665 |
| DOCUMENTATION FEE | | $0.00 | END USER FIN | QC665 |
| ILLINIOS SALES TAX | 7.25% | $0.00 | SALES TYPE | 3 |
| COUNTY TAX- COOK | 1.00% | $0.00 | GPC DISCOUNT | |
| CITY OF CHICAGO TAX | 1.25% | $0.00 | GPC REF # | |
| COOK COUNTY WHEEL TAX | | $0.00 | 56A/CPA DISCOUNT | |
| LICENSE, TRANSFER, TITLE | | $173.00 | 56M DISCOUNT | |
| EXTENDED SERVICE CONTRACT | | $0.00 | RETAIL REBATE # | |
| TOTAL PRICE | | $81,100.00 | | |
| CASH DOWN PAYMENT | | $0.00 | | |
| REBATE | | $0.00 | | |
| TOTAL DOWN PAYMENT | | $0.00 | | |
| UNPAID CASH BALANCE DUE ON DELIVERY | | **$81,100.00** | | |

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

ACCEPTED BY: Scott Ourednik

ACCEPTED BY: _____
PURCHASER'S SIGNATURE

DEALER OR HIS AUTHORIZED REPRESENTATIVE

DATE 4/6/2026

DATE 4/6/2026

**Agenda Item No: 18**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Proposal Award – City Website Upgrade Services and Annual Maintenance

**Staff Recommendation:** Motion to award the proposal for City Website Upgrade Services and Annual Maintenance to the most qualified, responsible, and responsive proposer, CivicPlus, and adopt a Resolution authorizing the City Manager to execute a one-year agreement, with automatic one-year renewals with a 3% annual increase, in the submitted proposal amounts, with the selection of the base program and alternates.

**Staff Contact:** Dan Davis, Director of Information Technology
Nick Hammonds, Deputy City Manager

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**Background:**
A municipal website provides critical information to the public regarding City services, programs, and resources. Surveys conducted by City staff in recent years have consistently scored the City's website as the main source of information for the public. The City's website was last updated in 2019 and is in need of an upgrade. Industry standards recommend a website upgrade every five years. In addition, effective in April 2027, the Americans with Disabilities Act (ADA) mandates that governmental websites must be ADA compliant. To meet the April 2027 deadline, City staff prepared a Request for Proposals (RFP) for website upgrade services, additional alternates, and ongoing support and maintenance of the website.

The Information Technology Department followed the City's Purchasing Policy to solicit proposals from website vendors for the upgrade project and ongoing support and maintenance services. The City issued an RFP seeking a modern municipal website platform that would:

- Improve access to City services and information for residents for both crystallake.org and clearlycrystallake.com, the City's Economic Development site.
- Ease of use for staff across departments to manage web pages.
- Meet federal ADA Title II website accessibility requirements by April 2027.
- Provide secure hosting, support, and long-term sustainability.

## RFP Evaluation:

The City received proposals from 14 firms in response to the RFP. To ensure an objective review, staff used a scoring matrix based on the RFP evaluation criteria, including functionality, usability, accessibility compliance, vendor experience, implementation approach, and overall value:

- **Website Redesign & User Experience** — Modern professional design reflecting Crystal Lake's identity, intuitive navigation, mobile responsiveness, and consistent look across all pages and departments.
- **Content Management System (CMS)** — Non-technical staff must be able to manage content easily. Requires customizable department permissions, pre-built templates, version control, approval workflows, governance tools, predictive search with plain-language support, and "create once, publish anywhere" capability.
- **Accessibility & Compliance** — Web Content Accessibility Guidelines (WCAG) 2.2 AA compliance and ADA Title II by April 2027, automated accessibility scanning, screen reader/keyboard navigation compatibility.
- **Content Migration** — Full inventory and migration of existing content, documents, images, and media, plus help cleaning up outdated content.
- **Training & Documentation** — Admin and editor training (with option to record sessions), CMS documentation, and ongoing support resources.
- **Hosting, Security & Maintenance** — Cloud hosting with uptime guarantees, SSL, multi-factor authentication, regular security patches, and emergency support.

Eleven City employees from various departments participated in the evaluation process. Following the evaluation of submitted proposals and a thorough review of each firm's qualifications, experience, and demonstrated usability, it was determined that six firms demonstrated the expertise and capability to successfully execute the scope of work. City staff interviewed the six firms and viewed demonstrations of the firms' websites. Scoring matrices were submitted by staff and used for the final ranking.

The following table summarizes the top scoring vendors (average score out of 100) and cost comparison (the City currently pays $18,000 per year for basic website service and support). The top three vendors were asked to provide their annual increase percentage.

| Rank | Vendor | Avg Score |
|---|---|---|
| 1 | CivicPlus* | 88.1 |
| 2 | Revize | 81.0 |
| 3 | Granicus | 79.6 |

*Recommended responsive and responsible proposer

## Proposal Pricing:

CivicPlus' proposal provides the best overall value when considering total cost of ownership, reduced operational burden on staff, compliance readiness, and long-term sustainability. Staff therefore recommends CivicPlus as the vendor that best positions the City for long-term success while minimizing risk.

| Top 3 Vendors | Year 1 | Years 2-5* |
|---|---|---|
| Revize Government Websites | $69,000.00 | $90,094.06 |
| CivicPlus** | $46,303.17 | $108,816.69 |
| Granicus | $90,880.00 | $111,447.00 |

* Estimated based on vendor-provided annual anticipated percentage increase
**Recommended firm most advantageous to the City

CivicPlus includes a full website redesign at no additional cost after 48 months. Most competitors require a new capital project ($40k–$100k+) at that point, which results in substantial long-term cost savings.

**Why Lower-Cost Proposals Were Not Selected:**
While several vendors proposed lower initial costs, staff identified the following concerns:

- Greater reliance on IT or vendor support for routine updates
- Less mature accessibility compliance workflows
- Lack of included long-term redesign or lifecycle planning
- Fragmented solutions requiring additional third-party tools
- Higher risk of needing future re-implementation or remediation

The following table summarizes the vendors that were not selected as finalists.

| Vendor |
|---|
| Planeteria Media |
| GHD Digital |
| Juicebox Intractive |
| iSpectra |
| Zemmouri |
| XongoLab |
| Concourse |
| Prolific Digital |
| Onpoint Insights |
| PrometSource |
| Reliant Global Tech |

## Key Reasons for Recommendation:

**Ease of Use for City Staff:**
A major project goal is enabling non-technical staff across multiple departments to easily maintain website content. CivicPlus' Web Central platform provides an intuitive content management system designed specifically for local governments, allowing staff to publish and update information using structured templates and workflows.

During demonstrations, multiple staff evaluators independently noted that CivicPlus required the fewest steps to complete common tasks. This directly translates into faster content updates, reduced training time, and lower reliance on IT support.

**Accessibility Compliance:**
Federal regulations require municipal websites to comply with WCAG accessibility standards under ADA Title II by April 2027. CivicPlus includes built-in accessibility tools and workflows that help staff maintain compliance over time. Selecting a platform with embedded accessibility workflows significantly reduces the likelihood of future remediation costs or legal exposure, which can exceed the initial cost difference between vendors.

**Consolidation of Existing Systems:**
CivicPlus would allow the City to replace two existing systems:

- Constant Contact → CivicSend module (annual costs are roughly the same, $2400/yr)
- RecDesk calendar/booking (save $5,800/year) → CivicPlus website calendar

In addition to direct cost savings, consolidation reduces vendor management overhead, contract renewals, and staff training across multiple systems.

The annual cost difference between CivicPlus and mid-tier vendors is approximately equal to the cost of ~40–60 staff hours per year, which is easily offset by improved usability and reduced support needs.

**Municipal-Focused Platform and Experience:**
CivicPlus specializes in technology solutions designed specifically for local governments, including tools for event calendars, notifications, and resident engagement. Their platform includes secure hosting, ongoing support, and training designed for municipal staff.

CivicPlus brings demonstrated experience serving Illinois municipalities at a scale comparable to Crystal Lake:

- Village of Wheeling, IL
- Village of Lombard, IL
- City of Woodstock, IL
- Village of Palatine, IL
- Village of Cary, IL
- Village of Buffalo Grove, IL

CivicPlus serves over 5,500 local government websites nationally. The platform is built exclusively for municipalities, which means every feature — from the agenda center to the facilities reservation system — is designed around government workflows. This is not a general-purpose Contact Management System (CMS) adapted for government use; it is purpose-built for exactly what Crystal Lake needs.

**Support for AI-Driven Search:**
CivicPlus includes a built-in AI Content Advisor that automatically reviews website pages and provides actionable recommendations to optimize content for modern AI-powered search tools and answer engines. This helps ensure City information remains easy to discover, clearly structured, and up-to-date, improving visibility and resident trust as more people turn to AI assistants for answers.

**Long-Term Sustainability:**
CivicPlus also includes a guaranteed website redesign after 48 months at no additional cost, 24/7/365 emergency support, a dedicated Customer Success Manager, and a structured six-phase implementation process with a typical go-live in 16—28 weeks.

**Total Cost of Ownership & Risk Considerations:**
While CivicPlus is not the lowest upfront cost (see pricing table below), staff evaluated total cost of ownership over a 5–7 year lifecycle, including staff time, system consolidation, compliance risk, and future redesign costs.

Key considerations:

- **Staff Time & Efficiency**
  - Platforms that are harder to use result in delayed updates, outdated content, and increased reliance on IT or vendor support.
  - Based on demonstrations, CivicPlus will require significantly less staff training and ongoing support, reducing internal labor costs over time.

- **Avoided Third-Party Costs**
  - CivicPlus potentially replaces:
    - Constant Contact (~$2,400/year)
    - RecDesk (~$5,800/year)

- **Accessibility Compliance Risk (ADA Title II – April 2027)**
  - The City is legally required to meet WCAG standards.
  - Non-compliance can result in:
    - Legal exposure
    - Required emergency remediation contracts
    - Reputational risk
  - CivicPlus demonstrated the most robust built-in accessibility tools and ongoing compliance support, reducing this risk.
  - Many lower-cost vendors rely on manual processes or third-party tools, increasing long-term risk.

- **Included Redesign at 48 Months**
  - CivicPlus includes a full website redesign at no additional cost
  - Most competitors require a new capital project ($40k–$100k+) at that point
  - This is a major long-term cost avoidance

- **Vendor Specialization**
  - CivicPlus is purpose-built for local government
    - Many lower-cost proposals are based on General-purpose CMS platforms (e.g., WordPress/Drupal). These typically require more configuration, ongoing maintenance, and greater reliance on vendor or IT staff.

## Recommendation:

This contract is being presented pursuant to the request for proposal process. Under this process, the contract is to be awarded to the vendor whose proposal will be the most advantageous to the City. City staff have reviewed the proposals received and determined that the recommended consultant best meets the requirements for the project. Based on the proposals received, experience, and qualifications noted, it is the recommendation of Information Technology staff to select CivicPlus to provide City website upgrade services and annual support and maintenance. Sufficient funding for this project is included in the fiscal year 2026 Capital Budget.

## Votes Required to Pass:

Simple Majority

Res. 26R-___

**RESOLUTION**

**WHEREAS,** the City of Crystal Lake's website was previously updated in 2019 and is in need of an upgrade to refresh the website and comply with Americans with Disabilities Act (ADA) mandates effective in April 2027; and,

**WHEREAS,** proposals were publicly solicited for the website upgrade services and ongoing website support and maintenance; and

**WHEREAS,** based upon a review of the proposals received, CivicPlus offered a proposal that is most advantageous to the City.

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager is authorized to execute a one-year agreement, with automatic one-year renewals with a 3% annual increase, between the City of Crystal Lake and CivicPlus in the submitted proposal amounts.

DATED this 21st day of April, 2026.

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CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
Haig Helablian, MAYOR

SEAL:
ATTEST:

_____
CITY CLERK

PASSED: April 21, 2026
APPROVED: April 21, 2026

**Agenda Item No: 19**

# City Council
# Agenda Supplement

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**Meeting Date:** April 21, 2026

**Item:** Approve a Purchase and Sale Agreement for 200 E. Congress Parkway, 300 Commonwealth Drive, and 415 LT Memorial Drive, Crystal Lake, Illinois

**Staff Recommendation:** Motion to adopt a Resolution Approving the Purchase and Sale Agreement and Authorizing the City Manager to Undertake Actions in Furtherance of Such Purchase

**Staff Contact:** Eric Helm, City Manager
Nick Hammonds, Deputy City Manager
Victor Filippini, Special Legal Counsel

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## Background:

Northern Illinois Medical Center ("***Seller***") had operated a health and fitness center at 200 E. Congress Parkway in Crystal Lake, commonly known as HealthBridge, but that facility has been closed for a number of years. The Seller is currently marketing the HealthBridge site, an adjacent 4.4-acre vacant parcel, and a nearby two-acre vacant parcel (collectively, the "***Property***") for sale. After significant preliminary investigations, the City Council has determined that it will be in the best interests of the City and its residents to enter into a Purchase and Sale Agreement (the "***PSA***") that has been provided to the City Council members via a confidential memorandum from Special Legal Counsel Filippini. Under the PSA, the City would acquire the Property for $4,200,000.00, subject to further investigations during a due diligence period.

The Property offers the City an opportunity to make available to City residents certain public facilities that do not currently exist in Crystal Lake. In addition, the Property contains additional vacant land that could be utilized for the benefit of the community.

## Recommendation:

It is staff's recommendation to adopt the attached resolution to approve the PSA. The resolution also authorizes the City Manager to undertake such other activities contemplated in the PSA in furtherance of the City's pre-purchase due diligence respecting the Property. If approved, the purchase is expected to close later this calendar year.

**Votes Required to Pass:**

Simple majority

Res. No. .....

File No. ....

**The City of Crystal Lake**

**RESOLUTION APPROVING THE PURCHASE AND SALE AGREEMENT AND AUTHORIZING THE CITY MANAGER TO UNDERTAKE ACTIONS IN FURTHERANCE OF SUCH PURCHASE**

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**WHEREAS,** the City of Crystal Lake (the "***City***") is an Illinois home rule municipality; and

**WHEREAS,** there are currently available for sale within the City three parcels of land, to-wit: (1) approximately 8.08 acres, having an address of 200 E. Congress Parkway, Crystal Lake, IL 60014 (PIN 19-04-301-018); (2) approximately 4.42 acres of unimproved land having a property tax address of 300 Commonwealth Drive, Crystal Lake, Illinois 60014 (PIN 19-04-304-001); and (3) approximately 2.05 acres of unimproved land having a property tax address of 415 LT Memorial Drive, Crystal Lake, Illinois 60014 (PIN 19-04-302-007)(collectively, the "***Property***"); and

**WHEREAS,** a portion of the Property is improved with the former HealthBridge fitness center; and

**WHEREAS,** the size, location, and improvements on the Property present the City with a unique opportunity to provide certain public facilities for the benefit of the residents of Crystal Lake; and

**WHEREAS,** the Mayor and Members of City Council (the "***City Council***") have received a proposed Purchase and Sale Agreement (the "***PSA***") via a confidential memorandum from the City's legal counsel; and

**WHEREAS,** consistent with Section 7(1)(r) of the Freedom of Information Act ("***FOIA***"), 5 ILCS 140/7(1)(r), and Seller's requirements under the PSA, the City is not authorized to divulge the terms and conditions of the PSA prior to closing thereon; and

**WHEREAS,** the City Council has nevertheless reviewed the PSA and is fully advised regarding its terms and provisions; and

**WHEREAS,** the City Council has determined that the $4.2 million purchase price for the Property as set forth in the PSA is fair and reasonable and can be paid by the City with funds on hand; and

**WHEREAS,** the terms and conditions of the PSA authorize the City to undertake extensive due diligence with respect to the Property as a condition to closing; and

**WHEREAS,** the City anticipates that the Property could be used effectively as a facility to serve the City and its residents; and

**WHEREAS,** the City Council has determined that having the City acquire the Property in accordance with the terms and conditions of the PSA will serve the best interests of the City and its residents, as well as the broader Crystal Lake community.

**NOW, THEREFORE, BE IT RESOLVED 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 Resolution as if fully set forth herein.

**SECTION TWO: Approval of the Purchase and Sale Agreement for the Property** The City Council hereby approves the PSA for the Property in substantially the form provided by City's legal counsel and authorizes the Mayor to execute the PSA on behalf of the City.

**SECTION THREE: Authorization to Conduct Due Diligence Activities Relating to the Property.** The City Manager is hereby authorized and directed to undertake or cause to be undertaken on behalf of the City such inspections, reviews, analyses, testing, and other activities that are customary,

Draft

reasonable, and prudent with respect to the Property (the "***Due Diligence Activities***") and to report to the City Council the findings and conclusions resulting from such Due Diligence Activities in accordance with the PSA.

**SECTION FOUR: Additional Authorizations**. The Mayor, City Clerk, and City Manager (as well as the City Manager's designees) are hereby authorized and directed to take such additional actions on behalf of the City that may be necessary or convenient in furtherance of the purchase of the Property in accordance with the PSA.

**SECTION FIVE: Effective Date.** This Resolution shall be in full force and effect after its passage and approval 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

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