CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake
City Council Chambers
May 5, 2026
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – April 21, 2026, Regular Meeting**

5. **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.

6. **Mayor's Report**

7. **City Council Reports**

8. **Consent Agenda**
   a. **Accounts Payable**
   b. **Class 16 Temporary Liquor License Request – Girls on the Run of Northwest Illinois, Sunday, July 19, 2026**
   c. **Class 20 Temporary Liquor License Request – Home of the Sparrow, Inc. – Friday, September 18, 2026**
   d. **Special Event Request and Street Closure - St. Thomas the Apostle School Field Day – Friday, May 22, 2026**
   e. **Special Event Request and Class 16 Temporary Liquor License – Crystal Lake Pride – Saturday, June 7, 2026**
   f. **County Zoning Request – Landscape business with outdoor storage, 9401 Kasper Avenue, Unincorporated Crystal Lake, Illinois**
   g. **Intergovernmental Agreement between Community High School District 155 and the Crystal Lake Police Department for School Resource Officer Services**
   h. **Championship Signs Resolution**
   i. **Police Department Toughbook Computer Purchase**

9. **City Code Amendment to Increase the Number of Class 24 Liquor Licenses – Applicant: First Watch Restaurants, Inc., dba First Watch #1070**

10. **City Code Amendment to Increase the Number of Class 2 Liquor Licenses – Applicant: Sky Pyramid Wheaton, dba Tatsu Ramen House Crystal Lake**

11. **Special Event Request – Cantina 52 Live Music Thursdays on Thursday nights from May 7, 2026, to October 30, 2026, from 6:00 p.m. to 9:00 p.m.**

12. No Parking Restriction on Three Oaks Recreation Area Drive and Overlook Way and 4-Hour Parking Restriction on Water's Edge Boulevard

13. Bid Award – 2026 Thermoplastic Pavement Marking Program

14. Bid Award – 2026 Pavement Patching Program, McHenry County Municipal Partnership Initiative (McMPI)

15. Purchase of one (1) new Dynapac CC1200VI Vibratory Roller using Sourcewell contract #060122-DYN

16. Proposal Award – Architectural Services for a Fire Rescue Facilities Study

17. Council Inquiries and Requests

18. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining and personnel, review of draft Executive Session Minutes, and Semi-Annual Review of Executive Session Minutes

19. Reconvene to Regular Session

20. Approval of Executive Session Minutes that includes the dates of October 7, 2025, October 21, 2025, November 18, 2025, December 2, 2025, and December 16, 2025, and to designate that these minutes shall remain confidential

21. Consideration to destroy verbatim records that includes the dates of April 16, 2024, May 21, 2024, and August 20, 2024

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

23. Adjourn

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Melanie Gray, 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. 8a

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Accounts Payable List

Staff Recommendation: Approve

Staff Contact: Jodie Hartman, Director of Finance

Background:

Attached is the Accounts Payable list for the May 5, 2026 City Council meeting. This list includes bills received since the last Council approval on April 21, 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 MAY 5, 2026

INVOICE APPROVAL (BY INVOICE) FOR CITY OF CRYSTAL LAKE

EXP CHECK RUN DATES 05/05/2026 - 05/05/2026
POSTED AND UNPOSTED
OPEN AND PAID

	Description		Amount
4 IMPRINT			
	RETRACTABLE BADGE HOLDERS		558.19
		TOTAL:	558.19
72 HOUR, LLC			
	VEHICLE PURCHASE/DELIVERY		45,089.01
		TOTAL:	45,089.01
ADAM BEHRNS			
	CLOTHING ALLOWANCE REIMBURSEMENT		141.03
		TOTAL:	141.03
ADAMS STEEL SERVICE & SUPPLY, INC.			
	TAILGATE BARS FOR TRUCK 435		290.00
		TOTAL:	290.00
AIR ONE EQUIPMENT INC			
	SMALL TOOLS		181.50
	SMALL TOOLS		987.00
	SCBA REPAIR AND HYDRO TEST		34.00
		TOTAL:	1,202.50
AIRGAS USA, LLC			
	OXYGEN & ACETYLENE - SIGN TRUCK		41.06
	ARGON - LAB		363.64
		TOTAL:	404.70
AL WARREN OIL CO INC			
	FUEL - GENERATORS, DIESEL/UNLEADED FOR FLEET STOCK		10,184.71
	FUEL - GENERATORS, DIESEL/UNLEADED FOR FLEET STOCK		1,876.92
	FUEL - GENERATORS, DIESEL/UNLEADED FOR FLEET STOCK		9,478.42
		TOTAL:	21,540.05
ALEXANDER CHEMICAL CORP.			
	2026 CHLORINE CYLINDERS FOR WATER TREATMENT		1,089.00
	2026 CHLORINE CYLINDERS FOR WATER TREATMENT		1,633.50
		TOTAL:	2,722.50
ALPHAGRAPHICS			
	DESK NAME PLATE		61.50
	PRINTING SERVICES - RECRUITING BROCHURES		75.10
		TOTAL:	136.60
AMALGAMATED BANK OF CHICAGO			
	DEBT SERVICE REGISTRAR AND PAYING AGENT FEES		475.00
		TOTAL:	475.00

	Description		Amount
AMAZON CAPITAL SERVICES, INC.			
	VOLLEYBALL NETS AND SIGN HOLDERS - THREE OAKS		307.07
	ROPE REELS		225.40
	LIFE GUARD SWIM SUITS		961.82
	PW GARAGE - SUPPLIES		26.55
	CREDIT MEMO FOR FIRE EXTINGUISHER		(137.92)
	PINTLE & BALL HITCH		239.47
	COFFEE CUPS - CITY HALL		100.85
	PLANT 2 PRIMARY CUT OFF WHEELS		82.04
	EMPLOYEE MAILBOXES - W&S POD		280.00
	CASES FOR CITYWIDE IPHONE UPGRADES		53.08
	WEBCAMS		74.97
	PLASTIC WALL FILE ORGANIZER		9.99
	MISC SMALL TOOLS AND EQUIPTMENT		343.18
	BROTHER TN830XL TONER - PATROL		167.67
	CREDIT - WATER PLANT 5 P2P NETWORK MIDSPAN INJECTOR		(19.94)
	POST-IT NOTES		16.08
	SAFETY GLASSES, FIRE LINE TAPE, & PH PAPER		160.38
	BLUEIRIS SERVER RAM CITY HALL CAMERAS		346.98
	NETWORK CABLE COUPLERS FOR WWTP3 NETWORK CABINET MOVE		12.99
	REPLACEMENT BATTERIES - PLANT 3		134.99
	IPAD CASE		23.99
	SUSTAINABILITY COMMITTEE EVENT SUPPLIES		18.01
	VINYL LABELS		59.08
	FIRE STATION 3 TO WATER PLANT 3 NETWORK EXTENSION		14.38
	MONITOR DOCK		288.07
	WWTP3 NEW NETWORK CABINET DISPLAYPORT CABLE		16.33
	FIRE STATION 3 TO WATER PLANT 3 NETWORK EXTENSION		538.86
	BATONS		193.45
	9V BATTERIES		18.46
	COMPRESSED AIR DUSTER		27.06
	FOAM ARM REST		18.49
	VEHICLE RESCUE AND ROPE RESCUE BOOKS		160.36
	LAMINATING SHEETS		21.24
	WWTP3 NEW NETWORK CABINET ACCESSORIES		62.95
	CELLPHONE CASE		41.66
	PLANT 2 SUPPLIES		295.57
	TONER		251.99
	GARMIN STRYKER PLUS TRANSDUCER AND COVER		669.98
	OFFICE SUPPLIES		33.92
		TOTAL:	6,139.50
AMERICAN WATER WORKS ASSOCIATION			
	AWWA DUES - A BEHRNS (07/01/26-06/30/27)		89.00
		TOTAL:	89.00
ANDERSON PEST SOLUTIONS			
	PEST CONTROL		180.30
	PEST CONTROL - MUNICIPAL COMPLEX		160.16
	PEST CONTROL INTERIOR MAINTENANCE - TRAIN STATION		75.00
		TOTAL:	415.46
BASAVARAJ BETTAYGOWDA			
	UB refund for account: 024428-002		43.35
		TOTAL:	43.35
BE RO LUONG			
	UB refund for account: 071885-009		45.42
		TOTAL:	45.42

Description		Amount
BERILLO, ETHAN		
SYMPOSIUM ON CHILD ABUSE - MEALS REIMBURSEMENT		157.30
	TOTAL:	157.30
BOTTS WELDING & TRUCK SERVICE INC		
SAFETY INSPECTION - W&S UNIT 548		33.00
	TOTAL:	33.00
BOWMAN CONSULTING GROUP LTD		
OAK ST. IMPROVEMENTS & PEDESTRIAN PATH		753.26
	TOTAL:	753.26
BUILDERS CHICAGO CORPORATION		
OVERHEAD DOOR 31 ERROR CODE - FACTORY RESET		302.00
	TOTAL:	302.00
BYRNE SOFTWARE TECHNOLOGIES INC		
ACCELA MAINTENANCE AND SUPPORT		1,350.00
ACCELA MAINTENANCE AND SUPPORT		1,957.50
	TOTAL:	3,307.50
C.ACITELLI HEATING & PIPING CONTRACTORS, INC		
LEAK REPAIR - POLICE DEPARTMENT BOILER ROOM		454.20
	TOTAL:	454.20
CAST SIGNATURE PROPERITES LLC		
UB refund for account: 021674-003		15.81
	TOTAL:	15.81
CHRISTINE LEMCKE		
LEAD SERVICE LINE REPLACEMENT REIMB - 1 KELLOGG LN.		9,245.00
LEAD SERVICE LINE REPLACEMENT REIMB - 1 KELLOGG LN.		200.00
	TOTAL:	9,445.00
CHRISTOPHER B BURKE ENGINEERING LTD		
685 WOODLAND DR REBUILD		532.00
STORMWATER REVIEW - PATHWAY COURT APTS.		114.00
STORMWATER REVIEW (FORESTVIEW)		2,970.00
STORMWATER REVIEW - OAKBROOK ESTATES EXPANSION		4,432.65
STORMWATER REVIEW - WATERSIDE AT 3 OAKS TOWNHOMES		356.00
GENERAL STORMWATER CONSULTING SERVICES		4,379.00
	TOTAL:	12,783.65
CLARK DIETZ INC		
ENGINEERING INSPECTION - REDWOOD PHASE 2 (2025)		1,274.00
	TOTAL:	1,274.00
COLE-PARMER INSTRUMENT CO		
FLUORIDE ION ELECTRODE REFILL - PRODUCTION		406.00
	TOTAL:	406.00

	Description		Amount
COMCAST CABLE			
	COAX INTERNET WWTP2		263.85
		TOTAL:	263.85
COMED			
	ELECTRIC SERVICE		316.04
	ELECTRIC SERVICE		421.74
	ELECTRIC SERVICE		130.78
	ELECTRIC SERVICE		134.46
	ELECTRIC SERVICE		23.13
	ELECTRIC SERVICE		203.20
	ELECTRIC SERVICE		1,168.26
	ELECTRIC SERVICE		166.51
	ELECTRIC SERVICE		239.88
	ELECTRIC SERVICE		99.41
	ELECTRIC SERVICE		383.15
	ELECTRIC SERVICE		73.17
	ELECTRIC SERVICE		71.33
	ELECTRIC SERVICE		129.99
	ELECTRIC SERVICE		297.51
	ELECTRIC SERVICE		359.47
	ELECTRIC SERVICE		350.32
	ELECTRIC SERVICE		43.49
	ELECTRIC SERVICE		106.33
	ELECTRIC SERVICE		48.23
	ELECTRIC SERVICE		1,078.04
	ELECTRIC SERVICE		239.06
	ELECTRIC SERVICE		133.07
	ELECTRIC SERVICE		83.65
	ELECTRIC SERVICE		53.20
	ELECTRIC SERVICE		73.16
	ELECTRIC SERVICE		89.58
	ELECTRIC SERVICE		65.88
	ELECTRIC SERVICE		223.19
	ELECTRIC SERVICE		162.35
	ELECTRIC SERVICE		109.92
	ELECTRIC SERVICE		122.91
	ELECTRIC SERVICE		22.86
	ELECTRIC SERVICE		256.03
	ELECTRIC SERVICE		183.10
	ELECTRIC SERVICE		22.00
	ELECTRIC SERVICE		134.46
	ELECTRIC SERVICE		143.26
	ELECTRIC SERVICE		63.56
		TOTAL:	8,025.68
CONSERV FS INC			
	PARKWAY RESTORATION SUPPLIES		199.50
	SUPPLIES FOR LIQUID FILL STATION		123.00
		TOTAL:	322.50
CORE & MAIN LP			
	6' CURB BOXES W/ RODS - UNDERGROUND		595.00
	WATER MAIN REPAIR CLAMPS - UNDERGROUND		913.50
	WATER MAIN REPAIR CLAMPS - UNDERGROUND		879.00
		TOTAL:	2,387.50
DANNY'S REMODELING INC			
	UV CHANNEL PAVILION		11,243.88
		TOTAL:	11,243.88

Description		Amount
DAVE'S BAIT & TACKLE		
WORMS		55.00
	TOTAL:	55.00
DAVIS, DANIEL		
IT TRAINING - MILEAGE & FUEL REIMBURSEMENT		160.50
	TOTAL:	160.50
DAWN GILMAN		
ARTS COMMISSION DONOR PLAQUE		120.00
	TOTAL:	120.00
DELL		
FY26 ANNUAL PC REPLACEMENT PURCHASE		23,716.75
	TOTAL:	23,716.75
DJ'S SCUBA LOCKER, INC.		
ANNUAL SCUBA EQUIPMENT SERVICE		1,802.65
	TOTAL:	1,802.65
D'LAND CONSTRUCTION, LLC		
SIDEWALK & CURB REPLACEMENT PROGRAM		256,054.50
	TOTAL:	256,054.50
DOOR KING		
GATE MONITORING		89.90
	TOTAL:	89.90
DREISILKER ELECTRIC MOTORS INC		
PLANT 3 FUSE		63.27
	TOTAL:	63.27
DYNEGY ENERGY SERVICES		
ELECTRIC SERVICE		221.42
ELECTRIC SERVICE - WTP5		7,280.94
ELECTRIC SERVICE - WWTP2		17,144.64
ELECTRIC SERVICE - THREE OAKS		1,370.03
ELECTRIC SERVICE - WTP1		10,416.06
ELECTRIC SERVICE		50,140.58
ELECTRIC SERVICE - WTP3		17,414.19
	TOTAL:	103,987.86
E. ARIEL ROOFING SOLUTIONS LLC		
ROOF LEAK REPAIR - MUNICIPAL COMPLEX		435.00
ROOF LEAK REPAIR - MUNCIPAL COMPLEX		892.00
ROOF LEAK REPAIR - STATION 4		963.00
	TOTAL:	2,290.00

Description		Amount
ELAINE BRANDSTETTER		
UB refund for account: 072734-000		62.86
	TOTAL:	62.86
EMS MANAGEMENT & CONSULTANTS, INC		
AMBULANCE COLLECTIONS MAR 26		1,305.37
	TOTAL:	1,305.37
ENDEAVOR HEALTH MEDICAL GROUP		
HORTON - NIPAS EXAM		78.00
	TOTAL:	78.00
ERIK MCKNIGHT BLOME		
CONGRESS PARKWAY ROUNDABOUT ART SCULPTURE		12,500.00
	TOTAL:	12,500.00
EVONIK CORPORATION		
PAA FOR PLANT 3 DISINFECTION		2,700.00
	TOTAL:	2,700.00
FOX VALLEY FIRE & SAFETY CO.		
2026 FIRE EXT INSPECTIONS - FS #1, MUNICIPAL COMPLEX		225.50
RADIO INSTALLATION WORKSITE 284667 JIMMY JOHNS		275.00
RADIO INSTALLATION WORKSITE 284655 WATERS EDGE RETAIL		275.00
	TOTAL:	775.50
FOXCROFT MEADOWS		
TOPSOIL PARKWAY RESTORATIONS		105.00
TOPSOIL PARKWAY RESTORATIONS		70.00
RESTORATION MATERIALS - UNDERGROUND		153.50
TOPSOIL PARKWAY RESTORATIONS		105.00
TOPSOIL PARKWAY RESTORATIONS		105.00
TOPSOIL PARKWAY RESTORATIONS		70.00
TOPSOIL PARKWAY RESTORATIONS		105.00
TOPSOIL PARKWAY RESTORATIONS		70.00
TOPSOIL PARKWAY RESTORATIONS		105.00
TOPSOIL PARKWAY RESTORATIONS		70.00
	TOTAL:	958.50
GALLS PARENT HOLDINGS LLC		
TOURNIQUETS		370.90
	TOTAL:	370.90
GESKE & SONS, INC		
PATCHING MATERIAL		735.00
	TOTAL:	735.00
GRANICUS LLC		
GRANICUS GOVACCESS MAINTENANCE, HOSTING & LICENSING		9,297.55
	TOTAL:	9,297.55

Description		Amount
HACH COMPANY		
WTP 5 - DR3900 CALIBRATION SERVICES, PRODUCTION		990.00
	TOTAL:	990.00
HAMPTON, LENZINI & RENWICK, INC.		
MAIN ST. & LIBERTY INTERSECTION IMPROVEMENTS - PRELIM		5,817.74
	TOTAL:	5,817.74
HD SUPPLY, INC		
LAB SUPPLIES - PRODUCTION		337.55
LAB SUPPLIES		497.43
	TOTAL:	834.98
HEATHER MAIERITSCH		
MILEAGE REIMBURSEMENT - NATURALLY MCH FINANCE MEETING		13.44
	TOTAL:	13.44
ILLINOIS FIRE INSPECTORS ASSOCIATION		
ANNUAL MEMBERSHIP DUES 2026		125.00
	TOTAL:	125.00
ILLINOIS STATE POLICE		
FINGERPRINTS		690.00
	TOTAL:	690.00
INDELCO PLASTICS CORPORATION		
PVC PIPE FOR WTP REPAIR - PRODUCTION		780.13
WTP 4 FITTINGS & SPARES - PRODUCTION		315.60
	TOTAL:	1,095.73
ITRON INC		
ITRON HARDWARE/SOFTWARE MAINTENANCE 05/01/26-04/30/27		12,232.23
	TOTAL:	12,232.23
JCB PLUMBING		
EMERGENCY LEAD SERVICE LINE REPL - 208 LAKE SHORE DR		10,265.00
	TOTAL:	10,265.00
JCK CONTRACTORS, INC.		
RESTORATION MATERIALS - UNDERGROUND		820.00
	TOTAL:	820.00
JEFF MATTSON		
ILEETA CONFERENCE - MEALS REIMBURSEMENT		203.06
	TOTAL:	203.06

Description		Amount
JEFFREY HESS & JULIE BISHOP		
UB refund for account: 074025-000		43.46
	TOTAL:	43.46
JENNIFER OLIVER		
UB refund for account: 075044-000		11.66
	TOTAL:	11.66
JENNIFER ZIELINSKI		
ILEETA CONFERENCE - MEALS REIMBURSEMENT		144.89
	TOTAL:	144.89
JINESH & JIGAR PATEL		
UB refund for account: 074918-011		124.52
	TOTAL:	124.52
JOSEPH RICHARD FERGUSON		
COFFEE - CITY HALL		164.99
	TOTAL:	164.99
KRYSTYNA'S DELI INC		
PERFORMANCE BOND REFUND 29 CRYSTAL LAKE PLAZA		5,000.00
	TOTAL:	5,000.00
LAWSON PRODUCTS, INC.		
HARDWARE FLEET STOCK - SHOP SUPPLIES		445.79
	TOTAL:	445.79
LOU'S GLOVES		
NITRILE GLOVES - PPE		314.00
	TOTAL:	314.00
MAKOA'S VENDING SERVICE INC		
COFFEE		528.00
	TOTAL:	528.00
MCHENRY CO COLLEGE		
ADVANCED TECH FF - N HENSLEY, S HENSLEY, & CARRENO		2,100.00
	TOTAL:	2,100.00
MCHENRY CO DEPARTMENT OF HEALTH		
2026 BEACH & SCUBA BEACH INSPECTIONS		650.00
2026 BEACH & SCUBA BEACH INSPECTIONS		650.00
	TOTAL:	1,300.00

Description		Amount
MECHANICAL24 INC		
ICE MACHNE LEASE #10		328.00
	TOTAL:	328.00
MENARD INC		
MISC SUPPLIES		18.95
AIR COMPRESSOR		799.00
ROPE		74.97
MISC SUPPLIES		134.11
CIRCULAR SAW & MISC SUPPLIES		401.37
MISC SUPPLIES		245.34
CLEANING SUPPLIES		47.02
MISC SUPPLIES		13.28
	TOTAL:	1,734.04
MES I ACQUISITION INC		
WILDLAND TURNOUT GEAR		639.00
WILDLAND TURNOUT GEAR		182.93
WILDLAND TURNOUT GEAR		148.65
WILDLAND TURNOUT GEAR		1,365.00
WILDLAND TURNOUT GEAR		36.00
WILDLAND TURNOUT GEAR		83.43
	TOTAL:	2,455.01
MIDWEST POWER INDUSTRY, INC		
LIFT STATION 21 - GENERATOR TROUBLESHOOTING & REPAIR		300.00
LIFT 21 - REPLACE COOLANT SENSOR		706.22
	TOTAL:	1,006.22
MIDWEST SALT		
2026 WATER TREATMENT SALT - PRODUCTION		2,920.43
2026 WATER TREATMENT SALT - PRODUCTION		2,754.96
2026 WATER TREATMENT SALT - PRODUCTION		2,831.23
2026 WATER TREATMENT SALT - PRODUCTION		2,823.47
2026 WATER TREATMENT SALT - PRODUCTION		2,692.90
2026 WATER TREATMENT SALT - PRODUCTION		2,823.47
	TOTAL:	16,846.46
MNJ TECHNOLOGIES DIRECT, INC		
DUO SECURITY MFA LICENSE		210.00
DOOR ACCESS PROX CARDS FOR 3 OAKS SEASONAL EMPLOYEES		350.00
	TOTAL:	560.00
MOTOROLA SOLUTIONS		
MOTOROLA STARCOM RADIOS		1,104,747.03
	TOTAL:	1,104,747.03
MUNICIPAL MARKING DIST		
MARKING SUPPLIES		779.16
	TOTAL:	779.16
NATIONAL VETERINARY ASSOCIATES INC		
CRUISE OFFICE VISIT		132.60
	TOTAL:	132.60

Description		Amount
NAVARRO VEGA, SALVADOR		
IT TRAINING - MILEAGE & FUEL REIMBURSEMENT		160.50
	TOTAL:	160.50
NCPERS GROUP LIFE INS		
VOLUNTARY GROUP INSURANCE - TO BE REIMBURSED		464.00
	TOTAL:	464.00
NEENAH FOUNDRY COMPANY		
FRAMES & LIDS FOR ANNUAL RESURFACING PROGRAM		23,236.00
	TOTAL:	23,236.00
NICOLE A. KOZIOL		
PROFESSIONAL SERVICES		730.50
	TOTAL:	730.50
NICOR / BILL PAYMENT CENTER		
GAS SERVICE		473.11
GAS SERVICE		68.39
GAS SERVICE		67.92
GAS SERVICE		199.37
GAS SERVICE		176.85
GAS SERVICE		135.84
GAS SERVICE		217.43
GAS SERVICE		270.46
GAS SERVICE		667.02
GAS SERVICE		69.28
GAS SERVICE		150.39
GAS SERVICE		209.46
GAS SERVICE		449.30
GAS SERVICE		509.59
GAS SERVICE		91.36
GAS SERVICE		67.49
GAS SERVICE		67.98
GAS SERVICE		69.32
	TOTAL:	3,960.56
NIPSTA		
HEAVY VEHICLE RESCUE - KLUG		1,750.00
NIPSTA TRO - LANDWER		1,675.00
ICS-300 TRAINING- CHOCIEJ		460.00
ICS-300 TRAINING - LEUCK		460.00
ICS-300 TRAINING - RYAN		460.00
NIPSTA TRO 2026 - SZATKOWSKI		1,675.00
NIPSTA TRO 2026 - PACE		1,675.00
	TOTAL:	8,155.00
NIR ROOF CARE INC		
2026 ROOF CARE PLAN SERVICE - WTP 4		550.00
	TOTAL:	550.00
ORMSBY MOTORS INC		
PREVENTATIVE MAINTENANCE - WW UNIT 717		156.75
TOW - CLPD UNIT 1043		75.00
	TOTAL:	231.75

Description		Amount
PACE ANALYTICAL SERVICES, LLC		
LAB SERVICES - BIG BEAM ANNUAL SAMPLING		315.63
DRINKING WATER LAB SERVICES, BACTI (QTY 9)		92.25
DRINKING WATER LAB SERVICES, BACTI (QTY 9)		92.25
DRINKING WATER LAB SERVICES, BACTI (QTY 14)		143.50
LAB SERVICES - APRIL MONTHLY MONITORING		71.70
DRINKING WATER LAB SERVICES, NITRATE (QTY 2)		25.50
DRINKING WATER LAB SERVICES, BACTI (QTY 1)		10.25
DRINKING WATER LAB SERVICES, BACTI (QTY 1)		10.25
DRINKING WATER LAB SERVICES, BENZO/SEMIVOLATILES (2)		524.75
DRINKING WATER LAB SERVICES, FLUORIDE (QTY 5)		63.75
DRINKING WATER LAB SERVICES, BACTI (QTY 13)		133.25
DRINKING WATER LAB SERVICES, BACTI (QTY 1)		10.25
DRINKING WATER LAB SERVICES, BACTI (QTY 10)		102.50
DRINKING WATER LAB SERVICES, LEAD (QTY 1)		10.25
	TOTAL:	1,606.08
PAHCS II		
REQUIRED TESTS		747.00
REQUIRED TESTS		205.00
REQUIRED TESTS		2,222.00
REQUIRED TESTS		2,925.00
REQUIRED TESTS		1,419.00
REQUIRED TESTS		960.00
	TOTAL:	8,478.00
PARAMEDIC SERVICES OF ILLINOIS, INC		
AMBULANCE BILLING/COLLECTION SERVICES MAR 26		7,458.65
	TOTAL:	7,458.65
PARIC HOLDINGS, INC		
OFFICE CHAIRS		20,285.60
	TOTAL:	20,285.60
POLYDYNE INC		
POLYMER PLANT 2		13,708.00
	TOTAL:	13,708.00
PROMOS 911, INC		
COLORING BOOKS & STICKER BADGES - CRO		482.90
	TOTAL:	482.90
RAY O'HERRON CO INC		
RIFLE SHIELD CARRY BAG		135.00
	TOTAL:	135.00
RON JONES ELECTRIC INC		
WELDER DIAGNOSIS & REPAIR - FLEET GARAGE		367.00
	TOTAL:	367.00
RUSSO POWER EQUIPMENT INC		
CHAPS - SAFETY SUPPLIES		273.99
	TOTAL:	273.99

Description		Amount
SEECOM/ACH		
ALARM MONITORING JAN FEB MAR 2026		28,860.75
	TOTAL:	28,860.75
SEFAC USA, INC		
2026 ANNUAL INSPECTION SEFAC AUTO LIFTS		1,703.00
AUTO LIFTS - CARRIAGE ROLLER KIT REPAIR - PARTS ONLY		3,489.29
	TOTAL:	5,192.29
SHERMAN MECHANICAL INC		
2026 HVAC MAINTENANCE & RPZ CERTIFICATION - MARCH		377.00
2026 HVAC MAINTENANCE & RPZ CERTIFICATION - APRIL		330.41
2026 HVAC MAINTENANCE & RPZ CERTIFICATION		393.58
2026 HVAC MAINTENANCE & RPZ CERTIFICATION - APRIL		6,503.74
	TOTAL:	7,604.73
SIKICH CPA LLC		
ANNUAL AUDIT FY25		25,330.00
	TOTAL:	25,330.00
STREICHER'S		
HORTON - NIPAS GEAR		1,204.00
DIAZ - NIPAS GEAR		1,204.00
DIAZ - NIPAS GEAR		3,384.87
HORTON - NIPAS GEAR		3,334.88
HORTON - NIPAS GEAR		47.96
DIAZ - NIPAS GEAR		47.96
	TOTAL:	9,223.67
STRYKER SALES CORPORATION		
POWER PRO SMRT BATTERY PACK		686.00
	TOTAL:	686.00
SYMBOL ARTS		
2026 AWARDS - MEDALS		253.50
	TOTAL:	253.50
T ENGINEERING SERVICE LTD		
APPRAISAL - LS#6 (KEITH/JACKMAN/HAROLD)		2,500.00
	TOTAL:	2,500.00
TARGET SOLUTIONS LEARNING, LLC		
TRAINING DATABASE RENEWAL		3,704.40
	TOTAL:	3,704.40
THERESA MASINI		
PPE BARGAINING UNIT 100% COTTON T-SHIRTS		1,263.50
	TOTAL:	1,263.50

Description		Amount
THREE OAKS ROAD LLC		
ROW PURCHASE - 4405 THREE OAKS RD.		8,666.49
	TOTAL:	8,666.49
TJARDES, ADAM		
REIMBURSEMENT - NWBOCA MONTHLY MEETING		30.00
	TOTAL:	30.00
TODAY'S UNIFORMS		
ACCOUNT STATEMENT 03-11-26 TO 04-27-26		4,329.90
	TOTAL:	4,329.90
TRAFFIC CONTROL & PROTECTION LLC		
SIGN MATERIALS		315.00
SIGN MATERIALS		957.00
	TOTAL:	1,272.00
ULTRA STROBE COMMUNICATIONS INC		
CAR 1032 - REMOVE EQUIPMENT		575.00
	TOTAL:	575.00
USALCO, LLC		
ALUM PLANT 2		4,860.25
	TOTAL:	4,860.25
USIQ, INC		
RIFLE SLINGS & MOUNTS		2,229.25
	TOTAL:	2,229.25
UUSI, LLC		
CLFR HYDRAULIC GENERATOR & PUMP FOR FIRE APPARATUS		14,440.00
	TOTAL:	14,440.00
VEREGY CENTRAL, LLC		
WATER METER REPLACEMENT PROGRAM SERVICES		316,173.93
	TOTAL:	316,173.93
VESTIS GROUP, INC ARAMARK UNIFORM & CAREER APPAREL GROUP, INC		
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		63.24
W&S SHOP TOWELS/MATS - APR 2026		63.66
	TOTAL:	294.53
VIRGINIA A KUNKLE NURSERY		
HOLIDAY TREE FOR DEPOT PARK		1,000.00
	TOTAL:	1,000.00

Description		Amount
W.S. DARLEY & CO		
6" LEATHER SHIELDS		506.50
	TOTAL:	506.50
WILLIAMS STREET REPERTORY		
HOTEL-MOTEL TAX DISTRIBUTION 25-26		2,500.00
	TOTAL:	2,500.00
WM J CASSIDY TIRE & AUTO SUPPLY		
10 TIRES, OBSOLETE - TIRE DISPOSAL FEE		62.50
	TOTAL:	62.50
WORKING WORLD STAFFING		
TEMPORARY STAFF IN FINANCE DEPT		489.60
TEMPORARY STAFF IN FINANCE DEPT		489.60
	TOTAL:	979.20
WRUCKE, DENNIS L.		
VICTIM FRAUD REIMBURSEMENT - CL 26-003032		8,782.27
	TOTAL:	8,782.27
ZIEBELL WATER SERVICE PRODUCTS		
HYDRANT REPAIR SEATS - UNDERGROUND		858.00
HYDRANT SEAT & ORING (QTY 2) - UNDERGROUND		858.00
	TOTAL:	1,716.00
Report Total:		2,262,764.75

FUND TOTALS:

101 GENERAL FUND	183,956.97
110 CAPITAL REPLACEMENT FUND	1,456,912.37
115 VEHICLE REPLACEMENT FUND	45,664.01
201 RESTRICTED POLICE FUNDS	18,216.54
230 FIRE RESCUE FUND	67,258.90
260 PARKING FUND	460.48
620 WATER & SEWER FUND	161,701.55
628 W&S DEBT SVC FUND	475.00
630 W&S CAPITAL & EQUIP REPL FUND	328,118.93

PAYMENT TYPE TOTALS:

ACH Transaction	737,051.37
Paper Check	1,525,713.38

INVOICE APPROVAL (BY INVOICE) FOR CITY OF CRYSTAL LAKE

EXP CHECK RUN DATES 04/29/2026 - 04/29/2026
POSTED AND UNPOSTED
OPEN AND PAID

	Invoice Number	Bank Account	Description	Amount
137656 AT&T DW HOLDINGS, INC				
	8330392113	GFCKG	CITY HALL FIBER INTERNET AT&T	1,141.58
Total For: AT&T DW HOLDINGS, INC				1,141.58
102700 COMCAST CABLE				
	0065433-04132026	GFCKG	CITY HALL TV SERVICE	104.97
	0782375-04142026	GFCKG	MCCORMICK WATER TOWER COAX INTERNET	369.45
Total For: COMCAST CABLE				474.42
027672 FEDEX				
	9-255-65763	GFCKG	POSTAGE	2,083.43
Total For: FEDEX				2,083.43
102914 PITNEY BOWES BANK INC RESERVE				
	13064050	GFCKG	POSTAGE MACHINE REFILL	2,476.37
Total For: PITNEY BOWES BANK INC RESERVE				2,476.37
071460 POSTMASTER				
	MAY 2026	GFCKG	NEWSLETTER POSTAGE	2,900.00
Total For: POSTMASTER				2,900.00
Report Total:				9,075.80

FUND TOTALS:

101 GENERAL FUND	6,424.41
230 FIRE RESCUE FUND	83.04
260 PARKING FUND	14.24
620 WATER & SEWER FUND	2,163.51
630 W&S CAPITAL & EQUIP REPL FUND	390.60

PAYMENT TYPE TOTALS:

Paper Check	9,075.80

INVOICE APPROVAL (BY INVOICE) FOR CITY OF CRYSTAL LAKE

EXP CHECK RUN DATES 04/20/2026 - 04/20/2026
POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number	Bank Account	Description	Amount
102438 CITIZENS BANK			
MARCH 2026	GFCKG	CITIZENS BANK CHARGES - MARCH 2026	14,133.76
Total For: CITIZENS BANK			14,133.76
Report Total:			14,133.76

FUND TOTALS:

101 GENERAL FUND	9,922.13
230 FIRE RESCUE FUND	3,384.63
620 WATER & SEWER FUND	827.00

PAYMENT TYPE TOTALS:

ACH Transaction	14,133.76

LIST OF BILLS PRESENTED FOR APPROVAL
May 5, 2026

APPROVED BY:

Mayor

City Manager

Council Member

Finance Director

Fund	Description	Amount
101	General Fund	$200,303.51
110	Capital Replacement Fund	$1,456,912.37
115	Vehicle Replacement Fund	$45,664.01
201	Restricted Police Funds	$18,216.54
230	Fire/Rescue Fund	$70,726.57
260	Parking Fund	$474.72
620	Water and Sewer Fund	$164,692.06
628	Bond Construction Fund	$475.00
630	W&S Capital & Equip Repl Fund	$328,509.53
	Subtotal - Checks	**$2,285,974.31**
	Wire Transfers	
	Biweekly Payroll 04/24/26	$1,239,424.09
	Subtotal - Wire Transfers	**$1,239,424.09**
	GRAND TOTAL	**$3,525,398.40**

Agenda Item No: 8b

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Class 16 Temporary Liquor License Request –
Girls on the Run of Northwest Illinois, Sunday, July 19, 2026

Staff Recommendation: Motion to approve issuance of a Class 16 Temporary Liquor License Girls on the Run of Northwest Illinois, for the Awards Presentation following the Aquathon at Three Oaks Recreation Area, Sunday, July 19, 2026

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

Background:
The City has received a request from Girls on the Run of Northwest Illinois for the issuance of a Class 16 Temporary Liquor License in order to provide beer to Aquathon participants at the Awards Presentation following the Aquathon on Sunday, July 19, 2026, located at 5517 Northwest Highway, on Saturday, April 25, 2026, from 10:00 a.m. to noon.

Alcohol will remain at Pavilion A, and participants ID will be checked. No additional alcohol will be sold at the event.

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

Conditions prior to issuance:

Payment of the $20 Temporary Liquor License Fee.

Votes Required to Pass:
Simple majority

Girls on the run
Northwest Illinois

111 Erick Street Suite 115
Crystal Lake, IL 60014

April 15, 2026

Dear Mayor Haleblian and Crystal Lake City Council Members:

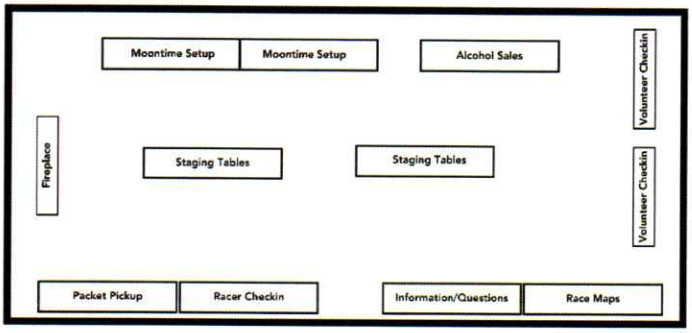
I am writing to request approval for the issuance of a Class 16 Temporary Liquor License for the 2026 Girls on the Run Award Presentation following the Crystal Lake Aquathon to be held July 19, 2026. Please see our attached Consumption of Alcohol Policies and Site Plan (below) for additional information.

Please feel free to contact me if you need any additional information.
Thank you for supporting the Crystal Lake Aquathon event and the Girls on the Run Award Presentation Award Presentation Ceremony.

Sincerely,
Lisa

Lisa Kaptur Puma
Executive Director

Inside Pavilion:



Girls on the Run of Northwest Illinois
111 Erick Street, Suite 115
Crystal Lake, IL 60014
815.393.0259 office www.gotrnwil.org

Smith Physical Therapy + Running Academy

Consumption of Alcohol Policies and Site Plan

When checking identification for consumption of alcohol, only certain types of identification are acceptable. They are:

- State ID Cards
- Passports
- Military IDs
- Drivers License

Our volunteers will request a photo ID and check for the following items:

1. Is the form of identification a State ID, Passport, Military ID, or a Drivers License?
2. Does the face on the ID match the person consuming alcohol?
3. Is the Identification expired or is there evidence of tampering?
4. Does that Identification state that the participant is at least 21 years of age?
5. If all of these items have been checked, the race participant will be eligible to receive a stamp on their hand.

If the participant is found to be underage, the volunteer will perform the following:

1. The volunteer will inform the participant that they will not be receiving a stamp and will not be able to consume alcohol because they are not of the legal age.

If the participant appears intoxicated, the volunteer will perform the following:

1. Be polite and avoid value judgements.
2. They will use tact and politely inform the participant that they will not serve them anymore alcohol.
3. If the participant questions the decision, they will explain the reason for refusal (e.g. showing signs of being unduly intoxicated).

Site Plan

Key:
Red X - Volunteer checking IDs/providing stamp
Green Check Mark - Volunteer dispensing beer (checking for stamp)



Other Application Information:

Location Where Beer and Wine Will be Sold: Three Oaks Recreational Area (please note, there will be no sale of beer and wine)

Type of Crowd and Traffic Control: Contained to Pavilion A with only foot traffic. Crowd includes athletes and volunteers age 21+ with ID check

Refuse Pick Up Plan: Event staff will monitor and clean area

Name and Address of Members Who Will Be Selling: Denise Smith with Smith Physical Therapy + Running Academy, LLC. 110 W. Woodstock St, Crystal Lake, IL 60014

Proof of Permission from Owner of Premises: please see attached City Council approval letter

Agenda Item No: 8c

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Class 20 Temporary Liquor License Request –
Home of the Sparrow, Inc. – Friday, September 18, 2026

Staff Recommendation: Motion to approve issuance of a Class 20 Temporary Liquor License Home of the Sparrow, Inc. for the event on Friday, September 18, 2026

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

Background:

The City has received a request from Home of the Sparrow, Inc. for the issuance of a Class 20 Temporary Liquor License in to order offer alcohol in the package only, as a raffle prize for a fundraiser on Friday, September 18, 2026. While raffle licenses are approved administratively per the City Code, the issuance of a temporary liquor license requires consideration by the City Council.

The organization will need a Temporary Liquor License as the awarding of alcoholic liquor as a raffle prize is considered the sale of alcohol by the State Liquor Control Act. The alcoholic raffle prizes will be awarded at the Crystal Lake Holiday Inn, located at 800 S. Illinois Route 31, on Friday, September 18, 2026, and must be picked up by Sunday, September 20, 2026.

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

The Council has approved similar events in the past.

Votes Required to Pass:

Simple majority

Agenda Item No: 8d

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Special Event Request and Street Closure - St. Thomas the Apostle School Field Day – Friday, May 22, 2026

Staff Recommendation: Motion to approve the Special Event Request for St. Thomas the Apostle School's annual Field Day, including street closure, to be held on Friday, May 22, 2026 pursuant to the recommended conditions

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

Background:
St. Thomas the Apostle School is requesting to hold its annual Field Day Special Event. This request includes the closure of Lake Street between Washington Street and the western portion of St. Thomas the Apostle Church property, and Washington Street between Lake Street and Pierson Street, on Friday, May 22, 2026, from 8:30 a.m. until 2:30 p.m. for the St. Thomas Field Day end of school celebration. This event request is the same as in previous years.

During the St. Thomas Field Day, children will be going back and forth from the school to the playing fields, participating in a wide variety of activities. They will be using the parking lot on Washington Street for the Field Day. Closing Lake Street to Washington Street and closing Washington Street between Lake Street and Pierson Street would make it safer for the children to cross from the school to the fields and parking lot, as well as make it easier on the parent volunteers coordinating the St. Thomas Field Day.

City staff has reviewed the petitioner's request and does not have any concerns regarding the closure of Washington and Lake Streets, providing the following conditions are met:

1. City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. The petitioner has submitted a Barricade Borrowing Application.
2. The petitioner must send a notice to all affected property owners along Lake Street.

3. Signs indicating the road closure shall be posted a minimum of 7 days prior to the event.
4. The petitioner must contact the School Districts in the area in case there are any bus routes that may utilize Lake Street.
5. Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
6. Emergency access to the school must be maintained throughout the event. The petitioner must provide a plan of the St. Thomas Field Day layout.
7. Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
8. All debris created by the event shall be cleaned up during and after the event.
9. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department at (815) 356-3640 for further review.
10. Promotional and informational banners and signage may need a limited duration sign permit issued by the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
11. A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.
12. In the case of inclement weather, an alternate date can be approved by the City Manager.

The City Council has approved this event in the past. The applicant has been made aware of these recommended conditions and advised to attend the May 5, 2026, City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME St. Thomas the Apostle School - Field Day

EVENT LOCATION Behind - 265 King St.

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
All School Event - Field Day, with games, dunk tank, Need Lake St. Access behind the school - Washington St. Closure / Lake St. Closure from Washington to Church.

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: 35

9. Estimated attendance: 220

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: Jen Katta

13. Contact Information for Event Manager:

Address: _____

_____

(Please check preferred means of contact)

Daytime phone: _____ ☐

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: 8:30 AM

Event: 05-22-2026

Dismantling: 2:30 PM

15. Hours of the event:

Set Up: _____

Event: _____

Dismantling: _____

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☐ Yes ☑ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

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

_____

_____

_____

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.

Kate Lane
Signature

3/30/2026
Date

Kate Lane
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
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: St Thomas the Apostle School - Field Day

Kate [redacted] Lane
First Name Last Name

1004 Ridgewood Ln Crystal Lake IL 60014
Residential Address City State Zip

(____)____-_____ [redacted] [redacted]
Home Phone Cell Phone Email

Date of Event: 05 / 22 / 2026 Time of Event: 9AM to 2:30 PM

Number of Barricades Needed *(maximum 12) at least two per intersection*: 6

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

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

Lake Street between Washington St. and the church
Street Name Street Name Street Name

Washington St. between Lake St. and Pierson St.

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.

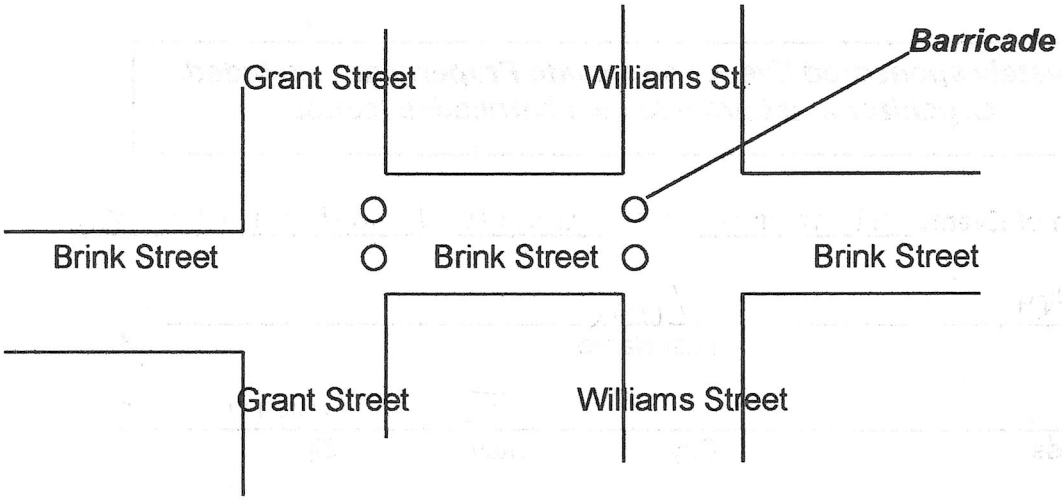
Kate Lane
Borrower Signature

3 / 30 / 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.

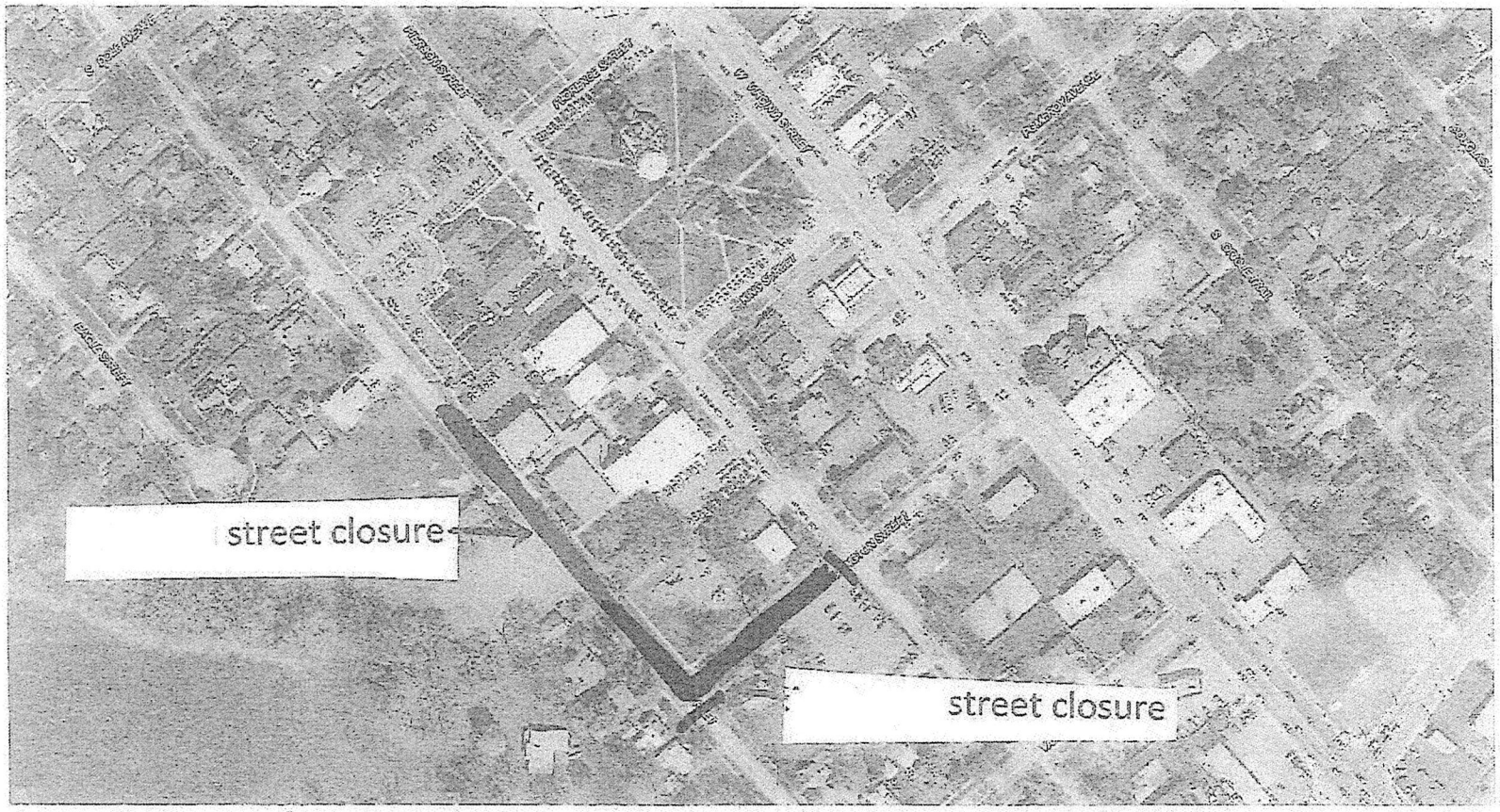
Map showing the Location of the Barricades and Cones:

Description:

Barricades will be blocking off Washington St. from Lake St. to Pierson St. Another set of barricades will block off the Western portion of the property on Lake St.

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


430
Pierson St
454
Lake St
455
Washington St
Lake St
445
440


street closure
street closure

Google Maps 498 Lake St

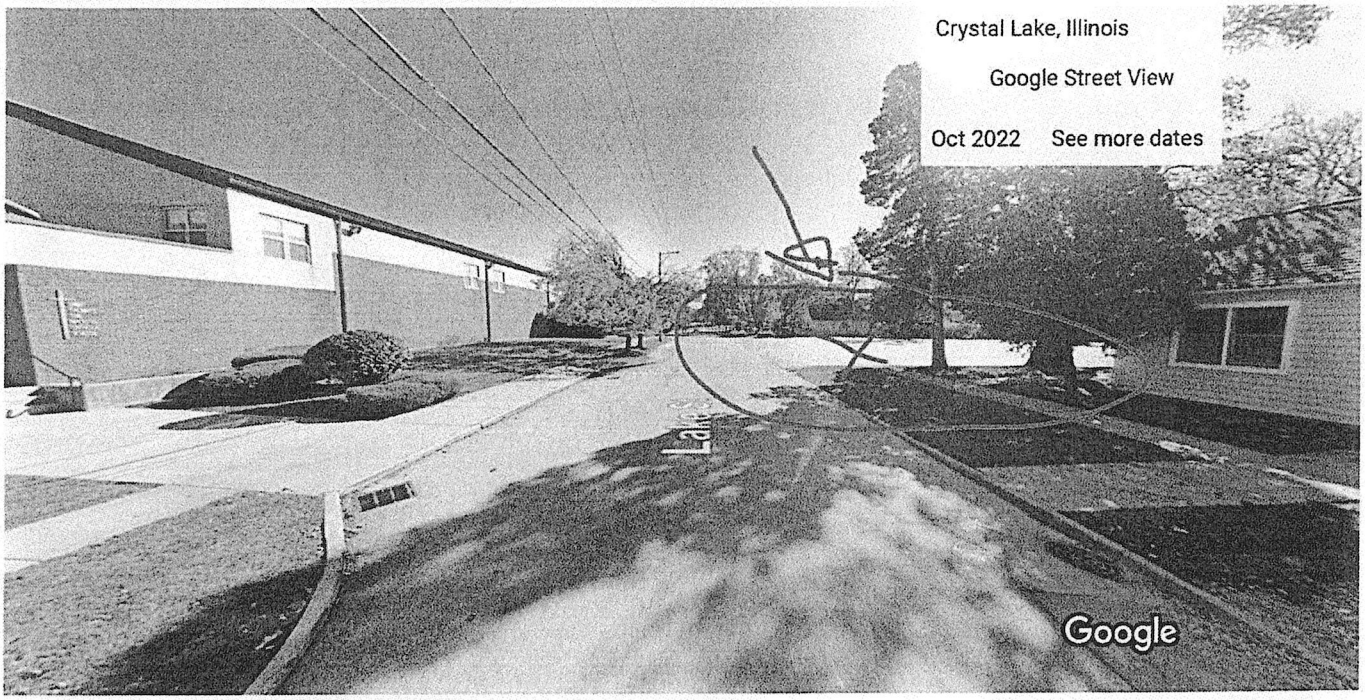
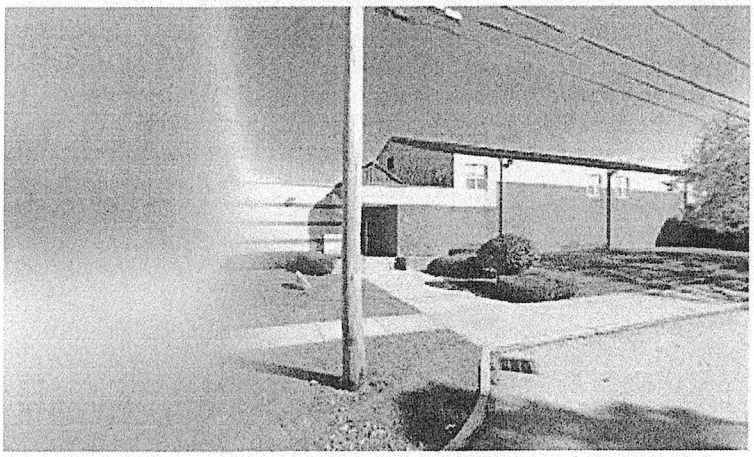


Image capture: Oct 2022 © 2024 Google



265 King St

Building

Directions Save Nearby Send to phone Share

265 King St, Crystal Lake, IL 60014

Photos

Google Maps 486 Lake St

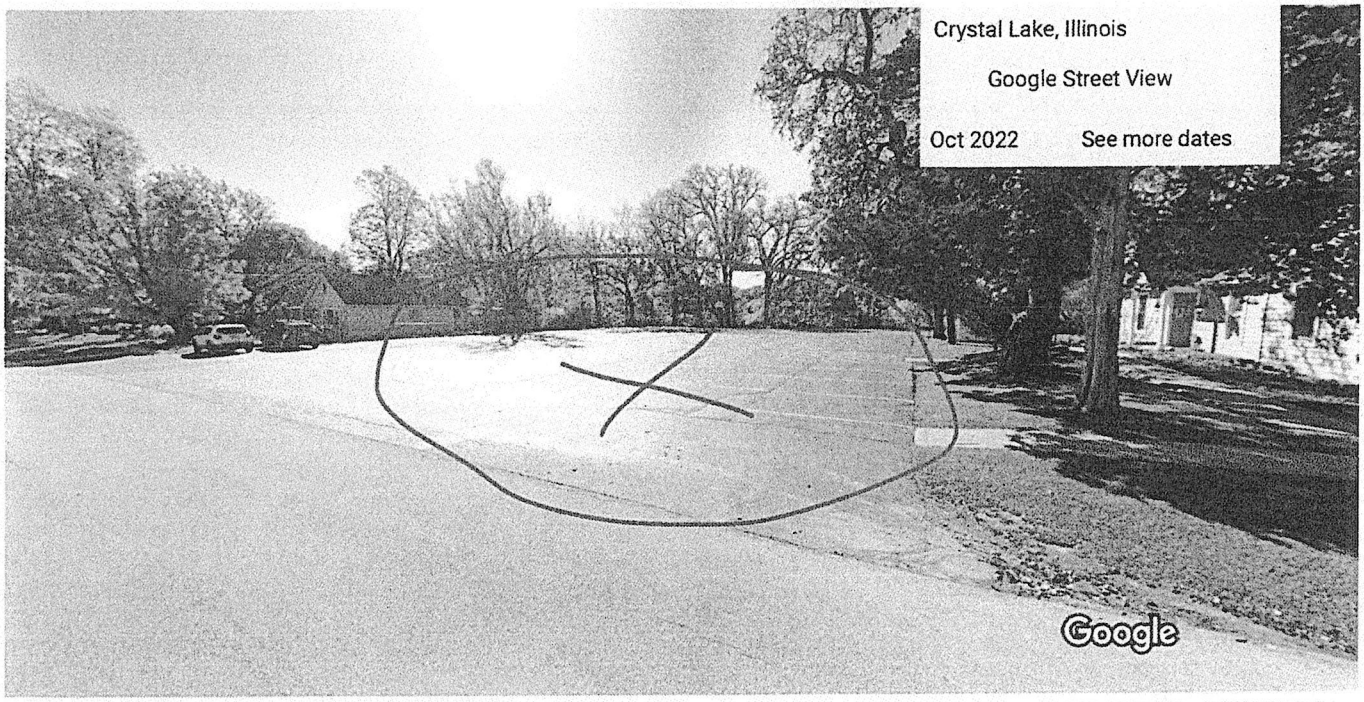
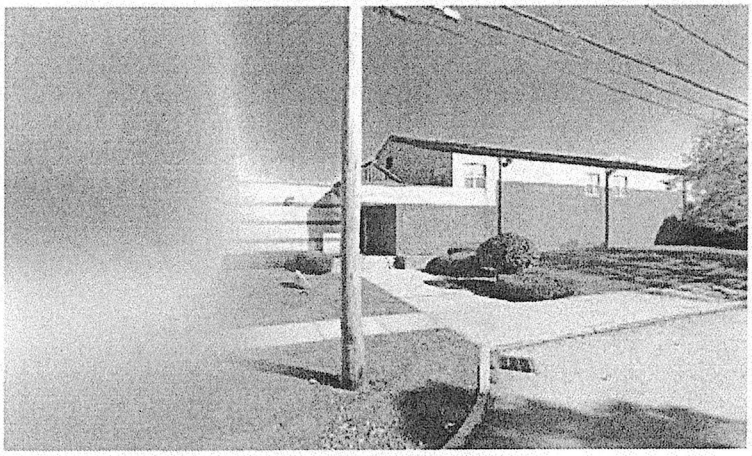


Image capture: Oct 2022 © 2024 Google



265 King St

Building

Directions Save Nearby Send to phone Share

265 King St, Crystal Lake, IL 60014

Photos

Agenda Item No: 8e

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Special Event Request and Class 16 Temporary Liquor License – Crystal Lake Pride – Sunday, June 7, 2026

Recommendation: 1. Motion to approve the Special Event Request for Crystal Lake Pride, the closure of the Brink Street Market Parking Lot, and the Police assistance fee waiver request, pursuant to staff conditions
2. Motion to approve the Class 16 Temporary Liquor License for Crystal Lake Pride, pursuant to staff conditions

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

Background:

The applicant has applied for the Crystal Lake Pride Special Event request. The event will be held Sunday, June 7, 2026, from 11:00 a.m. to 6:00 p.m.

The event is planned to help break free from the stigma and biases that surround the LGBTQ+ community. The event includes a walk starting at the sidewalk corner of Crystal Lake Avenue and Williams Street, going along Williams Street, onto Woodstock Street, then Grant Street, and concluding in the Brink Street Market parking lot. The walk will be at the very beginning of the event at 11:00 a.m. and held on the sidewalks.

The rest of the event will be held at Brink Street Market parking lot from 11:00 a.m. to 6:00 p.m., where food vendors, pride vendors, a stage for musicians and line dancing performers, a bags tournament, and educational booths will be held. A beverage tent will also be at the Brink Street Market, selling canned beer and malt seltzers from 11:00 a.m. to 6:00 p.m. As such, approval of a Temporary Liquor License has also been requested. The applicant is requesting to close the Brink Street Market parking lot for the duration of this event.

The Police Department recommended a minimum of two officers for assistance for the duration of the event. The Police Department has determined that the chargeback fee will not exceed approximately $1,215.00. The event applicant is requesting to waive the fee.

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

1. The approval for the Special Event and Brink Street Market parking lot closure is valid on Saturday June 7, 2026, from 11:00 a.m. to 6:00 p.m. according to the site plan.
2. Participants remain on the sidewalks during the walk portion of this event and adhere to all pedestrian crossing.
3. Barricades must be positioned in the entrances and exits of the Brink Street Market parking lot.
4. The Temporary Liquor License Fee must be paid by May 12, 2026.
5. A colored wrist band or other identifying object must be utilized to indicate those over 21 years of age verified to consume alcoholic beverages on the site of the event.
6. The area where alcohol is sold and consumed must be contained.
7. Stages used for this event must be properly anchored and staff shall know the wind rating of the equipment. In the event that winds are present and approaching the threshold, the stage and related equipment shall be secured per the wind rating of the equipment.
8. Vendors are responsible for site clean-up, with all garbage removed at the end of the event.
9. Adequate trash receptacles must be supplied.
10. Signs cannot obstruct the view of traffic or be attached to utility poles.
11. Pedestrian ways or fire lanes must not be obstructed.
12. A certificate of insurance is required from every vendor or organization participating in the event.
13. Any other permits or requests for signs should be made through the Building Division.
14. Food Vendors are responsible to obtain all necessary permits from the McHenry County Health Department.
15. Food trucks must obtain a Food Truck Permit from the City of Crystal Lake and must also have a current, valid annual inspection issued by the Crystal Lake Fire Department.
16. Tents/Canopies must meet the requirements, as provided in the enclosed handout. Tent or canopy inspections must be completed PRIOR to the start of the event.
17. Inspections from the Fire Rescue Department may be required.
18. Certificates of Insurance for both the event and liquor liability must be supplied to the City by Friday, May 22, 2026.

The applicant has been made aware of these recommended conditions and advised to attend the May 5, 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 CRYSTAL LAKE PRIDE

EVENT LOCATION BRINK ST MARKET LOT

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
PRIDE FESTIVE WITH VENDOR AND RESOURCE FAIR, FOOD VENDORS, LIVE MUSIC AND BEER SALES

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: 30

9. Estimated attendance: 3000

RECEIVED
APR 08 2026
By: RH AM

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: JAMES TOMASEK
13. Contact Information for Event Manager:

Address: 52 BRINK ST
CRYSTAL LAKE

(Please check preferred means of contact)

Daytime phone: _____ ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☑

Email: _____ ☐

EVENT OPERATION

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

Set Up: 06.07.26
Event: 06.07.26
Dismantling: 06.07.26

15. Hours of the event:

Set Up: 4AM
Event: 11AM
Dismantling: 6pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

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 crafters

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

Name of Company Crown
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
use of powerbox, light poles

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:
yes, staff trained in 1st aid and cpr

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.

_____ 04/07/26

Signature Date

J Tomsick

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 Crystal Lake Pride
(Must be not-for-profit organization)

Address 52 Brink St Phone Numbe [redacted]

2. Organization Contact Information:
Name: James Tomasek
Address: 52 Brink St
Email: [redacted]
Phone Number: [redacted]

3. Location where beer and wine will be sold:
Brink St Market Lot

4. Dates of the event (**not to exceed three (3) days**): 06/07/26

5. Hours of operation: 10am - 10pm

6. Describe the type of crowd and traffic control licensee will utilize.
fencing

7. Describe plan for refuse pickup. MDC

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.
See attached

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: James Tomesek
Title: President
Date: 04/07/24

CERTIFICATION

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

Subject: Clarification of Details for the 3rd Annual Crystal Lake Pride Event

Dear City of Crystal Lake Representative,

Thank you for the opportunity to provide further clarification regarding our upcoming **3rd Annual Pride Event**. We are excited to return to downtown Crystal Lake and look forward to working closely with the city to ensure a safe and successful celebration for our community.

Below are the specific details regarding our logistics and programming for **Sunday, June 7th**:

Event Timeline

- **6:00 AM:** Initial event setup begins.
- **8:00 AM:** Vendor arrival and load-in.
- **11:00 AM:** Pride Court (Brink Street Parking Lot) opens to the public.

The Pride Walk

We will follow the same peaceful route utilized during last year's event:

1. **Staging:** Participants will gather at the corner of **Crystal Lake Avenue and Williams Street**.
2. **Kick-off:** The walk will begin following an official proclamation from the Mayor.
3. **Route:** We will proceed down Williams Street, turn left onto Woodstock Street, turn left onto Grant Street, and conclude at the Brink Street Parking Lot.
4. **Safety:** To ensure pedestrian safety, we will station crossing guards at the intersections of **Brink & Williams** and **Grant & Brink**.

Pride Court & Social Layout

The Brink Street Parking Lot will serve as our primary hub, featuring:

- **Artisan & Resource Fair:** A curated selection of local artisan vendors and non-profit resource booths.
- **Food Court:** Three dedicated food vendors.
- **Beverage Tent:** New for this year, we will include a beer tent. For safety and efficiency, sales will be restricted to **canned beer and malt seltzers** only.
- **Begs Tournament:** A dedicated tournament area will be located in the open space between the food vendors and the large gathering tent.

Entertainment & Sound

Our stage will feature amplified sound to showcase local talent, including:

- Regional musicians.
- A queer country line dancing group.
- **Audience Area:** A designated section in front of the stage will be reserved for attendees to gather, dance, and enjoy the performances.

We are committed to maintaining the peaceful, inclusive atmosphere that has defined our previous years. If you require further documentation or have additional questions regarding these plans, please feel free to reach out.

Best regards,

Jim Tomasek

Crystal Lake Pride

President

DOWNTOWN CRYSTAL LAKE

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

April 9, 2026

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

Dear Mr. Helm,

I am writing on behalf of Downtown Crystal Lake/Main Street to express our enthusiastic support for the Crystal Lake Pride Walk and social event, as organized by the newly formed non-profit organization, Crystal Lake Pride, Inc NFP.

Downtown Crystal Lake/Main Street was proud to launch this event in 2024 and hosted it again in 2025. We found it to be well attended, met with great enthusiasm, and an overwhelmingly positive community experience. As we're always look for ways to steward our resources for the greatest impact, we're very happy to transition this event to a this newly formed organization, led by the chair of this event over the last two years—ensuring its continuation and freeing our resources to spearhead new initiatives.

We understand part of the request is to lead a walk through the downtown on sidewalks (not closing streets to traffic), from Williams Street at Crystal Lake Avenue to Woodstock Street, to Grant Street, ending at the Brink Street Market parking lot, which will be closed to host the event. Provided that the Raue Center work will be comfortably complete by that time, we support this use of space.

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

Sincerely,

Joy Neal

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street

CRYSTAL LAKE

pride

June 7th, 2026

To the Honorable Mayor and City Council
City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014

RE: Request to Waive Police Assistance Fees for Crystal Lake Pride Walk and Social

Honorable Mayor and Council Members,

I am writing on behalf of Crystal Lake Pride to formally request a waiver of the Police assistance fees associated with our upcoming Crystal Lake Pride Walk and Social, scheduled for June 7th, 2026. This event is a vital celebration of our diverse community, and your support is paramount to its success.

Historically, the City of Crystal Lake has kindly and generously waived these specific fees, demonstrating its commitment to inclusivity and the celebration of all its residents. We are deeply grateful for that past support, which has allowed the event to flourish.

This year, however, is particularly significant for us. Crystal Lake Pride is operating for the first time with its own independent Board of Directors, taking on full responsibility for its financial and operational health. As we build our foundation, we would take any and all support we can get froma City. Waiving these fees would be a powerful and much-needed gesture of partnership as we navigate this transition.

We are confident that with your support, the 2026 Pride Walk and Social will be a highlight of the city's events calendar, reflecting the values of Crystal Lake. We thank you for your consideration.

Sincerely,

Jim Tomasek
Crystal Lake Pride Board President

CRYSTAL LAKE
pride


Minnie St
Brink St
N Walkup Ave
Vendors
END HERE
Brink St
Home State Bank
Grant St
's La Strata
The Spice & Tea Exchange of Crystal Lake
N Main St
Vendors
The Cottage Pub
START
Brink St


BRINK ST
BRINK ST
stage
vendors
Vendors
Vendors
beer ten
food vendors

Agenda Item No: 8f

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: COUNTY ZONING REQUEST

Landscape business with outdoor storage at 9401 Kasper Avenue, Unincorporated Crystal Lake, Illinois

Recommendation: No action

Staff Contact: Elizabeth Maxwell, City Planner
Darrell Moore, Assistant City Planner

Background:

- The City received this County Zoning requests because it is within the City's mile-and-a-half planning jurisdiction. At its closest, the City boundary is about 1/3-mile east of the property.
- The subject property is approximately 1.1 acres. It is zoned "A-1" Agriculture District. According to the plat of survey and aerial photos, the north half of the property is vacant, but the south half contains three buildings, a cellular antenna tower, and has been used for vehicle storage for over 45 years.
- The subject property abuts McHenry County "A-1" Agriculture District zoning to the east, south, and west. County "R-1" Single-Family Residential District zoning abuts the property to the north. Much of the surrounding area is wooded and contains wetlands, which also extend onto this property. The proposed business and storage area are separated from the residential properties to the north by more than 350 feet.
- The County's 2050 Comprehensive Plan designates the subject property as a "Fringe Development" area because it is within the extra-territorial jurisdiction of a municipality and more appropriate for development than the County's more rural areas. The Crystal Lake 2030 Comprehensive Land Use Plan does not include any land use designations for the unincorporated areas west of Briarwood Road, including this property.
- The County Staff Report was not yet available at the time of this agenda supplement.
- The property is not within the Crystal Lake Watershed.

Request:

- The petitioners are requesting landscape business with outdoor storage area to be located in the southeast corner of a 1.1-acre property. The County requires a Conditional Use Permit for landscape businesses and storage in the "A-1" Agriculture District. A "landscape business" is not a designated use in the City of Crystal Lake Unified Development Ordinance.

- There is no well, septic system, or electricity on site. No new buildings or improvements are proposed, including lighting and signage. The business will have no more than four employees. It will be used to store two dump trucks and two pick-up trucks along with some limited material storage, such as mulch and stone. There will be no mechanical work or washing of vehicles on site.

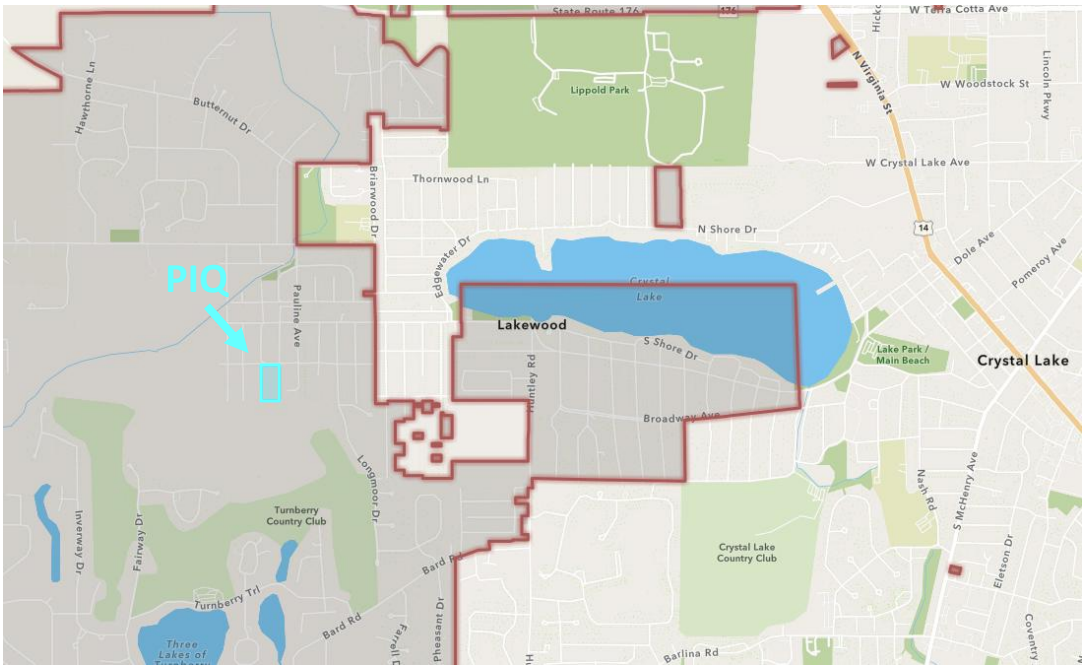
- The property has had business and/or storage activities on it for several decades.

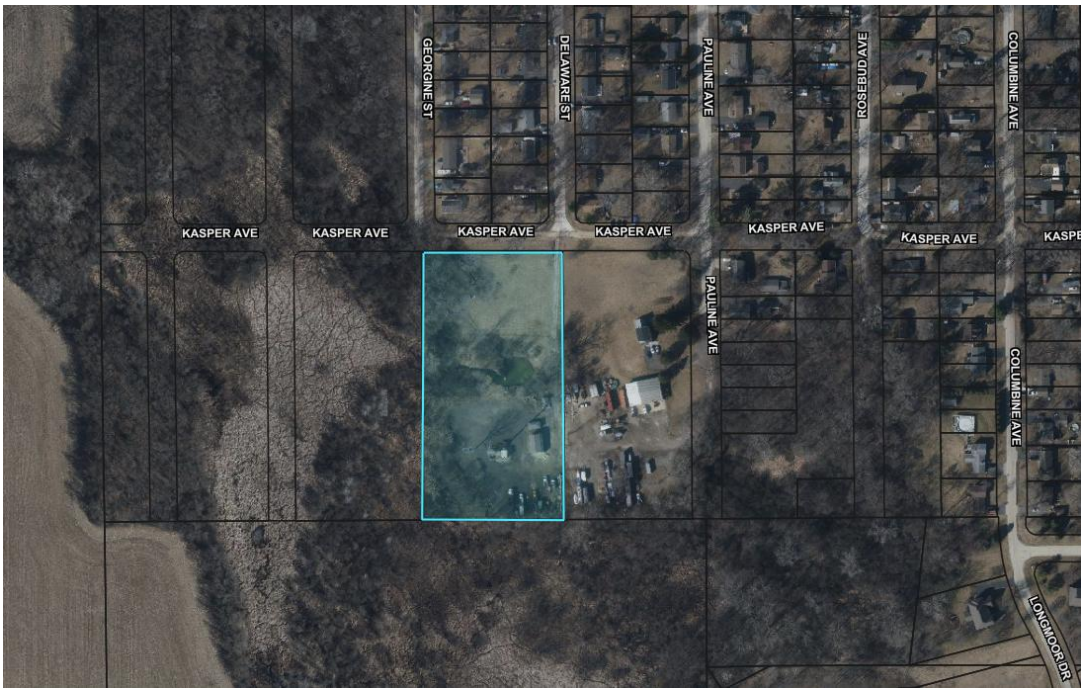
- Staff does not have any concerns with this request.

Votes Required to Pass: A simple majority.

PARCEL IN QUESTION

9401 Kasper Avenue, Crystal Lake – Grafton Township
Located approximately 1/3-mile west of Crystal Lake





McHenry County
Zoning Board of Appeals - Zoning Hearing
AGENDA

May 7, 2026, 1:30 PM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Pages

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **NEW BUSINESS / PUBLIC HEARING**
   - 3.1 Z25-0009 RODRIGUEZ, A1-A1C, Grafton Twp — 2
4. **OLD BUSINESS**
5. **PUBLIC COMMENT**
   Topics unrelated to public hearing - 3-minute time limit per speaker
6. **ANNOUNCEMENTS**
7. **ADJOURNMENT**

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

Office Use Only

Petition #/Permit # 024-046

APPLICATION FOR ZONING PETITION, ADMINISTRATIVE VARIATION OR SITE PLAN REVIEW

OWNER INFORMATION:

Name Hector Valencia Rodriguez
Address 54 South Seebert St.
City, St, Zip Cary, IL 60013
Daytime Phone [redacted]
Email [redacted]

ATTORNEY or AGENT CONTACT INFORMATION (If Applicable):

Name Mark Saladin, Zanck, Coen, Wright & Saladin PC
Address 40 Brink Street
City, St, Zip Crystal Lake, IL 60014
Phone 815-459-8800
Email msaladin@zcwlaw.com

APPLICANT (If other than owner):

Name Same as above
Address
City, St, Zip
Daytime Phone
Email

TRUSTEE/BENEFICIARY/OFFICERS/DIRECTORS/CONTRACT PURCHASER (please use separate page for additional information):

Name N/A
Address
City, St, Zip
Phone
Email

PARCEL INFORMATION:

Address 9401 Kasper Ave.
City Crystal Lake Zip 60014
Part of 18-02-409-002
Number of Acres 1.885 +/- acres

Applying For: (Check all that apply)	L Reclassification	Current Zoning: A^{-1} Requested Zoning: A-1C
	Conditional Use & Site Plan Review	CUP Request: Landscape business with outside storage
	D Variation, Administrative D Variation, Zoning	Variation Request:
	O Site Plan Review	Type:
	O Text Amendment	UDO Section(s):
	Li Appeal	Type:

Please provide additional information on the back of this page.

NARRATIVE: Please use this space to explain your request in detail.
To allow a landscape business with outside storage on the subject property pursuant to the site plan attached hereto.
The Premises does not have a well, a septic system or electricity on site. There will be no new buildings or
improvements. The Petitioner will have no more than four (4) employees and they will all be transient for purposes
of the premises. There are no set hours of operation as this will merely be a location from which two (2) dump trucks
and two (2) pick up trucks will be parked outside and some limited material will be stored on site temporarily
(i.e., a load of mulch or stone). There will be no mechanical work on the vehicles or washing of the vehicles on site.
A letter NRI was received from SWCD and there was no need for a full NRI from SWCD. There will be no
customers on site.
A revised site plan with revision date of 6-11-2025 shows the area for the CUP to be contained on existing gravel
areas to meet the stormwater ordinance.
There shall be no additional lighting on the subject property. There shall be no signs. There shall be no log
processing for retail firewood sales and there shall be no de-icing on the subject property.

CONSENT

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

VERIFICATION

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

Hector Valencia

Owner's Signature

Hector Valencia Rodriguez

Print Name

Signature

Print Name

SUBSCRIBED and SWORN to before me
this 5 day of August, 2024.

Susan M. Rajzer

NOTARY PUBLIC

OFFICIAL SEAL
SUSAN M RAJZER
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 09/19/2027

Approval Standards for Conditional Use

(McHenry County Unified Development Ordinance §16.20.040E)

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

1. Please describe how the conditional use meets all applicable standards of UDO §16.56 (Use Standards) and §16.60 (Site Development Standards)?
   The CUP request will allow the County to correctly zone the parcel which has been used in various businesses prior to applicant's purchase of the Property. All provisions of 16.56 shall be addressed in the CUP.

2. Is the conditional use compatible with the existing or planned future development of the area? **Yes. The area has been used for various outside storage for many years prior to the applicant's purchase of the Property.**

3. Is the conditional use detrimental to or endanger the public health, safety, morals, comfort or general welfare of the area? **No. The use shall have no adverse consequences to the public.**

4. Will the conditional use be injurious to the use and enjoyment of other property in the area?
   No. The use will lawfully allow this use of the Property.

5. Will the conditional use substantially diminish and impair property value in the area?
   No. The Property is shielded and away from any adjoining homes.

6. Are adequate utilities, access roads, drainage, and other necessary facilities provided?
   Yes. The Property has utilities currently serving the existing buildings.

7. Has conditional use operation been designed to provide ingress and egress to minimize traffic congestion and hazard on the public streets? **Yes. There is an existing easement to get to Kasper Avenue.**

8. Will the conditional use conform to the applicable standards of the underlying zoning district?
   Yes.

9. Will the conditional use be reasonably in the interest of the public welfare?
   Yes. The use will be in a lawful designation as a CUP.

10. Will there be adequate measures taken to provide protection to groundwater recharge and groundwater quality? **Yes. No activity on the Property will be undertaken that will affect the groundwater, i.e. there will be no washing of vehicles or service of vehicles on site.**

McHENRY-LAKE COUNTY
SOIL & WATER
CONSERVATION DISTRICT

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

August 13, 2024

Mark Saladin
Zanck, Coen, Wright & Saladin, PC
40 Brink Street
Crystal Lake, IL 60014

Re:	Parcel # 18-02-409-002
Common Location:	9401 Kasper Avenue, Crystal Lake, IL
NRI#	L24-070-4626
Zoning Change:	A-1 to A-1C

Dear Mr. Saladin:

The McHenry-Lake County Soil and Water Conservation District has carefully reviewed your application for a Natural Resource Information Report on the Hector Valencia Rodriguez property as applied for in Report #L24-070-4626. Due to the size of parcel being rezoned and no or minimal new construction on the site, the SWCD finds that impact to natural resources from the proposed use is minimal for the purposes of the NRI report. A full Natural Resource Information Report will not be necessary, but we would like to highlight a few resources on the property.

Earthwork in or near a wetland requires a permit from the Army Corps of Engineers or the McHenry County Department of Planning & Development. The McHenry County ADID Wetland Inventory indicates the presence of a High-Quality Wetland in a western area of the parcel. It is recommended that a jurisdictional wetland delineation be performed on this parcel before any additional construction occurs. Please contact the Army Corps of Engineers and McHenry County Department of Planning & Development for permit information.

Office maps also indicate the presence of hydric soils throughout the entire parcel. Our wetland inventory is for informational and planning purposes only. Any proposed drainage work, in wet areas, requires a certified wetland delineation. If drainage work is to occur, please contact the Army Corps of Engineers and McHenry County Department of Planning & Development for permit information.

Additionally, the FEMA Flood Insurance Rate Map indicates that the Flood of Record floodplain is located in the middle section of the parcel. If additional construction is to occur it is recommended that you contact the McHenry County Department of Planning & Development for possible permitting requirements.

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

Sincerely,



Ryan Bieber
Urban Conservation Specialist

Cc: Kim Charlow, McHenry County Department of Planning and Development, KBScharlow@mchenrycountyil.gov

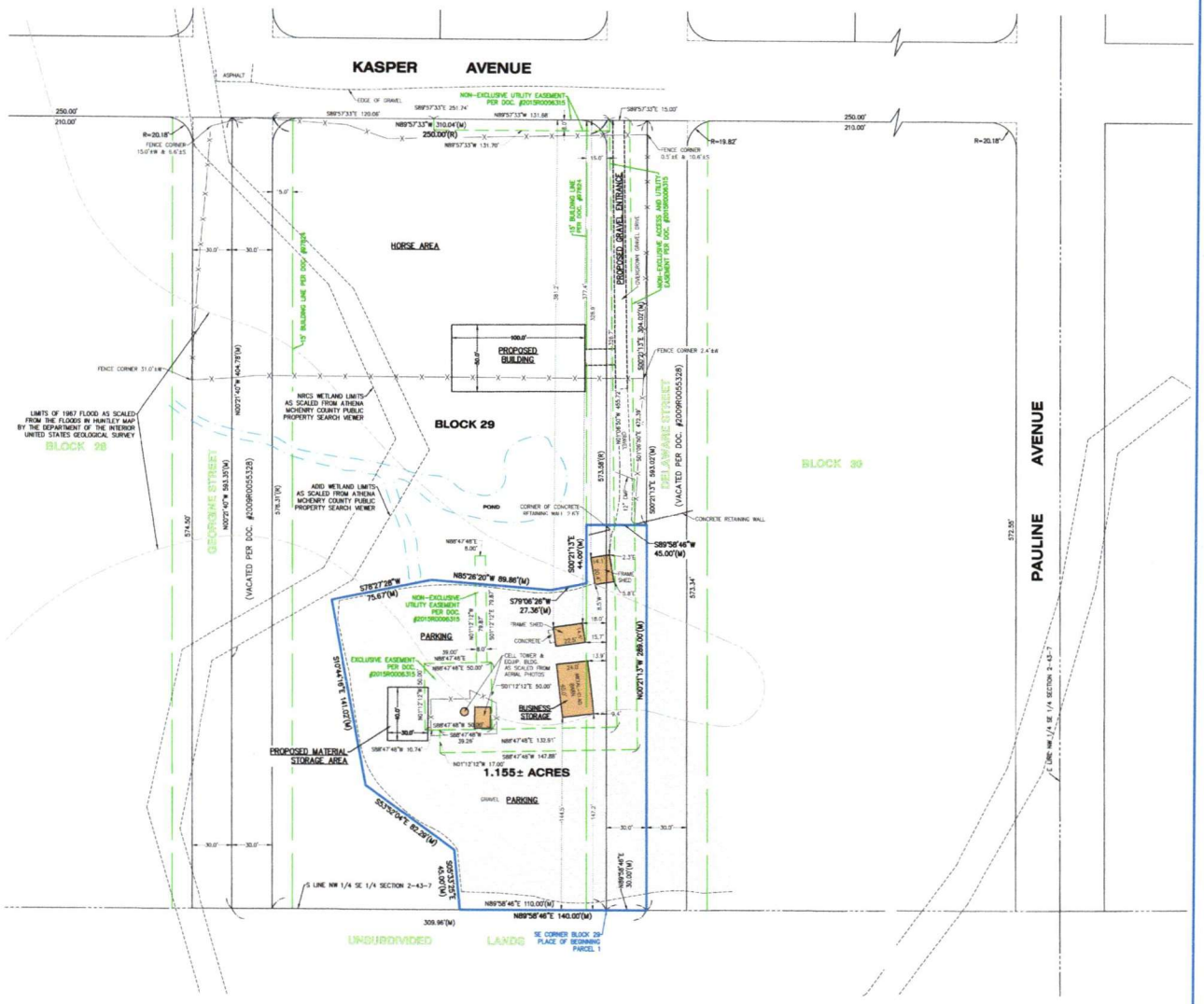
Vanderstappen
Land Surveying, Inc.
www.vanderstappen.com
1316 N. Madison St.
Woodstock, Illinois 60098
ph. 815-337-8310 fax 815-337-8314
"Always faithful to the property line"

SITE PLAN

Part of Block 29, and part of The West Half of that part of Delaware Street lying South of Kasper Avenue as Vacated by Final Order and Memorandum of Decision recorded November 3, 2009 as Document No. 2009R0055328 all in Westmoor Gardens, a Subdivision of Lot 1 of the Northeast Quarter and of the Northwest Quarter of the Southeast Quarter of Section 2, Township 43 North, Range 7 East of the Third Principal Meridian, according to the Plat thereof recorded June 20, 1931 as Document No. 97824, in Book 8 of Plats, page 46, being described as follows: Beginning at the Southeast corner of said Block 29; thence North 89 degrees 58 minutes 46 seconds East along the South line of said Westmoor Gardens Subdivision, 30.00 feet to the East line of the West Half of said vacated Delaware Street; thence North 00 degrees 21 minutes 13 seconds West along said East line, 289.00 feet; thence South 89 degrees 58 minutes 46 seconds West parallel with said South line of Westmoor Gardens Subdivision, 45.00 feet to a line 15.00 feet West of and parallel with the East line of said Block 29; thence South 00 degrees 21 minutes 13 seconds East along said parallel line, 44.00 feet; thence South 79 degrees 06 minutes 26 seconds West, 27.36 feet; thence North 85 degrees 26 minutes 20 seconds West, 89.86 feet; thence South 78 degrees 27 minutes 28 seconds West, 75.67 feet; thence South 10 degrees 44 minutes 16 seconds East, 141.02 feet; thence South 53 degrees 52 minutes 04 seconds East, 82.29 feet; thence South 05 degrees 33 minutes 25 seconds East, 45.00 feet to the South line of said Block 29; thence North 89 degrees 58 minutes 46 seconds East along said South line, 110.00 feet to the Place of Beginning, in McHenry County, Illinois.



VICINITY MAP
NOT TO SCALE



LEGEND	
●	FOUND IRON BAR
○	FOUND IRON PIPE
☼	LIGHT
}	SIGN
Ⓣ	TELEPHONE MANHOLE
[T]	TELEPHONE RISER
(D)	DEED
(M)	MEASURED
(R)	RECORD

40' 0' 40' 80'
SCALE: 1" = 40'

CLIENT: VALENCIA LANDSCAPING GROUP, LTD.
DRAWN BY: SES CHECKED BY: APG
SCALE: 1"=40' SEC. 02 T. 43 R. 07 E.
BASIS OF BEARING: IL EAST ZONE NAD83 (2011)
P.I.N.: 18-02-409-002
JOB NO.: 230953-A I.D. PL02
FIELDWORK COMP.: N/A BK. PG.
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F.
REF: 230253

07/10/25 JGK – REVISED PROPOSED MATERIAL STORAGE AREA
06/11/25 SES – REVISED BOUNDARY & LEGAL DESCRIPTION
10/08/24 SES – ADDED FLOOD OF RECORD 1967, CELL TOWER INFO

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

I hereby state that we have platted the premises above described, and that the plat hereon is a true representation of the said description.

This is not a Boundary Survey

Dated at Woodstock, McHenry County, Illinois 07/10 A.D., 2024.

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

ARTHUR P. GRIMACHER 035-003857 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS EXP. 11/30/2025 WOODSTOCK, ILLINOIS

By: _____
Illinois Professional Land Surveyor No. 3857

IN THE MATTER OF THE APPLICATION OF	)
HECTOR VALENCIA RODRIGUEZ, OWNER OF RECORD	)
FOR AN AMENDMENT OF THE UNIFIED DEVELOPMENT	) LEGAL NOTICE OF PUBLIC HEARING
ORDINANCE OF McHENRY COUNTY, ILLINOIS FOR	) Z25-0009
A CONDITIONAL USE	)

Notice is hereby given in compliance with the McHenry County Unified Development Ordinance, that a public hearing will be held before the **McHenry County Zoning Board of Appeals,** in connection with this Ordinance, which would result in an ***A CONDITIONAL USE*** for the following described real estate:

Part of Block 29, and part of The West Half of that part of Delaware Street lying South of Kasper Avenue as Vacated by Final Order and Memorandum of Decision recorded November 3, 2009 as Document No. 2009R0055328 all in Westmoor Gardens, a Subdivision of Lot 1 of the Northeast Quarter and of the Northwest Quarter of the Southeast Quarter of Section 2, Township 43 North, Range 7 East of the Third Principal Meridian, according to the Plat thereof recorded June 20, 1931 as Document No. 97824, in Book 8 of Plats, page 46, being described as follows: Beginning at the Southeast corner of said Block 29; thence North 89 degrees 58 minutes 46 seconds East along the South line of said Westmoor Gardens Subdivision, 30.00 feet to the East line of the West Half of said vacated Delaware Street; thence North 00 degrees 21 minutes 13 seconds West along said East line, 289.00 feet; thence South 89 degrees 58 minutes 46 seconds West parallel with said South line of Westmoor Gardens Subdivision, 45.00 feet to a line 15.00 feet West of and parallel with the East line of said Block 29; thence South 00 degrees 21 minutes 13 seconds East along said parallel line, 44.00 feet; thence South 79 degrees 06 minutes 26 seconds West, 27.36 feet; thence North 85 degrees 26 minutes 20 seconds West, 89.86 feet; thence South 78 degrees 27 minutes 28 seconds West, 75.67 feet; thence South 10 degrees 44 minutes 16 seconds East, 141.02 feet; thence South 53 degrees 52 minutes 04 seconds East, 82.29 feet; thence South 05 degrees 33 minutes 25 seconds East, 45.00 feet to the South line of said Block 29; thence North 89 degrees 58 minutes 46 seconds East along said South line, 110.00 feet to the Place of Beginning, in McHenry County, Illinois.

PIN 18-02-409-002

The subject property is located ***on the south side of Kasper Avenue at the southwest corner of the intersection of Delaware Street and Kasper Avenue with a common address of 9401 Kasper Ave, Crystal Lake, Illinois, in Grafton Township.***

The subject property is presently zoned ***"A-1" Agriculture District*** and consists of approximately ***1.155 acres*** with the ***"R-1" Residential zoning*** to the North and ***"A-1" Agriculture zoning to the South, East, and West.***

The Applicant is requesting **a CONDITIONAL USE** ***of the subject property to allow for a landscape business with outdoor storage.***

The Applicant and Owner of Record, Hector Valencia Rodriguez, can be reached at 54 Seebert Street, Cary, Illinois.

A hearing on this Petition will be held on the 7th day of May 2026 at 1:30 P.M. in the County Board Conference Room at the McHenry County Government Center/Ware Road Administration Building 667 Ware Road, Woodstock,

Illinois at which time and place any person desiring to be heard may be present. The McHenry County Government Center mailing address is 2200 N. Seminary Avenue, Woodstock, Illinois 60098.

DATED THIS 14th DAY OF APRIL 2026.

By: Linnea Kooistra, Chair
McHenry County Zoning Board of Appeals
2200 N. Seminary Avenue
Woodstock, IL 60098

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

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

Agenda Item No: 8g

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Intergovernmental Agreement between Community High School District 155 and the Crystal Lake Police Department for School Resource Officer Services.

Staff Recommendation: A motion to approve a Resolution authorizing the City Manager to execute an Intergovernmental Agreement with Community High School District 155 for School Resource Officer.

Staff Contact: James Black, Chief of Police

Background:

The Crystal Lake Police Department and Community High School District 155 (District 155) have historically worked together to provide a safe environment for both students and staff at the three public High Schools located within the City of Crystal Lake (Crystal Lake Central, Crystal Lake South, Prairie Ridge). At the heart of these efforts is the Police Department's School Resource Officer Program (SRO). SRO's are specially trained Police Officers who are assigned to each High School throughout the year while classes are in session. School Resource Officers focus not just on safety at the locations but also work to engage in positive interactions with juvenile members of our community.

Our School Resource Officer program has been in place since 1995. The School Resource Officer Services Agreement defines each agency's responsibilities, including the shared cost associated with the program. The updated agreement presented today results from changes made to state statute, which defines roles, duties and responsibilities of School Resource Officers and places certain reporting requirements on School Districts. Both the Crystal Lake Police Department and the Community High School District 155 believe in the program and see the benefits of having an Officer within the High Schools and wish to continue the partnership.

City legal staff has reviewed the agreement.

Votes Required to Pass:
A simple majority of the City Council is required for approval.

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager is hereby authorized to execute an intergovernmental agreement allowing the City of Crystal Lake Police Department to provide School Resource Officers to Community High School District 155.

DATED this 5th Day of May, 2026

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

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INTERGOVERNMENTAL AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES

BETWEEN

BOARD OF EDUCATION OF COMMUNITY HIGH SCHOOL DISTRICT NO. 155

AND

CITY OF CRYSTAL LAKE

THIS INTERGOVERNMENTAL AGREEMENT DATED _____, 2026, by and between the CITY OF CRYSTAL LAKE, a Municipal Corporation (hereinafter referred to as the "City"), and the BOARD OF EDUCATION, COMMUNITY HIGH SCHOOL DISTRICT #155, McHenry and Lake Counties, Illinois (hereinafter referred to as "School District" or "District") (each a "Party" and together the "Parties"):

WITNESSETH:

WHEREAS, the City is a home rule unit of government by virtue of the provisions of the constitution of the State of Illinois of 1970; and,

WHEREAS, the School District is a community high school district organized and existing under the laws of the State of Illinois; and,

WHEREAS, the School District operates three high schools which are situated within the corporate limits of the City of Crystal Lake, Illinois, including Crystal Lake Central High School, Crystal Lake South High School and Prairie Ridge High School (hereinafter, such schools shall be individually referred to as "the High School" or collectively referred to as the "High Schools"); and,

WHEREAS, both the City and the School District are authorized and empowered to contract with one another pursuant to the provisions of the Constitution of the State of Illinois of 1970, Article VII, Section 10, and Section 3 of the *Intergovernmental Cooperation Act* (5 ILCS 220/3); and,

WHEREAS, pursuant to Section 10-20.14 of the *School Code* (105 ILCS 5/10-20.14), school districts are encouraged to create memoranda of understanding with local law enforcement agencies that clearly define law enforcement's role in schools; and

WHEREAS, as provided in Section 10-20.68 of the *School Code* (105 ILCS 5/10-20.68), a School Resource Officer is a law enforcement officer who has been primarily assigned to a school or school district under an agreement with a local law enforcement agency, and such assignment shall be under a memorandum of understanding between a school district and law enforcement agency that defines the role, duties, and responsibilities of the school resource officer and contains other required provisions; and

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WHEREAS, the School District wishes to have available the services of a police officer of the City to act as a high school resource officer at each of its schools located in the City; and

WHEREAS, the City is willing to supply police officers to the School District to serve in such capacity; and

WHEREAS, the City and the School District have determined through their respective governing bodies that it is in their respective best interests to enter into an Agreement to provide for a High School Resource Officer, pursuant to the terms and conditions contained herein.

NOW THEREFORE in consideration of the mutual promises, covenants, conditions, and other valuable consideration, the receipt and sufficiency whereof is herein acknowledged, the parties hereto agree as follows:

1. **INCORPORATION OF RECITALS**: The recitals set forth above are hereby incorporated into and made a part of this Agreement.

2. **PROGRAM**:

a. The Chief of Police of the City (hereinafter, the "Chief") or his/her designee, will assign, upon a joint review with the Superintendent of the School District or his/her designee (hereinafter, "the Superintendent"), a City Police Officer to each of the High Schools to act as a School Resource Officer (hereinafter "the SRO") for the school year. Such assignment shall be made in the manner provided in Section 6 of this Agreement.

b. The SRO assigned to a High School will at all times during his/her assignment retain his/her status as an employee of the City and its Police Department, and shall not be deemed an employee of the School District for any purposes. The City shall at all times be considered the SRO's employer and shall retain direction and control of the work and conduct of the SRO and shall be solely responsible for payment of salary to the SRO and provision of any other benefits to which the SRO is entitled to as an officer of the City of Crystal Lake Police Department. The School District will reimburse a portion of the City's costs as provided in Section 10 of this Agreement. The City shall also maintain payroll, attendance, and performance evaluation records of the SRO.

The Principal of any High School to which the SRO is assigned or his/her designee (hereinafter, "the School Principal") may provide secondary direction to the SRO while the SRO is on the High School Property during school hours or during extra-curricular and athletic events provided that such direction is consistent with the Duties and Responsibilities of the SRO as outlined in this Agreement, below, and is not inconsistent with the authority and direction of the Chief.

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c. The SRO shall establish and operate such programs and activities as are consistent with the intent of this program and as determined jointly by the Chief and the School Principal. Duties and responsibilities, once established, may be changed, expanded or redefined by mutual written agreement of both the Chief and the Superintendent.
d. The SRO shall be responsible for the original investigation of all criminal offenses and alleged criminal activity on school property while the SRO is on duty. The SRO shall respond to all calls for police services on school property while on duty. The SRO shall be responsible for conducting these investigations in addition to and in conjunction with the SRO's other defined duties and responsibilities defined in Section 3 of this Agreement.
e. When the SRO is not assigned to school duty at a High School, the SRO shall be subject to reassignment by the Chief to regular police duties.
f. In accordance with its general duties outside this Agreement under law, the City shall respond to calls for emergency police services requiring additional officers. Upon request by the School District and when officers are available, the City will provide one or more additional officers for scheduled, non-emergency school events ("Detail Work") at a cost set forth in Section 10 of this Agreement. These additional officers may be requested for Detail Work either when officers in addition to the SRO are needed for such events or when the SRO is unavailable for such events or is otherwise needed to perform the SRO duties.
g. The Parties recognize that general discretion regarding whether to investigate or charge a student or other individual with an ordinance, criminal, or traffic violation lies with the Police Department as and to the extent authorized by law. The Parties also recognize that, in accordance with the *School Code* Section 10-22.6 (105 ILCS 5/10-22.6), a student must not be issued a monetary fine, fee, ticket, or citation as a school-based disciplinary consequence or for a municipal code violation on school grounds during school hours or while taking school transportation by any person, though this shall not preclude requiring a student to provide restitution for lost, stolen, or damaged property. This limitation on ticketing for municipal code violations does not modify school disciplinary responses under this Section or Section 10-20.14 of the School Code or responses to alleged delinquent or criminal conduct set forth in the School Code, Article V of the Juvenile Court Act of 1987, or the Criminal Code of 2012. This limitation also does not apply to violations of traffic, boating, or fish and game laws.

3. **PROGRAM REVIEW AND EVALUATION**. Each year, the District will solicit stakeholder and community input on the Program, which, in the discretion of the District, may be accomplished through an existing Board or administrative committee. The Superintendent or designee and Police Chief or designee will then meet in the Spring of each year ("Spring Review") to evaluate the Program, including consideration of

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any stakeholder and community input, and may revise **Exhibit C *Duties and Responsibilities of the SRO*** to address the goals without formal amendment to this Agreement. At this Spring Meeting, the Superintendent and Chief or their designees also may discuss generally the terms of this Agreement. If a revision to the Agreement outside Exhibit C is warranted, the Agreement may be amended and approved by both Parties in accordance with Section 15 of this Agreement.

4. **DUTIES AND RESPONSIBILITIES**: The SRO shall perform the duties and responsibilities described in Exhibit C. Exhibit C shall include a process for data collection and reporting of law enforcement referrals in accordance with Section 2-3.206 of the *School Code* (105 ILCS 5/2-3.206). The School Principal or a designated staff member shall coordinate the daily duties and activities of the SRO in consultation with the Chief or his/her designated staff member. The City, through the SRO or otherwise, shall not establish a booking station in the High Schools in violation of Section 10-20.60 of the School Code (105 ILCS 5/10-20.60).

5. **ACCESS TO RECORDS**: The School District and the SRO will have access to education records and law enforcement records relating to students under the terms set forth in Exhibit A, and as otherwise allowed or restricted by applicable law.

6. **CONFLICTS**: In the event of a conflict between any request, instruction, designation or order given by the SRO's Police Supervisor and the School Principal or his/her designee related or pertaining to the investigation of criminal activity or alleged criminal activity, occurring during the regular school day on school property, the request, instruction, designation or order of the SRO's Police Supervisor shall take precedence over any request, instruction, designation or order of the School Principal or his/her designee.

7. **STAFFING**:

a. SRO Selection and Assignment. The Chief shall assign one full-time regularly constituted Police Officer to each High School to act as the SRO. Before making the assignment of the SRO, the Chief shall provide the School Principal with the names of all Officers qualified to act as the SRO, with all such Officers meeting the minimum qualifications set forth in Exhibit B. The School Principal or his/her designee, along with the Crystal Lake Chief of Police or his/her designee, shall interview the Officers selected by the Chief, and the assignment of the Police Officer to act as SRO shall be made upon the recommendation of the School Principal based on the interviews conducted, upon mutual consent of both parties. If the parties cannot reach a mutual decision regarding the assignment of an SRO, the Chief shall determine the assignment. In the event the Chief or School District is not satisfied with the performance of the assigned SRO, the Chief or School District may at any time request that the selection process be instituted to select a replacement SRO. If either the Chief or School District determines that the continued presence of the SRO in the School District during this process would

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be detrimental to the School District or students, then at the School District's request the SRO will be removed immediately.

b. SRO School Assignment Period. The SRO shall begin his/her assignment at a High School commencing on the first day of teacher attendance in each school year and continuing on a full time basis for each day of the school year that teachers are in attendance (hereinafter, "the SRO School Assignment Period"). The School District, in its discretion, may release the SRO from duties on one or more days of teacher attendance when students are not also in attendance, such as a teacher in-service day when there is no training appropriate for the SRO's participation. In the event of any emergency, the Chief may assign the SRO to regular department duties, on a short-term basis, notwithstanding the fact that such assignment may occur during normal school hours. The Chief shall give notice to the School District of such emergency reassignment as soon as possible.

c. School Hours. The SRO shall be in attendance on school days during school hours (including bus arrival and departure periods) and during such hours of extracurricular activities or sporting events as may be agreed to between the SRO's Police Supervisor and the School Principal.

d. SRO Absences. In the event of any absence of an SRO during regular school hours, over a period of more than two consecutive school days or as mutually agreed upon by both parties, the Department shall provide a substitute police officer to cover the absence unless a substitute officer is not available due to an emergency situation or staffing needs of the Department occur. Substitute police officers shall not be required to be officially trained as an SRO but shall be present in the building while the SRO is off campus for any reason. If a substitute officer is not provided on a day of absence of the SRO, the City will so notify the School District and will attempt to have a police officer check in with the Principal's Office, walk through the School building, and drive through the School parking lot call volume permitting. The Parties agree that, if the SRO is scheduled to be out for leave of greater than one week, then for purposes of consistency and safety the City will endeavor to have the substitute services provided by one substitute officer, or the fewest number of substitute officers possible, for the duration of the leave rather than rotating substitutes. Further, both Parties agree that, in such circumstances, the Parties will coordinate and discuss additional options for ensuring SRO services are provided, to the extent possible, until the assigned SRO can return from leave.

e. Supervision. The SRO shall be subject to the supervision of the appropriate Police Supervisor, with secondary supervision by the School Principal.

8. EQUIPMENT, WORK AREA AND STORAGE:

a. The school shall provide the SRO with a suitable workstation and necessary equipment to the SRO to efficiently perform duties.

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b. The SRO may carry weapons while on school property in compliance with law and Police Department protocol.

c. Storage of firearms on school property will be made only upon consent of, and pursuant to protocols agreed between, the Chief of Police and the Superintendent of the School District.

d. This paragraph shall apply if the SRO wears an officer-worn body camera during the performance of SRO duties. SRO use of a body camera shall be in accordance with the *Law Enforcement Officer-Worn Body Camera Act* (50 ILCS 701/10-1 et seq.) and other applicable federal and Illinois law, the City of Crystal Lake Police Department policies relating to officer-worn body cameras and in accordance with Exhibit D to this Agreement which is attached hereto and incorporated herein. The City shall provide to the School District a copy of the Police Department's written policy regarding the use of body cameras adopted in accordance with the foregoing Act prior to the SRO's commencement of body camera usage in the School and whenever such policy is updated. The City shall determine an appropriate process for flagging recordings related to incidents in the schools for retention as otherwise allowed by law. If the SRO is equipped with a body camera, he/she shall be trained in the operation of the equipment prior to its use.

9. **EFFECTIVE DATE**: This Agreement shall be effective upon its approval by the City Council of the City of Crystal Lake and execution by the Mayor and City Manager and approval of the Board of Education of Community High School District 155 and execution by its President and Secretary.

10. **TERM OF THE AGREEMENT**: This Agreement shall commence on the Effective Date and continue until terminated, which termination shall be either by thirty (30) days' written notice by one Party to the other Party or by written mutual consent and agreement.

11. **COST**: The salary and benefits of each SRO assigned by the City to the School District shall be paid by the City. The School District agrees to reimburse the City for its cost of supplying each SRO to the School District at the rate of 50% of each assigned officers' regular salary during the SRO School Assignment Period, plus 50% of the cost of any overtime payment obligations of the City to such assigned officers which are related to such officers' duties as an SRO under this Agreement (hereinafter referred to as the "District's Financial Obligation"). On a monthly basis, the City of Crystal Lake will provide the School District with a detailed invoice reflecting the total regular salary and overtime paid to the SRO by the City for the preceding month as well as the amount due for the School District's Financial Obligation during such preceding month. In addition to the District's Financial Obligation, the District shall also be responsible to pay the full overtime salary paid by the City to police officers for providing Detail Work at scheduled non-emergency school events. The monthly invoice provided by the City to the School District shall include all amounts paid by the City for Detail Work during the month prior to the date of each The School District shall pay the amounts due pursuant to such invoices in accordance with the

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Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*). Each year, by the time of the Spring Review if possible, the City will notify the District of both the District's anticipated Financial Obligation and the anticipated cost for additional officers for scheduled non-emergency Detail Work described in Section 2 of this Agreement for the ensuing year ("Anticipated Cost Estimate"). It is understood that the amounts set forth in the Anticipated Cost Estimate are estimates only and are subject to change based upon costs actually incurred by the City pursuant to this Agreement.

12. INDEMNITY: The City hereby agrees to indemnify, defend, and hold harmless the School District from any and all losses, costs, demands, damages, actions or causes of action, including attorneys' fees, arising out of, proximately caused by or incurred by reasons of any act or omission by the SRO occurring on School property or otherwise in the performance of SRO duties. To this end, the City shall maintain all applicable liability policies which provide coverage to the City and its employees in order to maintain coverage for the SRO. The City of Crystal Lake shall have all applicable liability policies amended or additional endorsements issued in order to extend coverage to the SRO under all applicable insurance policies and endorsements to reflect the Community High School District 155 and Board of Education and its employees and agents as additional insureds. The City shall maintain such insurance policies in effect at all times during the Term of this Agreement and the School District shall be provided with copies of said insurance policies or said additional endorsements as appropriate and upon request so as to verify the existence of the required extended coverage hereunder.

13. NOTICES: Any notices may be sent to the respective parties at the following respective addresses:

To the City:	To the District:
Chief of Police	Superintendent of Schools
Crystal Lake Police Department	Community High School District #155
100 W. Woodstock Street	One South Virginia Road
Crystal Lake, Illinois 60014	Crystal Lake, Illinois 60014

14. COMPLETE UNDERSTANDING: This Agreement sets forth all the terms and conditions, and agreements and understandings between the Parties relative to the subject matter hereof.

15. AMENDMENTS: No modifications, amendments, or waiver of any provision hereto shall be valid and binding unless in writing and signed by all Parties.

16. SUCCESSORS AND ASSIGNS: This Agreement shall be binding upon, apply and inure to the benefit of each Party and their respective legal representatives, successors and assigns.

17. GOVERNING LAW: This Agreement and the rights and responsibilities of the Parties hereto shall be interpreted and enforced in accordance with the laws of the State of Illinois.

18. INCORPORATION OF EXHIBITS. The Exhibits referenced in this Agreement are hereby incorporated into this Agreement.

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IN WITNESS WHEREOF, the parties hereto have set their hands and seals all as of the day and year first written above.

BOARD OF EDUCATION
COMMUNITY HIGH SCHOOL DISTRICT #155,
McHENRY AND LAKE COUNTIES, ILLINOIS

BY: _____
President

Date: _____

Attest:

_____
Secretary

Date: _____

CITY OF CRYSTAL LAKE, a Municipal Corporation

BY: _____
City Manager

Date: _____

Attest:

_____

Date: _____

Draft

EXHIBIT A

TO THE

INTERGOVERNMENTAL AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES BETWEEN BOARD OF EDUCATION OF COMMUNITY HIGH SCHOOL DISTRICT NO. 155 AND CITY OF CRYSTAL LAKE

ACCESS TO STUDENT RECORD INFORMATION

A. **District Records.** The Parties acknowledge and agree that all student, personnel, medical, and District-related business records generated by District employees or students shall be the property of the District. The Parties agree to comply with all state and federal laws, including, but not limited to, the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*), the Illinois *Mental Health and Developmental Disabilities Confidentiality Act* (740 ILCS 110/1 *et seq.*), the federal *Family Educational Rights and Privacy Act* (20 U.S.C. § 1232g; 34 C.F.R. Part 99), *Health Insurance Portability and Accountability Act of 1996* (45 C.F.R. Parts 160 and 164), the *Illinois Personnel Records Review Act* (820 ILCS 40/1 *et seq.*), and all rules and regulations governing the release of student, personnel, and medical records. The SRO may have access to personally identifiable information ("PII") in student records without parental consent as follows:

1. The SRO may have access to "directory information" of students as needed to perform duties.

2. The SRO may have access to live feed of security cameras in the District pursuant to authorization of the Superintendent or Principal. Recorded camera footage may constitute student record information if identifiable students are the focus of the footage. As such, recorded camera footage will be treated as student record information pursuant to Paragraph A.3 below.

3. The SRO may have access to other (non-directory) student record information pursuant to the following legal guidelines, as interpreted and approved by the Superintendent or Principal:

    a. The SRO may receive PII from the District as a "school official" performing SRO duties under this Agreement when the SRO has a direct and legitimate educational interest in the student. A "legitimate educational interest" shall include promoting school safety and physical security of the students. The PII must remain under the direct control of the District, and the SRO

may use information obtained as a school official only for the purposes for which it is obtained, and will not disclose such information to third parties, including other employees of the Police Department who are not acting as school officials, unless consent of the parent (or student age 18 or older) is obtained or an exception to the statutory consent rule applies.

b. The SRO may receive from the District PII related to student criminal activity pursuant to an applicable reciprocal reporting agreement entered into between the District and the City ("Reciprocal Reporting Agreement"), when necessary for the discharge of his or her official duties to effectively serve, prior to adjudication, the student whose records are released. Such a record release is subject to the terms of the Reciprocal Reporting Agreement, and the SRO will not disclose that information to third parties outside the Police Department.

c. The SRO may access District PII related to students in an emergency, as determined by the Superintendent or School Principal.

Notwithstanding the termination of this Agreement for any reason, the confidentiality provisions set forth in this Agreement shall continue in full force and effect following such termination.

B. **Law Enforcement Records**. The Parties acknowledge and agree that all records generated by the SRO in connection with the performance of services under this Agreement may constitute law enforcement records. In accordance with law, all records generated and maintained solely by the SRO and the City shall not constitute student records. If the SRO utilizes a body camera, it shall be used in accordance with the *Law Enforcement Officer-Worn Body Camera Act* (50 ILCS 701/10-1 *et seq.*) and other applicable federal and Illinois law. The Parties shall follow the protocols for use of body worn cameras set forth in Exhibit D to this Agreement. Prior to SRO use of body worn cameras in the School District, the City will provide written information and training to appropriate school employees concerning the objectives and procedures for the use of body cameras in the School District. If the SRO is equipped with a body camera, he/she shall be trained in the operation of the equipment prior to its use.

C. **Other Applicable Agreements.** This records and confidentiality provisions in this Agreement shall be interpreted in conjunction with other applicable agreements in effect between the District and the City, including, but not limited to, the Reciprocal Reporting Agreement.

D. **SAFE-T Act Reports.** The City will provide to the District each month copies of the following reports required to be filed with the Department of State Police by the *Safety, Accountability, Fairness and Equity – Today Act* (SAFE-T Act) (50 ILCS 709/5-12):

a. data on offenses and incidents reported by District schools to local law enforcement. The data shall include offenses defined as an attack against school personnel,

intimidation offenses, drug incidents, and incidents involving weapons; and

b. a report on any incident where a law enforcement officer was dispatched to deal with a person experiencing a mental health crisis or incident in District schools.

EXHIBIT B

TO THE

INTERGOVERNMENTAL AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES BETWEEN BOARD OF EDUCATION OF COMMUNITY HIGH SCHOOL DISTRICT NO. 155 AND CITY OF CRYSTAL LAKE

QUALIFICATIONS OF THE SRO

1. Be a certified police officer with the Police Department;

2. Have at least the minimum number of years of experience working as a police officer, sheriff's deputy, or other law enforcement position acceptable to the District as needed to be eligible for SRO certification as of the initial date of assignment as an SRO, and preferably no less than five (5) years;

3. Have experience working with youths;

4. Have completed and maintained the following certification regarding the duties and responsibilities of a school resource officer as required by Section 10-20.68 of the *School Code* (105 ILCS 10-20.68):

    a. Certification through the school resource officer course provided by the Illinois Law Enforcement Training and Standards Board (ILETSB), including specific training on working with students with disabilities to ensure appropriate and effective interactions that support their educational and behavioral needs under 50 ILCS 705/10.22 and 105 ILCS5/10-20.68, and required renewal training; or

    b. If acceptable to the Superintendent of the School District, a waiver of such certification issued by the ILETSB pursuant to the foregoing laws, based on the experience and training of the SRO, and required renewal training.

    In accordance with 105 ILCS 5/10-20.68, the City shall provide to the school district a certificate of completion, or approved waiver, as applicable, issued by the ILETSB indicating that the subject officer has completed the requisite course of instruction in the applicable subject areas within one year of assignment, or has prior experience and training which satisfies this requirement.

5. Attain Rifle Qualified Status;

6. Have strong verbal, written, and interpersonal skills, including public speaking;

7. Possess a sufficient knowledge of the applicable Federal and State laws, County ordinances, and Board policies and regulations;

8. Be able to function as a strong role model for students in the District; and

9. Possess an even temperament and set a good example for students.

EXHIBIT C

TO THE

INTERGOVERNMENTAL AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES BETWEEN BOARD OF EDUCATION OF COMMUNITY HIGH SCHOOL DISTRICT NO. 155 AND CITY OF CRYSTAL LAKE

DUTIES AND RESPONSIBILITIES OF THE SRO

The duties and responsibilities of the SRO include, but are not limited to the following:

General Duties

1. Report to his/her Police Department Supervisor as required by the Chief and report to the School Principal or designee; serve as liaison between the Police Department and the School District.

2. Promote a positive relationship and enhance communication between police, students and staff at the School.

3. Identify potential problems within the High School(s) which would fall within the scope of the duties of the SRO and work with the School Principal and the Chief to develop and implement solutions to such problems.

4. Investigate such cases as described in this Agreement and such other cases relating to the High School(s) as assigned by the Chief or the SRO's Police Supervisor.

5. Represent the Police Department in any court action arising from any criminal or unlawful activity investigated by the SRO.

6. Maintain a record of daily activities in a weekly activity log, which will be provided to the SRO's supervisor on a weekly basis. A copy of the weekly activity log will be made available to the School District upon request. On a yearly basis the individual school will evaluate the services provided by the police agency and make recommendations to the police department if necessary. These records shall be maintained for a minimum of three years.

7. Meet as necessary or required with the High School and Police Administrators to discuss and evaluate the program and program activities.

8. Perform such other duties, including but not limited to working at school-sponsored extra-curricular and athletic events, as may be assigned by the Chief and/or School Principal in accordance with past practice.

9. Abide by the School District's rules and regulations for the conduct of its employees with respect to compliance with law and personal and physical interaction with students (e.g. anti-grooming policies, physical restraint procedures for special education students).

10. The City and the School District acknowledge that the SRO must receive appropriate and current training in order to fulfill his/her duties as a school resource officer. As a result, the Parties shall work cooperatively to ensure the SRO receives appropriate in-service training, such as updates in the law, in-service firearm training, and training specific to the duties of a school resource officer and working with high school age students. The School District also may require the SRO to attend other relevant trainings, including but not limited to, trainings about appropriate use of restraint involving special needs students, use of opioid antagonists, crisis intervention and de-escalation techniques, implementation of Board policies, and the School District's regulations and procedures.

Safety and Security

1. Assist High School staff in the event of any emergency.

2. When feasible, officers are encouraged to maintain a high level of visibility during school entrance and dismissal times as well as during passing periods;

3. Meet with building administrators to advise them of potentially dangerous situations and plan for the safe resolution of those situations;

4. Assist in securing the High School and surrounding property from the parking of unauthorized vehicles; secure the building and grounds from the entry of unauthorized person in the High School building or onto the High School grounds and to prevent loitering in the High School area;

5. Protect school property, students, school personnel and visitors from criminal activity by patrolling the school building and grounds and attending school functions during and outside the school day (athletic events, dance, parent-teacher conferences) as reasonably required;

6. Serve as a member of the District's district-level and school-level threat assessment teams in accordance with the *School Safety Drill Act*, 105, ILCS 128/45, and Board of Education Policy and procedure;

7. Observe and assist the District with annual law enforcement drills to address a school shooting incident as required by the *School Safety Drill Act*, 105 ILCS 128/20(c);

8. Participate, advise and consult in the annual review of the school's emergency and crisis response plan, protocols, and procedure, including procedures regarding the school district's threat assessment team pursuant to the *School Safety Drill Act*, 105 ILCS 128/25;

9. Assist the school administration in the development of plans and strategies which minimize dangerous situations including those related to student or community unrest which impact the schools;

10. Provide and encourage programs and presentations designed to promote student and faculty understanding of the law and other public safety issues with the intended goal of allowing young people to become better informed and effective citizens within and outside the academic environment, including conducting presentations and/or trainings on law, law enforcement issues, individual liberties and social responsibilities;

11. Work with parents, law enforcement, and social service agencies on matters that may affect the School; and

12. Work cooperatively with other law enforcement agencies, including neighboring law enforcement entities, to fulfill the duties described hereunder.

Student Counseling, Discipline, and Criminal Referral

1. Assist in the development of prevention programs as directed by the Chief and School Principal.

2. Maintain liaison with Police Department personnel and High School officials to promote a comprehensive knowledge of youth activity within the High School and the community.

3. Serve as advisor for students in the area of the officer's expertise and specifically for students with problems involving violations of the law. The SRO may, with the consent of the School Principal or designee and a student, participate in any counseling session conducted by school professional staff. The SRO shall have no other counseling responsibility or privileges.

4. Provide students and their families, administrators, staff and faculty with information concerning various community support agencies, including:

    a. family counseling services;

    b. drug and alcohol treatment facilities;

    c. psychological services;

    d. legal assistance; and

    e. other agencies as may be appropriate under given circumstances.

5. Enforce State and Local criminal laws and ordinances as authorized by law and take appropriate action in response to violations of the law, subject to the following deferral to School District disciplinary authority.

6. Follow building and district behavior policies, deferring to school administration for discipline and enforcement of student handbook and policies, referring students for further law enforcement processing when requested by the School District or required by law, and using law enforcement authority in necessary situations. The Parties acknowledge that the SRO is responsible for criminal law issues, not school discipline issues. Thus, absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses (including, but not limited to, disorderly conduct; disturbance/disruption of the Schools or public assembly; trespass; loitering; profanity; and fighting that does not involve immediate physical injury or a weapon) shall be considered school discipline issues to be solely handled by School officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest). If the SRO becomes aware of a student discipline issue, he/she shall refer the issue to the School Principal. Neither the SRO nor the District shall be precluded from referring students or their parents to the State's Attorney's Office if the student or parents desire to press charges.

7. Comply with Section 10-22.6 of the School Code (105 ILCS 5/10-22.6), which provides the SRO is prohibited from issuing tickets or citations as a school-based disciplinary consequence or for a municipal code violation occurring on school grounds during school hours or while taking school transportation. This limitation on ticketing for municipal code violations does not modify school disciplinary responses under this Section or Section 10-20.14 of the School Code or responses to alleged delinquent or criminal conduct set forth in the School Code, Article V of the Juvenile Court Act of 1987, or the Criminal Code of 2012. This limitation also does not apply to violations of traffic, boating, or fish and game laws.

8. Provide information, records, and testimony when the SRO is directly involved in an incident and when requested by the School District administration for student expulsion proceedings.

9. Follow protocols for detention and questioning of students on school grounds in compliance with the *School Code* (*105 ILCS 5/22-85)* and Board Policy 7:150 *Agency and Police Interviews* and 7:150AP *Administrative Procedure—Agency and Police Interviews*. The SRO will notify parents/guardians of students under the age of 18 of any detainment and questioning on school grounds. Before detaining and questioning a student on school grounds who is under 18 years of age and who is suspected of committing a criminal act, the SRO must do all of the following:

    a. Ensure that notification or attempted notification of the student's parent or guardian is made.

b. Document the time and manner in which the notification or attempted notification under paragraph (a.) occurred.

c. Make reasonable efforts to ensure that the student's parent or guardian is present during the questioning or, if the parent or guardian is not present, ensure that school personnel, including, but not limited to, a school social worker, a school psychologist, a school nurse, a school guidance counselor, or any other mental health professional, are present during the questioning.

10. At monthly or other regularly scheduled meetings between the SRO and the Principal of their assigned School, review and confirm documentation of the "referrals to law enforcement" as defined in School Code Section 2-3.206 (105 ILCS 5/2-3.206) with respect to the students of that School to support the District's disaggregated data reporting requirements under that Code section.

EXHIBIT D

TO THE

INTERGOVERNMENTAL AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES BETWEEN BOARD OF EDUCATION OF COMMUNITY HIGH SCHOOL DISTRICT NO. 155 AND CITY OF CRYSTAL LAKE

BODY WORN CAMERAS

A. The City of Crystal Lake Police Department may issue officer(s) assigned to the School District and acting in the capacity of a School Resource Officer ("SRO") a body worn camera pursuant to the Illinois *Law Enforcement Officer Body Worn Camera Act* ("Act"), 50 ILCS 706/10 as part of a department-wide body worn camera policy. Prior to issuing a body worn camera to the SRO, the Police Department will ensure the SRO has completed the mandatory training for use of the camera. The Police Department shall provide to the School District a copy of the Department Policy on body worn cameras adopted in compliance with the Act and will promptly notify the School District of any changes to that Policy.

B. The type of function the SRO is performing will determine whether the body worn camera is activated:

1. An SRO's engagement in Community Caretaking Functions and routine school disciplinary functions is not subject to recording pursuant to the Act. A Community Caretaking Function is defined in the *Law Enforcement Officer Body Worn Camera Act* as "a task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime." Community Caretaking Functions comprise most school related responsibilities of the SRO including, but not limited to: meeting with teachers and staff, greeting and conversing with students and faculty in and around District facilities, and providing counseling, coaching, and direction to students for school related purposes. Therefore, the SRO's body camera will not be activated during the performance of responsibilities unless recording is required under the Act.

2. Under the Act, the SRO is required to activate the body worn camera when responding to a police call for service on campus or engaged in "law enforcement-related encounters or activities," as defined by the *Law Enforcement Officer Body Worn Camera Act*, including responding to police calls for service for a law enforcement purpose and criminal investigations and interrogations.

C. Footage obtained on school grounds via the SRO's body camera shall not be utilized for law enforcement training purposes and shall not be disseminated by the Police Department or City for any non-law enforcement purpose other than to comply with court-issued orders, subpoenas, or all State and federal laws and this Agreement. Footage obtained on school grounds via the SRO's body camera shall also be released to the School District at the request of the School District and pursuant to the Reciprocal Reporting Agreement entered into by and between the School District and the Police Department pursuant to statutory authority including, but not limited to, the *School Code*, the *Criminal Code*, and the *Juvenile Court Act*. School District administrators also may request the SRO "flag" certain body worn camera footage to ensure a longer retention of such footage under the Act.

Agenda Item No: 8h

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Championship Signs Resolution

Staff recommendation: Motion to adopt a Resolution authorizing signs to be placed recognizing the Prairie Ridge Co-op Gymnastics Team as the IHSA 2026 Girls Gymnastics State Champions

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

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Background:
On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from the community who have won State championships. After a request, two signs are installed near the school and the championship signs remain in place for a one-year period, after which the signs will be taken down, with one sign given to the high school or club as a memento honoring the individual or team champions.

This past February, the Prairie Ridge Co-op Gymnastics Team won the Illinois High School Association (IHSA) 2026 Girls Gymnastics State Championship. This is a tremendous accomplishment by these student-athletes.

Recommendation:
Staff recommends that signs be placed in relative proximity to Prairie Ridge High School to recognize the achievement of the team.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE publicly recognizes significant accomplishments by local student-athletes; and

WHEREAS, the Prairie Ridge Co-op Gymnastics Team won the IHSA 2026 Girls Gymnastics State Championship.

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 direct City staff to place signs acknowledging that the Prairie Ridge Co-op Gymnastics Team won the IHSA 2026 Girls Gymnastics State Championships.

DATED this 5th day of May 2026.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

Agenda Item No: 8i

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Police Department Toughbook Computer Purchase

Recommendation: A motion to adopt a Resolution authorizing the City Manager to execute a purchase agreement with CDS Office Technologies for the purchase of ten (10) Panasonic Toughbook Computers for Police Squad Vehicles in the amount of $32,650, and allowing change orders for up to 10% of the contract amount

Staff Contact: Nick Hammonds, Deputy City Manager
Dan Davis, Information Technology Director

Background:

The City budgets for the annual replacement of Police squad vehicle toughbook computers. This year, the City has budgeted funds to purchase ten (10) Panasonic Toughbook computers in the amount of $32,650. The price per computer is $3,265, and City Council approval is required due to the total purchase price exceeding $25,000. Issuing a formal invitation to bid would likely result in fewer responses because this purchase is for a commodity typically ordered via direct contact with qualified vendors. A breakdown of the quotes received are as follows:

Vendor	Unit Cost	Total Cost
CDS Office Technologies√	$3,265.00	$32,650.00
CDW-G	$3,422.81	$34,228.10
MNJ Technologies	$3,615.00	$36,150.00

√Recommended lowest quote.

Recommendation:

It is staff's recommendation to adopt a Resolution authorizing the City Manager to execute a purchase agreement with CDS Office Technologies for ten (10) Panasonic Toughbook computers for Police Squad Vehicles in the total amount of $32,650, and allowing change orders for up to 10% of the contract amount

Votes Required to Pass:

Simple majority vote of the City Council.

Res. No. 26R-___

RESOLUTION

WHEREAS the City has budgeted for the annual replacement of Police Squad Vehicle Toughbook Computers; and

WHEREAS the City solicited three quotes for the purchase of ten (10) replacement Toughbook Computers; and,

WHEREAS CDS Office Technologies submitted the lowest cost proposal.

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 hereby authorized to execute a purchase agreement with CDS Office Technologies for ten (10) Panasonic Toughbook Computers in the total amount of $32,650; and,

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute change orders for up to 10% of the contract amount.

DATED this 5th day of May, 2026.

Draft

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Haig Haleblian, Mayor

SEAL:
ATTEST:

_____
City Clerk

PASSED: May 5, 2026
APPROVED: May 5, 2026

CDS Office Technologies
400 Eisenhower Lane North
Lombard, Illinois 60148
United States
(P) 630-625-4519
(F) 630-305-9876

Quotation (Open)

Date
Apr 17, 2026 05:02 PM CDT

Modified Date
Apr 23, 2026 09:50 AM CDT

Quote #
512442 - rev 1 of 1

Description
10 x FZ-56BZ00UBM

SalesRep
Gottlieb, Mark
(P) 630-625-4519
(F) 630-305-9876

Customer Contact
Davis, Dan
(P) 815-459-2020
ddavis@crystallake.org

Customer
City of Crystal Lake (23036)
Davis, Dan
100 W Woodstock St
Crystal Lake, IL 60014
United States
(P) 815-356-3766

Bill To
City of Crystal Lake
Accounts, Payable
100 W Woodstock St
Crystal Lake, IL 60014-4212
United States

Ship To
City of Crystal Lake
Attn: Information Tech, Gloria Namazzi
100 W Woodstock St
Crystal Lake, IL 60014-5821
United States
(P) 815-356-3668
gnamazzi@crystallake.org

Customer PO:	**Terms:** Undefined	**Ship Via:** Best Way
Special Instructions:		**Carrier Account #:**

#	Description	Part #	Qty	Unit Price	Total
	Panasonic Toughbook FZ-56 Rugged Laptop				
1	Panasonic Toughbook FZ-56 (Ultra 5, 5G, GPS) Win11 Pro, Intel Core Ultra 5 235H vPro (up to 5.0GHz), AMT, 14.0" WUXGA 1000 nit Gloved Multi Touch, 16GB, 512GB OPAL SSD, Intel Wi-Fi 7, Bluetooth, 5G EM9291 (Sub6+C), GPS, COM Splitter, Dual Pass (BIOS Selectable), Mic and Infrared 5MP Webcam Note: - Standard Battery, TPM 2.0, Emissive Backlit Keyboard, Flat	FZ-56BZ00UBM	10	$3,265.00	$32,650.00

Subtotal:	**$32,650.00**
Tax (.0000%):	$0.00
Shipping:	$0.00
Total:	**$32,650.00**

CDS Office Technologies disclaims any responsibility for product information and products described on this site. Some product information may be confusing without additional explanation. All product information, including prices, features, and availability, is subject to change without notice. Applicable taxes & shipping may be added to the final order. All returns must be accompanied by original invoice and authorized RMA number within 30 days of invoice date and are subject to a 15% restocking fee. Due to manufacturer's restrictions, Panasonic items are not eligible for return. Late fees may apply to payments past 30 days from invoice date. Additional tariffs, taxes, or fees may apply and are not included in the quoted price. Please contact your sales representative if you have any questions.

Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

Pricing and Availability Notice

Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

GLORIA NAMAZZI,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PWDM885	4/23/2026	PWDM885	5051327	$34,228.10

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
PANASONIC FZ-56 U5-235H 512/16G W11P Mfg. Part#: FZ-56BZ00UBM Contract: Sourcewell-State of IL R-257160 GOV ONLY (25-448DOIT-TELEC-P-80070)	10	9142789	$3,422.81	$34,228.10

SUBTOTAL	$34,228.10
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	$34,228.10

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF CRYSTAL LAKE GREG FETTES 100 W WOODSTOCK ST CRYSTAL LAKE, IL 60014-4262 **Phone:** (815) 459-2020 **Payment Terms:** Net 30 Days-Govt State/Local	**Shipping Address:** CITY OF CRYSTAL LAKE 100 W WOODSTOCK ST CRYSTAL LAKE, IL 60014-4200 **Phone:** (815) 459-2020 **Shipping Method:** DROP SHIP-GROUND
	Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Haris Imamovic | 800.808.4239 | haris.imamovic@cdwg.com

Need Help?

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

© 2026 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

MNJ Technologies Direct, Inc.
1025 Busch Parkway
Buffalo Grove, IL 60089
(800) 870-4340
www.mnjtech.com

QUOTE

QUOTE DATE	QUOTE NO	PO	ORDERED BY	PRINTED ON	ORDER BALANCE
04/21/2026	S001795629		Daniel Davis	4/23/26 11:42 AM	36,150.00

BILL TO (5008112):

CITY OF CRYSTAL LAKE
100 W WOODSTOCK ST
CRYSTAL LAKE, IL 600144262,USA

CONFIRM TO: Scott Bacalar

SHIP TO (000015679):

City of Crystal Lake
100 W. Woodstock St.
P.O. Box 597
Crystal Lake, IL 60014,USA

ATTN TO:

NAME: Daniel Davis
PHONE: 8153563650
EMAIL: ddavis@crystallake.org

ACCOUNT MANAGER: Scott Bacalar
EMAIL: sbacalar@mnjtech.com
PHONE: (847) 634-5422

Comment:

LINE	PRODUCT	DESCRIPTION	QUANTITY	PRICE($)	AMOUNT($)
1	MNJ21713979	Win11 Pro, Intel Core Ultra 5 235H vPro (up to 5.0GHz), AMT, MFG PART NO: FZ-56BZ00UBM	10	3,615.00	36,150.00

SHIP VIA: FedEx-Ground

TERMS: Net 30

PLEASE REMIT TO:

MNJ Technologies Direct, Inc.
PO Box: 771861
Chicago, IL 60677-1861

AMOUNT:	36,150.00
SALES TAX:	0.00
SHIPPING CHARGES:	0.00
TOTAL:	36,150.00
ORDER TOTAL:	36,150.00

Thank you for the opportunity. We appreciate your business.

Note, due to ongoing supply chain challenges, neither MNJ nor our hardware manufacturer partners can guarantee product availability or pricing until the product is shipped.

Agenda Item No: 9

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: City Code Amendment to Increase the Number of Class 24 Liquor Licenses – Applicant: First Watch Restaurants, Inc., dba First Watch #1070

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 24 liquor licenses from the currently permitted 8 licenses to 9 licenses, in order to allow for the issuance of a new Class 24 liquor license to First Watch Restaurants, Inc., dba First Watch #1070, located at 5689 Northwest Highway, Unit A

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

Background:
First Watch Restaurants, Inc., dba First Watch #1070, located at 5689 Northwest Highway, Unit A, is a new restaurant opening soon in Water's Edge. First Watch Inc. has requested a Class 24 Liquor License for sale and consumption of alcoholic liquor both inside the restaurant and on a patio area immediately contiguous to the building.

A Class 24 License authorizes the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises between the hours of 7:00 a.m. and 12:00 a.m., Sunday, Monday, Tuesday, Wednesday, Thursday, Friday and Saturday. A Class A type restaurant may be located on the premises. For the purposes of this license, premises shall include not only the interior of any building or structure but also an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed. Any open unroofed area in which alcoholic beverages are served or consumed.

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

(a) The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.
(b) The open unroofed area shall be no greater than 1/2 100% of the other floor space of the licensed premises.

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

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

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

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

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

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

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

(2) The annual fee for such license shall be the sum of $1,950.

Current Class 24 License Holders:

Name	**Address**	**Zoning**
Benedicts la Strata	40 N. Williams Street	"B-4"
Cantina 52	52 N. Brink Street	"B-4"Café
Olympic	90 N. Williams Street	"B-4"
Jude's	19 N. Williams Street	"B-4"
Crystal Lake Junction	88 Railroad Street, Unit B	"B-4"
Papa Saverios Pizzeria	540 E Terra Cotta Avenue, Unit A	"B-1 PUD"
Tony's Café	1030 S. McHenry Avenue	"B-2 PUD"
Goal Line	85 Brink Street	"B-4"

There are no zoning issues with the request.

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

- Payment of prorated license fee
- Certificate of Occupancy

The attached Ordinance approves an increase in the number of Class 24 liquor licenses in order to allow the creation of a new Class 24 liquor license for First Watch Restaurants, Inc., dba First Watch #1070, located at 5689 Northwest Highway, Unit A.

Votes Required to Pass:
Simple majority

Ord. No.
File No. 255 L

The City of Crystal Lake

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

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

1. Class 24 License shall be increased from 8 to 9.

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

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

DATED at Crystal Lake, Illinois, this 5th day of May 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

Draft

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: City Code Amendment to Increase the Number of Class 2 Liquor Licenses – Applicant: Sky Pyramid Wheaton, dba Tatsu Ramen House Crystal Lake

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 2 liquor licenses from the currently permitted 3 licenses to 4 licenses, in order to allow for the issuance of a new Class 2 liquor license to Sky Pyramid Wheaton, dba Tatsu Ramen House Crystal Lake, located at 230 W. Virginia Street, Unit 250

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

Background:
Sky Pyramid Wheaton, dba Tatsu Ramen House Crystal Lake, at 230 W. Virginia Street, Unit 250, is a new restaurant opening in the former Chicago Ramen location. The restaurant has requested a Class 2 Liquor License for sale and consumption of alcoholic liquor on the premises (inside the building).

Class 2 license authorizes the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and noon on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises. The annual fee for such license is $1,150.

Current Class 2 License Holders:

Name	Address	Zoning
Jameson's Charhouse	5016 Northwest Highway	"B-2 PUD"
Krystal Thai	230 W. Virginia Street (Country Corners)	"B-2 PUD"
Kumi Sushi	1145 S. Illinois Route 31, Unit N	"B-2 PUD"

There are no zoning issues with the request.

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

- Payment of prorated license fee
- Certificate of Occupancy

The attached Ordinance approves an increase in the number of Class 2 liquor licenses in order to allow the creation of a new Class 2 liquor license for Sky Pyramid Wheaton, dba Tatsu Ramen House Crystal Lake, located at 230 W. Virginia Street, Unit 250.

Votes Required to Pass:
Simple majority

Ord. No.
File No. 255 L

The City of Crystal Lake

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

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

1. Class 2 License shall be increased from 3 to 4.

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

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

DATED at Crystal Lake, Illinois, this 5th day of May 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

Draft

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Special Event Request – Cantina 52 Live Music Thursdays on Thursday nights from May 7, 2026, to October 30, 2026, from 6:00 p.m. to 9:00 p.m.

Staff Recommendation: Motion to approve the Special Event Request for Cantina 52 Live Music Thursdays - Thursday nights from May 7, 2026 to October 30, 2026 from 6:00 p.m. to 9:00 p.m. pursuant to the recommended conditions

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

Background:
Cantina 52 is proposing to hold weekly live music and outdoor dining on Thursday nights from May 7, 2026, to October 30, 2026, from 6:00 p.m. to 9:00 p.m. The outdoor event will include a musician playing outside of the building in between the restaurant window and the outdoor seating area. Food and beverages will be served to the patrons seated outside. This is the second year this event will be held and requires a special event permit due to the request for live outdoor music. City staff had received complaints from a property owner regarding last year's live music nights.

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

1. This approval is valid for the Special Event Permit on Thursday nights from May 7, 2026 to October 30, 2026 from 6:00 p.m. to 9:00 p.m.
2. All music must end by 9:00 p.m.
3. The event must continue to follow the conditions set by the Limited Use Permit granting outdoor seating on the sidewalk, such as maintaining a 3-foot public egress path through the sidewalk.
4. The event shall be in accordance with the submitted site plan.
5. Any lighting should be placed so as not to disturb neighbors.
6. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.

7. The applicant must provide adequate trash receptacles, which must be emptied on a regular basis throughout the event and during post-event cleanup.
8. Egress pathways must remain clear and unobstructed throughout the event.
9. Fire hydrants shall be accessible or unobstructed.
10. Any building used for the event must remain below the posted occupancy load limit.
11. 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.
12. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.

The applicant has been advised to attend the May 5, 2026, City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME LIVE MUSIC THURSDAYS

EVENT LOCATION CANTINA 52

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 LIVEMUSIC	

2. General Description/Purpose of the event: May 7 JPT ~~April 30~~ Oct 30

LIVE MUSIC ON THE PATIO THURSDAY NIGHT 6 TO 9 ~~JUNE 4TH - OCT 30~~

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
9. Estimated attendance: 20

RECEIVED
APR 08 2026
By: LH AM

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: JAMES TOMASEK

13. Contact Information for Event Manager:

Address: 52BRINK
CRYSTAL LAKE

(Please check preferred means of contact)

Daytime phone: _____ ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: _____ ☐

EVENT OPERATION

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

Set Up: _____

Event: _____

Dismantling: _____

15. Hours of the event:

Set Up: 545

Event: 6

Dismantling: 9

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?

BAR SALES

**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

    SELF PROVIDED

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:

STAFF TRAINED

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Signature _____ Date 4/7/26

J Tavarelle

Print Name

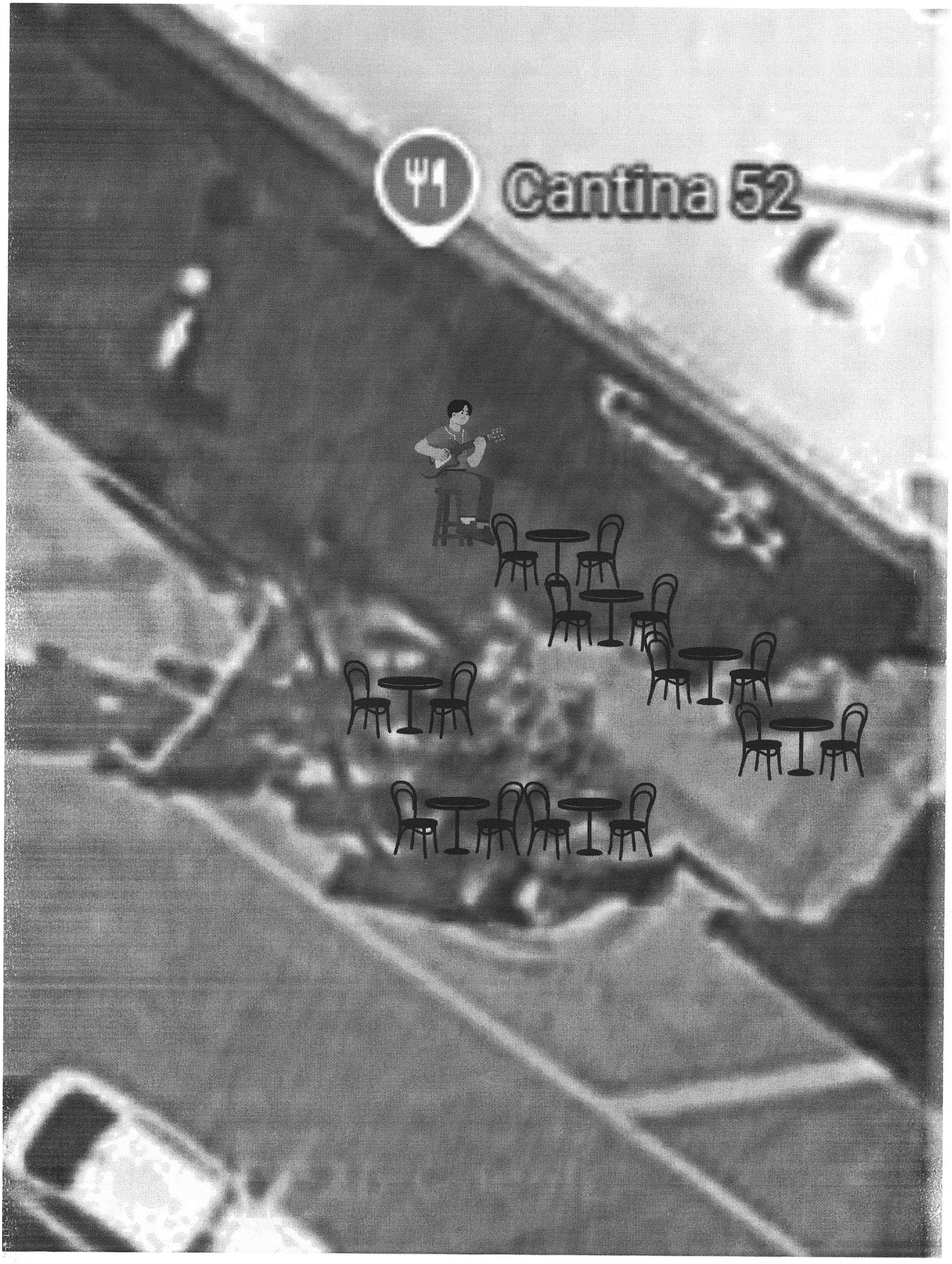
STAFF USE ONLY

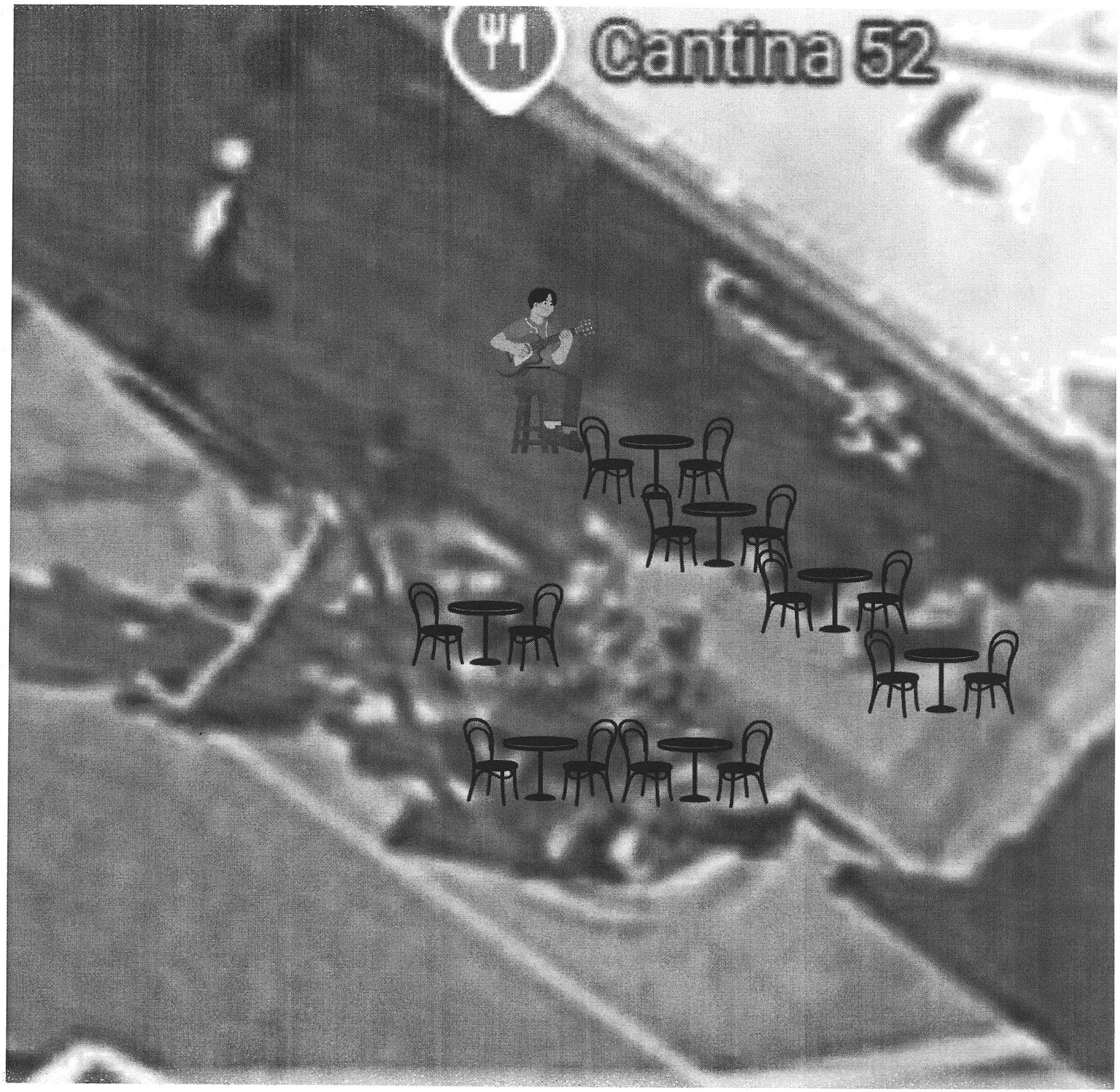
Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No


Cantina 52


Cantina 52


ants
Hotels
Things to do
Museums
Transit
Studio Pilates
52 Brink St
Recently viewed
Cantina 52
Brink St
Pink = seating
Brink St
Google
Imagery ©2025 Vexcel Imaging US, Inc., Map data ©2025 Google
United States
Terms
Privacy

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: No Parking Restriction on Three Oaks Recreation Area Drive and Overlook Way and 4-Hour Parking Restriction on Water's Edge Boulevard

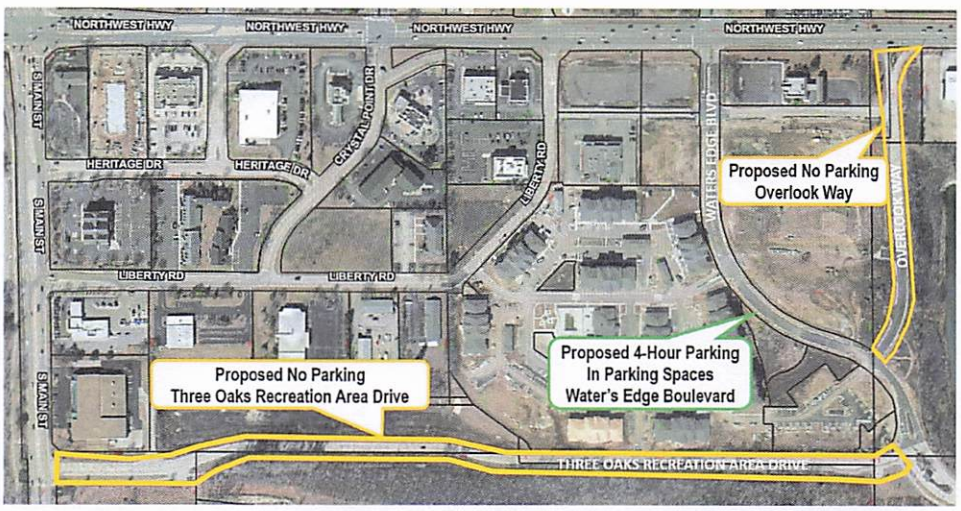
Staff Recommendation:
1. Motion to adopt an Ordinance restricting parking on Three Oaks Recreation Area Drive
2. Motion to adopt an Ordinance restricting parking on Overlook Way
3. Motion to adopt an Ordinance restricting parking on Water's Edge Boulevard to 4-hours

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

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Background:
Restricting parking along Three Oaks Recreation Area Drive, Overlook Way, and the on-street parking spaces on Water's Edge Boulevard to a four-hour limit will encourage visitors to the Three Oaks Recreation Area to use the designated parking areas within the park. This restriction will also ensure that residents of the Water's Edge development utilize their designated onsite parking spaces.

Staff recommends an ordinance to prohibit parking on Three Oaks Recreation Area Drive for its entire length, Overlook Way for its entire length and restrict parking to 4-hours for the on-street parking spaces along Water's Edge Boulevard.



Votes Required to Pass: Simple majority

Ord. No.:
File:

ORDINANCE

WHEREAS, Three Oaks Recreation Area Drive, Overlook Way and Water's Edge Boulevard are all two-way streets in the City of Crystal Lake; and

WHEREAS, the City has determined that in the interest of traffic safety and ensuring the safe and efficient flow of traffic, it is necessary to restrict parking along both sides of Three Oaks Recreation Area Drive and Overlook Way as well as limit parking to four hours along Water's Edge Boulevard.

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

SECTION I: That it shall be unlawful to park any vehicle on either side of Three Oaks Recreation Area Drive or Overlook Way.

SECTION II: That it shall be unlawful to park any vehicles along Water's Edge Boulevard for longer than four hours.

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

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

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

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

DATED this 5th day of May, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

SEAL

By:_____
Haig Haleblian, MAYOR

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

Draft

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Bid Award - 2026 Thermoplastic Pavement Marking Program

Staff Recommendation: Motion to award the bid from the April 9, 2026, McMPI bid opening for the 2026 Thermoplastic Pavement Marking Program to the lowest responsive and responsible bidder, Maintenance Coatings Co. and adopt a Resolution authorizing the City Manager to execute a contract with Maintenance Coatings Co. in the amount of $149,997.50, execute change orders for up to 10% of the contract amount, and approve warranted 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 of Crystal Lake maintains 326 lane miles of roadway, including all pavement markings. Over time, these markings fade due to wear and tear from traffic and exposure to weather, making them less visible. To ensure these markings remain effective, the City conducts an annual Thermoplastic Pavement Marking Program to refresh and replace pavement markings as needed.

The City of Crystal Lake participates in the McHenry County Municipal Partnership Initiative (McMPI), in which regional communities collaborate to prepare and solicit bids for various projects. This partnership allows members to combine purchasing power and leverage cost savings.

This year, the McMPI bid for Thermoplastic Pavement Markings was administered by the McHenry County Division of Transportation. On April 9, 2026, the bids were publicly opened by the McHenry County Division of Transportation. The bid results (quantities for all municipalities) are provided below:

Item No	Items	Unit	Engineer's Estimate			Precision Pavement Markings, Inc.		Maintenance Coatings Company	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Thermo Pvt Mkgs-Line 4"	ft	674,146	$0.83	$559,541.18	$0.65	$438,194.90	$0.68	$458,419.28
2	Thermo Pvt Mkgs-Line 6"	ft	43,222	$1.70	$73,477.40	$0.80	$34,577.60	$1.00	$43,222.00
3	Thermo Pvt Mkgs-Line 8"	ft	1,400	$2.50	$3,500.00	$1.50	$2,100.00	$1.50	$2,100.00
4	Thermo Pvt Mkgs-Line 12"	ft	20,294	$3.40	$68,999.60	$2.50	$50,735.00	$2.50	$50,735.00
5	Thermo Pvt Mkgs-Line 24"	ft	7,487	$6.75	$50,537.25	$4.00	$29,948.00	$4.80	$35,937.60
6	Thermo Pvt Mkgs-Letters & Symbols	sq ft	12,147.0	$6.75	$81,992.25	$4.00	$48,588.00	$4.80	$58,305.60
7	Pvt Mkg-Removal	sq ft	242,430.0	$0.48	$116,366.40	$0.55	$133,336.50	$0.33	$80,001.90
8	Hot Spray Thermplastic Pvt Mkg - Line 4"	ft	60,000	$0.35	$21,000.00	$0.30	$18,000.00	$0.40	$24,000.00
9	Hot Spray Thermplastic Pvt Mkg - Line 6"	ft	40,000	$0.45	$18,000.00	$0.45	$18,000.00	$0.50	$20,000.00
	TOTAL				$993,414.08		$773,480.00		$772,721.38

Low Bid

The City plans to use the bid unit pricing provided by Maintenance Coatings Co. from the McMPI bid in the estimated quantities illustrated in the table below:

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	Estimated Qty	Unit	Unit Price	Total
	HOT SPRAY THERMOSPLASTIC PVT MKG - LINE 4"	60,000	FOOT	$0.40	$ 24,000.00
	HOT SPRAY THERMOSPLASTIC PVT MKG - LINE 6"	50,000	FOOT	$0.50	$ 25,000.00
78000100	THERMOPLASTIC PAVEMENT MARKINGK LETTER & SYMBOL	8,000	SQ FT	$4.80	$ 38,400.00
78000200	THERMOPLASTIC PAVEMENT MARKING 4	35,000	FOOT	$0.68	$ 23,800.00
78000400	THERMOPLASTIC PAVEMENT MARKING 6	2,500	FOOT	$1.00	$ 2,500.00
	THERMOPLASTIC PAVEMENT MARKING 8	505	FOOT	$1.50	$ 757.50
78000600	THERMOPLASTIC PAVEMENT MARKING 12	4,550	FOOT	$2.50	$ 11,375.00
78000650	THERMOPLASTIC PAVEMENT MARKING 24	5,000	FOOT	$4.80	$ 24,000.00
78300201	PAVEMENT MARKING REMOVAL - GRINDING	500	SQ FT	$0.33	$ 165.00
				Total Contract Amount	$ 149,997.50

Recommendation:

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

It is the recommendation of City staff to award the contract for the 2026 Thermoplastic Pavement Marking Program to the lowest responsive and responsible bidder from the April 9, 2026 McMPI bid opening, Maintenance Coatings Co., in the amount of $149,997.50.

The City has previously worked with Maintenance Coatings Co. and has been satisfied with their work. The Thermoplastic Pavement Marking program is conducted annually, with funds for this work budgeted each fiscal year.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to replace various pavement markings throughout the CITY; and

WHEREAS, the CITY 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 pavement markings and opened bids publicly on April 9, 2026; and

WHEREAS, the lowest responsible and responsive bidder for the 2026 Thermoplastic Pavement Marking Program is Maintenance Coatings Co.

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 Maintenance Coatings Co. for the 2026 Thermoplastic Pavement Marking Program in the bid unit pricing for a total amount of $149,997.50; and

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

DATED this 5th day of May, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

Draft

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Bid Award - 2026 Pavement Patching Program, McHenry County Municipal Partnership Initiative (McMPI)

Staff Recommendation: Motion to award the bid for pavement patching to the lowest responsive and responsible bidder, Chicagoland Paving Contractors, Inc. and adopt a Resolution authorizing the City Manager to execute a one-year contract with Chicagoland Paving Contractors, Inc. in the bid unit prices for a not-to-exceed amount of $225,000.00, authorize an optional one-year extension in the bid unit prices, 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 the City's pavements before resurfacing or reconstruction is required. One of these practices is pavement patching. The pavement patching program involves the removal and replacement of sections of asphalt pavement on City pavements that are not yet candidates for resurfacing. The City annually estimates areas that require patching. Pavement patching is accomplished by both in-house crews (smaller patches) and contracted crews (larger patches).

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 collaborated with the Village of Cary, Village of Lakemoor, and City of Woodstock to solicit bids for pavement patching services. This McMPI bid was conducted by the City of Crystal Lake. Staff followed the City's procurement policies, and advertised the project on QuestCDN, a web-based bid solicitation service, which attracts local and national vendors and contractors. Sealed bids were publicly opened on April 23, 2026. The breakdown of bids (quantities for all municipalities) is as follows:

Pacement Patching Program (2026 - Year One - Unit Pricing)			Chicagoland Paving Contractors √		Schroeder Asphalt Services	
Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price
Year 1						
Class D Patches, 2 - Inch - Type I	SQ YD	1,400	$ 30.00	$ 42,000.00	$ 30.50	$ 42,700.00
Class D Patches, 2 - Inch - Type II	SQ YD	1,400	$ 32.00	$ 44,800.00	$ 30.50	$ 42,700.00
Class D Patches, 2 - Inch - Type III	SQ YD	1,400	$ 31.00	$ 43,400.00	$ 28.00	$ 39,200.00
Class D Patches, 2 - Inch - Type IV	SQ YD	2,100	$ 31.00	$ 65,100.00	$ 24.50	$ 51,450.00
Class D Patches, 3 - Inch - Type II	SQ YD	400	$ 47.00	$ 18,800.00	$ 40.00	$ 16,000.00
Class D Patches, 3 - Inch - Type III	SQ YD	850	$ 46.00	$ 39,100.00	$ 38.00	$ 32,300.00
Class D Patches, 3 - Inch - Type IV	SQ YD	400	$ 46.00	$ 18,400.00	$ 36.00	$ 14,400.00
Class D Patches, 4 - Inch - Type IV	SQ YD	600	$ 56.50	$ 33,900.00	$ 47.00	$ 28,200.00
Structures To Be Adjusted	EA	100	$ 100.00	$ 10,000.00	$ 700.00	$ 70,000.00
		BID TOTAL		$ 315,500.00		$ 336,950.00

√ Indicates lowest responsive and responsible bidder

Pacement Patching Program (Optional Year 2 - Unit Pricing)		Chicagoland Paving Contractors √	Schroeder Asphalt Services
Class D Patches, 2 - Inch - Type I	SQ YD	$ 31.50	$ 32.00
Class D Patches, 2 - Inch - Type II	SQ YD	$ 33.60	$ 32.00
Class D Patches, 2 - Inch - Type III	SQ YD	$ 32.55	$ 29.50
Class D Patches, 2 - Inch - Type IV	SQ YD	$ 32.55	$ 25.75
Class D Patches, 3 - Inch - Type II	SQ YD	$ 49.35	$ 42.00
Class D Patches, 3 - Inch - Type III	SQ YD	$ 48.30	$ 40.00
Class D Patches, 3 - Inch - Type IV	SQ YD	$ 48.30	$ 37.75
Class D Patches, 4 - Inch - Type IV	SQ YD	$ 60.00	$ 49.00
Structures To Be Adjusted	EA	$ 105.00	$ 750.00

The City has allocated $225,000 for this work in 2026. The 2027 budget should be similar. This work will be measured and paid for based on the bid unit prices.

The schedule, budget, and quantities for this work are developed annually based on a review of pavement conditions. There may be a need to perform additional work during the year at other municipal facilities, including the Three Oaks complex, fire stations, municipal parking lots, or on public streets, that cannot be predicted before a multi-year contract is awarded. Therefore, to accommodate potential changes in the scope due to unforeseen circumstances, the second optional year of this contract will follow the bid unit prices with the total contract amount based on the approved 2027 budget.

Recommendation

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding a one-year contract at the bid unit prices for a not-to-exceed amount of $225,000.00 with an optional second year at the bid unit prices for a total amount based on the approved 2027 budget for the pavement patching to the lowest responsive and responsible bidder, Chicagoland Paving Contractors, Inc.

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

The City has previously worked with Chicagoland Paving Contractors, Inc. and has been satisfied with their services. Pavement patching is conducted as annual maintenance and funds for this work are budgeted each fiscal year.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to contract for annual pavement patching for maintenance and upkeep of City streets; 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 pavement patching services and opened bids publicly on April 16, 2024; and

WHEREAS, the lowest responsible and responsive bidder is Chicagoland Paving Contractors, 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 Chicagoland Paving Contractors, Inc. for pavement patching in the bid unit prices for a not-to-exceed amount of $225,000.00; and

BE IT FURTHER RESOLVED that City Manager is authorized to approve a one-year extension of this contract, with optional year 2 bid pricing; and

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

DATED this 5th day of May, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

Draft

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Purchase of one (1) new Dynapac CC1200VI Vibratory Roller using Sourcewell contract #060122-DYN

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Casey Equipment Co., Inc. for the pricing and delivery of one (1) new Dynapac CC1200VI Vibratory Roller using Sourcewell contract #060122-DYN in the total amount of $69,791.00, execute change orders for up to 10% of the contract amount; and approve warranted completion date change orders relating to the contract

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

---

Background:

The Public Works Department budget for 2026 includes funds for the replacement of its 1995 Ingersoll Rand model DD-22 2.5-ton roller (now 31 years old), which is used by the Street Division for road repair and construction projects. This equipment is essential equipment for Public Works Department maintenance operations and requires replacement to maintain an efficient and effective fleet. This determination was based on a Vehicle Replacement Evaluation conducted by the Public Works Department Fleets & Facilities Division. This equipment has a typical service life of 15 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 1995 Ingersoll Rand model DD-22 2.5-ton roller with a new Dynapac CC1200VI Vibratory Roller, 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 Casey Equipment Co., Inc., through Sourcewell contract #060122-DYN as the most advantageous to the City. This contract provides the City with an overall discount of $23,437.00 off the list price of the proposed vehicle. The discounted pricing available through the cooperative contract is illustrated in the table below.

Equipment for Purchase	Purchase Price Including Upfit	Sourcewell Purchasing Cooperative Discount	Total Price After Cooperative Discount (Including Upfit)
Dynapac CC1200VI Vibratory Roller	$93,228.00	$23,437.00	$69,791.00

The pricing provided through Sourcewell contract #060122-DYN was negotiated as part of an RFP that was advertised and reviewed by Sourcewell, a purchasing cooperative. As members of Sourcewell, 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 an agreement with Casey Equipment Co., Inc. for the pricing and delivery one (1) new Dynapac CC1200VI Vibratory Roller using Sourcewell contract #060122-DYN in the total amount of $69,791.00.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS Public Works Department's 1995 Ingersoll Rand model DD-22 2.5-ton roller and has been evaluated by City staff and have determined it 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 the 1995 Ingersoll Rand model DD-22 2.5-ton roller should be replaced with a new Dynapac CC1200VI Vibratory Roller; 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 Sourcewell purchasing cooperative; and

WHEREAS contracts #060122-DYN, provided through Sourcewell, offers pricing for the purchase and delivery of a new Dynapac CC1200VI Vibratory Roller; 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 Casey Equipment Co., Inc., using Sourcewell contract #060122-DYN for the pricing and delivery of one (1) new Dynapac CC1200VI Vibratory Roller in the total amount of $69,791.00; 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.

Draft

DATED this 5th day of May 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL
ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: May 5, 2026

Item: Proposal Award – Architectural Services for a Fire Rescue Facilities Study

Staff Recommendation: Motion to award the proposal for Architectural Services for a Fire Rescue Facilities Study to the most qualified, responsible and responsive proposer, Williams Architects, and authorizing the City Manager to execute an agreement with Williams Architects in the amount of $34,850.00 with a 10% contingency for changes in scope and approve warranted completion date extensions

Staff Contact: Craig Snyder, Fire Rescue Chief
Nick Hammonds, Deputy City Manager
Michael Magnuson, Director of Public Works & Engineering

Background and Need:
The Fire Rescue Department is in a multi-year program to hire additional personnel to meet the demand from increasing calls for service. Additional personnel results in a need for improvements to accommodate these personnel. Previous studies have identified the need for a new fire station in the future. In addition to this projected growth, the existing three stations need various facility improvements such as heating, ventilation and air conditioning (HVAC) replacements, bathroom/shower and sleeping quarters upgrades, and other remodeling/ renovation projects. In total, these projects will require a large investment of capital funds.

Prior to making large investments in projects, such as a new station, it is prudent to perform a comprehensive evaluation of the existing stations, assess whether expansion is feasible and cost-effective to accommodate future growth, and develop a conceptual plan and cost for a new station. Performing a comprehensive evaluation and alternative analysis will result in a priority driven, multi-year plan for future Fire Rescue facility investments, thereby ensuring that capital funds are being spent in the most cost effective and value-based manner.

Consultant Selection Process:
A staff committee was formed for the project consisting of Fire Rescue Chief Craig Snyder, Deputy Fire Rescue Chief Heidi Olsen, Deputy City Manager Nick Hammonds, Mike Magnuson, Director of Public Works and Engineering, and Matt Farmer, Deputy Director of Public Works and

Engineering. A Request for Proposals (RFP) was developed and reviewed by the committee and then advertised in accordance with the City's Purchasing Policy.

The City received eight (8) proposals. Architectural and 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 proposals were ranked based on qualification factors (using a scale of 1 to 5, with 5 being the highest). The staff committee selected a "short-list" of four (4) firms for interviews. As a result of the interviews, the committee unanimously identified two (2) finalists. Cost proposals were then requested from the two finalists (BKV Group and Williams Architects). The relative cost between the consultants was taken into account along with their qualification rankings 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:

Fire Rescue Facility Study Consultant Evaluation Matrix

Proposal Ranking Excellent = 5 Very Good = 4 Good = 3 Acceptable = 2 Poor = 1 Unacceptable = 0	Committee's Relative Weight of Importance	BKV Group		Williams Architects	
		Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating
Criteria	(1-10)				
Proposing a new fire station is a substantial investment of scarce public funds. A clear and convincing analysis is required to: A) Demonstrate that all reasonable alternatives have been identified and vetted B) Identify an objective process to arrive at a recommendation (new vs. expanded)? Did the proposal identify an impartial process that meets criteria (A) and (B)?	9	3.6	32.40	3.6	32.40
Are the identified tasks appropriate and align with other consultant's submittals and past experience.	8	3.2	25.60	3.2	25.60
Project examples are pertinent and aligned with the proposed scope	6	3.2	19.20	3.4	20.40
Total Weighted Rating	23		77.20		78.40
PROPOSAL RANKING		3.36		3.41	
Total Cost		$47,000		$34,850	
Relative Cost Ranking (Formula) (2.5 = avg. cost, points awarded/deducted for fee compared to avg) Avg. cost = $40,925.00		2.13		2.87	
TOTAL VALUE RANKING =		2.74		3.14	

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. Based on the proposals received and consultant qualifications, the staff committee recommends the selection of Williams Architects to provide the architectural services needed for the Fire Rescue Facilities Study. Funding for these professional services has been included in the 2026 budget.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, there is a need to program improvements to the City's Fire Rescue stations to accommodate future growth and to improve and replace existing station infrastructure that has reached the end of its service life: and

WHEREAS, in order to develop a multi-year plan for future Fire Rescue facility investments consulting architectural services are required; and

WHEREAS, proposals were publicly solicited and then reviewed by a city staff committee, resulting in a determination that Williams Architects 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 Williams Architects for professional services for the Fire Rescue Facilities Study in the amount of $34,850.00; 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 5th day of May, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: May 5, 2026
APPROVED: May 5, 2026

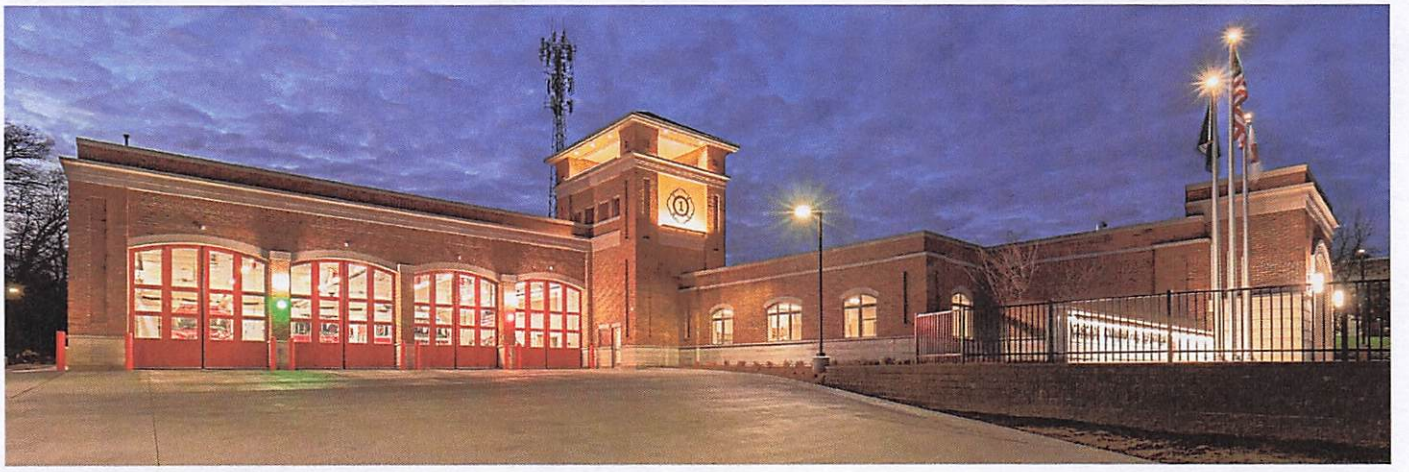
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WILLIAMS
ARCHITECTS

STATEMENT OF PROPOSAL - CITY OF CRYSTAL LAKE, IL

FIRE RESCUE FACILITIES STUDY





20 MARCH 2026

PRESENTED BY:
Williams Architects
One Pierce Place, Suite 550W
Itasca, IL 60143
(630) 221-1212

Andy Dogan, AIA, NCARB, LEED AP
COO, Managing Principal / Principal-in-Charge
(630) 221-1212 X 143
ardogan@williams-architects.com

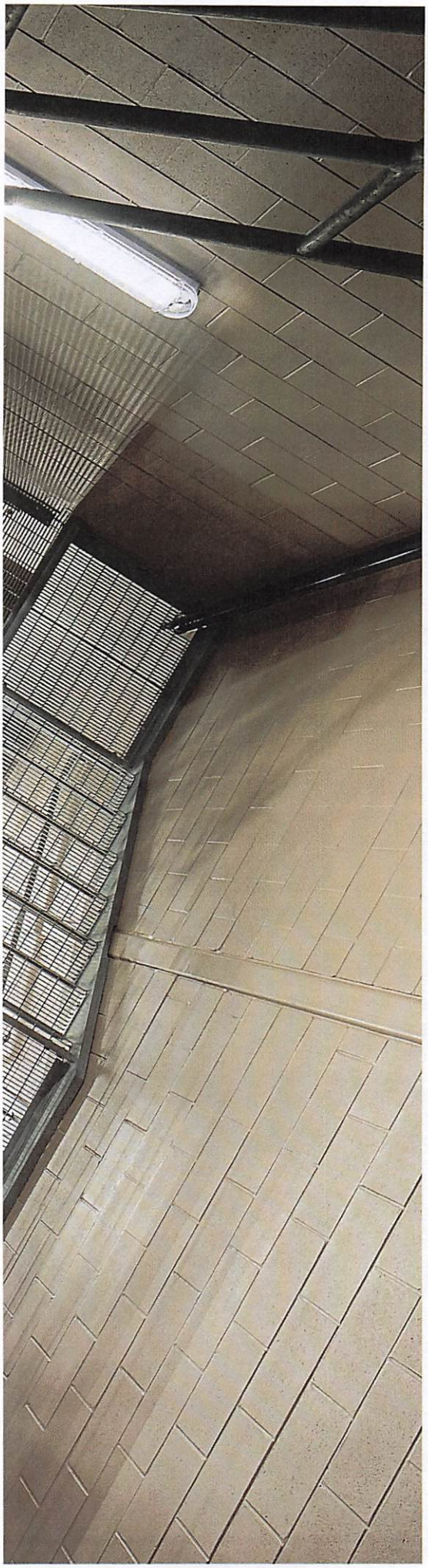


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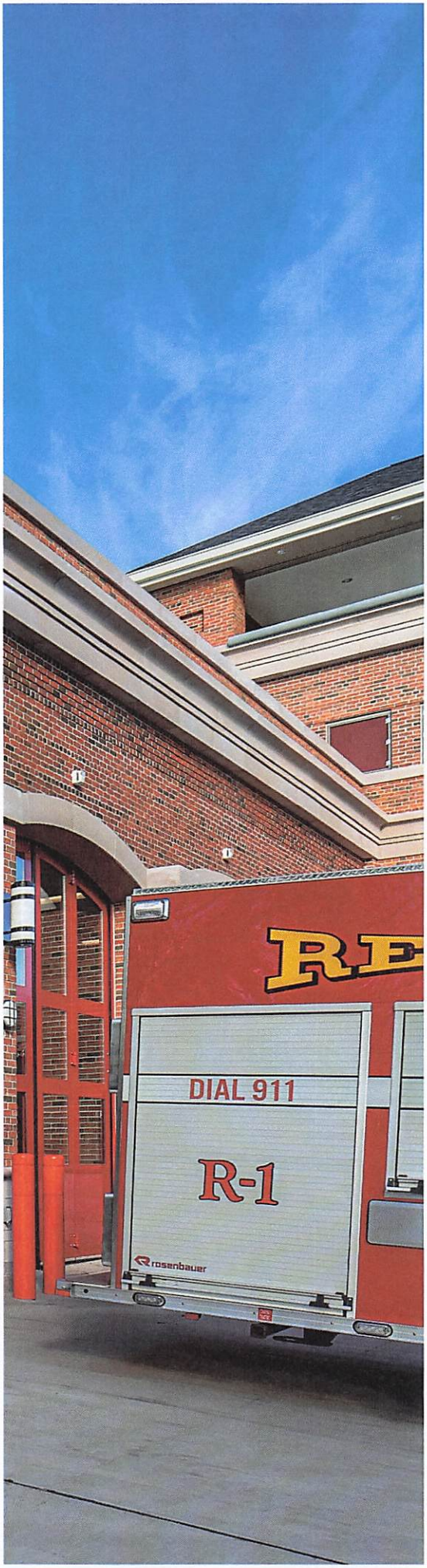
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34 - Disqualification of Certain individuals or Firms
35 - Anti-Collusion Affidavit and Certification
36 - Conflict of Interest
37 - Tax Compliant Affidavit
38 - Pricing Sheet (Not Provided at this Time)

The Williams Advantage 55





3.1 SUMMARY COVER LETTER

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WILLIAMS
ARCHITECTS

20 March 2026

Mike Magnuson, Director of Public Works and Engineering
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014

Re: City of Crystal Lake – Request for Proposals
Fire Rescue Facilities Study

Dear Mr. Magnuson:

On behalf of Williams Architects, we are pleased to submit our qualifications to assist the City of Crystal Lake in completing a comprehensive Fire Rescue Facilities Study. We appreciate the opportunity to work with the City and the Crystal Lake Fire Rescue Department to evaluate the capacity of the existing fire stations, assess future operational needs, and develop strategic alternatives that support long-term public safety service delivery for the community.

Williams Architects has partnered with municipalities throughout the Midwest for more than 50 years, providing planning, architectural, and engineering services for civic and public safety facilities. Our firm has completed more than 40 fire station projects and numerous fire service planning studies, giving us a deep understanding of the operational, staffing, and health and safety considerations that must be addressed in modern fire rescue facilities. Our experience working with municipal agencies and fire departments allows us to approach facility studies not only from a design perspective, but also through the lens of operational efficiency, response readiness, firefighter wellness, and long-term capital planning.

Williams Architects provides a full range of professional services including facility assessments, feasibility studies, master planning, programming, architectural design, interior design, engineering coordination, cost modeling, and construction administration. Through an integrated planning process, we work closely with department leadership, City staff, and other stakeholders to translate operational requirements into practical facility solutions supported by clear implementation strategies and reliable cost information.

For the Crystal Lake Fire Rescue Facilities Study, our team will work collaboratively with City staff and department leadership to evaluate existing conditions at Stations 1, 3, and 4; assess the ability of the facilities to support planned staffing increases; and explore options including renovation, expansion, and the potential construction of a new station in the northeast service area. Our process emphasizes data-driven analysis, operational input from fire department personnel, and the development of clear alternatives supported by programmatic layouts, cost estimates, and implementation timelines that allow the City to make informed decisions regarding future investments in its fire rescue infrastructure.

As Principal-in-Charge, Andy Dogan will guide the project, bringing strategic leadership and decades of experience in public safety facility planning and design. He will work closely with Lead Planner / Designer Kim Nigro, and Project Manager Joseph Humann, supported by our in-house architecture and interior design staff. Together, this team has extensive experience designing and planning fire stations throughout the Midwest and understands the operational requirements, staffing trends, and facility standards that influence successful fire station projects. As a Crystal Lake resident, Joe Humann is particularly excited for the opportunity to serve his community through this effort.

Our team is currently working with Odessa Township on a new fire station, Kalamazoo Charter Township on the Eastwood Fire Station, and the City of Grand Rapids on its main Fire Department Training Facility. Additional recent public safety projects include work with DeWitt Charter Township (MI), Cascade Charter Township (MI), the City of Portage (MI), the City of Struthers (OH), the Village of Schaumburg (IL), the Village of Glenview (IL), and the City of Highland Park (IL). These projects reflect our commitment to collaborative planning, thoughtful design, and facilities that effectively support the mission of the fire service.

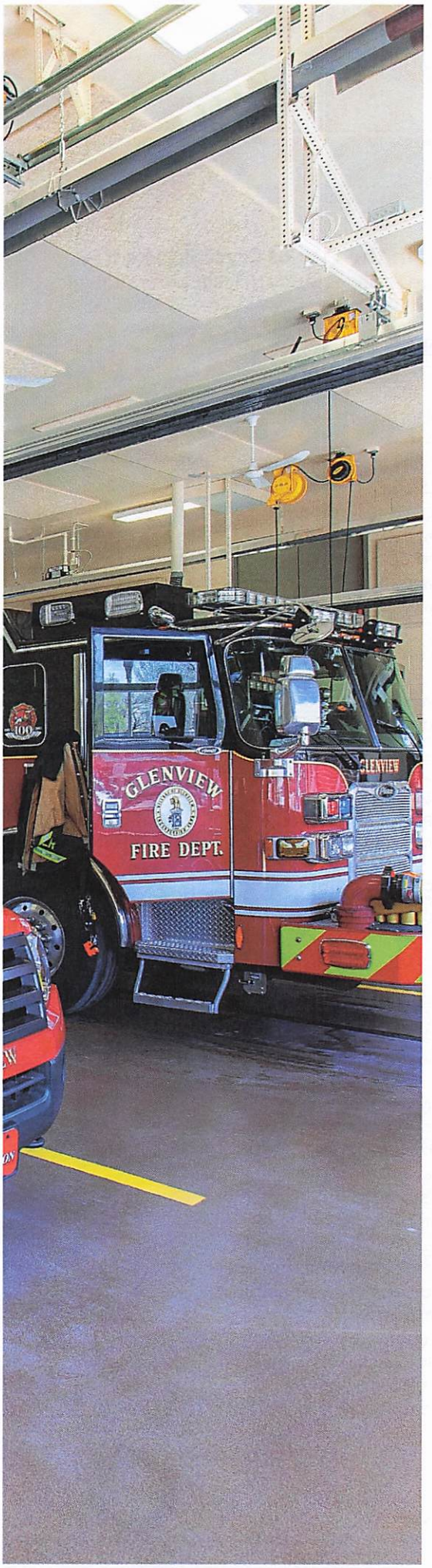
Williams Architects appreciates the opportunity to assist the City of Crystal Lake in evaluating the future of its Fire Rescue facilities. We look forward to working with the City and the Department to develop practical, forward-thinking solutions that ensure the community continues to receive high-quality emergency services.

Should you have any questions or require additional information, please feel free to contact me.

Sincerely,

Andy R. Dogan, AIA, NCARB, LEED AP
COO, Managing Principal / Principal-in-Charge

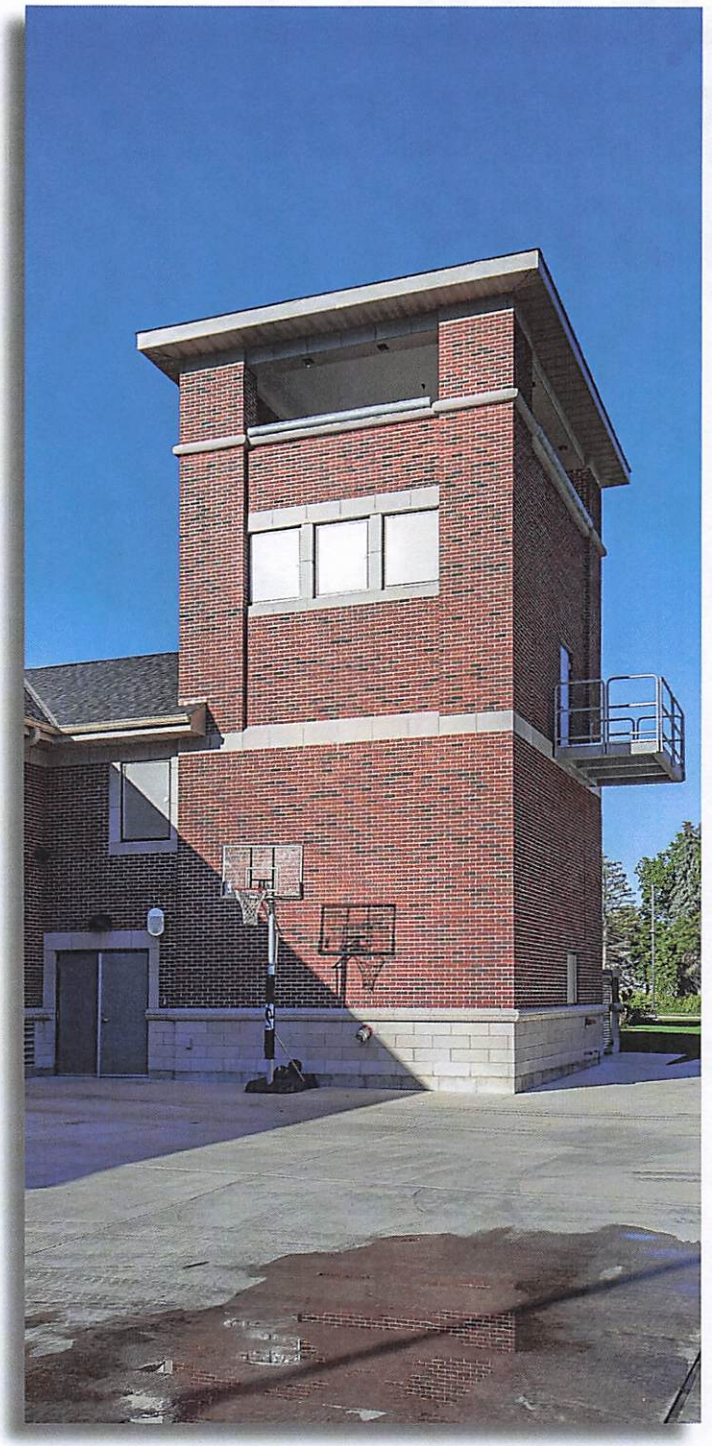

ENGINE
PARAMEDIC
Ford



3.2 DETAILED SCOPE OF WORK

DETAILED SCOPE OF WORK

Williams Architects agrees to the base scope of services outlined in the City of Crystal Lake RFP and proposes the following methodology to deliver a comprehensive Fire Rescue Facilities Study that supports strategic decision-making, operational efficiency, and long-term capital planning.



PROJECT INITIATION

Kick-Off Meeting

Establish project goals, confirm evaluation criteria, and organize the study process.

Kickoff meeting with City Manager's Office, Public Works, and Fire Rescue leadership

- Confirm project goals including:
  - Future staffing increases
  - Apparatus and equipment storage needs
  - Operational workflow improvements
  - Gender-inclusive facilities and firefighter wellness considerations
- Establish communication protocols and meeting schedule
- Develop project work plan and refined timeline
- Confirm evaluation criteria and decision framework

DELIVERABLES

- Project Management Plan
- Confirmed evaluation framework
- Meeting summary

Data Collection and Existing Conditions Assessment

Document the operational and physical capacity of existing fire stations.

Site visits to:

- Station 1
- Station 3
- Station 4

- Review existing drawings and facility documentation
- Assess:
  - Apparatus bay capacity
  - Bunk room configuration and privacy
  - Gender-inclusive facilities
  - Training space
  - Turnout gear storage
  - Decontamination zones
  - Administrative and support spaces
  - Building systems and infrastructure
- Review operational workflows including:
  - Emergency response
  - Apparatus circulation
  - Shift change logistics
  - Maintenance and storage
- Evaluate facility readiness for increased staffing levels

DELIVERABLES
- Existing Conditions Assessment
- Facility Capacity Analysis
- Photographic documentation
- Preliminary facility issues summary

Programming
Identify space and functional needs for future operations.
- Interviews/workshops with:
  - Fire Chief and command staff
  - Battalion Chiefs
  - Firefighters/paramedics
  - Facility management staff
- Evaluate operational trends including:
  - Increased EMS demand
  - Training requirements
  - Firefighter health and safety standards
- Develop a space program including:
  - Apparatus bays
  - Living quarters
  - Administrative space
  - Training areas
  - Equipment storage
  - Specialty response team storage

Deliverables
- Department Operational Needs Assessment
- Detailed Space Program

ALTERNATIVE ANALYSIS

Alternative Development
Four strategic alternatives will be developed and evaluated.

Alternative 1 – Baseline Improvements
- Identify facility upgrades required regardless of future expansion including:
  - HVAC system replacements
  - improved bunk room privacy
  - gender-separated shower facilities
  - code and safety upgrades

Alternative 2 – Expansion / Reconfiguration of Existing Stations
- Evaluate renovation and expansion options including:
  - Station 1 operational reconfiguration
  - Station 3 addition and bay expansion
  - Station 4 personnel expansion and potential equipment storage building



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Alternative 3 – New Fire Station
- Evaluate feasibility of a new station in the northeast service area including:
  - Conceptual site planning
  - Apparatus bay capacity
  - Response coverage considerations
  - Conceptual building program

Alternative 4 – Hybrid Solution / Combination of:
- Targeted renovations
- New station construction

DELIVERABLES
- Conceptual program diagrams
- Test-fit layouts
- Apparatus bay planning diagrams
- Concept-level cost estimates
- Construction phasing considerations

Develop a Structured Evaluation Process.
- Create scoring matrix evaluating:
  - Operational efficiency
  - Response coverage
  - Capital cost
  - Long-term scalability
  - Disruption to operations
  - Facilitate City review workshop

DELIVERABLES
- Alternative Evaluation Matrix
- Preferred Strategy Recommendation

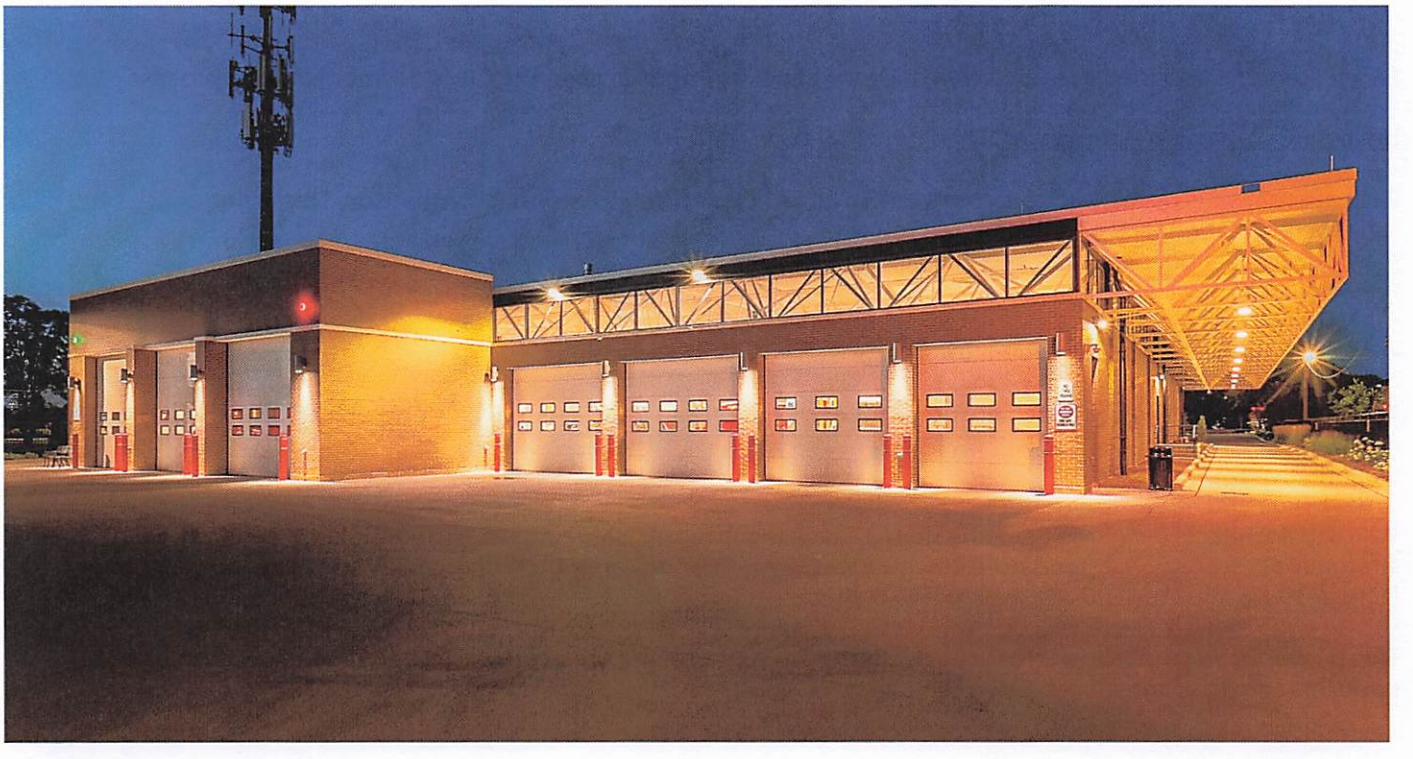
Cost Estimate
- Develop order-of-magnitude cost estimates
- Include escalation factors
- Identify potential implementation timeline

DELIVERABLES
- Capital Cost Model
- Implementation Strategy

FINAL STUDY REPORT

Draft report preparation
- Review meeting with City staff
- Final revisions

DELIVERABLES
- Draft Fire Rescue Facilities Study
- Final Report (PDF with exhibits)
- City Council presentation



EVALUATION METHODOLOGY

EVALUATION METHODOLOGY AND DECISION-MAKING PROCESS

Williams Architects utilizes a structured, data-driven evaluation methodology to guide municipalities and fire departments in selecting the most appropriate facility strategy. This process has been successfully implemented on numerous fire station planning and facilities studies throughout the Midwest and is designed to provide a transparent, defensible framework for decision-making.

We also supplement this process with a physical condition and operational assessment of each of the City's existing facilities. A summary example an assessment outcome from a current project is provided following this narrative.

Our approach integrates quantitative analysis, qualitative input, and operational validation to ensure that recommended solutions align with the City's service goals, financial parameters, and long-term capital planning objectives.

Establish Evaluation Criteria

At the outset of the alternatives analysis phase, we work collaboratively with City staff and Fire Rescue leadership to define the criteria that will be used to evaluate each option. Criteria are tailored to the specific needs of the community but typically include:

- Operational efficiency and response effectiveness
- Ability to accommodate future staffing increases
- Apparatus and equipment capacity
- Firefighter health, safety, and wellness
- Site and response coverage considerations
- Capital cost and lifecycle cost
- Constructability and phasing impacts
- Long-term flexibility and expandability

Each criterion is assigned a relative weighting to reflect its importance in the City's decision-making process.

Develop Comparable Alternatives

Each alternative is developed to a consistent level of detail to allow for direct comparison. This includes:

- Programmatic space allocations
- Conceptual floor plans and site diagrams
- Apparatus bay configurations
- Order-of-magnitude cost estimates (including escalation)
- Construction phasing considerations

This "apples-to-apples" approach ensures that each option can be evaluated fairly and objectively.

Quantitative Scoring Matrix

Williams Architects develops a scoring matrix that assigns numerical values to each evaluation criterion. Each alternative is scored on a standardized scale (typically 1–5), and scores are multiplied by the assigned weighting factors.

This produces a composite score for each alternative, allowing the project team to clearly see how each option performs across all categories.

Qualitative and Operational Validation

While the scoring matrix provides a strong analytical foundation, it is supplemented by:

- Staff workshops with firefighters and command staff
- Operational scenario testing (shift change, emergency response, apparatus movement)
- Review of constructability and disruption to ongoing operations

This step ensures that the selected alternative is not only optimal on paper, but also works effectively in day-to-day operations.

Collaborative Review and Refinement

Results of the evaluation are presented to the City project team in a workshop setting. During this session:
- Scoring results are reviewed and validated
- Sensitivity testing may be conducted (adjusting weights to test outcomes)
- Hybrid or refined alternatives may emerge

This collaborative process often leads to a preferred or hybrid solution that reflects both analytical results and stakeholder priorities.

Recommendation and Implementation Strategy

The final recommendation is supported by:
- Evaluation matrix results
- Supporting diagrams and program summaries
- Cost estimates and escalation considerations
- Phased implementation strategy

This ensures the City has a clear, defensible path forward for capital investment decisions.

Criteria	Weight	ALTERNATE 1 Baseline Improvements	ALTERNATE 2 Expand Existing Stations	ALTERNATE 3 New Northeast Station	ALTERNATE 4 Hybrid Solution
Operational Efficiency	20%				
Future Staffing Capacity (24/shift)	15%				
Apparatus Bay Capacity	10%				
Firefighter Health & Wellness	15%				
Response Coverage (NE Growth Area)	15%				
Capital Cost	10%				
Lifecycle Value	5%				
Constructability / Phasing	5%				
Flexibility / Future Expansion	5%				
TOTAL SCORE	100%				

Scoring Scale: 1 = Poor, 3 = Moderate, 5 = Excellent

Matrix reflects evaluation of Crystal Lake's existing stations, planned staffing increases, and need for expanded coverage north of the UPRR corridor.

WILLIAMS
ARCHITECTS

SUMMARY

FACILITY CONDITIONS ASSESSMENT

2026 MARCH 18

Prepared by:
Williams Architects
One Pierce Place, Suite 550W, Itasca, IL 60143
(630) 221-1212

On Behalf of:
Grand Ledge Area Emergency Services Authority
500 N Clinton Street, Grand Ledge, MI 48837
(517) 627-1157

PURPOSE OF THE ASSESSMENT

Williams Architects conducted a condition assessment for the Grand Ledge Area Emergency Services Authority facility at 500 N. Clinton St., Grand Ledge, Michigan to evaluate the feasibility of continued use, renovation, or replacement.

A visual inspection of the site, structure, building envelope, interior spaces, and major building systems (HVAC, electrical, plumbing, fire protection) was conducted on October 30, 2025 by a licensed architect. The review also considered life safety and accessibility compliance, and decontamination design.

BUILDING BACKGROUND

- Constructed in 1952 as a city garage.
- 1986 renovation when the fire department moved in.
- 1990s interior modifications when Fire and EMS operations merged.
- A 1970s pole barn addition was later connected to the main structure.

KEY PHYSICAL CONDITION FINDINGS

- Masonry exterior deterioration due to lack of movement joints and drainage.
- Original doors and windows requiring replacement.
- Flat roofing and drainage systems near end of life.
- Limited crawlspace likely susceptible to moisture issues.
- Worn interior finishes and fixtures.
- Aging HVAC equipment and insufficient ventilation.
- Plumbing drainage problems in several bathrooms and kitchen areas.

OPERATIONAL AND CODE CONCERNS

- Building may not meet structural standards for essential facilities.
- No tornado-rated shelter, required by current codes.
- Insufficient space and layout for modern fire/EMS operations, including decontamination practices and adequate living/work areas.
- Major renovations would trigger full compliance with current energy, accessibility, and building codes.

LONG TERM RECOMMENDATIONS

- A Space Needs Analysis and Target Building Program indicates that future operational requirements may exceed what the current building can reasonably support.
- The cost of required repairs, upgrades, and space additions should be carefully compared with the cost of constructing a new facility, either on the current site or another site.
- While partial renovation or reuse as a satellite station may be possible, detailed cost estimating is required to determine whether renovation offers meaningful savings compared with a new station built to modern standards.

CONCLUSION

- The facility exhibits significant age-related deficiencies, operational limitations, and code compliance challenges.
- While some improvements could allow short-term continued use or limited satellite operations, the scale of repairs and upgrades required may approach or exceed the cost of new construction.
- Further cost analysis and planning will help determine whether renovation, partial reuse, or full replacement is the most prudent long-term solution for the Grand Ledge Area Emergency Services Authority.

TOTAL FACILITY CONDITION INDEX SCORE

Our team's methodology to create an overall Facility Condition Index is to assign an adjustment factor to each component of the facility assessment according to its relative cost and complexity to address to develop a Total Facility Condition Index Score for the entire property.

Facility Component	Condition Index Assigned	Adjustment Factor	Adjusted Condition Index
Site	3	0.9	**0.9**
Accessibility	2	1.0	**1.0**
Life Safety	2	1.0	**1.0**
Decontamination	1	0.6	**0.6**
Building Envelope	2	0.7	**0.7**
Roofing	3	0.8	**0.8**
Mechanical Systems	2	0.7	**0.7**
Electrical Systems	3	0.6	**0.6**
Plumbing/Fire Prot. Systems	2	0.8	**0.8**
Building Interior	2	0.9	**0.9**
Structural	2	0.6	**0.6**
		Total Facility Condition Index Score (Average of Adjusted Condition Indices)	**1.7**

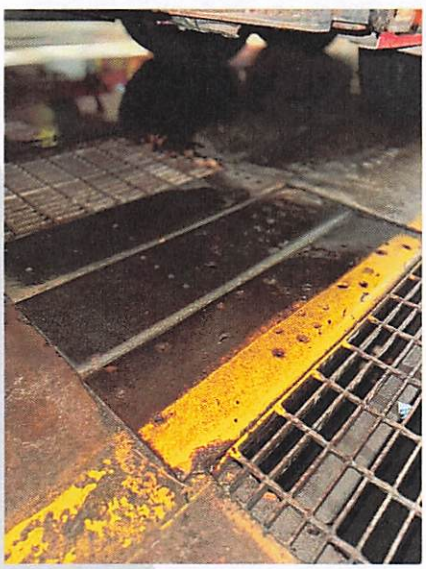
PHOTO EXAMPLES



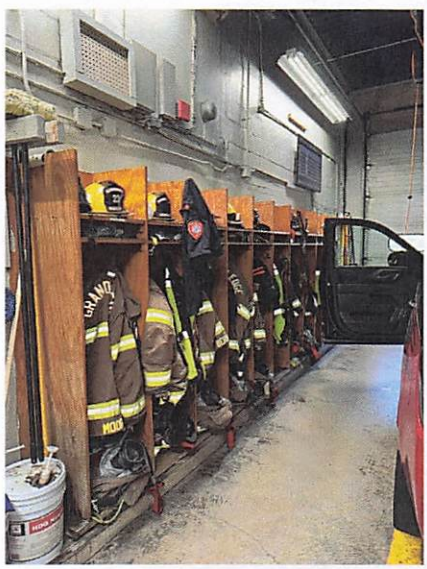
Non-functioning sprinkler system.



Gutter and downspout pulled away from roof edge. Plant material growing in gutters in need of repair and cleaning. Undersized downspout.

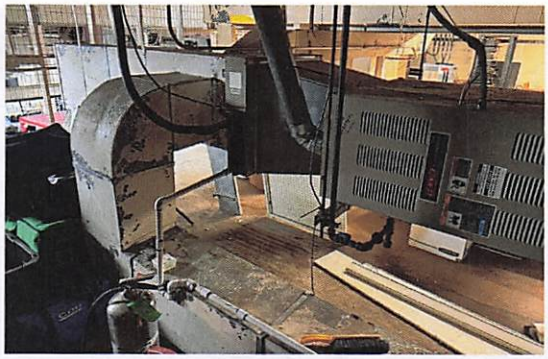


Patched in metal runners over grate at drainage pit is not structurally sound enough to hold the weight of the tanker truck- deflects significantly.

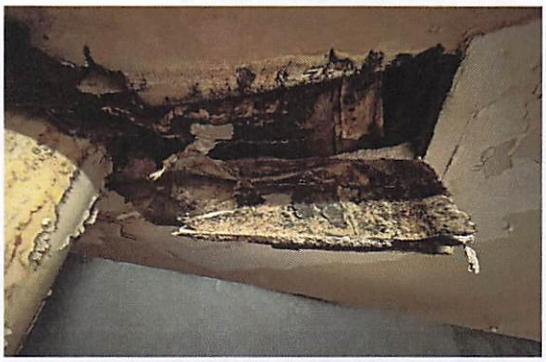


Storage: Clean PPE is stored separately from dirty gear, but this is directly within the apparatus bay, and in plywood (porous material) cubbies that can hold onto contamination.



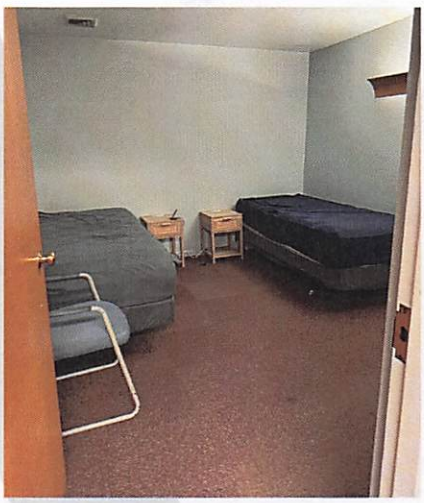


Current HVAC units: Peeling paint on ductwork; Storage of gear and flammable paperwork near gas fired appliances in mechanical equipment mezzanine.





Drywall damage and some partial repairs from prior roof leaks.



Egress path through sleeping room.

DECONTAMINATION DESIGN & PRACTICES

TOTAL CI SCORE = 1

The decontamination design of the station, critical for firefighter health, was evaluated for its physical layout for Red/Yellow/Green zones to contain carcinogens, ensuring dedicated cleaning spaces (sinks, extractors) and proper ventilation, using non-porous materials (no carpet) in transition zones, and supporting clear workflow for gear and personnel decon to protect living areas from contamination, adhering to standards like NFPA 1851\n.

- **Zoning Implementation:** There is no 'yellow' zone area separate from the apparatus bay with boot wash, hand sinks, decon showers, washer/extractors, before leading to the clean zone- living quarters, offices, kitchen – which must be protected from contaminants.
- **Circulation, Separation:** There is not a clear, linear path from contaminated (red) to clean (green) areas, preventing backtracking. There also are no negatively pressured airlocks or vestibules at entry points between zones to control airflow and contaminants. The workout space is also within the apparatus bay, which is not an ideally ventilated space for physical exercise.
- **Apparatus Bay:** There is a new and well-functioning exhaust capture system in place.
- **Decon Room:** There is not a dedicated Decon Room with sinks, tubs, high-volume sprayers for gear/tools.
- **Laundry:** There are separate washers/dryers for turnout gear and rags, away from living areas, but they are within the apparatus bay itself. There is no separate laundry facility within the living space, so bedding and towels and workout or off-duty clothing must also be washed in the apparatus bay laundry machines.
- **Storage:** Clean PPE is stored separately from dirty gear, but this is directly within the apparatus bay, and in plywood (porous material) cubbies that can hold onto contamination.
- **Ventilation & Air Quality:** The building generally has poor ventilation in the office and living spaces, and there is no opportunity to provide negative or lower pressured containment spaces to prevent cross-contamination of ventilation between red/yellow/green zones. Mechanical air handler units that contain filters and supply air for the living space are located in the apparatus bay mechanical mezzanine which has no separation from the apparatus bay functions.
- **Material Choices:** There are many hard to clean surfaces including a lot of carpeted spaces in the office and living areas.

- End of Summary Report -


6
VILLAGE HALL ENTRANCE



3.3 STAFF RESUMES & ORG.CHART

THE STEWARDS

WILLIAMS ARCHITECTS

EST. 1974

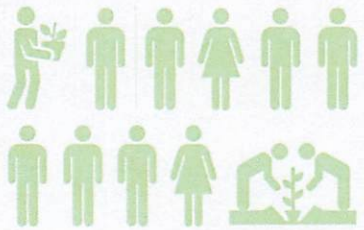
52

YEARS OF SERVICE



COST ESTIMATOR	1
IT	1
INTERIOR DESIGN	4
HR / ACCOUNTING	3
MARKETING / ADMIN.	4
TECHNICAL ARCHITECTURAL STAFF	8
LICENSED ARCHITECTS	26

76% OF OUR TECHNICAL STAFF ARE LICENSED ARCHITECTS



12 LEED ACCREDITED PROFESSIONALS

PROJECT CONTACT

Andrew R. Dogan, AIA, NCARB, LEED AP
COO / Managing Principal
ardogan@williams-architects.com
(630) 221-1212 X 143

PRINCIPAL OFFICE

One Pierce Place
Suite 550W
Itasca, IL 60143

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Grand Rapids, MI
616.500.0941

Indianapolis, IN
727.914.9893

Scottsdale, AZ
520.352.7360

St. Petersburg, FL
317.610.3400

OWNERSHIP

Illinois Licensed Corporation

Tom Poulos
CEO /
Managing Principal

Frank Parisi
President /
Managing Principal

Andrew Dogan
COO /
Managing Principal

Rocco Castellano
Principal

Scott Morlock
Principal

Tedd Stromswold
Principal

Andrew Caputo
Associate Principal

Marc Rohde
Associate Principal

Joe Humann
Associate Principal

Andreas Symeonides
Associate Principal

THE WILLIAMS MISSION STATEMENT

Williams Architects strives to create exceptional design solutions to inspire the way people live, learn, heal, work and play through the creative blending of human needs, environmental stewardship, functional value, science and art that embodies the spirit of architecture.

OUR DESIGN PHILOSOPHY

As a client-oriented firm, **Williams Architects** is committed to developing a thorough understanding of our clients and their project needs. We express a commitment to architectural design that emphasizes economy and efficiency, durability and imagination of design with patron appeal and satisfaction while establishing a visual project identity that reflects and respects our clients' personality.

OF YOUR VISION

FIRM DESCRIPTION

Williams Architects is a national design, architecture, engineering and planning firm. Established 52 years ago, we have built a solid reputation and our firm is ready to take on new design challenges in order to achieve creative, cogent and inspired architectural solutions! We collaborate to produce designs that enrich people's lives, and assist communities, agencies and organizations succeed.

Our firm has programmed and / or designed over 50 Fire Station Facilities for municipal clients throughout the Midwest. Demonstrating an in-depth understanding of the requirements for fire department facilities we develop innovative design solutions. Necessary components are incorporated while also introducing the most cutting edge technology to the final design. We have worked with a variety of municipalities and know all the right questions to ask to insure every facility meets the goals of our clients.

Throughout all phases of each project, our senior management remains personally involved, which allows us to bring the more than 100 years of combined hands-on experience they represent to every facility. Our commitment to personalized, quality service is evidenced by our exceptionally high number of repeat customers.

FAST FACTS

As a leader in municipal & fire design, we pledge to be the stewards of your vision and will make your priorities our priorities and ensure we are a partner with you every step of the way. Our services include:

Architectural Planning & Design *(Interiors, Estimating, Sustainable Design)*
Outlining the layout, structure, dimensions, materials, techniques, and procedures for the construction or renovation of a facility

Comprehensive Plans
Assisting communities prioritize their goals and aspirations for development

Master Planning
Developing spaces to best balance and harmonize all elements of the environment for long-term use

Feasibility Studies
Assessing the practicality of current (or proposed) facilities and spaces

Facility Needs & Assessments
Identifying areas within your facilities in need of improvement and utilizing the collected data to inform changes

Public Engagement
Involving members of the public in the agenda-setting, decision-making, and policy-forming activities of organizations undergoing development

Capital Funding / Bond Initiatives
Assisting communities to raise the necessary funds to fuel their activities and achieve their objectives

Grant Assistance
Aiding clients in the application for government funds to contribute to the necessary capital to provide enhancements to better serve their communities









STAFF RESUMES & ORGANIZATIONAL CHART

Williams Architects performs all of the architectural design / planning, interior design, project coordination and construction administration work in-house. In addition, we retain specialized consultants and engineers to assist as needed on our projects.

CLIENT

CITY OF CRYSTAL LAKE, ILLINOIS · INCORPORATED SEPTEMBER, 1914 ·

PROJECT TEAM

WILLIAMS ARCHITECTS



ANDREW R. DOGAN
PRINCIPAL-IN-CHARGE



KIM C. NIGRO
LEAD PLANNER /
PROJECT DESIGNER



JOSEPH J. HUMANN
PROJECT MANAGER

EXTENDED TEAM

FQC™
CONSTRUCTION MANAGEMENT

COST ESTIMATING

WILLIAMS ARCHITECTS



ANDREW R. DOGAN

AIA, NCARB, LEED AP

COO, MANAGING PRINCIPAL / PRINCIPAL-IN-CHARGE

Andy joined Williams Architects in 2014 as a Senior Project Manager and now serves as a Managing Principal. In this role, he leads the firm's municipal, library, and cultural arts projects, bringing expertise in consensus building and community engagement. His perspective as an elected Board of Education member gives him a unique understanding of how officials balance capital needs with fiscal responsibility while pursuing design excellence. Andy's architectural leadership is further enriched by his background as a performing musician with the DuPage and Lake Geneva Symphony Orchestras.

EDUCATION:

University of Illinois Urbana-Champaign
Master of Architecture
Bachelor of Science / Architecture Studies

27 YEARS INDUSTRY EXPERIENCE

ARCHITECTURAL LICENSURES:

7 STATES FL, IL, IN, MI, NJ, OH & WI

Illinois Licensed Architect (#001.018681)
Registered Interior Designer (#161.003198)

MEMBERSHIPS/AFFILIATIONS:

AIA Chicago (Member)

Central Community School District 301 Board of Education (Member)

DuPage Symphony Orchestra (Musician, Assistant Conductor)

LEED Accredited Professional

Nat'l Council of Architectural Registration Boards

Past Member - City of Elgin Planning and Zoning Commission

Past Member - City of Elgin Parks and Recreation Advisory Board

COMPARABLE PROJECT EXPERIENCE:

Antioch, Village of, IL - Village Hall & Public Works Facility; Sequoit Creek Park Concessions Building

Beloit Township, WI - New Fire Station and Town Hall

Berkeley, Village of, IL - Village-wide Space Needs Assessment

Cary Park District, IL - Maintenance Facility Renovation

Crystal Lake Park District, IL - Maintenance Facility

DeWitt, City of, MI - Fire Station No. 1 & Police Sub-station Facility

Dundee Township Park District, IL - Rakow Center Locker Room Remodeling

DuPage County, IL - On-Call Services

Forest Park, Park District of, IL - Roos Property Redevelopment

Glencoe Park District, IL - Comprehensive Master Plan

Glenview, Village of, IL - Fire Station No. 8 Facility Assessment, Construction Documents & Bidding

Grand Ledge, MI - Fire Station Pre-bond Referendum Services

Highland Park, City of, IL - City Hall Planning Services; Space Planning; Public Services Center & Fire Station 34 Renovation

Kalamazoo Township, MI - New Police Station & Township Hall

Lake Barrington, Village of, IL - Village Hall Council Chamber Remodeling Conceptual Study

Lake Villa, Village of, IL - Village-wide Space Needs Assessment

Naperville Public Library, IL - Staff Workspace Master Plan; 95th Street Renovation; Naper Boulevard Renovation, Library Remodeling; Nichols Public Library Staff Spaces & Renovation

Northern Illinois University, IL - Outdoor Rec. Sports Complex

Oakbrook Terrace, City of, IL - Public Services Facility

Odessa Township, MI - Fire Department Planning Study

Oswego, Village of, IL - New Outdoor Amphitheater

Riverside, Village of, IL -Municipal Facilities Planning Study; New Public Safety Facility; New Public Works Storage Facility

Schaumburg, Village of, IL - New Village Hall; Prairie Center for the Arts Addition; Police Headquarters

Skokie Park District, IL - Comprehensive Master Plan & Maintenance Facility

WILLIAMS ARCHITECTS



KIMBERLY C. NIGRO

AIA LEED AP

LEAD FIRE DESIGNER

Kim joined Williams Architects in 2024. With over 25 years of architectural experience, she has completed a variety of project types from large scale new construction to small scale renovation work. As Director of the Chicago Office, Kim is responsible for mentoring staff, fostering new and long-standing client relationships, project design and programming, project team management, and client and consultant coordination. Kim's passion for healthy environments for our clients and the earth is leading our office's efforts to refine our sustainability mission and workflow.

EDUCATION:

University of Illinois at Chicago
Master of Architecture

Kansas State University
Bachelor of Architecture

Centro Studi Santa Chiara (Castiglion-Fiorentino, Italy)
Architectural Studies

26 YEARS INDUSTRY EXPERIENCE

ARCHITECTURAL LICENSURES:

4 STATES ILLINOIS, MICHIGAN, MISSOURI, WISCONSIN

Illinois Licensed Architect (#001.019822)

MEMBERSHIPS/AFFILIATIONS:

AIA Chicago (Member)

Illinois Green Alliance (Member, Policy & Advocacy Team)

Passive House Institute US (PHIUS) (Member)

American Academy in Rome (Burnham Prize Fellow)

COMPARABLE PROJECT EXPERIENCE:

Brookfield, Village of, IL - Parks & Recreation Community Center Study; Streetscape Visualization Services

Franklin Park, Park District, IL - Maintenance Center Roof Replacement

Franklin Park, Village of, IL - Maintenance Center; Various Projects (Ice, North Park, Pool), Maintenance Center Roof Replacement

Grand Ledge Area Emergency Cervices Authority, MI - Fire Station Pre-bond Referendum Services

Highland Park, City of, IL - City Hall Planning Services; Space Planning; Public Services Center & Fire Station 34 Renovation

Kalamazoo Township, MI - New Eastwood Fire Station

Lake County Forest Preserve District, IL - Space Needs Analysis & Building Programming Study

Mokena Public Library, IL - Needs Assessment & Space Planning

Naperville Park District, IL - Activity Center & Indoor Pool Study

Naperville Public Library, IL - Nichols Library Remodel & Flooring Replacement

Odessa Township, MI - Fire Department Planning Study

Oswego, Village of, IL - New Public Works Facility

Riverside, Village of, IL - Community Needs Assessments & Recreation Master Plan; Public Safety Facility Schematic Design & Pre-referendum

St. Clairsville Public Library, OH - Public Library Renovation

Schaumburg, Village of, IL - Fire Station No. 54 Training Facility Design; Fire Station No. 51 Headquarters Addition Design

Winnetka Park District, IL - Comprehensive Master Plan

WILLIAMS ARCHITECTS



JOSEPH J. HUMANN

AIA

ASSOCIATE PRINCIPAL / PROJECT MANAGER

A Crystal Lake resident, Joe joined Williams Architects in 2017 and is a licensed architect in the State of Illinois. He is responsible for project management, client / consultant coordination, specification writing, document development, construction administration, and on-site observation. A brief highlight of the projects Joe has been involved with throughout his career are listed below.

EDUCATION:

University of Illinois Urbana-Champaign
Bachelor of Science in Architectural Studies

17 YEARS INDUSTRY EXPERIENCE

ARCHITECTURAL LICENSURES:

Illinois Licensed Architect (#001.023296)

MEMBERSHIPS/AFFILIATIONS:

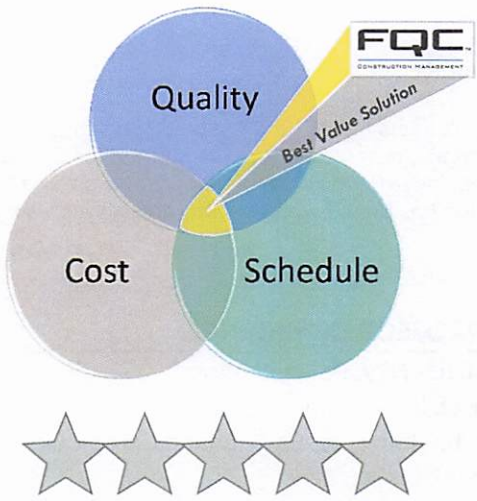
AIA Northeast Chapter (Member)

COMPARABLE PROJECT EXPERIENCE:

Bartlett, Village of, IL - New Police Station
Batavia Park District, IL - Roofing Projects
Cary Park District, IL - Sunburst Bay Aquatic Center; Lions / Kaper Park Redevelopment
Cascade Charter Township, MI - New Fire Station No. 1 Headquarters
Chicago State University, IL - Jacoby Dickens Center (Aquatic) Renovation
Crystal Lake Park District, IL - Main Beach Pavilion
DeWitt, City of, MI - New Fire Station No. 1 and Police Sub-station Facility
Forest Park Public Library, IL - Space Needs Assessment; Interior Improvements
Glenview, Village of, IL - Fire Station No. 8 Facility Assessment, Construction Documents & Bidding; Police Gun Range Study
Glenview Park District, IL - Golf Comprehensive Study
Grand Rapids, City of MI - Fire Training Facility
Highland Park, City of, IL - Ravinia Fire Station No. 32 Master Plan & Improvements; Public Services Center & Fire Station 34 Renovation
Kalamazoo Township, MI - Township Hall & Police Department Space Needs and Conceptual Design; New Police Station & Township Hall; New Eastwood Fire Station
Mount Prospect, Village of, IL - Fire Station Headquarters No. 13
Naperville Park District, IL - Adult Day Care Code Review
North Aurora, Village of, IL - New Public Works Facility
NXT Power, IL - Tenant Build-Out
Odessa Township, MI - Fire Department Planning Study
Orland Park, Village of, IL - Railing Replacement
Oswego, Village of, IL - New Public Works Facility
Portage, City of, MI - New Fire Station No. 2
Sandwich, City of, IL - Public Safety Complex
Schaumburg Park District, IL - Tennis Plus Roofing Replacement
Schaumburg, Village of, IL - Police Headquarters; New Village Hall
Winfield Park District, IL - Charles R. Beggs Activity Center Remodel / Expansion

FQC Overview

Best Value Solution



Frederick Quinn Corporation specializes in complex, highly custom new and renovation projects for institutional clientele. FQC has the experience, dedication, financial resources and integrity to ensure that our clients are provided a **Best Value Solution** for your construction project. Past projects include numerous public-sector and institutional facilities ranging from $1 million to $60 million. The majority of the projects FQC manages are delivered via Construction Management.

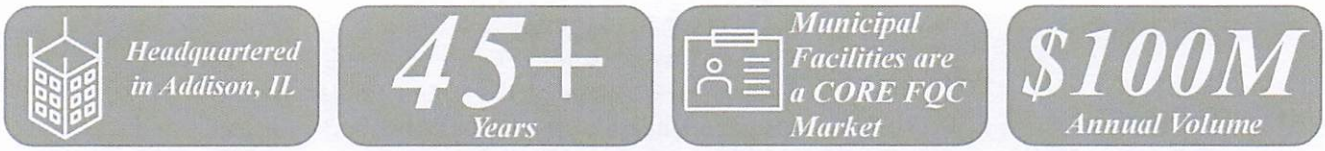
As an active participant in the municipal facilities market, FQC manages facility-related programs for several area clients on an annual basis. Our staff is well versed in the needs and demands of the municipal market and has developed our business operation to be completely compliant with all the required public sector documentation.

Cost Estimating

Development of cost estimates from Conceptual Design through Construction Documents evolve from a reliance on FQC's track record of historical data and market data to a thorough understanding of building systems, and knowledge of current market conditions. As the design process moves through each phase of development, the cost estimate responds with a deeper level of detail, refining the estimate and reaffirming design decisions. In addition to developing construction estimates through each design phase, FQC provides a Master Project Budget. This master budget identifies and tracks all anticipated project costs.

Cost Control

As the final project cost estimate is developed, each trade division of work is detailed out by quantity and work item, with sub-totals. Project totals are then summarized with fees and contingency. Once finalized and approved at the beginning of construction, all project costs are then accounted against the master project estimate, by construction cost item. As trade contracts are let, actual costs are tracked against budgeted amounts with any net savings or overruns tracked against project savings. Using this approach, ***FQC has historically been able to return an average of 1.0 - 1.5% in project savings to the Owner at completion.***



FQC
CONSTRUCTION MANAGEMENT

Jack Hayes

President

Project Role: Project Executive



Education:
Benedictine University
Bachelor of Arts in Business & Economics

Professional Associations:

Illinois Library Association

Illinois Association of Park Districts

Illinois City / County Management Association

Illinois Association of Chiefs of Police

Years of experience:
40

Years with FQC:
18

As the President at FQC, Mr. Hayes oversees corporate operations including contract administration, construction operations, owner/architect relations and business development. His experience includes large, complex institutional projects delivered via Design Build, Construction Management and traditional delivery methods.

Project experience includes:

City of Highland Park Ravinia Fire Station - Highland Park, IL
$6.6M; 13,500 SF New Fire Station
Demolition and reconstruction of new station on existing site. Work included coordinating temporary housing and apparatus facilities.

Huntley Fire Protection District Station #4 - Huntley, IL
$3.1M; 14,000 SF New Fire Station
The first LEED Certified Fire Station in McHenry County including two fully equipped drive-thru bays, full dispatch center, offices, bunk arrangements, gourmet kitchen, fitness area and state of the art technology & data systems. Additional site work included parking and exterior lighting.

Village of North Aurora - North Aurora, IL
$19.7M; 57,000 SF New Public Works Facility
Includes vehicle storage, mechanics bays, administration, salt dome, storage bins and support spaces.

Village of Oswego New Public Works Facility - Oswego, IL
$25M; 93,000 SF New Public Works Facility
Includes administration, training, locker rooms, fitness, and vehicle storage, as well as the renovation of their 24,300 SF existing facility for shops, vehicle maintenance and offices.

Village of Bartlett - Bartlett, IL
$17M; 53,00 SF New Police Facility.
Phased construction over 2 years. The project upgraded technology and equipment modernizing the law enforcement agency.

Buffalo Grove Fire Station #25 - Buffalo Grove, IL
$8.5M; Temporary Fire Station and New Facility
Demolition of the existing Station No. 25, relocation of temporary quarters and then a new, modern station of approximately 14,000 SF at the existing site.

Itasca Fire Protection District Station #67 - Itasca, IL
$5.2M; 7,000 SF New Fire Station
Consisting of a two-bay satellite facility with support spaces, conference room, bunk rooms, day room with a full kitchen and exercise room. A geothermal mechanical system provides enhanced energy savings over the life of the building.

Long Grove Fire Protection District - Long Grove, IL
$17M; 24,000 SF New Fire District Headquarters
Development of this new facility will include the District Headquarters for administration, living quarters, training/meeting rooms, apparatus & equipment bays, reserve bay structure.

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Frederick J. Marano

Executive Vice President of Estimating

Project Role: Chief Estimator



Education:
College of DuPage
1974 *Associates in Architecture & Design*

Additional courses in Landscape Architecture, Renderings, and Construction Materials

Professional Associations:
Lake County Contractors Association

Association of Subcontractor and Affiliates (ASA Chicago)

Years of experience:
50

Years with FQC:
50

As the Executive Vice President of Preconstruction and Estimating, Mr. Marano has the company wide responsibility for estimating, purchasing and management of preconstruction services. Fred has had direct involvement on every FQC project since 1980. His responsibilities include:

Design Review and Coordination
Includes performing in-house design, review and coordination with outside design consultants. Preparing of preliminary design layouts to final working drawings, coordination of shop drawings and development of building specifications including the preparation of bid documents. Management of design build sub-contractors in the planning of scope, design, pricing, drawing preparation and construction of mechanical, electrical, plumbing and fire protection systems.

Estimating
Including quantity surveys and cost estimating of construction documents in the schematic design, design development and construction document phases of commercial construction projects. These activities were undertaken to ensure that the project design did not outpace the project budget.

Value Engineering
Development of various scenarios for alternative building systems with the emphasis on maintaining quality construction while eliminating unnecessary expense. Working with outside contractors and consultants to define and price building systems pointed to reducing overall project costs without effecting aesthetics, longevity or performance.

Contract Administration
Primary responsibility for negotiation and preparation of contract documents for all subcontractors and suppliers for the construction management process.

Fred has been directly involved in all of FQC's projects including all projects presented in this submittal.

Village of Bartlett - $17M; 53,000 SF New Police facility. Phased over 2 years

Wood Dale Public Works - $11.3M; 70,000 SF Public Works renovation

Village of North Aurora - $19.7M; 57,000 SF New Public Works Facility

Village of Buffalo Grove - $18M; 135,000 SF Public Works Facility Adaptive Reuse - maintenance and wash bays, shops, material storage bins and offices.

Buffalo Grove Fire Station #25 - $8.5M; 14,000 SF Relocation of Temporary Fire Station and then demolition of existing station for rebuild of new facility.

Village of Oswego New Public Works Facility - $25M; 93,000 SF New Public Works Facility

City of Highland Park Ravinia Fire Station - $6.6M; 13,500 SF New Fire Station

Huntley Fire Protection District Station #4 - $3.1M; 14.000 SF New Fire Station

Itasca Fire Protection District #67 - $5.2M; New Building including geothermal and photovoltaic panels.

McHenry County Sheriff's Dept. - A new $8.3M; 12,400 SF facility including a Regional Training Center & Firing Range.

Long Grove Fire Protection District - $17M; 24,000 SF New Fire District Headquarters





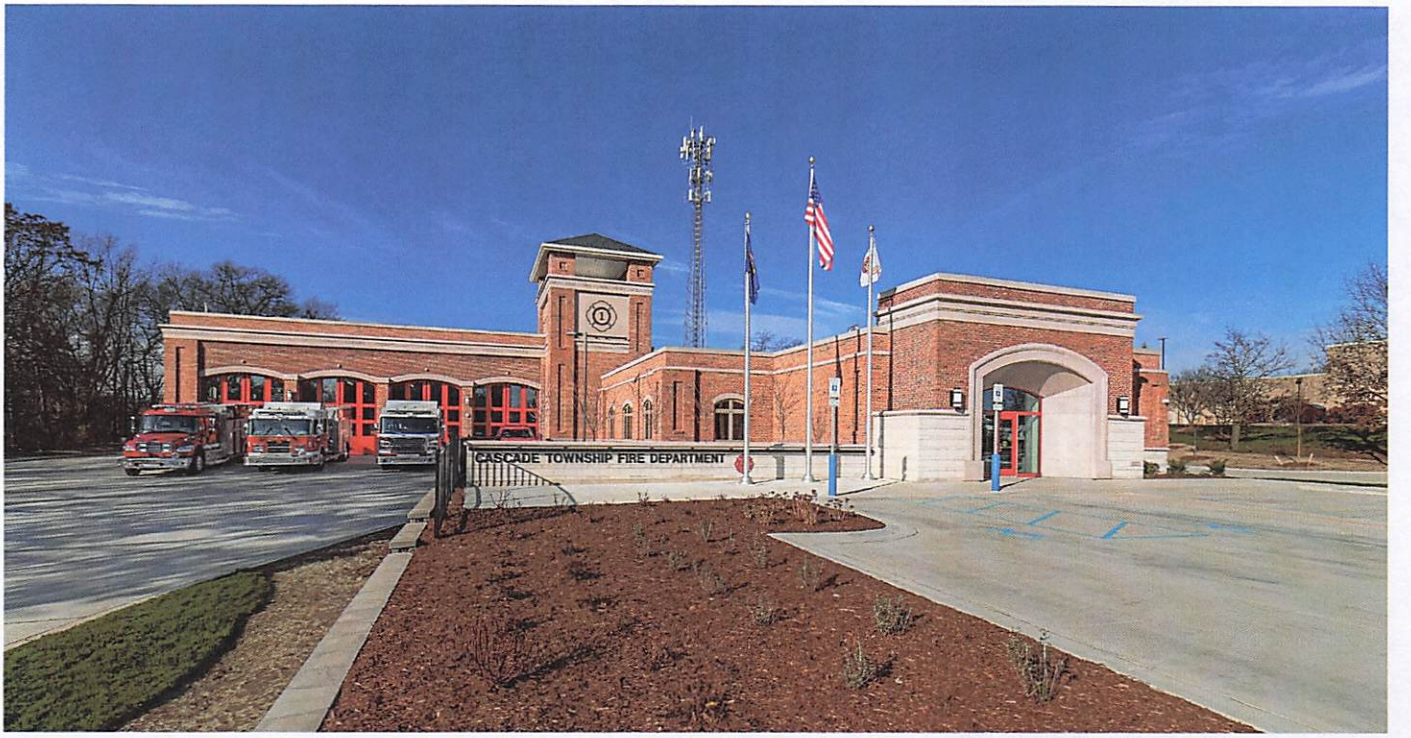
3.4 FIRM EXPERIENCE EXAMPLES

FIRM EXPERIENCE

EXAMPLES

CASCADE TOWNSHIP, MICHIGAN

FIRE STATION NO. 1 HEADQUARTERS



The Cascade Township Fire Department engaged Williams Architects to validate and design a new 18,300 SF fire station to replace the existing facility on the same site. The new station features four drive-through apparatus bays, a hose and training tower, living quarters for five personnel, and administrative space serving as the headquarters for the department's leadership team.

A primary challenge addressed during the project was the site's significant slope. This required thoughtful site planning and strategic building placement to achieve a single-level design that is both cost-effective and safe for daily operations.

CLIENT REFERENCE
Cascade Charter Township
5920 Tahoe Drive SE
Grand Rapids, MI 49546

Adam Magers
Fire Chief
(616) 949-1320
amagers@cascadetwp.com

SIZE
18,300 SF

DURATION
2021-2023

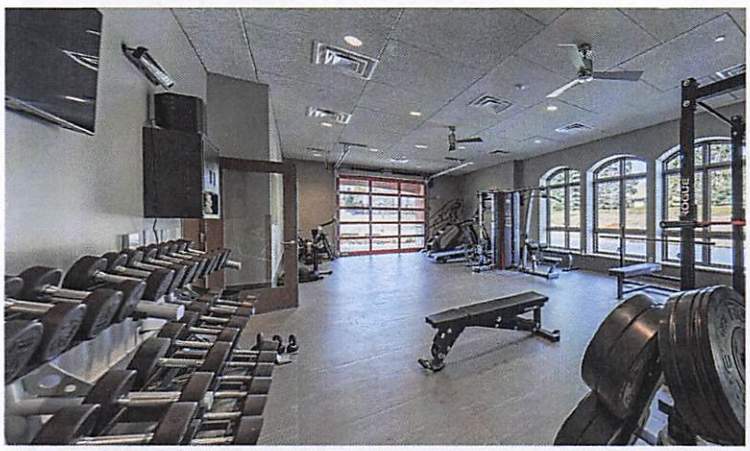
CONSTRUCTION COST
$9,835,241

TOTAL PROJECT COST
$10,912,910

ROLE
Prime Architect

WA PROVIDED SERVICES
Master Plan/Feasibility Study
Pre-Design Services
Basic A&E Design Services
Construction Administration











HIGHLAND PARK, ILLINOIS

FIRE STATION NO. 32



As the City of Highland Park's Ravinia Fire Station had reached the end of its useful life, Williams Architects assisted the City with the design of a new fire station to be located on the same site as the existing station. Located in a residential neighborhood, it was important to the community that the new station blend in with its surroundings. The 2-story structure (with an underground Lower Level) has an Exercise Space, Maintenance / Storage Area, (2) Apparatus Bays, Turn-Out, Gear Dryer & Extractor, Muster Room, Sleeping Quarters for (6), plus a Kitchen, Dining and Day Room. An elevator provides access to all three floors. A challenge overcome with this project was the fact it was designed on an extremely tight site with very specific City appearance requirements that conflicted with the Owner's green design and budget goals.

CLIENT REFERENCE
City of Highland Park
1130 Central Avenue
Highland Park, IL 60025

Joe Schrage
Fire Chief
(847) 926-1066
jschrage@cityhpil.com

SIZE
12,516 SF

DURATION
2019-2023

CONSTRUCTION COST
$6,804,562

TOTAL PROJECT COST
$7,465,000

ROLE
Prime Architect

WA PROVIDED SERVICES
Pre-Design Services
Basic A&E Design Services
Construction Administration









MOUNT PROSPECT, ILLINOIS

FIRE STATION NO. 13



Williams Architects led the transformation of a former drive-through banking facility into the Village of Mount Prospect's Fire Station No. 13. Now serving as the Fire Department's Headquarters, the renovated facility includes a large apparatus bay, administrative offices, workroom, welcoming lobby, day room and kitchen, sleeping quarters, locker rooms, and a fitness room.

A key challenge in this project was converting a branch bank, originally designed for drive-up teller access, into a fully functional, modern fire station. The project demanded creative design solutions to meet operational needs and code requirements, all while working within a budget that was approximately half the cost of building a new facility.

CLIENT REFERENCE
Village of Mount Prospect
50 S. Emerson Street
Mount Prospect, IL 60056

Brian Lambel
Former Fire Chief
(Currently Wilmette Fire Dept. Chief)
(847) 251.-101
firechief@wilmette.com

SIZE
30,583 SF

DURATION
2018–2020

CONSTRUCTION COST
$ 7,940,076

TOTAL PROJECT COST
$ 8,145,869

ROLE
Prime Architect

WA PROVIDED SERVICES
Pre-Design Services
Basic A&E Design Services
Construction Administration










RESCUE 39



3.5 PROPOSED PROJECT TIMELINE

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PROPOSED PROJECT TIMELINE

We attribute our success in maintaining rigorous adherence to schedules to our ability to collaboratively set realistic expectations with our clients or, alternatively, respond to pre-determined schedules by devising sensible and effective methods to organize project tasks. Collaboration among client and consultants is critical throughout the process and must begin with realistic schedule setting.

We schedule our workload in an orderly manner to consistently and comprehensively meet your expectations while deploying our staff in a rational and productive manner. We also strive to have projects that are in various stages of service, from master planning to construction, in our workflow, so as to maintain a uniform workload, thus avoiding "peaks and valleys" in our operations.

Our procedure for maintaining project schedules includes outlining with the owner at the outset of a project an explicit, step-by-step process that considers both owner objectives and our capabilities with respect to fulfilling them. Having then established an ongoing series of deadlines, we have a course of milestones that allow us to realize outstanding results in project schedule management.

Utilizing Williams' proprietary ***Box Matrix Schedule*** tool and the ***Preliminary Project Schedule***, we will work in conjunction with the Park District and our consultant team to outline a detailed schedule for each phase of the project. The Box Matrix Schedule includes activities and milestones, project meetings, and tasks to be completed by each party in advance of each meeting or milestone.

This tool is used to communicate expectations / commitments, manage the overall schedule, and monitor the incremental tasks required by each party. The Matrix is updated and reviewed at each team meeting.

We are available to start this project immediately upon selection and your authorization to proceed.

NOTICE TO PROCEED
6 MAY 2026

PROJECT INITIATION
7 WEEKS
- Data Collection
- Existing Needs Assessment
- Programming

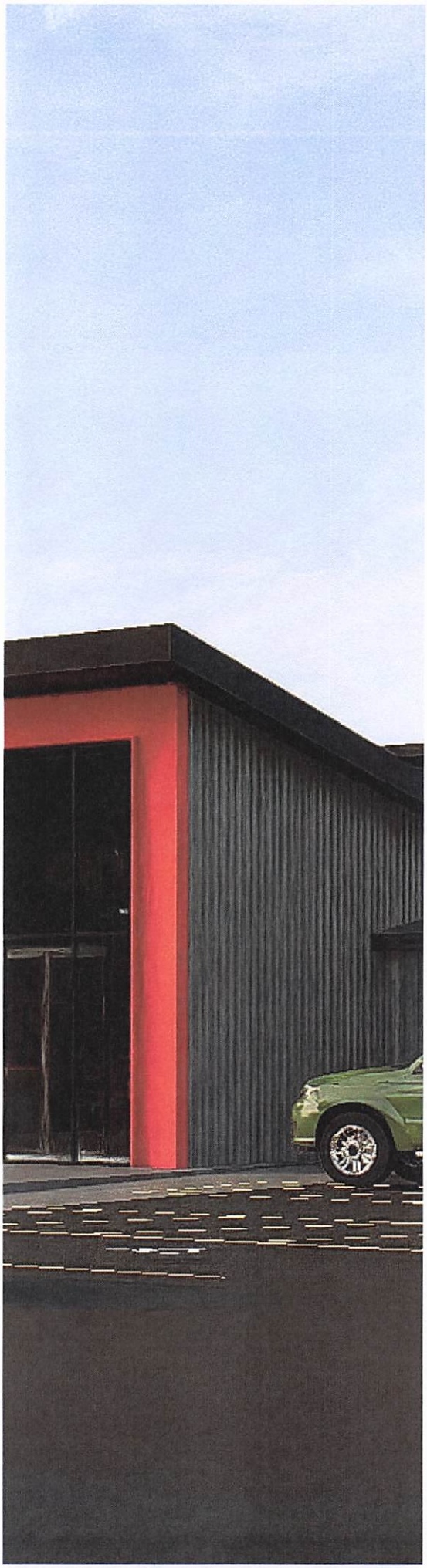
ALTERNATIVE DEVELOPMENT & COST ESTIMATING
7 WEEKS
- Develop alternatives
- Existing Needs Assessment
- Programming

DRAFT STUDY REPORT
3 WEEKS

FINAL REPORT
28 AUGUST 2026




850



3.6 REFERENCES

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incorporated herein by reference. Additionally, the consultant shall comply with any Fair Employment Ordinance that has been adopted by City. Consultant shall also be responsible for complying with all applicable laws relating to equal employment opportunity.

33. REFERENCES: List below five (5) references as per section # 3.7 of this RFP.

Public Agency:	City of Highland Park
City, State, Zip Code:	1130 Central Avenue Highland Park, IL 60025
Contact Name, Email, Phone Number:	Chief Joe Schrage / jschrage@cityhpil.com / 847.926.1066
Project Name and Dates of Service:	Fire Station # 32 / 2020 - 2023
Public Agency:	Cascade Charter Township
City, State, Zip Code:	5920 Tahoe Drive SE Grand Rapids, MI 49546
Contact Name, Email, Phone Number:	Chief Adam Magers / amagers@cascadetwp.com/ 616.949.1320
Project Name and Dates of Service:	Fire Station # 1 HQ / 2021 - 2023
Public Agency:	Village of Mt. Prospect
City, State, Zip Code:	50 S. Emerson Street Mt. Prospect, IL 60056 Mark Rysavy, Former Deputy Director of Building & Inspection
Contact Name, Email, Phone Number:	mrysavy@schaumburg.com/ 847.923.6645
Project Name and Dates of Service:	Fire Station # 32
Public Agency:	Kalamazoo Township, MI
City, State, Zip Code:	1720 Riverview Drive Kalamazoo, MI 49004
Contact Name, Email, Phone Number:	Tracie Moored, Township Superintendent / tmoored@ktwp.org / 262.381.8085 x123
Project Name and Dates of Service:	New Eastwood Fire Station / 2024 - Present
Public Agency:	Village of Glenview
City, State, Zip Code:	1225 Waukegan Road Glenview, IL 60025
Contact Name, Email, Phone Number:	Chief Tony DeRose / tderose@glenview.il.us / 847.724.2140
Project Name and Dates of Service:	Fire Stations # 6, 8, 13, 14 (2013 - Present)

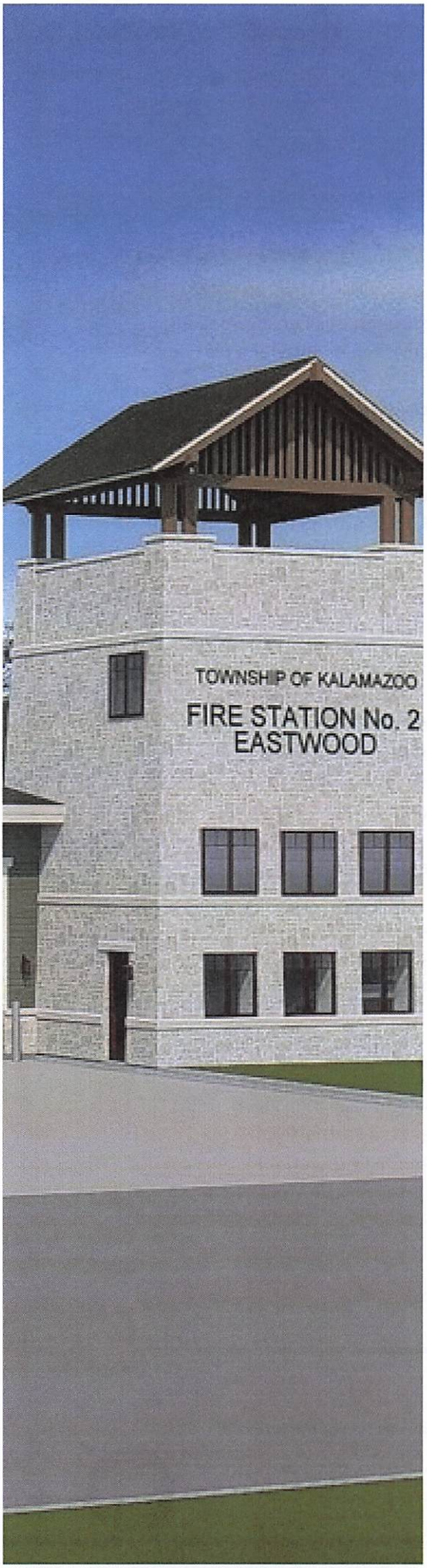

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3.7 FEE PROPOSAL

Not provided at this time per RFP





3.8 AFFIDAVITS

REQUIRED AFFIDAVITS

34. DISQUALIFICATION OF CERTAIN INDIVIDUALS OR FIRMS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION: No person or business entity shall be awarded an agreement or sub-agreement, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity:

A. has been convicted of an act committed, within the State of Illinois (or any state or the United States), of bribery or attempting to bribe an officer or employee of the State of Illinois (or any state or the United States) in that officer's or employee's official capacity;
B. has been convicted of an act committed, within the State of Illinois (or any state or the United States) of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
C. has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois(or any state or the United States);
D. has been convicted of an act committed, within the State of Illinois (or any state or the United States) of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et seq., under the laws of the State of Illinois(or any state or the United States);
E. has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois (or any state or the United States);
F. has made an admission of guilt of such conduct as set forth in subsection (A) through (E) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
G. has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (E) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business. By signing this document, the consultant hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

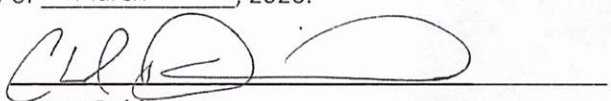


(Signature of Consultant if the Consultant is an Individual)
(Signature of Partner if the Consultant is a Partnership)
(Signature of Officer if the Consultant is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 19th day of March, 2026.

OFFICIAL SEAL
CHAD DANIELE
NOTARY PUBLIC, STATE OF ILLINOIS
DUPAGE COUNTY
MY COMMISSION EXPIRES 03/28/2027



Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

35. ANTI-COLLUSION AFFIDAVIT AND CERTIFICATION

Andrew R. Dogan, hereby certifies that he/she is
(Name)

COO, Managing Principal of Williams Architects
(Partner, Officer, Owner, Etc.) (Consultant Firm)

The party making the foregoing proposal or bid (a "**bid**"), that such bid is genuine and not collusive, or sham; that said consultant has not colluded, conspired, connived or agreed, directly or indirectly, with any consultant or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other consultant, or to secure any advantage against any other consultant or any person interested in the proposed agreement.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Signature of Consultant if the Consultant is an Individual)
(Signature of Partner if the Consultant is a Partnership)
(Signature of Officer if the Consultant is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 19th day of March, 2026.

Notary Public

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OFFICIAL SEAL
CHAD DANIELE
NOTARY PUBLIC, STATE OF ILLINOIS
DUPAGE COUNTY
MY COMMISSION EXPIRES 03/28/2027

36. CONFLICT OF INTEREST

Andrew R. Dogan, on behalf of the consultant making this proposal, hereby certifies that consultant has conducted an investigation into whether an actual or potential conflict of interest exists between the consultant, its owners and employees and any official or employee of the City identified herein.

Consultant further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if consultant has not disclosed any actual or potential conflict of interest, the City may disqualify the proposal or the City may void any award and acceptance that the City has made prior to discovery of said undisclosed conflict.

(Signature of Consultant if the Consultant is an Individual)
(Signature of Partner if the Consultant is a Partnership)
(Signature of Officer if the Consultant is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 19th day of March, 2026.

Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

OFFICIAL SEAL
CHAD DANIELE
NOTARY PUBLIC, STATE OF ILLINOIS
DUPAGE COUNTY
MY COMMISSION EXPIRES 03/28/2027

37. TAX COMPLIANCE AFFIDAVIT

Andrew R. Dogan, hereby certifies that he/she is
(Name)

COO, Managing Principal of Williams Architects
(Partner, Officer, Owner, Etc.) (Consultant Firm)

The individual or entity making the foregoing proposal or bid certifies that he is not barred from contracting with the City of Crystal Lake because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act. The individual or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the City to recover all amounts paid to the individual or entity under the agreement in civil action.

(Signature of Consultant if the Consultant is an Individual)
(Signature of Partner if the Consultant is a Partnership)
(Signature of Officer if the Consultant is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

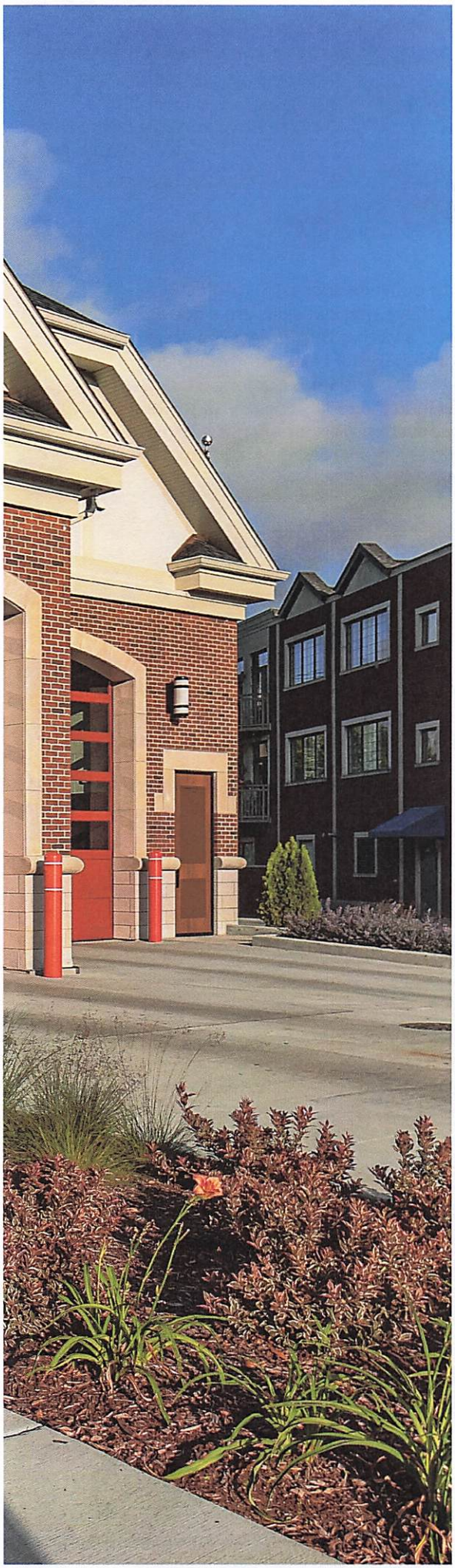
Subscribed and Sworn to this 19th day of March, 2026.

Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

OFFICIAL SEAL
CHAD DANIELE
NOTARY PUBLIC, STATE OF ILLINOIS
DUPAGE COUNTY
MY COMMISSION EXPIRES 03/28/2027


FIRE



THE WILLIAMS TEAM ADVANTAGE

THE WILLIAMS TEAM ADVANTAGE

What separates the Williams Architects Team from its competitors is our in-depth understanding of what it takes to do a project of this type and our hands-on approach by our highly experienced team members. We are recognized experts in Municipal Facility Planning and Design. Our team is comprised of experienced and talented staff who are dedicated to fully achieving your goals. The awards that our projects receive and the references from our clients are a testament to our success.

We understand the importance of seeking a skilled professional team with a quick response, cost control, solid project management, and personal service. The Williams Architects Team incorporates all these attributes into our projects by providing in-house planning, architecture, and construction estimating services that are accurate, practical, functional, cost-effective, schedule sensitive, and visually attractive.

We are confident that we can offer the City of Crystal Lake the services, creativity, attention to detail, and communication / engagement with staff required to deliver a successful project outcome. We believe that our skills are a good fit for this Project and that this Project is a great opportunity for the Crystal Lake community and Williams Architects to continue our long-standing relationship. As indicated in our response to your request for proposals, our experience is extensive and demonstrates a track record of highly successful projects.

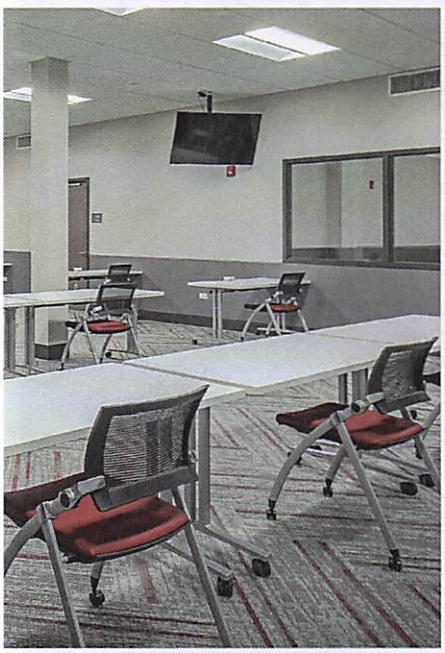
The Williams Architects Team expresses a commitment to architectural design that emphasizes economy and efficiency, durability and creativity, and client satisfaction. We are a client-oriented team, committed to developing a thorough understanding of our clients and their project needs. We will provide a design solution that establishes a visual identity in harmony with the environmental context of your project that reflects and respects the character of Crystal Lake.

Thank you for considering the Williams Architects Team as your partner on this Project.






4




SCUE



Architecture • Planning • Aquatics • Interiors

www.williams-architects.com

WILLIAMS ARCHITECTS

21 April 2026

Chief Craig Snyder, Fire Rescue Chief
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014

Re: City of Crystal Lake
Professional Architectural Services – Fire Rescue Station Study
Letter of Proposal / Proposed Fee Schedule

LETTER OF PROPOSAL (LOP)

Dear Chief Snyder:

As per your request, Williams Architects (WA) is pleased to submit this Letter of Proposal (LOP) / Proposed Fee Schedule for a Fire Rescue Station Study for the City of Crystal Lake. This LOP outlines our understanding of the Project scope, proposed scope of professional services, and our associated fee for the Project.

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Based on our discussions to date, interview on April 13, and review of the Scope of Work provided by the City, we understand the purpose of this Study is to evaluate the Crystal Lake Fire Rescue Department's three existing stations and a potential new station in the northeast area of the City, north of the Union Pacific Railroad (UPRR) tracks. The Department provides service to the City of Crystal Lake, the Crystal Lake Rural Fire Protection District, the Village of Lakewood, and portions of Lake in the Hills – an area of approximately 51.2 square miles serving a resident population of nearly 56,000, with 7,862 calls for service in 2025. The City Council has approved a three-year staffing plan that will increase minimum emergency response staffing from 15 to 18 personnel per shift in 2027, with total shift headcount projected to grow from approximately 22 to 24 per shift. This increase will exceed the current accommodations at the three stations, and the age of the existing facilities warrants capital improvements regardless of the staffing changes. The Study will evaluate facility condition, identify space deficiencies against current standards, and develop four (4) alternatives – baseline improvements, reconfiguration/expansion of the existing stations, construction of a new station in the northeast area of the City, and a hybrid combination of those alternatives – each with a programmatic layout, cost estimate, and preliminary construction timeline. Services include, but are not limited to, facility condition assessment, space programming, accommodation of both personnel and apparatus/equipment needs, conceptual planning, preliminary cost estimating with appropriate escalation, development of an evaluation methodology to assist the project team in selecting a preferred alternative, meeting facilitation, and preparation of a written report.

This is a specialized project type that requires architects experienced in the planning and design of fire rescue facilities, as well as in the coordination of the apparatus, equipment, and operational requirements that make a modern fire station successful. Williams Architects has successfully completed numerous fire station projects throughout the region, and our team is well versed in the unique planning considerations for 24-hour crew accommodations, apparatus bay sizing and circulation, decontamination and hot/cold zone separation, and the integration of administrative and community-facing functions within a single facility.

SCOPE OF SERVICES REQUIRED FOR PROJECT IMPLEMENTATION

Our scope of services shall be arranged in three phases, consisting of the following phases and activities:

Phase 1 – Project Initiation, Site Evaluation & Facility Assessment

We will begin the Project with a kickoff meeting with the City's project team – including staff from the City Manager's Office, Public Works (responsible for City facilities), and Fire Rescue – to confirm Project goals, constraints, expectations, and any existing planned or budgeted capital projects for the fire stations. We will then conduct on-site evaluations of Station 1, Station 3, Station 4, and the potential site in the northeast area of the City (north of the UPRR tracks), and review all available plans, layouts, and other applicable information provided by the City. A facility condition assessment will be completed for each of the three existing stations, and space deficiencies will be identified against current fire station planning standards.

Phase 2 – Alternatives Analysis and Development Options

Building on the information gathered and the facility condition assessments, we will develop a Space Program identifying needed spaces and square footage to accommodate the Department's current and projected staffing, apparatus, and equipment. We will then develop four (4) alternatives, each with a programmatic layout and associated order-of-magnitude cost estimate: (1) Baseline Improvements – identifying the facility improvements each station requires regardless of future staffing (including, for example, separate male and female shower facilities at Station 3, improved bunk room partitions at Stations 3 and 4, HVAC replacement at Station 3, potential HVAC replacement at Station 4 within the next five years, and any needed sprinkler system modifications); (2) Reconfigure / Expand Existing Stations – investigating the accommodation of additional staffing and equipment storage through modification and/or expansion of Station 1 (including a potential small addition at the administrative office area), Station 3 (remodel/addition for additional personnel and apparatus bays), and Station 4 (remodel/addition for additional personnel, with a potential separate equipment storage building); (3) New Fire Rescue Station – developing concepts for a new station in the northeast area of the City, including (a) a typical one-story satellite station on a generic flat parcel, (b) a new station with administrative offices relocated from Station 1, and (c) a new, larger Station 3; and (4) Combination of Alternatives (2) and (3) – a hybrid scope developed following the presentation of the first three alternatives, if directed by the project team. Plans will be developed at a concept level to scale, indicating overall programmed areas for each function, and we will develop conceptual 3-D images to aid the City in understanding the aesthetic and functional impact of each alternative. As part of this phase we will also develop an evaluation methodology (matrix, scoring, etc.) to help the project team select a preferred alternative; examples of methodologies successfully implemented on other WA projects will be provided for the team's consideration.

Phase 3 – Cost, Schedule, and Reporting

Based on the alternatives developed in Phase 2, we will develop preliminary cost estimates for each alternative that account for current market conditions and appropriate escalation, along with an anticipated construction timeline for each. We understand that the City is seeking planning/budget level estimates as part of this process for evaluating the possibility of a new station, as opposed to a site study or site-specific estimate. This phase also includes the ongoing coordination effort required to carry the Study to completion: biweekly "check-in" meetings with the City project team, a working session to present the initial alternatives and obtain feedback (which, if directed by the team, will inform development of Alternative 4 – the hybrid combination), and one (1) meeting to present the Study results to the City Council. We will then prepare a draft report with exhibits, cost estimates, and supporting information for review by the City's team, meet virtually to review comments, and issue a final report in PDF format.

Following the conclusion of each of the aforementioned three phases, we make a presentation of all findings and recommendations to the City, and prepare a written report summarizing all findings and recommendations.

SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE

Williams Architects' procedure for maintaining project schedules includes defining a very specific step-by-step process with the Owner at the beginning of the Project. With this ongoing series of deadlines to meet, it has allowed us to maintain excellent results in achieving our project deadlines. We take great effort to carefully plan out all the meetings, work tasks and project milestones for a Project. We do this because it has greatly enhanced our ability to keep our projects moving forward with no surprises to our clients. We will work with the City of Crystal Lake to develop a Project Schedule that meets your goals and objectives. **To that end, we propose the below noted preliminary Project Schedule, which we will further review as a Team to determine what will be mutually acceptable to the Owner and Architect:**

Task:	Completion Date:
Approval of Agreement	April 2026
Phase 1 – Project Initiation, Site Evaluation & Facility Assessment	June 2026
Phase 2 – Alternatives Analysis & Development Options	July 2026
Phase 3 – Cost, Schedule, and Reporting	early August 2026
Final City Council Presentation	August City Council meeting TBD
Completion of Study Deliverable	TBD – typically 2-4 weeks following Council presentation depending on questions, clarifications, etc.

PROPOSED FEE SCHEDULE

The compensation to the Architect by the City of Crystal Lake shall be paid on a fixed fee basis. We shall bill the City monthly for the percentage of services / work performed for the previous months' time.

We propose a fixed fee of **THIRTY FOUR THOUSAND EIGHT HUNDRED FIFTY DOLLARS ($34,850.00)** for the scope of services requested by the City, plus reimbursable expenses as described below. Should the City increase the project scope and budget after acceptance of this Proposal, our compensation shall be adjusted by a proportionate amount to the increase in budget as mutually agreed.

This fixed fee is broken down as follows:

Phase 1 – Project Initiation, Site Evaluation & Facility Assessment (WA Task 10)	$ 10,455.00 (30%)
Phase 2 – Alternatives Analysis & Development Options (WA Task 11)	$ 17,425.00 (50%)
Phase 3 – Cost, Schedule, and Reporting (WA Task 12)	$ 5,227.50 (15%)
Final Presentation and Documentation (WA Task 13)	$ 1,742.50 (5%)
Total	**$ 34,850.00 (100%)**

Should the outcome of this Fire Rescue Station Study result in a capital project for which full architectural and engineering implementation services are awarded to Williams Architects, we will reduce our agreed-upon basic services fee at the time of negotiation for same by the fixed fee amount proposed above.

ADDITIONAL SERVICES

Any Additional Services or Meetings authorized by the Owner and approved in writing in accord with the Prime Agreement at the mutually acceptable and/or identified values will be based on the hourly rates identified in the rate table below. A fixed per-meeting or per-service fee can also be established upon request based on the meeting or service purpose and required attendees from our office. Rates are revised each year on 1 June.

2025 / 2026
RATE TABLE

Managing Principal	$ 268.00/Hour
Senior Principal	$ 248.00/Hour
Principal	$ 241.00/Hour
Associate Principal	$ 239.00/Hour
Senior Associate/Senior Project Mgr.	$ 239.00/Hour
Associate / Project Manager	$ 217.00/Hour
Architect III	$ 192.00/Hour
Architect II	$ 178.00/Hour
Architect I	$ 159.00/Hour
Senior Project Coordinator II	$ 192.00/Hour
Senior Project Coordinator I	$ 178.00/Hour
Project Coordinator IV	$ 145.00/Hour
Project Coordinator III	$ 133.00/Hour
Project Coordinator II	$ 112.00/Hour
Project Coordinator I	$ 99.00/Hour
Project Technician II	$ 75.00/Hour
Project Technician I	$ 58.00/Hour
Aquatic Engineer II	$ 229.00/Hour
Aquatic Engineer I	$ 175.00/Hour
Director of Marketing	$ 214.00/Hour
Marketing Coordinator	$ 155.00/Hour
Accounting	$ 206.00/Hour
Secretarial	$ 145.00/Hour
Clerical	$ 103.00/Hour
Director of Interior Design	$ 194.00/Hour
Interior Designer V	$ 152.00/Hour
Interior Designer IV	$ 128.00/Hour
Interior Designer III	$ 99.00/Hour
Interior Designer II	$ 84.00/Hour
Interior Designer I	$ 58.00/Hour

REIMBURSABLE EXPENSES

Project-related expenses including vehicle mileage, tolls, printing/copies, and postage / messenger / overnight courier service are not included in our fee and are considered a reimbursable expense, which will be billed to the Owner at our direct cost. Detailed backup of all reimbursable expenses shall be submitted to the Owner with each invoice upon request.

CLOSING

This Letter of Proposal outlines the business terms of the Project, with the hope that the City of Crystal Lake can approve Williams Architects to move forward with a formal Professional Services Agreement for services related to this Project. Furthermore, this LOP is anticipated to constitute as Exhibit A to a Professional Services Agreement and it is understood that such Agreement will be generally consistent with the terms herein. Thank you again for this wonderful opportunity to develop a professional relationship with the City of Crystal Lake. If you have any additional questions or comments, please do not hesitate to contact us at your earliest convenience.

Cordially,

Andrew R. Dogan, AIA, NCARB, LEED AP
Managing Principal / Chief Operating Officer

CC.: Sonja Sporleder / Williams Architects

ACCEPTANCE

The City of Crystal Lake accepts the terms and conditions of this proposal and authorizes Williams Architects to begin work immediately.

Signature _____ Date _____

Printed Name and Title _____

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